



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

EXECUTIVE BOARD MEETING

Minutes of meeting held on 14 August 2019

Conference room, Procurator Fiscal Office, Dumfries

Present: (Chair) David Harvie, Crown Agent
John Logue Deputy Crown Agent, Operational Support
Stephen McGowan Deputy Crown Agent, Local Court
Ian Walford Deputy Chief Executive
Kenny Donnelly Procurator Fiscal, High Court
John Cooper Non-executive director
Fiona McLean Non-executive director
Rob Tinlin Non-executive director

In attendance:

Maria Kicinski Legal Assistant to Crown Agent
Ann Marie Henderson Personal Assistant to Crown Agent (minutes)
Fraser Gibson Procurator Fiscal, South Strathclyde
Nicola Broadfoot Business Manager, South Strathclyde

Apologies: Lindsey Miller Deputy Crown Agent, Serious Casework

Annie Gunnar Logan Non-executive director

Agenda Item 1 - Welcome

1. David Harvie, Crown Agent opened the meeting and welcomed all colleagues.
2. Apologies were noted from Lindsey Miller and Annie Gunnar Logan.
3. Members confirmed that there were no conflicts of interest.

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

4. The minutes of 12 June 2019 were agreed and can be published.
5. Item 1 – DCA Operational Support to recirculate the Strategic Plan to the Board. **Update: Paper circulated. Action closed.**
6. Item 2 – DCE to provide the Board with an update on the benefits secured in the last year on CMiC. **Update: paper circulated. Action closed.**

7. Item 3 – DCA Local Court to consider governance process for the statutory equality report and to provide proposals to the Board at August meeting. **Update: paper circulated. Action closed.**
8. Item 4 – DCE to recirculate spending review paper. **Update: paper circulated. Action closed.**
9. Action 5 – DCA Operational Support to circulate a copy of the Learning and Development strategy to board members for information. **Update: paper circulated. Action closed.**

Agenda Item 3 – Finance Update 19/20

10. Deputy Chief Executive introduced paper EB19/20(09) and provided the Board with a high level summary of recent and planned developments in respect of the 19/20 budget position.
11. The Board noted the work that is currently being carried out in relation to the Spending Review.
12. The Board agreed that they should be updated on all aspects of procurement, non staff savings and contract management.

Action: PS CA to add to future Board meeting.

Agenda Item 4 – Future Ways of Working

13. DCE introduced Alison McCluskey who provided the Board with a presentation on Future Ways of Working. The Board noted the update provided. It was agreed that this item would feature as an item at a future Board meeting at the end of 2019.

Action: PS CA to add to agenda items for December meeting.

Agenda Item 5 – Case Management in Court (CMiC)

14. DCE introduced Amanda Hollis who introduced paper EB19/20(10).
15. The Board noted the progress of the CMiC project, the benefits realised to date, and the estimates of future benefits.

Agenda Item 6 – Function Update: Operational Support

16. DCA Operational Support introduced paper EB19/20(11). Updates were provided to the Board on the work being carried out by Policy and Engagement on the Drugs Death Taskforce, Prosecution of Veterans and the National Enquiry Point.
17. The Board noted the work being carried out across Business Services.

Agenda Item 7 – Function Update: Local Court

18.DCA Local Court introduced paper EB19/20(1).

19.The Board noted the work being carried out across Local Court.

Agenda Item 8 – Serious Casework

20.PF, High Court introduced paper EB19/20(13).

21.The Board noted the work being carried out across Serious Casework and the High Court Unit.

Agenda Item 9 – Committee Updates

22.The minutes of the Resources Committee, the Operational Performance Committee and the Audit and Risk Committee were circulated, for noting.

Crown Agent's Office

27 August 2019