

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 20 MAY 2020

MS TEAMS

Present: (Chair)	David Harvie	Crown Agent
	John Logue	Deputy Crown Agent, Operational Support
	Lindsey Miller	Deputy Crown Agent, Specialist Casework
	Stephen McGowan	Deputy Crown Agent, Local Court
	Ian Walford	Deputy Chief Executive
	John Cooper	Non-executive director
	Annie Gunnar Logan	Non-executive director
	Fiona McLean	Non-executive director
	Rob Tinlin	Non-executive director

In attendance:	Ann Marie Henderson	Personal Assistant to Crown Agent (Secretariat)
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Agenda Item 1 - Welcome

1. David Harvie, 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 18 March 2020 were agreed and can be published.

Agenda Item 3 – Finance Update 19/20

4. Deputy Chief Executive introduced paper EB20/21(01).
5. The Board were provided with an update on the budget and workforce planning in light of the covid response over the last few weeks, and an update on the outlook for the remainder of 2020-21.

Agenda Item 4 – COVID19 Response

Core Brief

6. The Crown Agent introduced paper EB20/21(02) and provided the Board with an update on the organisational response to the Covid-19 outbreak.

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

Function Updates on Impact:

7. Paper EB20/21(03) was introduced by each of the Deputy Crown Agents.

Operational Support

8. DCA Operational Support advised the Board that all staff in Operational Support have been provided with laptops and are able to work from home, with the exception of a limited number of staff who are required to attend the office on a rota basis.
9. Policy & Engagement resources have been focussed on responding to the impact of Covid 19 on the justice system. They have contributed to the urgent development, drafting and Parliamentary passage of the emergency legislation.

Local Court

10. DCA Local Court advised the Board that staff in local court have successfully transitioned from working in an office based environment to working from home.
11. The NICP target was met for 2019/2020. The number of unmarked cases continues to reduce.
12. A process is now in place with the Law Society and SCTS which allows pleas of guilty to be dealt with by letter, without the necessity of an appearance in court. The first pilot is to take place imminently at Glasgow Sheriff Court.

Serious Casework

13. DCA Serious Casework advised the Board that all staff are now working from home, advising that the nature of the work generally lends itself to home working.
14. The High Court Improvement Board has been set up for some time and have embarked on an Improvement Plan. Some of the initiatives within that plan have been accelerated to assist home working.

Future Strategy for Courts, Estate and IT

15. Paper EB20/21(04) was introduced to the Board by DCA Local Court, DCA Serious Casework and DCA Operational Support.
16. The Board noted the work being carried out on the annual business plan for 2020/21 which will focus on our adjustment to and recovery from Covid19.
17. The Strategic Plan will be published later this month, following consultation with stakeholders in March.

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18.The Board noted the work that is being carried out across the estate as more staff return to work during the recovery phase.

Staff Wellbeing

19.Deputy Chief Executive introduced paper EB20/21(05) and updated the Board on the approach to supporting staff wellbeing during this crisis.

20.A weekly wellbeing note is published weekly for staff on PF Eye.

21.A wellbeing communications plan from April to December 2020 has recently been published to support the health and wellbeing of employees during this uncertain time.

22.A pulse survey created by Cabinet Office opened for responses on 12 May, to capture the views of staff on how we work as Civil Servants during the coronavirus pandemic.

COVID19 Risk Register

23.Deputy Chief Executive introduced paper EB20/21(06).

24.The Board noted that while the risks on the corporate risk register required to be monitored over the coming months, some of the risks had been overtaken to some extent due to Covid 19. A Covid annex to the strategic plan has been developed to help inform corporate decision-making.

25.It was agreed that this paper will be submitted to the Audit & Risk Committee at their next meeting for consideration.

Agenda Item 5 – Resources Committee Update

26.DCA Operational Support introduced paper EB20/21(07).

27.The Board noted the minutes of the meeting held on 30 April.

Agenda Item 6 – Operational Performance Committee Update

28.DCA Serious Casework introduced paper EB20/21(08).

29.The Board noted the minutes of the meeting held on 29 April 2020.