

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 04 MAY 2017

CONFERENCE ROOM 2, CROWN OFFICE

Present: (Chair) David Harvie Crown Agent
John Logue Deputy Crown Agent, Operational Support
John Dunn Deputy Crown Agent, Local Court
Ian Walford Deputy Chief Executive
Lindsey Miller Deputy Crown Agent, Serious Casework
Lesslie Young Non-Executive Director

In attendance: Stephen Woodhouse Finance Director
Maria Kicinski Legal Assistant to Crown Agent
Ann Marie Henderson Personal Assistant to Crown Agent

Apologies: Douglas Hutchens Non-Executive Director

Agenda Item 1 - Welcome

1. The Crown Agent welcomed everyone to the meeting and expressed thanks to both Lesslie and Douglas who had agreed to extend their time as Non-Executive Directors until 31 December 2017. Apologies were noted from Douglas Hutchens.

Agenda Item 2 - Minutes of Previous Meeting, Matters Arising / Updates

2. The minutes of the previous meeting were agreed, with one minor amendment.

Agenda Item 3 – Justice Committee

3. The Justice Committee report was issued on 25 April 2017. The Crown Agent recorded his thanks for the work carried out thus far. A parliamentary debate has now been fixed for 06 June 2017.
4. Consideration of the COPFS response to the recommendations is well under way. Further work has been commissioned in preparation for the written response and for the debate.

Agenda Item 4 – Justice Strategy

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5. The Board were provided with an update on the draft Strategy for Justice in Scotland, which was the main focus of the Justice Board meeting on 16 March 2017. It was noted that more visible references to civil justice have been suggested. The Strategy is to be signed off at the next Justice Board meeting. Any further suggested revisions/discussion points on the draft Justice Strategy are to be passed to the Crown Agent prior to the Justice Board meeting on 18 May; suggested inclusion of a reference to the Aberdeen problem solving court under Priority 5 and the potential for clarification of the term 'person-centred' on page 3 were noted.

Agenda Item 5 – Operational Performance Update

6. The Operational Performance Committee met on 19 April 2017.
7. The Board noted the ongoing pressure in relation to the increase in homicide cases.
8. A data integrity issue has been identified in relation to the number of sexual offences pre-petition cases, which is being addressed.
9. The Board were advised that the take and implement target of 75% will be difficult to meet for the first 6 months of the year as the proposed recovery plan takes effect.
10. Sheriff and Jury age profile has reduced and is being managed with weekly assurance returns from Sheriffdoms in light of the impending Sheriff and Jury reforms on 29 May.
11. Additional support has been sought from the Resources Committee until such time as MI submission is given priority.

Agenda Item 6 – Resources Update

12. The Resources Committee met on 30 March 2017. The meeting of 27 April 2017 did not go ahead.
13. At their last meeting the committee agreed an Invest to Save bid for dedicated staff (short term) for Fair Futures and Finance/Procurement. A bid from local court was also agreed. The bids were agreed although the committee wished to record that not everyone agreed on the bid for Fair Futures.

Finance Update

14. The Board noted the interim position. Work is underway to finalise the 16/17 position. Finance do not anticipate any overspend, and that the underspend will not exceed £100k.

Fixed Term Contracts

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15. The Board considered the paper presented on fixed term contracts and agreed that COPFS would, fill as many Band B posts currently filled by staff on fixed term fair and open contract as possible on a permanent basis.
16. Consideration of what this means for specific posts and individuals will be worked through over the next few weeks within Functions and discussions held with relevant individuals. The decision will be communicated to staff as soon as possible.

Corporate Risk Register

17. The Board noted the current risk management process and Corporate Risk Register.
18. Risks 11 and 12 will be monitored and become clearer as the year progresses.
19. In relation to risk 10 it was noted that NICP was improving and that the take and implement target for 2016/17 was met. The Board expressed thanks to all staff involved. Work is ongoing to reduce the risk with a further update being provided to the Board at the next meeting.

Balanced Scorecard, Absence and Staffing Figures

20. The Board noted the balanced scorecard and absence figures. Work is ongoing with HR to ensure ever greater accuracy of figures. HR to provide advice in relation to long term absences on the policies and numbers in other departments.
21. The Board were advised that MDP is to conclude over the summer months.

Estates Handling Plan

22. The Board noted and approved the Estates handling strategy. The Board agreed that staff in affected offices should be briefed by local SCS leaders, with direct reference being made to the message to staff that will be issued by the Crown Agent, prior to a message to wider staff being published. SCS1s are to write to local Sheriffs, MSPs and stakeholders.

Agenda Item 7 – Business Improvement Update

23. The Business Improvement Committee met on 11 May 2017 and discussed the benefits of the roll out of dual screens. They also approved the business case subject to amendments in relation to cost.
24. The Board were advised that a dedicated phone line for witnesses in Sheriff and Jury cases to call and hear a message recorded by our staff advising them what cases are calling was approved for implementation. A communication is to be issued to staff.

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25.A process has been developed which will allow finance to update promis witness citations with expenses information. BIC to discuss further with RIU.

Agenda Item 8 – Any Other Business

26.The Board agreed that Leadership should be added to the agenda for the next Senior Leaders meeting to brief them on the content and learning from MDP courses.

27.The Board thanked Lesslie for her work on the Equality Outcomes Report.

**Corporate Office
May 2017**