

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

**EXECUTIVE BOARD MEETING**

**MINUTES OF MEETING HELD ON 15 DECEMBER 2015**

**CONFERENCE ROOM 1, CROWN OFFICE, EDINBURGH**

|                         |   |  |
|-------------------------|---|--|
| <b>Present:</b> (Chair) | Catherine Dyer<br>Ian Walford<br>John Logue<br>Liam Murphy<br>John Dunn<br>Lesslie Young<br>Stuart Smith        | Crown Agent/Chief Executive<br>Deputy Chief Executive<br>Director of Serious Casework<br>PF North of Scotland<br>PF East of Scotland<br>Non-Executive Director<br>Non-Executive Director |
| <b>In attendance:</b>   | Stephen Woodhouse<br>Mark Howells<br>Graham Kerr<br><br>Keith Dargie<br>Lynne McNaughton<br>Ann Marie Henderson | Head of Corporate Office<br>Director of Finance<br>Head, Strategic Delivery<br>Division<br>Director of IT<br>Head of HR<br>Corporate Office  |
| <b>Apologies:</b>       | David Harvie<br>Esther Robertson  | PF West of Scotland<br>Non-Executive Director  |

**Welcome**

1. The Crown Agent welcomed everyone to the meeting, which was Lesslie Young's first Executive Board meeting as a Non-Executive Director. Stuart Smith attended in place of Esther Robertson. Apologies were noted from David Harvie and Esther Robertson.

**Minutes of Previous Meeting and Matters Arising**

2. The minutes of the meeting held on 27 October 2015 were noted and approved.

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**Inquiry into Historical Abuse of Children in Care**

3. Lynda Towers provided an update on the Inquiry which is being chaired by Susan O'Brien QC. The work began on 01 October 2015 and findings are expected to be submitted to Scottish Ministers within 4 years. It was noted that the Inquiry is only currently at the consultation stage. Potential implications for COPFS resources to enable preparation of appropriate responses, if required, were noted but these are not currently clear given the early stages of the Inquiry .

**Finance Update**

4. Mark Howells joined the meeting and provided an update on the financial position. Paper EB(1415)35 reflected that we expect spending to be in line with the budget. The StF Reference Group had already agreed in principle to set budgets on the assumption that the new functions will be in place by 1 April 2016.

The Board agreed the following in terms of the budget process in the New Year:

- budgets should be set on the assumption that the new functions will be in place by 1 April 2016
- DCE/Finance/HR offer advice to SET in January on savings to be made at an aggregate level in order to absorb the known pressures, and in particular on the complement of the organisation;
- simultaneously DCE/Finance/HR discuss the staff and non-staff requirements of each of the new functions with the relevant project executives, especially the proposed staffing levels;
- DCE/Finance/HR offer advice to SET on reconciling any differences between the `top down` aggregate budget and the `bottom up` needs expressed by the Functions.

**Human Resources Update**

5. Lynne McNaughton provided an update on HR activity and feedback on the Management Development Programme. Managers are being asked to re-emphasise the need for line managers to actively and continuously support staff who are participating in the MDP as this has been shown to enhance the overall outcomes. The new attendance management policy is bedding in. The Board noted that absence figures have risen and HR colleagues are considering further actions which will assist managers to engage further with staff members who require close attendance support. Federations were asked to encourage staff to participate in mandatory ELearning to ensure all complete required sessions before the end of the current reporting year.

**ISD Update – Future of Case Management Systems**

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6. Graham Kerr, accompanied by Keith Dargie, provided a presentation on the planned approach to updating case management systems. The Board welcomed the approach and discussed whether a Gateway or Peer Review might be beneficial in due course.

**Any Other Business**

**VIA Review**

7. It was noted that the Senior Executive Team had considered how best to take the VIA Review forward, given that during the life of that Review matters had progressed considerably both in respect of commencement of the Shaping the Future Programme and the Solicitor General's Strategic Review of support and services across the criminal justice system for vulnerable persons who come into contact with the various justice organisations.

**Next Meeting**

8. The next meeting of the Executive Board will be held on 13 January 2016.

**Corporate Office  
December 2015**