

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 25 JANUARY 2017

CONFERENCE ROOM 1, CROWN OFFICE

Present: (Chair)	David Harvie Ian Walford John Dunn John Logue Lindsey Miller Douglas Hutchens Lesslie Young	Crown Agent/Chief Executive Deputy Chief Executive Deputy Crown Agent, Local Court Deputy Crown Agent, Operational Support Deputy Crown Agent, Serious Casework Non-Executive Director Non-Executive Director
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In attendance:	Stephen Woodhouse Ann Marie Henderson	Director of Finance Corporate Office
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Apologies:	Esther Robertson	Non-Executive Director
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Agenda item 1 - Welcome

1. The Crown Agent welcomed everyone to the meeting, noting that apologies had been received from Esther, to what would have been her last meeting of the board. Esther passed on her very best wishes to all members of the board and how much she enjoyed her time with COPFS.

Agenda item 2 - Minutes of previous meeting, matters arising / updates

2. The minutes of the previous meeting were agreed.
3. An update is to be provided to the board at the February meeting on FOI target compliance figures, setting out proposals.
4. The board were advised that the Business Plan progress report will be published at the same time as the Corporate Strategies.

Agenda item 3 – Justice Committee Inquiry

5. The board noted that since 15 December 2016 there had been two evidence sessions held with the Lord Advocate and Crown Agent. The budget evidence session was held on 15 December 2016 and the inquiry session was held on 17 January 2017.

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

6. Following these sessions two reports will be issued, one later in January on the draft Scottish Government budget, with the main inquiry report being published later in 2017.
7. The Crown Agent recorded his own personal thanks to all those involved in the various submissions prepared and for all the support provided.

Agenda item 4 – Balanced scorecard

8. Paper EB16/17(53) was presented to the board. There was an increase in both permanent and temporary employees from end October to end December 2016.
9. The end-December absence figures will be available at the next meeting. Fair Futures is focussing on sickness rates and will be considering recommendations made by the new occupational health provider.
10. The board discussed and agreed Fair Futures should focus on all aspects of wellbeing at work including mental health.
11. It was agreed that a further detailed report on steps being taken to reduce sickness absence is to be prepared for the May meeting.
12. The Board were advised that the take and implement target would be met for 2016-17.

Agenda item 5 – Resources update

13. The board were advised that the Resources Committee had agreed that staff would only be reimbursed for costs that they incur up to the subsistence limits set by HM Revenue and Customs based on receipts, replacing allowance based travel and subsistence claims.

Finance update

14. Paper EB16/17(56) was presented to the board reflecting an overall projected cash overspend, primarily due to an earlier estimated pressure on post-mortem examination costs; however, it was explained that the post-mortem examination costs were now estimated to be lower, and overall income and expenditure were expected to balance by the end of the financial year.

Agenda item 6 – Business improvement update

15. The board were advised that despite COPFS being ready to proceed with implementation of the Sheriff and Jury reform legislation there may be a delay from March to July, which would impact on the budget, training and the profile of cases. This will be kept under review.

Agenda item 7 – Operational performance update

16. The board noted the KPI performance in High Court. A project is underway across the High Court function to review the indictment process.

17. Work in progress for NICP is approximately 17,000 cases.

Agenda item 8 – Any other business

Pathology

18. The board were advised that following on from the discussion held at the previous meeting that the Director of Finance had now written to the University regarding the pathology contract.

Stonewall survey

19. The Board were advised that COPFS were the fourth placed employer in Scotland (behind national/global banks and legal firms). COPFS were also 13th in the United Kingdom.

Draft justice strategy

20. It was agreed that this item should feature as a substantive item at a future meeting.

**Corporate Office
January 2017**