

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 13 MARCH 2019

CONFERENCE ROOM 1, CROWN OFFICE

Present: (Chair)	David Harvie	Crown Agent
	John Logue	Deputy Crown Agent, Operational Support
	Lindsey Miller	Deputy Crown Agent, Serious Casework
	Stephen McGowan	Deputy Crown Agent, Local Court
	Ian Walford	Deputy Chief Executive
	John Cooper	Non-executive director
	Annie Gunner Logan	Non-executive director
	Fiona McLean	Non-executive director
	Rob Tinlin	Non-executive director
In attendance:	Mark Howells	Director of Finance
	Alison McCluskey	Head of Fair Futures Delivery
	Steve Scott	Senior Consultant/Project Manager
	Ann Marie Henderson	Personal Assistant to Crown Agent
Apologies:	None.	

Agenda Item 1 - Welcome

1. The Crown Agent opened the meeting and welcomed all colleagues.
2. There were no apologies noted.
3. Members confirmed that there were no conflicts of interest.

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

4. The minutes of 13 February were agreed, subject to a slight change and can be published.
5. Action 1 – DCA Operational Support to provide further update to the Board in advance of COPFS reporting its gender pay gap figures in 2019. This action has been deferred to the May meeting.
6. Action 2 – DCA Local Court to provide progress report on staff equality / Stonewall. Update to be provided at the May meeting.
7. Acton 3 – Meeting to be arranged to discuss communications plan for digital strategy. Action now closed.

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8. Action 4 – CDO to circulate a copy of the IT architectural design to the Board. Action to be closed.
9. Action 5 - DCA Operational Support to recirculate Strategic Plan to the Board. Action to be completed by May meeting.

Agenda Item 3 – Finance Update 18/19

10. Director of Finance introduced paper EB18/19(75) and provided the Board with a high level summary of recent and planned developments in respect of the 18/19 finance position as at 31 January 2019.
11. The Board noted that the forecast against budget shows a cash underspend and a capital overspend. The forecast includes the additional funding received from Scottish Government (SG) in the Autumn and Spring Budget Revisions.
12. The Board noted that procurement in COPFS has been subject to three independent external reviews recently; consistent outcome is that COPFS has robust governance, policies and procedures in place which are effective and efficient.
13. A Non-Staff Expenditure Workshop has been arranged for 14 March which will provide an opportunity for further discussion about how to embed better procurement and contract management across COPFS.

Budget Agreement

14. DCE provided a verbal update to the Board on the budget agreement.
15. The Board noted we have not been able to finalise the budget allocations to Functions as discussions were continuing about the money which will be available to offset the increase in the employer pension contributions from 1 April 2019. The UK and Scottish Governments remain in discussion about how much additional money will be provided to SG. Once these discussions have been completed Scottish employers will be informed how much additional funding they will each receive.
16. The Board noted that it was anticipated that £1.7m of one-off income would be available in 2019/20. This is a result of the rebate from Glasgow University in respect of pathology contracts, and the benefit from a reduction in annual leave carry over.
17. Work is ongoing to develop options for staffing levels for the medium term to inform our financial strategy and workforce planning in the second half of 19/20 in preparation for the next spending review. A further update will be provided to the Board at the May meeting.

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Recruitment Update

- 18.DCE provided the Board with a verbal update on recruitment.
- 19.The Board noted that the DCE will prepare a draft letter on recruitment for the Lord Advocate to update the Justice Committee on.
- 20.An update on recruitment and the expansion plan will be circulated on a fortnightly basis.

Agenda Item 4 – Risk Register

- 21.Director of Finance introduced paper EB18/19(77). The Board noted the update provided. It was agreed that the corporate risk register should be updated and circulated to the Board.

Action: DCE to arrange for the corporate risk register to be updated and circulated to the Board.

Agenda Item 5 – Resources Committee Update

- 22.DCA Operational Support introduced paper EB18/19(78). The Resources Committee met on 28 February 2019.
- 23.The Board were advised that procurement in COPFS has been the subject of three independent external reviews recently; consistent outcome is that COPFS has robust governance, policies and procedures in place which are effective and efficient.
- 24.A non-staff expenditure workshop has been arranged for 14 March. This will provide an opportunity for further discussion about how to embed better procurement and contract management across COPFS.
- 25.The Board noted the decision made to close the Estates Project Board and to transfer its residual actions to alternative governance but noted that there will require to be careful management of the transitional arrangements to ensure that the success of the Estates Project Board in securing local buy-in and effective communication with staff are replicated and enhanced in the two planned office moves and the implementation of the new estates strategy.

Agenda Item 6 – Fair Futures

- 26.The Board were presented with paper EB18/19(79). The Deputy Chief Executive said that, in light of feedback from SCS staff at the Leading Change launch event on 7th March, consultation on the My Career products, particularly the Career Movement and Development policy, would be extended and an update would be provided to the Board at the May meeting.

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27.The Fair Futures – Leading Change programme was launched to SCS staff on 07 March 2019. This will be followed up by 20 local events to which between 350-400 managers with line management responsibility will be invited to attend between now and the end of September.

Agenda Item 7 – Balanced Scorecard / Absence Figures

28.DCA Operational Support introduced papers EB18/19(80) & EB18/19(81). The Board noted the update provided. The absence figures for the 2018/19 current FY to date are to be reviewed.

Action: DCA Operational Support to review the absence figure for the 2018/19 current FY to date.

Agenda Item 8 – Business Process Improvement Committee

29.DCA Local Court introduced paper EB18/19(82). The Committee met on 26 February 2019.

30.The Board noted that the Case Management in Court (CMiC) national rollout remains on track for delivery to all COPFS offices by the end of March 2019.

31.The Chief Digital Officer will present the prototype solutions at a COPFS Case Management Digital Transformation Summit which is being scheduled for April/May, to discuss and define our case management development and innovation priorities.

32.The Committee will continue to retain an oversight the existing corporate and the three Scottish Government Justice Digital Transformation ISD funded projects to ensure that progress is maintained, overseeing the key risks identified in relation to resources and timescales.

Agenda Item 9 – Operational Performance Committee

33.DCA Operational Support advised that the last meeting of the committee was cancelled, with the next meeting scheduled for 27 March 2019.

34.The Board noted that the Management Information (MI) Project for the High Court had been delayed.

35.An update on the KPI figures will be provided to the Board at the May meeting.

Agenda Item 10 – Pathology Update

36.Senior Consultant/Project Manager introduced paper EB18/19(83).

37.The Board noted and agreed with the recommendations proposed.

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38.A detailed project timetable, progress report and an options appraisal report will be submitted to the Board for the May meeting.

Agenda Item 11 – Audit & Risk Committee

39.Rob Tinlin provided the Board with an update on discussions held at the Audit & Risk Committee meeting which was held on 07 February 2019.

40.The IAD Audit Manager and the Director of Finance and Procurement are meeting in early April on the assurance mapping, with a view to bringing an update to the May ARC meeting.

41.ARC were provided with an update on the planning for a range of Brexit scenarios, covering both plans to ensure continuity of casework involving liaison with EU countries and to manage the wider consequences of the possible scenarios.

42.The Corporate Risk Register had been updated extensively in the light of the budget allocation for COPFS in 2019-20.

**Crown Agent's Office
March 2019**