



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Executive board meeting

Minutes of the meeting held on 17 March 2021 on Microsoft Teams

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Present:

- (Chair), David Harvie, Crown Agent
- John Logue, Deputy Crown Agent, Operational Support
- Lindsey Miller, Deputy Crown Agent, Specialist Casework
- 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:

- Marlene Anderson, Head of Finance
- Maria Kicinski, Legal Assistant to Crown Agent
- Ann Marie Henderson, Personal Assistant to Crown Agent (Secretariat)

Apologies:

- Stephen McGowan, Deputy Crown Agent, Local Court
- Sharon Davies, Head of Management Accounting and Planning

Agenda Item 1 - Welcome

1. Crown Agent opened the meeting and welcomed all colleagues. Apologies were tendered from Stephen McGowan and Sharon Davies.

Agenda Item 2 – Minutes of Previous Meeting

2. Subject to one slight amendment the minutes of the meeting of 16 February 2021 were agreed and can be published. Members confirmed that there were no conflicts of interest.
3. Members noted that the only outstanding action, for the DCA Serious Casework to update the Board on KPIs, was covered under the Operational Performance Update.

Agenda Item 3 – Finance and Budget Update 20-21

4. Deputy Chief Executive introduced paper EB20/21(43) and welcomed the Head of Finance to the meeting.
5. The Head of Finance advised the Board that the underspend set out in the paper had been superseded by a further increase to the underspend in the March forecasts, which had just been received. Following discussion, the Board agreed that analysis should be conducted to identify the reasons for the movement.
6. It was agreed that Annex A to the finance paper would be updated and recirculated after the meeting.
7. It was agreed that the budgets and allocations would be circulated and finalised by correspondence by 19 March 2021.

Agenda Item 4 – Risk Register

8. Deputy Chief Executive introduced paper EB20/21(43).
9. The Risk Management Group are comfortable with the articulation of the risk register. Each risk has an identified member of the Executive team as owner. The risks will be considered every 6-8 weeks at RMG.
10. The Board discussed reputational risk. Risk owners are to look specifically at how reputational risk affects each of their risks. **Action: DCE to discuss with HOBM, Operational Support and bring proposals back to the Board.**
11. All risk owners will be asked to ensure that the controls and actions planned reflect the increased financial allocation to COPFS in 2021-22.
12. The non executive directors requested advance sight of the new people strategy that is being produced in April. **Action: DCE to circulate to NXDs when available.**
13. The Board agreed that another workshop to review the risk register should take place towards the end of the year. **Action: DCE to arrange workshop.**

Agenda Item 5 – Balanced Scorecard and Absence Figures

14. DCA Operational Support introduced paper EB20/21(44).
15. The Board noted the absence information.
16. The Board noted the update provided in the Balanced Scorecard. Updated training information, received that morning, will be circulated.

Agenda Item 6 – Resources Committee Update

17. DCA Operational Support introduced paper EB20/21(45).
18. The Board noted the minutes of 25 February 2021. The main item discussed at the Resources Committee meeting had been covered by EB under the finance update.

Agenda Item 7 - Operational Performance Committee Update

19. DCA Serious Casework introduced paper EB20/21(46).
20. DCA Serious Casework updated the Board on OPC's consideration of proposed revisions to the casework KPIs, which are to be signed off by the Committee members at their April meeting.

Agenda Item 8 - Business Process Improvement Committee Update

21. The Board noted the paper and progress update on paper EB20/21(47).

Agenda Item 9- Audit and Risk Committee Update

22. Rob Tinlin, NXD, introduced paper EB20/21(48).
23. It was agreed that an additional meeting of ARC would be convened.
24. The Board noted the minutes of the last ARC meeting.

AOB

Pathology Update

DCA Serious Casework introduced paper EB20/21(49).

DCA Serious Casework provided an update on the revised timescales for procurement of the pathology service, associated risks, and potential budgetary implications.

DCA Serious Casework provided a progress update in relation to the transition of the morbid toxicology service from Glasgow University.