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EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 27 SEPTEMBER 2017

CONFERENCE ROOM 1, CROWN OFFICE

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

In attendance:	Ann Marie Henderson	Personal Assistant to Crown Agent
	Bill Comrie	Director of Estates & Business Support Services

Apologies:

Agenda Item 1 - Welcome

1. The Crown Agent opened and welcomed everyone to the meeting.
2. Members confirmed that there were no conflicts of interest.

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

3. The minutes of 30 August 2017 were agreed subject to one amendment, and can be published.
4. Following discussion on the submission of papers to the board, the board agreed that if papers were not received timeously then the item would be moved to the next meeting. It was recognised that there may be some exceptions to this. All papers are to be submitted to the Secretariat 10 days prior to future board meetings.

Agenda Item 3 – Strategic Discussion

5. The second strategic discussion with Law Officers took place on 22 August 2017, where they reflected on their first year in post and discussed future priorities.
6. The board agreed to circulate the speeches given by the Lord Advocate after the discussion. Lord Carloway's speech is also to be circulated.

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Agenda Item 4 – Resources Committee

7. The board noted that nine permanent SPFDs have been advertised. Fifteen Modern Apprentice Band B posts have also been advertised externally.
8. A decision regarding the final budget allocation from Scottish Government will not be available until November or December this year; however, COPFS have been awarded an indicative allocation.
9. An indicative budget for each function for 2018-19 and 2019-20 is to be prepared by the end of November based on the assumption about the overall allocation for COPFS. An update on progress will be made available to the board at the end of November.
10. The board were advised that following advice from HR lawyers, holiday pay for overtime will be paid to staff.

Finance Update

11. The board were provided with an update on the outturn forecast to budget as at 31 August 2017. The outturn forecast to budget is showing as £888K overspend. There has been a decrease in the staffing forecast of £332K which is mainly due to staff vacancy filling assumptions having been reviewed. Staffing figures will continue to be monitored closely. The board was also provided with an update on the 2017-18 spending review and the potential implications for the medium term strategic financial plans and, most immediately, the 2018-19 budget process.
12. Included within the post mortem forecast is a request for additional funding from Glasgow University. It was agreed that the board would be provided with an update at the next meeting.

Case Management in Court (CMiC)

13. The board was provided with an update on CMiC and noted that the business case was signed off the previous month.
14. User acceptance testing is being carried out over a period of four weeks in Perth and Livingston. After testing is complete, any issues will be collated and reviewed and consideration given as to which offices this is to be rolled out to next.
15. CMiC is to feature as a standing agenda item.

Agenda Item 6 – Customer Service Strategy

16. The board noted the progress made with the Customer Service Strategy, the customer survey results and the action planning and approved the recommendation to renew our membership of the Institute of Customer Service for a period of three years.

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Agenda Item 7 – Operational Performance Committee

17. The board were advised that there still remains an increase in sexual offences being reported.
18. Implementation of Sheriff and Jury (S&J) processes went live on 28 August, with no cases being adversely impacted.
19. NICP (National Initial Case Processing) interim marking is down by 25%.
20. The board noted the progress made on KPI's (Key Performance Indicators) for each of the functions.
21. Terms of Reference (TOR) for Operational Performance Committee are to be reviewed with Business Improvement Committee on how to manage crossover of committees. The Deputy Crown Agents (DCA's) are to take this forward.

Agenda Item 8 – Function Update – Operational Support

22. DCA Operational Support thanked the Deputy Chief Executive and the Head of Policy for preparing the function update.
23. The board were advised that due to the work being carried out in this function that there would not be many changes in their function update, and as such would provide a more in-depth update on key specific items.

Agenda Item 9 – Function Update – Local Court

24. DCA Local Court provided an update for Local Court function. The board noted the end of year report.

Agenda Item 10 – Function Update – Serious Casework

25. DCA Serious Casework provided an update for Serious Casework function. The board noted the work being carried out by Serious Casework.
26. The board will alternate between function updates and committee updates at their meetings. The next function updates are to be provided at the November meeting.

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Agenda Item 11 – Any Other Business

Estates Update

27. The board were provided with an update regarding the Estates Strategy implementation and agree with the recommendations that the Kirkcaldy Office is to remain at Carlyle House with the new reduced space and associated offer, with Airdrie remaining in Graham Street with the new terms of lease presently offered for reduced floor space to ground floor occupancy only.

**Crown Agent's Office
October 2017**