

**Releasable under the Freedom of Information (Scotland) Act 2002
after approved at the following meeting**

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 15 JANUARY 2015

CONFERENCE ROOM 1, CROWN OFFICE, EDINBURGH

Present: (Chair) Catherine Dyer Crown Agent/Chief Executive
John Dunn PF East of Scotland
Liam Murphy PF North of Scotland
David Harvie PF West of Scotland
John Logue Director of Serious Casework
Esther Robertson Non-Executive Director

In attendance: Evelyn Aitken Finance Division
Keith Dargie Director of Information
Technology
Stephen Woodhouse Head of Corporate Office
Lindsay Hadden Minute Secretary

Apologies: None

Welcome

1. The Crown Agent welcomed everyone to the meeting.

Minutes of Previous Meeting and Matters Arising

2. The minutes of the meeting held on 16 December 2014 were noted and approved.

Action Tracker

3. No outstanding items.

Budgets 2015-16

4. The meeting welcomed Evelyn Aitken to the meeting. Evelyn gave an overview of the report, the purpose of which was for the Executive Board to consider and agree the proposed 2015/16 Budget Allocation. The key elements to note were as follows:

- The focus on this budget was to protect, where practical, front line services
- Each Federation provided assurance that any additional workloads could be absorbed into the revised allocation
- Each Federation and Business Unit took different approaches to preparing their submission, some included their proposed savings and others did not. To allow comparison and aid transparency all savings included with the submissions have been added back and then shown on a line by line basis

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- Maternity Budget has been transferred from HR to each Federation

IT Solutions Upgrade Programme

5. Keith Dargie joined the meeting and provided the Board with an update on the testing and upgrading of new releases of FOS/PROMIS/SOS-R. It is planned to carry out the implementation of these upgrades over the weekend of 17 and 18 January 2015. Keith explained the run through of each stage of the implementation due to take place. The same stage management and control techniques will be used during this upgrade as was previously applied during the recent CPU upgrade of the national database servers. Keith confirmed that he would provide updates to the Board at each key stage of the implementation process being carried out over the weekend. Keith gave an assurance to the Board that in the event of any problems arising during the process regression approaches have been prepared. The Board gave approval to go ahead with the proposed upgrades.

Business Services Delivery Group (BSDG)

6. Liam Murphy, Chair of BSDG gave an update (paper EB(1415)27) to the Board of the main issues arising in the BSDG. The Board noted the following key points:

- Work is underway in developing a Procurement Strategy and a full contract register
- Post implementation review of the document scanning project has been undertaken

The Board agreed to discuss this paper further with the Senior Executive Team at their next meeting.

ACTION : Item to be on SET Agenda – Corporate Office

COPFS Restructure

7. The Crown Agent gave a presentation on emerging conclusions from the Review of current structures being carried out by Robert Gordon and how that looked likely to tie in with potential future approaches to core functions which had been discussed at the Leadership Forum Meeting on 10 November 2014. It was agreed that a programme team should be put in place to implement the work required to be carried out and that Paul Lowe would be Programme Manager of this. The decision of who the Senior Executive owner of this programme will be discussed at the next Senior Executive Team meeting. The Executive Board agreed that updates on this programme should be given at future Board meetings and that Paul Lowe would be invited to attend and provide these updates.

ACTION : Corporate Office to add this to SET Agenda and to future Executive Board Agenda

Operational Boards

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8. The Board noted the Sheriff and Jury Operational Board update on target performance which was submitted by Anthony McGeehan.

AOB

- The Crown Agent informed the Board of proposed industrial action planned by PCS
- Progress regarding move to nationally managed ICP structure to be provided at next Executive Board meeting by David Harvie
- Use of compensation offers (progress should now be easier and quick since the new FOS release) - Chair of ICP Operational Board to provide an update at next meeting

DATE OF NEXT MEETING : MONDAY 23 FEBRUARY 2015 @ 1400 hrs

Corporate Office
20 January 2015