

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

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 26 JULY 2017

CONFERENCE ROOM, CROWN OFFICE, EDINBURGH

Present: (Chair)	David Harvie John Logue John Dunn Ian Walford Lindsey Miller Douglas Hutchens Lesslie Young	Crown Agent Deputy Crown Agent, Operational Support Deputy Crown Agent, Local Court Deputy Chief Executive Deputy Crown Agent, Serious Casework Non-executive director Non-executive director
In attendance:	Maria Kicinski	Legal Assistant to Crown Agent
For Item 5 only:	Bill Comrie Nancy Darroch	Director of Estates and Business Support Services Head of Business Management, Local Court
Apologies:	Ann Marie Henderson	Personal Assistant to Crown Agent

Agenda Item 1 – Welcome

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

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

4. The minutes of 28 June 2017 were agreed subject to a minor amendment on page 3 and can be published.
5. Outstanding Action: DCE confirmed that Optima, the Occupational Health (OH) provider, consult with staff by telephone or in face-to-face meetings as decided on a case-by-case basis.
6. DCE to explore what training has been provided to staff in respect of the new OH provider.

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7. The Crown Agent provided an update on developments since the Justice Committee Inquiry and debate on 6 June 2017 and thanked all staff who assisted in the preparation for the Inquiry.
8. The Crown Agent further provided an update on the Spending Review.

Agenda Item 3 – Resources update

9. The Resources Committee last met on 25 July 2017 and met before that on 30 June 2017.
10. The proactive approach to vacancy management being overseen by the Workforce Planning Group has been communicated to staff and will be reviewed quarterly.
11. Almost all Invest to Save funds are now allocated.
12. The staffing position is stabilising and improving. Absence figures are steadily reducing.
13. A paper is being prepared for the next meeting of the Resources Committee on a proposal for promotion to the SPFD grade.

Finance Update

14. The board was provided with an update on the outturn forecast to budget as at 30 June 2017. The board was also provided with an update on the 2017-18 spending review and the potential implications for the medium term strategic financial plans and, most immediately, the 2018-19 budget process.

Action – PS/Crown Agent to circulate the May, June and July spending review submissions sent to the Cabinet Secretary for Finance to the non-executive directors.

Action – DCE to provide details of the numbers of staff on performance management plans and in absence management procedures.

Risk Register

15. The board was provided with a Risk Management update. Risk two – finance – is no longer classed as a red risk but this position will be kept under review as the spending review progresses. NICP has been reduced to an amber risk.
16. Supply of pathology expertise has been added as a red risk. The board received an update that the first meeting of the Health and Justice Collaboration Improvement Board is due to take place on 7 September and that pathology supply may be added to the discussion list.
17. The board agreed that the Finance risk should be split into two: current and future.

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Agenda Item 4 – Business Improvement Update

18. The last meeting of the Business Improvement Committee was on 4 July 2017.

19. The board received an update on the committee's revised portfolio dashboard and draft scoring allocated to improvements using the agreed portfolio prioritisation matrix.

20. The committee is moving to bi-monthly meetings to tie in with every second Executive Board meeting.

21. CMiC is on-track for user-acceptance testing in late September. A paper providing an update will be prepared for the August meeting of the Executive Board.

Action – DCA, Local Court to bring to the next meeting of the Executive Board examples of the enhanced dashboard and prioritisation matrix.

Agenda item 5 – Estates Strategy Project Board

22. The Crown Agent welcomed Bill Comrie and Nancy Darroch to the meeting for this item and thanked them and their colleagues for the paper produced (EB17/18(28)).

23. Paragraph 2(a) of the paper was amended to include reference to the assumption being subject to future opportunities to make best use of location-neutral working.

24. The board agreed with the recommendations made in respect of Tayside, Central and Oban, subject to necessary discussions with third parties prior to finalisation.

25. The board agreed with the recommendation made in respect of Fife subject to further clarification from third parties on a number of points.

26. The board agreed with the alternative option advanced orally in respect of Airdrie subject to further discussion with third parties on a number of points. The board agreed with the option recommended in the paper as the alternative should the chosen option not be finalised.

27. In light of savings from the decisions now taken not being as great as anticipated originally, consideration has to be given to bringing forward decisions in respect of other offices.

Agenda item 6 – Operational Performance

28. There was no update as there was no meeting of the Operational Performance Committee in July.

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Agenda item 7 – Audit and Risk Committee

29. The committee last met on 7 July at which the accounts were signed. The previous meeting took place on 25 May.
30. The committee looked at the ageing profile of staff and highlighted that it is expected that 20% of COPFS staff will be over 60 within 10 years.
31. The implications of the new Data Protection rules will be discussed at the committee's August meeting. The board noted that no Bill has yet been published.

**Crown Agent's Office
August 2017**