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EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 11 DECEMBER 2019

CONFERENCE ROOM 1, CROWN OFFICE

Present: (Chair) David Harvie Crown Agent
John Logue Deputy Crown Agent, Operational Support
Lindsey Miller Deputy Crown Agent, Serious Casework
Stephen McGowan Deputy Crown Agent, Local Court
Ian Walford Deputy Chief Executive
John Cooper Non-executive director
Fiona McLean Non-executive director
Annie Gunnar Logan Non-executive director

In attendance: Mark Howells Director of Finance & Procurement
John MacFarlane Head of Business Support Services
Frances Ross Head of Corporate Communications
Rosie Haswell Head of Policy, Advice and Guidance
Kathryn Christie HR Advisor
Ann Marie Henderson Personal Assistant to Crown Agent (Secretariat)

Apologies: Rob Tinlin Non-executive director

Agenda Item 1 - Welcome

1. David Harvie, Crown Agent opened the meeting and welcomed all colleagues.
2. Apologies were noted from Rob Tinlin.
3. Members confirmed that there were no conflicts of interest.

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

4. The minutes of 13 November 2019 were agreed and can be published.

Agenda Item 3 – Finance Update 19/20

5. Director of Finance and Procurement introduced paper EB19/20(33) and provided the Board with a high level summary of recent and planned developments in respect of the 19/20 budget position.
6. The Board noted the position in relation to staffing expenditure and possible litigation costs.

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7. It is anticipated that overtime figures will reduce with case marking being allocated to all staff. There are some areas of work that requires to take place outside working hours, mainly by ISD where this won't be possible, or where out of hours issues arise either in ISD or Estates.

Agenda Item 4 – Procurement Update

8. Director of Finance and Procurement introduced paper EB19/20(34).
9. The Board were provided an update on the achievements to date in procurement and contract management, an assessment of the current position, and an outline of future plans which are being overseen by the Procurement Steering Board.
10. The Board noted the significant progress that has been made so far and agreed with the recommendations proposed on next steps.
11. The Board will be provided with an update on progress at the May 2020 meeting.

Agenda Item 5 – Risk Register

12. Director of Finance and Procurement introduced paper EB19/20(35).
13. The Board noted the update provided and agreed that the entries on the risk register will require to be revisited once the budget allocation for 2020/21 is known.

Agenda Item 6 – Resources Committee Update

14. DCA Operational Support introduced paper EB19/20(36).
15. The Board noted the minutes of the meeting held on 29 November 2019.
16. The Board noted that the sickness absence due to stress reasons had increased since the COPFS headcount increased, albeit the number of work-related stress absences had fallen. These figures will be analysed by and a further update will be provided to the Board at the March 2020 meeting.

Agenda Item 7 – Estates Transformation Plan

17. Head of Business Support Services introduced paper EB19/20(37) and provided the Board with an update on the Estates Transformation Plan.
18. The transformation plan is aligned with the Digital and People Strategies, the outcomes of which will continue to shape the implementation of the proposals with the plan.

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19. The plan has been circulated among the Future Ways of Working Focus Groups. The feedback from these groups has been positive. It was recognised that this plan would enable the benefits of the Digital and People Strategies to be realised and would also provide one of the major requirements for Future Ways of Working, thus making best use of the COPFS estate whilst also provided opportunities for closing partnership and collaborative working.
20. The Board approved the Estates Transformation Plan.

Agenda Item 8 – Employee Engagement Strategy

21. Head of Corporate Communications introduced paper EB19/20(38).
22. The Board noted the update provided and were content to endorse the employee engagement strategy and delivery plan for 2020/21.

Agenda Item 9 – Vicarious Trauma review recommendations

23. Head of Policy, Advice and Guidance introduced paper EB19/20(39).
24. The Board considered the recommendations from the review of the vicarious trauma provision and approved the recommendations as set out in section 5 of the paper.

Agenda Item 10 – Balanced Scorecard and Absence Figures

25. DCA Operational Support introduced paper EB19/20(40).
26. The Board noted the figures provided.

Agenda Item 11 – Operational Performance Committee Update

27. DCA Serious Casework introduced paper EB19/20(41).
28. The Board noted the minutes of the meeting held on 27 November 2019.

Agenda Item 12 – Audit & Risk Committee Update

29. The minutes of the Audit and Risk Committee meeting (EB19/20(42) held on 20 November 2019 were noted.