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EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 4 JULY 2018

CONFERENCE ROOM, CROWN OFFICE

Present: (Chair)	David Harvie John Logue Lindsey Miller Cat Dalrymple Ian Walford John Cooper Lesslie Young Rob Tinlin	Crown Agent Deputy Crown Agent, Operational Support Deputy Crown Agent, Serious Casework Procurator Fiscal, Local Court Deputy Chief Executive Non-executive director Non-executive director Non-executive director
In attendance:	Bill Comrie Helen Nisbet Mairi Boyle	Director of Estates Asst Procurator Fiscal, Specialist Casework Legal Assistant to Crown Agent
Apologies:	Fiona McLean	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 6 June 2018 were agreed and can be published.
4. Action 3 - DCA Operational Support updated that the resource reallocation exercise was well underway. Though there are some loose ends to be tied up in relation to when some transfers will take place, there is agreement between functions about who is to be transferred and about the finance position.
5. Action 4 - Invites are to be issued to the NXDs for the staff equality conference on 22 August.
Action: CA's Office to remind RMQ about this.
6. Action 5 – Following discussion, it was agreed that DCA Operational Support will have the balanced scorecard available for the next meeting in a revised format.
7. Action 6 – The Board agreed that the decision as to whether CMiC ought to be rolled out to Sheriff & Jury work sits with the Project team and that the Board will still be advised as to progress of the CMiC project.
Action closed.

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8. Action 7 – Secretariat is to identify a suitable date to update other NXDs on ongoing litigation.
Action: CA's Office to identify date.

Agenda Items 3 – Finance update 18/19

9. The Board discussed the current financial position. The DCE noted that it was still early in the FY and that the Service was in a phase of active recruitment. DCA Operational Support added that exit interviews of leavers, including recent leavers to SG, is being used to inform recruitment planning.
10. There was an update on the negotiations with the TUS about the pay settlement. TUS are to ballot members with ballots closing on 20 and 27 July respectively.
11. CA advised that a supplementary submission had been made to SG in relation to the current FY budget and a response was awaited.

Agenda Item 4 – Resource Committee update

12. DCA Operational Support and CD provided a brief update on the recent RC meeting. Further work is needed on workforce planning, dependent on the budget response from SG.

Agenda Item 5 – Spending review

13. CA set out the likely timing of this year's spending review.

Agenda Item 6 – Estates strategy

14. BC introduced paper (EB18/19(23)). Much has been achieved. The Board agreed to the proposals in BC's paper and commended his team's work.

Agenda Item 7 – Operational Performance Committee update

15. DCA Serious Casework explained that the increase in High Court work has continued across Major Crime, Homicide and Sexual Offences. Following discussion, the serious sexual offences pre-petition caseload has reduced from 700 to some 200 cases. DCA Serious Casework introduced a paper (EB18/19(26)) on KPIs. The Board welcomed the paper and following discussion endorsed the recommendations, subject to further reflection on the NICP KPI's.
Action: DCA Serious Casework to produce monthly reports on KPIs for the Operational Performance Committee.

Agenda Item 8 – Brexit

16. HN presented paper (EB18/19(27)) setting out twin track planning for the practical implications of Brexit. Following discussion, the paper was noted and agreement was reached that further resource was required to support planning.

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Agenda Item 9 – COPFS strategy

17.DCA Operational Support introduced paper (EB18/19/28). Members noted the update on further consultation and that Law Officers would approve in August 2018, prior to external consultation.

Agenda Item 10 – Case Management in Court

18.The DCE provided a brief update on this project which is progressing well.

**Crown Agent's Office
July 2018**