

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

**EXECUTIVE BOARD MEETING**

**MINUTES OF MEETING HELD ON 31 MAY 2017**

**CONFERENCE ROOM 2, CROWN OFFICE**

**Present:**

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

**In attendance:**

Stephen Woodhouse	Finance Director
Maria Kicinski	Legal Assistant to Crown Agent
Ann Marie Henderson	Personal Assistant to Crown Agent

**Apologies:** None

**Agenda Item 1 - Welcome**

1. John Dunn opened and welcomed everyone to the meeting on behalf of the Crown Agent, who joined the meeting later.

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

2. The minutes of 22 March were agreed, as were the minutes of 04 May following a slight amendment to paragraph 10.

**Agenda Item 3 – Justice Committee**

3. The Crown Agent once again recorded his thanks for the work carried out in the preparation of the response that was issued to the Justice Committee on 30 May 2017.
4. A parliamentary debate has now been fixed for 06 June 2017.

**Agenda Item 4 – Operational Performance Update**

5. The Board were advised that High Court sexual offences cases had been discussed at a recent meeting with the Law Officers. Updates are to be provided to the Law Officers on a weekly basis on the preparation of sexual offences cases.

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6. All functions are not in a position to set their own KPI's.
7. Work is currently ongoing looking at journey times in how KPI's are measured in NICP.
8. It was noted that the number of Sheriff cases had reduced by 2,000 from the previous year and JP business had dropped considerably from 10,500 to 5,500.
9. A court programme has been developed for use in local court, which can be filtered to show legal resources at Sherifffdom, Office or Function level.

### **Agenda Item 5 – Resources Update**

10. The Board were advised that the Resources Committee would be in a position to provide them with greater clarity in respect of our theoretical complement, the staffing we actually have and the staffing levels we can afford long-term once the current promotion exercises and other staffing changes have been made. The Board noted that the Resources Committee would be in a position to make a decision by the end of June and would provide an update to the Board for the July meeting.
11. Spending Review preparation is underway with further work being carried out in preparation for the spending review later in the year.
12. Consideration of contingency plans for a cash reduction scenario is being undertaken as well as a flat cash settlement.

### Finance Update

13. The Board were provided with an update on the unaudited outturn position as at 31 March 2017 and an update on the 2017/18 budget process. The figures provided are subject to external audit and may change following any adjustments advised during the audit.

### Estates Handling Plan

14. At the meeting held on 04 May 2017 a communications plan for the next stage was approved for the implementation of the estates strategy. Following further discussions a decision was made to revise the message and defer issuing until mid June. A revised message to staff was circulated and approved by the Board. It was agreed that the Law Officers are to write to SG ministers in mid June.

### Report on Health and Wellbeing Committee

15. The Health and Wellbeing Committee was established in November 2016 in response to a recommendation made by the Fair Futures Project.
16. The Committee is chaired by the Deputy Chief Executive and includes representations from Functions and the Trade Unions.
17. The Board noted that there is now a new provider for Occupational Health.

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18. Following discussion, the Board agreed that the number of products should reduce within the scope of the Wellbeing work stream now that the Health and Wellbeing Committee is up and running.

19. It was agreed that the Committee should report to the Executive Board a couple of times a year.

**Agenda Item 6 – Business Improvement Update**

MI Project

20. The Board were advised that MI project for High Court and Specialist Casework was not moving along as quickly as the Committee would like. The Board agreed that this needs to be advanced.

Cold Case Data

21. The Committee have also discussed proposal to enhance the current Cold Case Unit Access Database to enable the scanning in and linking of documents. The Cold Case Unit presently has an Access Database which records names and dates. They do not currently have any facility to store documents electronically. The Committee approved progression to stage 2, but qualified it on an analysis of the volume of cases that the Cold Case Unit is dealing with.

CMiC

22. Significant progress is being made on the CMiC project. The Project Board is to communicate the progress to the Service in the coming weeks.

23. ISD are confident that they have the mechanisms in place to test any new iOS versions before implementation.

24. It was agreed that the Business Case should be updated in respect of the benefits that would continue be developed and submitted to the Executive Board for the August meeting for consideration.

**Corporate Office  
June 2017**