

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 NOVEMBER 2019

CONFERENCE ROOM, PFO, GLASGOW

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
	Moira Orr	Sheriffdom PF
	David Casey	Sheriffdom Business Manager
	Rosie Haswell	Head of Policy, Advice & Guidance
	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 11 September 2019 were agreed and can be published.

Agenda Item 3 – Finance Update 19/20

5. Director of Finance and Procurement introduced paper EB19/20(25) 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 total staff in post position and the steps being considered by the Resources Committee to manage in-year expenditure, both staff and non-staff.

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

7. The Board will be provided with an update on all aspects of procurement and contract management at the December Board meeting.
8. The recent article published on PF Eye relating our record number of staff is to be circulated to the non executive directors.

ACTION: PS CA to circulate PF Eye article on staff numbers to the non executive directors.

Agenda Item 4 – Health and Wellbeing Update

9. Rosie Haswell introduced paper EB18/19(26).
10. The Board noted the progress made to date and endorsed the wellbeing strategy and action plan, subject to some suggested changes.

Agenda Item 5 – Function Update: Operational Support

11. DCA Operational Support introduced paper EB19/20(27).
12. The Board noted the work being carried out in Policy and Engagement in relation to the Vulnerable Witnesses (Criminal Evidence) (Scotland) Act 2019, Cyberkiosks and Digital Evidence, the Drugs Death Taskforce and the Prosecution of Veterans.
13. DCE provided the update to the Board for Business Services. The Board noted the work being carried out in estates, noting that a paper for further discussion will be provided to the Board at the December meeting setting out plans for further transformation of the estate.
14. The Board noted that Fair Futures is on track to be fully implemented by April 2020. Thereafter it will be for managers at all levels of the organisation to ensure that the benefits are captured going forward, in particular the change in culture which will be required.

Agenda Item 6 – Resources Committee Update

15. DCA Operational Support introduced paper EB19/20(28).
16. The Board noted the minutes of the meeting held on 30 October 2019.

Agenda Item 7 – Function Update

17. DCA Local Court introduced papers EB19/20(29).
18. The Board noted the current number of unmarked cases, and the spike in violent crime figures.

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

19.The Board were provided with an update on the Evidence and Procedure Pilots.

Agenda Item 8 – Business Process Improvement Committee

20.DCA Local Court introduced paper EB19/20(30).

21.The Board noted the minutes of the meeting held on 17 October 2019.

Agenda Item 9 – Function Update – Serious Casework

22.DCA Serious Casework presented paper EB19/20(31).

23.The Board noted the work being carried out across both Serious Casework and the High Court function, finding them both informative and helpful.

Agenda Item 10 – Operational Performance Committee

24.DCA Serious Casework introduced paper EB19/20(32) was introduced.

25.The Board noted the minutes of the meeting held on 30 October 2019.

Any Other Business

26.The Board were provided with a brief update on the UN Climate Conference which is due to be held in Glasgow in November 2020.

27.DCE is to circulate the paper from CRG to the Board concerning the potential impact of the recent power cut. **Action: DCE to circulate CRG paper to the Board concerning potential impact of the recent power cut.**

28.DCA Operational Support provided the Board with an update regarding the security breach in Aberdeen.

29.DCA Operational Support is to circulate the Strategic Plan to Board members. **Action: DCA Operational Support is to circulate the Strategic Plan to Board members.**

30.The 'Life of a Case' DVD is to be circulated to the non executive directors. **Action: DCA Operational Support to arrange for DVD to be circulated to the non executive directors.**

**Crown Agent's Office
December 2019**