

**Releasable under Freedom of Information (Scotland) Act 2002 after the next meeting of the Executive Board**

**EXECUTIVE BOARD MEETING**

**MINUTES OF MEETING HELD ON 13 FEBRUARY 2019**

**PROCURATOR FISCAL'S OFFICE, EDINBURGH**

<b>Present:</b> (Chair)	David Harvie	Crown Agent
	John Logue	Deputy Crown Agent, Operational Support
	Stephen McGowan	Deputy Crown Agent, Local Court
	Ian Walford	Deputy Chief Executive
	Kenny Donnelly	Procurator Fiscal, High Court
	John Cooper	Non-executive director
	Annie Gunner Logan	Non-executive director
	Fiona McLean	Non-executive director
	Mark Howells	Director of Finance
	Keith Dargie	Chief Digital Officer
<b>In attendance:</b>	Maria Kicinski	Legal Assistant to Crown Agent
	Ann Marie Henderson	Personal Assistant to Crown Agent
	Laura Buchan	Procurator Fiscal, Lothian & Borders
	Janie Patterson	Assistant Business Manager, Lothian and Borders
<b>Apologies:</b>	Lindsey Miller	Deputy Crown Agent, Serious Casework
	Rob Tinlin	Non-executive director

**Agenda Item 1 - Welcome**

1. The Crown Agent opened the meeting and welcomed all colleagues, including Annie and Laura who were attending their first Board meeting.
2. Members confirmed that there were no conflicts of interest. Annie advised the Board of her association with a number of the organisations referred to in one of the papers. These organisations were not for discussion at the meeting therefore posed no conflict.

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

3. The minutes of 12 December 2018 were agreed and can be published.
4. Action 3 – DCA Operational Support provided the Board with an update on overtime budgets. Action now closed.

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**Agenda Item 3 – Finance Update 18/19**

5. Director of Finance introduced paper EB18/19(66) and provided the Board with a high level summary of recent and planned developments in respect of the 18/19 finance position.

**Budget Planning 2019-20**

6. DCE introduced paper EB18/19(67) and provided the Board with an update on the budget planning for the 2019-20 financial year.
7. The Board noted the illustrations provided in the paper and the development of the medium-term Finance and Workforce planning strategies.
8. A further update on budget planning will be provided to the Board at the March meeting.

**Recruitment Update**

9. DCE provided the Board with an update on recruitment.
10. The Board noted that by the end of March we should have recruited 145 additional members of staff.
11. Three adverts for legal staff have been issued over the last four months.
12. It is anticipated that all new posts and current vacancies should be filled by August.

**Agenda Item 4 – Digital Strategy**

13. The Chief Digital Officer introduced paper EB18/19(68) to the Board. The Board were provided with a summary of the digital strategy innovation and transformation solution.
14. The Board noted the update provided in the Digital Strategy Delivery Plan and agreed with the proposed next steps for delivering the digital strategy aims.
15. The final version of the Delivery Plan is to be published and communicated later this month at which time the next steps are to be initiated.

**Action: DCA Operational Support, DCE and CDO are to meet to discuss communications plan.**

16. It was agreed that the CDO would circulate a copy of the IT architectural design to the Board for their information.

**Action: CDO to circulate a copy of the IT architectural design to the Board.**

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**Agenda Item 5 – Health & Wellbeing**

17. DCE introduced paper EB18/19(69) and provided the Board with an update on the ongoing work being carried out by the Health & Wellbeing Committee.
18. The Board noted that the number of days lost to sickness is decreasing, as are the number of accidents being reported.
19. Staff have recently benefited from flu vaccination vouchers, have had access to wellbeing kiosks and a new wellbeing portal has been introduced.
20. Following a brief update provided by the DCE on vicarious trauma it was agreed that the Executive Board would be given an opportunity to discuss the outcome of the review.

**Action: DCE to arrange for outcome of the vicarious trauma review to be considered at a future Executive Board meeting.**

**Agenda Item 6 – Resources Committee**

20. DCA Operational Support introduced paper EB18/19(70). The Resources Committee met on 28 January 2019 where they considered papers on the budget and finance. A further update has been provided above.
21. The Board noted the significant changes that had been made to the pathology contract.
22. Informal discussions have been held with the FDA and PCS representatives on the 19/20 pay deal. The remit for negotiations is due to be submitted for approval by SG later this month. Once the remit has been approved formal negotiations will then take place.

**Agenda Item 7 – Operational Performance Committee**

23. PF High Court introduced paper EB18/19(71). The Operational Performance Committee met on 29 January 2019 where the main focus of discussions was around NICP performance.
24. The Board noted the concerns raised in relation to NICP staffing profile and the number of outstanding cases. This is expected to stabilise by June once new staff are recruited.

**Agenda Item 8 – Functional Update: Operational Support**

25. DCA Operational Support introduced paper EB18/19(72). The Board were provided with an update on the work currently being carried out in Policy & Engagement.

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26. PF High Court wished to record his thanks to Policy for the work carried out on the Vulnerable Witnesses Bill, ahead of his appearance at the Justice Committee.
27. DCE provided an update on the work being carried out in Business Services on Fair Futures and Case Management in Court. Development of the new Estates Strategy is underway.
28. The Board noted that consultations with staff had taken place on the Strategic Plan which is to be circulated to the Board for approval and published at the start of the financial year.

### **Action: DCA Operational Support to recirculate Strategic Plan to the Board.**

#### Workforce Plan: Business Services

29. DCA Operational Support introduced paper EB18/19(72a) which set out a proposed optimum staffing structure for Business Services in 19/20.
30. The Board approved the workforce plan in principle, subject to affordability in 19/20.

### **9. Function Update: Local Court**

32. DCA Local Court introduced paper EB18/19(73).
33. The Board noted the position regarding the current number of unmarked cases and were content that this figure will be reduced by the end of the financial year.
34. The Board noted that COPFS achieved 51<sup>st</sup> place in this year's Stonewall workplace index, which was a drop from last year's position of 15<sup>th</sup> place. The Board commended the staff involved for once again securing a top 100 place. Feedback is due to be provided from Stonewall which will provide a clearer understanding of what will be required to either improve or maintain our performance.

### **10. Function Update: Serious Casework**

35. PF Local Court introduced paper EB18/19(74).
36. The Board noted the number of cases being dealt with by the Serious & Organised Crime Unit, and the work that the International Co-operation Unit is dealing with on Brexit related matters.
37. The Board noted the increase in the number of new petitions within the High Court Function which had increased from 16% to 18.6%.

**Crown Agent's Office  
February 2019**