

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

**EXECUTIVE BOARD MEETING**

**MINUTES OF MEETING HELD ON 19 SEPTEMBER 2018**

**CONFERENCE ROOM 2, CROWN OFFICE**

<b>Present: (Chair)</b>	David Harvie	Crown Agent
	John Logue	Deputy Crown Agent, Operational Support
	Stephen McGowan	Deputy Crown Agent, Local Court
	Lindsey Miller	Deputy Crown Agent, Serious Casework
	Rob Tinlin	Non-executive director
	John Cooper	Non-executive director
	Lesslie Young	Non-executive director
	Fiona McLean	Non-executive director (by VC)
<b>In attendance:</b>	Stephen Woodhouse	Director of Finance
	Sarah Carter	Head of Human Resources
	Jamie Lipton	Legal Assistant to Crown Agent
	Ann Marie Henderson	Personal Assistant to Crown Agent
<b>Apologies:</b>	Ian Walford	Deputy Chief Executive

**Agenda Item 1 - Welcome**

1. DCA Operational Support opened the meeting on behalf of the Crown Agent, who joined the meeting at Agenda Item 3, and welcomed all colleagues
2. Members confirmed that there were no conflicts of interest.

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

3. The minutes of 08 August 2018 were agreed and can be published.
4. Action 2 – DCA Serious Casework to invite NXDs to attend the project board and mortuary visit. Post meeting note: The board were advised that the last meeting took place on 24 May and that no further meeting has, at this time, been arranged as the draft mortuary contracts are currently out for negotiation. A further update will be provided by DCA Serious Casework at the September meeting. **Update: DCA Serious Casework to issue dates to NXDs.**
5. Action 3 - Invites are to be issued to the NXDs for the staff equality conference on 22 August. Invitations were previously sent to Lesslie Young and Fiona McLean. Invitations are to be sent to all NXDs. Post meeting note: Invitations have now been issued to all NXDs. Expressions of interest have also been sought for the Stonewall Conference in November. **Update: Action now closed but a progress report to be prepared for the April Board meeting.**

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6. Action 4 – Following discussion, it was agreed that DCA Operational Support will have the balanced scorecard available for the September meeting in a revised format. Action to be carried forward to September. **Action: This item was covered at Item 7. Action now closed.**
7. Action 6 – DCA Operational Support to provide update on strategic plan to reflect additional funding. **Action: This item is to be carried forward to the October meeting for update.**

### **Agenda Item 3 – Finance Update**

8. Director of Finance introduced paper EB18/19(36) which reports an overspend which is expected to decline.
9. The figures provided do not include the additional funding of £3.6m for the year or any spend related thereto. It is anticipated that the first tranche of that funding will come in the Autumn budget revision (before Christmas) with the bulk in the Spring budget revision.
10. Planning for the 19/20 budget was discussed.

### **Agenda Item 3 – Recruitment Update**

11. DCA Operational Support introduced paper EB18/19(37) and provided an update to the Board on the positive progress being made in relation to the recruitment exercise.
12. The second PFD advert issued on 18 September.

### **Agenda Item 4 – Resources Committee**

13. The Board noted the minutes of the Resources Committee Meeting which was held on 28 August 2018.
14. A review of overtime budgets which are currently devolved to functions is to be carried out in 3 months' time with an update on that review to be provided to the Board for the December meeting.  
**Action: DCA Operational Support to provide update on review of overtime budgets at December meeting.**

### **Agenda Item 5 – RMG/Risk Register**

15. Director of Finance introduced paper EB18/19(39).
16. Work has been ongoing on the new risk register following a workshop held in May. The register has been discussed and considered by the Risk Management Group and the Audit and Risk Committee.

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17. The revised register lists fewer risks, but those risks have been broadened in order that they can be considered in a wider context.
18. The Audit and Risk Committee have requested a review of their remit and that of the Risk Management Group for their November meeting to ensure that there is no duplication.

**Agenda Item 6 – Audit & Risk Committee**

19. The Board noted the minutes of the Audit & Risk Committee meeting which was held on 23 August.

**Agenda Item 7 – Balanced Scorecard / Mental Health Absence**

20. DCA Operational Support presented paper EB18/19(41) to the Board.
21. New information has been incorporated into the scorecard to reflect the current year to date figures and the previous FY figures.
22. DCA Operational Support to consider whether to remove the variance column and whether to add projection in the finance section of the report.
23. Head of Human Resources introduced paper EB18/19(42)(a) which provided the Board with a breakdown of mental health absences across all functions.
24. A more detailed report is to be prepared for the Resources Committee for their February meeting. Feedback will be provided to the Board after that meeting.

**Agenda Item 8 – Business Improvement Committee**

25. The Board noted the minutes of the Business Improvement Committee meeting which was held on 20 August.

**Agenda Item 9 – Operational Performance Committee**

26. The Board noted the minutes of the Operational Performance Committee meeting which was held on 22 August.
27. New KPIs go live on 01 October. An update will be provided to the Board at the November meeting.

**Agenda Item 10 – Case Management in Court**

28. Case Management in Court is progressing well.