

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

**EXECUTIVE BOARD MEETING**

**MINUTES OF MEETING HELD ON 12 FEBRUARY 2020**

**CONFERENCE ROOM WITHIN PFO, DUNDEE**

<b>Present:</b> (Chair)	David Harvie	Crown Agent
	John Logue	Deputy Crown Agent, Operational Support
	Stephen McGowan	Deputy Crown Agent, Local Court
	Jennifer Harrower	PF, Serious Casework
	Ian Walford	Deputy Chief Executive
	John Cooper	Non-executive director
	Fiona McLean	Non-executive director
	Annie Gunnar Logan	Non-executive director
	Rob Tinlin	Non-executive director
<b>In attendance:</b>	Sineidin Corrins	Sheriffdom PF, Tayside, Central and Fife
	Catriona Dalrymple	PF Local Court, East & North
	Matthew Beattie	Assistant Business Manager, Tayside
	Marlene Anderson	Head of Finance
	Ann Marie Henderson	Personal Assistant to Crown Agent (Secretariat)
<b>Apologies:</b>	Lindsey Miller	Deputy Crown Agent, Specialist Casework

**Agenda Item 1 - Welcome**

1. David Harvie, Crown Agent opened the meeting and welcomed all colleagues.
2. Apologies were noted from Lindsey Miller.
3. Members confirmed that there were no conflicts of interest. Annie noted her interests in the Child Abuse Inquiry and John Cooper referenced a connection to one school referred to the Inquiry (making reference to the Serious Casework function update).

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

4. The minutes of 11 December 2019 were agreed and can be published.
5. Action 1 – update provided at the end of the meeting advising that slight changes had been received to the Strategic Plan which could now be accepted and circulated to the non executive directors. It was agreed that the plan should be circulated for consultation between now and the date of the next Board meeting. DCA Operational Support to take forward.
6. Action 2 – this action is now complete. All non executive directors were issued with the 'life of a case' dvd.

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**Agenda Item 3 – Finance Update 19/20**

7. Deputy Chief Executive and Head of Finance introduced paper EB19/20(43) and provided the Board with an update on the 2019-20 expenditure to date and the work being carried out by the Resources Committee to ensure year-end balance.
8. The Board noted that non-staff expenditure had presented more challenges throughout the year.
9. There still remains uncertainty around pathology and mortuary costs.

**Agenda Item 4 – Budget and Workforce Planning – 2020/21**

10. Deputy Chief Executive and Head of Finance introduced paper EB19/20(44).
11. The Board were provided an update on business planning for 2020-21.
12. The Board noted that in spite of the uncertainty surrounding the budget allocations this year (pending Scottish Parliamentary scrutiny and the UK budget in March) the overall outcome for COPFS is very positive. Concerns remain in respect of capital and pay coherence, but COPFS will be able to increase staffing beyond the current record level.
13. The Board noted the significant progress that has been made so far and agreed with the proposed next steps.

**Agenda Item 5 – Resources Committee Update**

14. DCA Operational Support introduced paper EB19/20(45).
15. The Board were advised the committee had been provided with details of the estimated cost of mental health absences in COPFS between October & December 2019, noting that non-work related stress reflected the biggest variation. The Health and Wellbeing Committee will look into mental health absences in more detail and provide further updates to the Committee bi-annually, who in turn will provide subsequent updates to the Executive Board.
16. The Board noted the revised agreement with SCTS on estates shared services.

**Agenda Item 6 – Operational Support Function Update**

17. DCA Operational Support introduced paper EB19/20(46) highlighting the key areas of legislation that Policy & Engagement are involved in.
18. The Board noted the paper provided for Policy & Engagement and noted the Business Services progress report which summarised the achievements to date.

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**Agenda Item 7 – Business Improvement Committee Update**

19.DCA Local Court introduced paper EB19/20(47).

20.The Board noted the Committee’s consideration of the priorities for 2020/21 and work being carried out on the final recommendations on the corporate portfolio for the next financial period.

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

21.DCA Local Court introduced paper EB1920(48).

22.The Board note the number of cases awaiting marking in NICP, following on from the recent marking initiative.

23.An update was also provided on Sheriff and Jury business and the Police Reporting Standards Project.

24.An update will be provided to the Board at the next meeting on the on the Evidence and Procedure Review pilots.

**Agenda Item 9 – Operational Performance Committee Update**

25. PF, Specialist Casework introduced paper EB19/20(49).

26.The Board were provided with an update on the key performance indicators and noted the minutes of the meeting.

**Agenda Item 10 – Serious Casework Function Update**

27.PF Specialist Casework introduced paper EB19/20(50).

28.The Board noted the paper.

**Agenda Item 11 – Any Other Business**

22.DCE provided the Board with assurance that as an organisation we are corporately monitoring Covid-19.

**Crown Agent’s Office  
February 2020**