

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

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 08 AUGUST 2018

CONFERENCE ROOM, PFO, KIRKCALDY

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| Present: (Chair) | David Harvie John Logue Stephen McGowan Cat Dalrymple Ian Walford John Cooper Lesslie Young Fiona McLean | Crown Agent Deputy Crown Agent, Operational Support Procurator Fiscal, High Court Procurator Fiscal, Local Court Deputy Chief Executive Non-executive director Non-executive director Non-executive director |
| In attendance: | Jennifer Harrower Mairi Marshall Jamie Lipton Ann Marie Henderson | Sheriffdom Procurator Fiscal Sheriffdom Business Manager Legal Assistant to Crown Agent Personal Assistant to Crown Agent |
| Apologies: | Lindsey Miller Rob Tinlin | Deputy Crown Agent, Serious Casework Non-executive director |

Agenda Item 1 - Welcome

1. The Crown Agent opened the meeting 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 04 July 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 advise 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.**
5. Action 4 - 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. **Action now closed.**
6. Action 5 – 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.**

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7. Action 8 – DCA Serious Casework to produce monthly reports on KPIs for the Operational Performance Committee. **Update:** It was confirmed that these will go live in October. Further update to be provided at October meeting.

Agenda Item 3 – Finance Update

8. The Board discussed the current financial position. The outturn forecast to budget is currently showing an overspend, which is expected to reduce. This figure includes the full impact of the staff pay award which is to be paid in August.
9. Centrally managed costs reflect an overspend which relates to additional pressures within the post mortem budget. It is anticipated that this will reduce during the year as the work on contracts progresses.

Agenda Item 3 - Implementation

10. DCE introduced paper EB18/19(30) and provided an update to the Board on the planning for a significant in-year expansion to the COPFS complement. The Board noted the work that had been carried out over the last few months in the preparation of a bid to SG for additional resources. A commitment has been received from SG to increase our budget allocation, which is sufficient to fund approximately an additional 140 posts.
11. The Crown Agent thanked everyone involved for the significant amount of work that had been carried out.
12. The additional funding is expected to be available from 01 September.
13. The additional recruitment will bring the COPFS complement to around 1800 FTE, 600 of which will be lawyers.
14. The Board noted that we will require to demonstrate that not only can we recruit and accommodate the additional staff, but that this investment has brought about genuine and sustainable improvements in the delivery of justice as measured by steady improvement which has been measured by KPIs.
15. A message from the Crown Agent and the Lord Advocate will be drafted to communicate this to all staff later in the week.
16. The strategic plan is to be updated to reflect in light of additional funding on what we can deliver. **Action: DCA Operational Support to update strategic plan reflecting additional funding.**
17. It was agreed that this item is to feature as a standing item for future meetings. **Action: DCE to provide monthly update to the Board on recruitment.**

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Agenda Item 4 – Fair Futures

18. DCE introduced paper EB18/19(31) and provided the Board with an update on progress with the Fair Futures project and the planning for the roll out of the 'Leading Transformation' series of events which will take place during the second half of 2018/19.
19. A film is to be prepared, with a tailored version specific to each function for all staff. Briefing sessions will thereafter be held with all staff at different sessions based on leaders, managers of managers and managers of staff who do not have line management responsibilities.
20. NXD's are to be invited to attend the Leaders and Managers of Managers events.
Action: DCE to issue invitations to the Leaders and Managers of Managers events once dates have been identified.

Agenda Item 5 – Operation Roll

21. The Sheriffdom PF for Tayside, Central and Fife provided the Board with an update in relation to President Trump's recent visit to Scotland. A debrief is planned for later in the month. An update is to be provided for the September meeting. **Action: Sheriffdom PF to provide an update on Operation Roll for the September Board meeting.**

Agenda Item 6 – Function Update – Operational Support

22. DCA Operational Support introduced paper EB18/19(32). The Board noted the work being carried out by Policy & Engagement and Business Services.
23. Since Part 1 of the Criminal Justice (Scotland) Act 2016 came into force the volume of custody cases being reported has dropped.
24. On 11 September the Lord Advocate and Cabinet Secretary for Justice are due to give evidence to the Justice Committee on Brexit.
25. The Head of IT operations will take up post on 13 August which will enable the Chief Digital Officer to focus more on strategic delivery.
26. The Case Management in Court (CMiC) app has been upgraded in light of user acceptance testing and has now been deployed across 5 offices. Corporate wifi is being rolled out successfully across COPFS.
27. A working group is assessing the feasibility of CMiC for deployment to Sheriff and Jury processes. If this is possible this will increase benefits realisation significantly.

Agenda Item 7 – Functional Update – Local Court

28. PF Local Court introduced paper EB18/19(33). The Board noted the work being carried out by Local Court around the estates strategy.

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29. Custody figures have fallen by 19% in the last six months.

30. At the recent Service Improvement Board (SIB) meeting it was agreed that all functions are to produce a Service Improvement Plan for the next meeting on 23 August. Local courts have circulated their plan. Training is to be rolled out across all Sheriffdoms once PLL have new accredited trainers.

31. Local Courts have completed 96.85% of their Performance Appraisal Reports for 2017/18.

Agenda Item 8 – Function Update – Serious Casework

32. PF High Court introduced paper EB1819/34. The board noted the update provided.

Agenda Item 9 – Audit and Risk Committee Update

33. The Board noted the minutes of 05 July, where the accounts were signed off.

Agenda Item 10 – Case Management in Court

34. This update was provided at Agenda Item 6.

**Crown Agent's Office
August 2018**