

**EXECUTIVE BOARD MEETING**

**MINUTES OF MEETING HELD ON 29 NOVEMBER 2017**

**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  
Ian Walford Deputy Chief Executive  
Lindsey Miller Deputy Crown Agent, Serious Casework  
Douglas Hutchens Non-executive director (by VC)

**In attendance:** Stephen Woodhouse Director of Finance  
Ann Marie Henderson Personal Assistant to Crown Agent

**Apologies:** Lesslie Young Non-executive director

**Agenda Item 1 - Welcome**

1. The Crown Agent opened and welcomed everyone to the meeting. Apologies were noted from Lesslie Young.
2. Members confirmed that there were no conflicts of interest.

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

3. The minutes of 25 October 2017 were approved and can be published.

**Agenda Item 3 – 17/18 Finance Update and Update on 18/19 Budget Planning**

4. The Board were provided with an update on the outturn forecast to budget as at 31 October 2017, and on the 2018/19 budget process.

**Agenda Item 4 – Balanced Scorecard and Absence Figures**

5. The Board noted that the absence rate has reduced to 8.71 as at 30 September 2017. The long term absence rate has also reduced.
6. The Board were provided with an update on the results of the recent people survey which will be discussed in more detail by the Senior Executive Team.

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**Action: The Board are to be provided with an update on the response to the Survey in March 2018.**

7. The Board noted that the FOS marking workload has increased slightly over the last few weeks.

**Agenda Item 5 – Health and Wellbeing**

8. The DCE presented the paper on Health and Wellbeing to the Board.
9. The Board noted that the number of accident reports was decreasing and the number of days lost to sickness is also decreasing.
10. Progress continues to be made with Optima, the new Occupational Health provider.
11. The new clear desk workstation policy has been introduced to enhance health and safety, as well as security, and has been positive to date.
12. Health & Wellbeing Committees have been established within the six Sheriffdoms promoting wellbeing in their areas.
13. A third of absences relate to mental health, which is consistent across the public sector and wider employment. The Board requested that the DCE consider a wellbeing strategy, which is to include provision for a specific mental health policy and report back at a future meeting on the best practice elsewhere.

**Action: DCE to consider wellbeing strategy, including provision for a specific mental health policy and provide update to the Board at a future meeting.**

14. Vicarious trauma referrals are now an embedded process. All staff in relevant roles are encouraged to take up the offer. The Board considered whether this should be offered to all staff. Following discussion, it was agreed that this matter should be raised at monthly conversations. DCA, Local Court is to raise this item at the Local Court Leadership Board meeting.

**Action: DCA, Local Court to raise whether vicarious trauma referrals should be offered to all staff, at the Local Court Leadership Board meeting.**

**Agenda Item 6- Case Management in Court (CMiC)**

15. The Board noted that formal user acceptance testing in Perth and Livingston lasted longer than was originally anticipated but was successful.
16. Work is ongoing with local court colleagues for roll out across all local court offices during 2018/19.
17. Procurement of corporate wifi for all offices is currently underway.

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**Agenda Item 7 – Function Update – Operational Support**

18. The Board noted the update provided by the Operational Support function.
19. Part 1 of the Criminal Justice (Scotland) Act 2016 comes into force on 25 January 2018.
20. Work is ongoing on the Prosecution Policy Review.
21. Guidelines for section 3 offences (careless driving) have been issued.
22. The Scottish Child Abuse Inquiry is being supported by two teams in COPFS who are focussing on the separate demands of the Inquiry.
23. The Freedom of Information target compliance rate has been achieved for the year to date.

**Agenda Item 8 – Function Update – Local Court**

24. The Board noted the update provided by the DCA for Local Court function.
25. Good progress continues to be made by the project team on the estates strategy.
26. The Board wished to record their thanks to all staff involved in the recent move from the Falkirk Office into Stirling, whilst the Falkirk office is modified.
27. Plans for the Airdrie and Kirkcaldy offices are underway, with the Director of Estates continuing to pursue building planning permissions.
28. Annual leave guidance has been created by Local Court to support our annual leave policy, in recognition of the reality that Local Court managers are constrained in their ability to approve leave due to providing daily court cover and custody marking provision. Consideration to be given to extending to other areas of COPFS.

**Agenda Item 9 – Function Update – Serious Casework**

29. DCA Serious Casework provided the Board with an update on the Serious Casework function.
30. The Board noted the briefing provided on the staffing levels within Serious Casework. A meeting is being arranged for early in the New Year to consider the staffing levels within their function.
31. An analysis is to be prepared of the numbers of staff who have left recently to work in other Government departments and who have moved into Sheriff roles.

**Action: DCE to liaise with HR and provide an analysis on the numbers of staff who have moved into other Government departments and into Sheriff roles.**

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the Executive Board**

Pathology

32.DCA Serious Casework provided the Board with an updated version of the project brief for Pathology.

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

33.The Board were advised that there were no major issues to report.

34.The minutes of the Audit and Risk Committee will be circulated, once available.

**Crown Agent's Office  
December 2017**