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EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 09 MAY 2018

CONFERENCE ROOM 1, CROWN OFFICE

Present: (Chair)	David Harvie	Crown Agent
	John Logue	Deputy Crown Agent, Operational Support
	John Dunn	Deputy Crown Agent, Local Court
	Lindsey Miller	Deputy Crown Agent, Serious Casework
	Ian Walford	Deputy Chief Executive
	John Cooper	Non-executive director
	Fiona McLean	Non-executive director
	Lesslie Young	Non-executive director
	Rob Tinlin	Non-executive director

In attendance: Ann Marie Henderson Secretariat

Apologies: None

Agenda Item 1 - Welcome

1. The Crown Agent welcomed everyone to the meeting.
2. Members confirmed that there were no conflicts of interest.

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

3. The minutes of 11 April 2018 were agreed. These can now be published.
4. Action 13 – DCE to provide update on wellbeing strategy. A separate update is provided for this action at Item 8. Action now closed.

Agenda Item 3 – Finance update

5. The Director of Finance provided the board with an update on the current expected year-end financial position for 2017-18.
6. The Crown Agent thanked all involved for bringing the 2017-18 budget in on track.

Agenda Item 4 – Risk Register

7. The Board were provided with an update on the risk management process.
8. Following a recent risk workshop which was held on 03 May, the DCE and the Director of Finance are developing a new corporate risk register in the light of the discussions at what non-executive directors felt was a very worthwhile and innovative event.

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9. The risk register will be reviewed at the June meeting of the Risk Management Group.

Agenda Item 5 – Resource Committee Update

10. The Committee met on 24 April 2018.
11. The finance update has been covered at Item 3.
12. The Committee will continue to work on the resource reprioritisation. Workforce plans are to be put in place to assist with retraining, recruitment and accommodation requirements within budget constraints.
13. Headline figures from the reprioritisation work have been shared with colleagues in Scottish Government.
14. In relation to estates it was noted that work has been completed in respect of Falkirk, Hamilton, Kirkcaldy, Airdrie and Oban offices, with further office rationalisation projects being considered for 2018-19.
15. A further update on Estates will be provided to the Board at the July meeting.

Agenda Item 6 – Business Improvement Committee Update

16. The Business Improvement Committee met on 25 April 2018.
17. The focus remains on the development and delivery of the key priority corporate projects, namely Case Management in Court, MI Project and Corporate Apps.
18. Sheriff & Jury 21 and Sheriff & Jury Reform are both in the project closure phase.
19. It is anticipated that due to the closure of the above 2 projects, it is possible that there will be some available ISD resources which will enable BIC to review which projects become the next priority.
20. A communication is to be drafted for staff to provide them with information on the role of BIC in managing change with COPFS, the governance routes for more local initiatives, and the role which each of the function Improvement Committees play in delivering change.
21. There is a significant amount of work ongoing in CMiC and the rollout plan is being developed to provide a schedule of the next offices to take delivery of this, reflecting corporate Wi-Fi implementation. It is expected that all COPFS offices will be using CMiC for summary procedures by the end of 2018-19.

Agenda Item 7 – Operational Performance Committee Update

22. Operation Performance Committee met on 25 April 2018.
23. The Board were advised that the indicting resource within High Court had been increased.

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- 24. Whilst there has been a reduction in reporting of cases in NSCU this does not necessarily free up Advocate Depute resource due to floating trials.
- 25. The increased trend in adjournments is quite high, which could possibly be related to the severe weather. OPC are to monitor this and review figures next month.
- 26. NICEP met the published target, however, it was noted that they are currently understaffed.
- 27. Draft KPI's from Internal Audit have now been received which have been circulated to the Senior Executive Team. DCA Operational Support advised that a further meeting has been scheduled with Internal Audit. A further draft will be provided to SET for consideration.

Agenda Item 8 – Health & Wellbeing Update

- 28. The Health & Wellbeing Committee was set up 18 months ago, with updates coming to the Board on a 6 monthly basis.
- 29. The Board noted the update provided.
- 30. The Committee are working with the unions on a specific mental health policy which will include plans to upskill line managers by April 2019.
- 31. The DCE and Head of HR recently visited CPS where they met with their HR, learning and development and Business Management teams to share knowledge and experience. It is likely that a number of CPS initiatives can be adapted for use in COPFS.

Agenda Item 9 – Fair Futures

- 32. The Board were provided with an update on the plans for the continuing implementation of the Fair Futures programme.
- 33. John Cooper proposed a change to the wording of the vision for Fair Futures which will be circulated to the Board by email for consideration.
- 34. The Board noted and endorsed the plans to deliver the Fair Futures transformation programme by 1 April 2019. The DCE undertook to provide regular updates to the Board on progress.

Agenda Item 10 – Case Management in Court (CMiC)

- 35. This was covered under agenda item 6.

**Crown Agent's Office
May 2018**