

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

**EXECUTIVE BOARD MEETING**

**MINUTES OF MEETING HELD ON 17 JUNE 2020**

**MS TEAMS**

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

<b>In attendance:</b>	Ann Marie Henderson	Personal Assistant to Crown Agent (Secretariat)
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**Agenda Item 1 - Welcome**

1. David Harvie, 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 20 May 2020 were agreed and can be published.

**Agenda Item 3 – Finance Update 20/21**

4. The Deputy Chief Executive introduced paper EB20/21(09) and provided the Board with an update on the latest developments in finance matters.
5. We have more assurance that the £3.2m which was promised in-year and on which our budget is based will be transferred in the autumn budget revision. This sum is essential because of the nature of our costs and low staff turnover.
6. Bids for additional funding in 2020-21 have been submitted to the Scottish Government. No commitment has been given that additional funding will be available.
7. It was noted that the number of leavers had dropped from between 8-10 to 2.

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8. The Board noted that a full budget, business, risk and workforce review will be carried out in August. The Workforce Planning Group are considering whether any certainty can be provided, even short term, to the trainees, who are due to complete their traineeships in September.

### **Agenda Item 4 – Procurement Update**

9. The Deputy Chief Executive introduced paper EB20/21(10).
10. The Board were provided with an update of the latest developments in procurement and contract management.
11. The Board noted that the Central Procurement Team have bid for 1.8 FTE staff for a fixed period of 12 months to allow further work to begin to remove off contract expenditure, ensuring all contracts and suppliers are being managed.
12. The Board noted that recruitment was on hold pending the budget and workforce planning review in August.

### **Agenda Item 5 – COVID Response – CRG Summary**

13. The DCE introduced paper EB20/21(11).
14. The Board noted that the Corporate Resilience Group is chaired by the Crown Agent and includes the other members of the Senior Executive Team and other senior managers from all of the Functions. It has met at least weekly since early March to oversee the response to the covid crisis and to plan the recovery.
15. The main CRG is supported by three sub-groups: the Operational sub-group (which co-ordinates all action in respect of changes to casework management); the office recovery and safety group (co-ordinates all business support activity); the deaths investigation workstream.
16. The Board were provided with an extract from the CRG closed actions archive which reflected the decisions that have been made by CRG since the last meeting of the Executive Board in May.

### **Agenda Item 6 – Balanced Scorecard and Absence Figures**

17. DCA Operational Support introduced paper EB20/21(12).
18. The Board noted that there has been a small decrease in absences between April 2020 and May 2020. The number of short term absences have shown a significant decrease from the previous month, however there has been a sizable increase of long term absences between 28 days and 3 months. The total number of absences in May 2020 and May 2019 were the same, however the breakdown is very different. In May 2020 a higher percentage of absences were recorded as long term at 80.85% with 19.15% being considered short term, whereas in 2019 the figures were 61.70% and 38.30% respectively.

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**Agenda Item 7 – COPFS Annual Business Plan for 2020/21**

- 19.DCA Operational Support introduced paper EB20/21(13).
- 20.The Board noted that the plan had been developed to support our work throughout this year to respond to the Covid-19 pandemic while maintaining progress towards our three strategic goals. At this stage of the year, with significant uncertainty about the progress of the virus and the financial position, the objectives for the year have been framed in general terms.
- 21.The plan will be reviewed and updated as we move through the three stages of response, recovery and renewal and our expectation is that we will be able to settle on more detailed objectives for the year in the next few weeks.
- 22.The Board approved the draft annual business plan for 2020-21 in line with the new goals set in the new Strategic Plan for 2020-23.

**Agenda Item 8 – Resources Committee Update**

- 23.DCA Operational Support introduced paper EB20/21(14). The Board noted the contents of the minutes which had been circulated for information only.

**Agenda Item 9 – Operational Performance Committee Update**

- 24.DCA Serious Casework introduced paper EB20/21(15). The Board noted the contents of the minutes which had been circulated for information only.

**Agenda Item 10 – Audit & Risk Committee Update**

- 25.Rob Tinlin, non executive director introduced paper EB20/21(16). The Board noted the contents of the minutes which had been circulated for information only.

**Crown Agent's Office  
June 2020**