

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 11 APRIL 2018

CONFERENCE ROOM, PFO, DUMBARTON

Present: (Chair)	David Harvie John Logue John Dunn Lindsey Miller Ian Walford John Cooper Fiona McLean Lesslie Young Rob Tinlin	Crown Agent Deputy Crown Agent, Operational Support Deputy Crown Agent, Local Court Deputy Crown Agent, Serious Casework Deputy Chief Executive Non-executive director Non-executive director Non-executive director Non-executive director
In attendance:	Laura Mundell Margaret-Ann Forsyth Ann Marie Henderson	Sheriffdom PF, North Strathclyde Sheriffdom BM, North Strathclyde Secretariat
Apologies:	None	

Agenda Item 1 - Welcome

1. The Crown Agent welcomed everyone to the meeting. Laura Mundell and Margaret-Ann Forsyth attended on behalf of North Strathclyde.
2. Members confirmed that there were no conflicts of interest.

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

3. The minutes of 14 March were agreed with one slight amendment.
4. Completed actions to be removed from action tracker.
5. Action 36, DCA Operational Support to provide NXDs with a copy of the current and draft business plan marked complete as forms part of substantive agenda.
6. Action 5, DCA Operational Support to provide update and analysis to the Board on the progress of reprioritisation of resources also marked complete as forms part of substantive agenda.

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

Agenda Item 3 – Finance update

7. The DCE provided the board with an update on the current finance position, noting that we expect to be within budget, with a slight underspend.
8. The 2018-19 budget and 2019-20 indicative allocations have now been sent out to functions.

Agenda Item 4 – Resource Reprioritisation

9. DCA Operational Support provided the Board with a progress report on the ongoing resource reprioritisation exercise.
10. The Board noted the ongoing analysis and that our capacity to transfer resource to assist with pressures in Serious Casework function is extremely limited by the summary court programme.
11. A meeting has been arranged for later in the month at which our analysis will be shared with SCTS and Scottish Government colleagues.

Agenda Item 5 – COPFS Strategy 18-21

12. DCA Operational Support presented an initial draft of the next Strategic Plan to the Board.
13. The content of the strategy has been simplified in an effort to make the document more user friendly for staff and stakeholders. The non-executive directors observed that more work was required to better capture the sense of identity of the organisation, with more emphasis on vision and purpose.
14. Further detailed consultations are to take place with staff during April and May.
15. The strategy will be presented to Law Officers prior to it being presented to the Board in July for approval, together with proposals for ongoing monitoring and reporting against progress.

Agenda Item 6 – Operational Support update

16. The DCA Operational Support provided an update on Policy and Engagement, and Business Services.

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Agenda Item 7 – Serious Casework update

17. DCE Serious casework provided the Board with an update on the progress of current high profile work being carried out by the serious casework function.

Agenda Item 8 – Local Court update

18. DCA Local Court provided the Board with an update on the progress of work being carried out in Local Court.

Agenda Item 9 – Estates update

19. The Board noted the update provided by DCA, Local Court in relation to the good progress made in implementing the Estates Strategy.

Agenda Item 10 – Case Management in Court (CMiC)

20. The DCE advised the Board that CMiC remains on track.
21. Corporate Wi-Fi is being rolled out to all offices.

**Crown Agent's Office
April 2018**