

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

organisation, with only 16 joining from OGD. It was noted that an additional six members of staff have left the organisation this year who are not reflected in the table provided, with ten staff having left to become sheriffs over the last four years. **Action closed.**

8. The board agreed that the process for conducting exit interviews should be refreshed and reinforced. In addition, it was agreed that the DCE is to arrange a retrospective exercise for colleagues in HR to contact those who have left the organisation from 01 October 2017 to complete a short questionnaire.

Action: DCE to liaise with HR re refresh of exit interview process and to contact colleagues who have left the organisation from 01 October to complete a short questionnaire.

Agenda Item 3 – Resources Reprioritisation

9. The board were provided with an update on the work that has been commissioned to analyse and rebalance the allocation of resources against operational priorities in light of a significant in-year shift in the profile of our workload.
10. The board noted the emerging conclusions of this work and approved the interim steps to address the most significant risk in relation to the preparation of High Court sexual offences.
11. Both Local Court and Serious Casework are to carry out an analysis for the next meeting of the Resources Committee in February, which will allow the board to consider the conclusions of the exercise at its March meeting, at which time the 2018-19 budget will also be agreed.
12. The board agreed with the proposal to immediately transfer 8.98 FTE prosecutors and 13.37 FTE case preparers, VIA and admin staff to achieve operational demands.

Agenda Item 4 – Finance Update

13. The board were provided with an update on the outturn forecast to budget as at 31 December 2017.
14. Whilst the outturn forecast to budget is presently showing an overspend, the Resources Committee are confident that there will be a managed underspend.
15. Steps are in hand to ensure that resources are deployed appropriately in the final months of the financial year.
16. Budget paper is to be prepared for the next meeting of the board.

Agenda Item 5 – Risk Register

17. The DCE provided the board with an update on COPFS' risk management process.

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

18. The board noted the current risk position.
19. A workshop is being arranged by the Risk Management Group (RMG) to carry out a full review of the corporate risk register, it adequately covers the risks to delivery of the new Strategic Plan. Non-executive directors are to be invited to attend the workshop.
20. Future meetings of the Risk Management Group are to be chaired by David Watt, non-executive director. The DCE will however, remain on the group as manager or owner of most of the corporate risks.

Agenda Item 6 – Case Management in Court (CMiC)

21. The DCE provided a brief update on the Case Management in Court (CMiC) project.
22. The User Acceptance Testing (UAT) has now been concluded in COPFS offices and courts in Livingston and Perth.
23. The CMiC team are working closely with Information Systems Division (ISD) and Local Court (LC) colleagues on the issues raised during UAT with a view to a planned roll out across local COPFS offices over the next few months, taking into account business readiness and availability of corporate wi-fi, which is to be procured shortly.
24. DCA Local Court advised that at a recent meeting of the Sheriffs Association he had explained the aim of this project was to have a paperless COPFS process in all Summary Sheriff Courts in the first instance. User acceptance testing had been conducted in Perth and Livingston Sheriff Courts in order to identify and resolve any problems with the process. iPads had been used in those courts with paper as a back-up. From 22 January 2018 iPads alone would be used. Testing had gone well and the project would be rolled out gradually to all courts. The sheriffs noted that COPFS had had to install wi-fi at Perth and Livingston Sheriff Courts as the SCTS wi-fi there had insufficient bandwidth to support the use of the iPads.

Agenda Item 7 – Function Update – Operational Support

25. The Operational Support function update covers two areas of work, namely Policy and Engagement, and Business Services.
26. Part 1 of the Criminal Justice (Scotland) Act 2016 came into force on 25 January 2018 which introduces the new police powers and interim liberation, new legislative provisions on undertakings and post charge questioning.
27. Initial indications are that the new provisions will reduce the number of custody reports. This will continue to be monitored. The board will be provided with an update at a future meeting.
28. The non-executive directors were particularly interested in the work of Fair Futures. It was agreed that the DCE would provide them with more information on the work of Fair Futures.

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

Action: Secretariat to forward to the non-executive directors a copy of the recent Fair Futures update that was circulated to staff.

Agenda Item 8 – Function Update – Local Court

- 29. DCE Local Court updated the board with the work that is currently ongoing in local court and provided an update on estates at Item 9.
- 30. The number of unmarked cases in NICP continues to decrease.
- 31. A new hub site for NICP in Hamilton has recently been communicated to staff across NICP and wider COPFS.
- 32. There has been an anticipated shift from accused as custody presentations to undertakings as a consequence of the legislative changes which is being closely monitored.

Agenda Item 9 – Estates Update

- 33. The board were provided with an update on the progress of the Estates Project noting that teams are now in place to take forward the site specific related tasks relating to their respective refurbishment, office relocation or closure.

Agenda Item 10 – Function Update – Serious Casework

- 34. DCE Serious casework provided the board with an update on the progress of current high profile work being carried out by the serious casework function.

Agenda Item 11 – Any Other Business

- 35. The minutes of the Resources Committee, Business Improvement Committee and the Operational Performance Committee were circulated for information only to the Board. The new non-executive directors each sit on one of the committees.
- 36. A first draft Corporate Plan has been prepared. DCA Operational Support is to prepare a programme for consultation, firstly with other senior colleagues and then the board. Both the current plan and the new first draft plan are to be circulated to the non-executive directors. A timetable is also to be circulated to the board.

Action: DCA Operational Support to provide the non-executive directors with a copy of the current and draft plan and circulate an update on the proposition on the timescales to the board.