

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 16 DECEMBER 2014

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
John Logue Director of Serious Casework
Esther Robertson Non Executive Director

In attendance: Graham Kerr Head of Strategy and
Delivery Division
Rachel Cummings Strategy and Delivery
Division
Keith Dargie Director of Information
Technology
Stephen Woodhouse Head of Corporate Office
Jennifer Veitch Head of Internal
Comms/Policy Team Leader
Catriona Dalrymple Head of Policy Division
Lindsay Hadden Minute Secretary

Apologies: David Harvie PF West of Scotland

*Please note that part of the record of discussion are considered
exempt from publication and have been redacted*

Welcome

1. The Crown Agent welcomed everyone to the meeting and apologies were recorded from David Harvie.

Minutes of Previous Meeting and Matters Arising

2. The minutes of the meeting held on 26 November 2014 were noted and approved.

Action Tracker

3. The outstanding actions were noted and addressed.

Prosecution Policy

4. Catriona Dalrymple joined the meeting via video conference. The meeting noted paper EB(1415)23 which provided an update on the Prosecution Policy Project.

5. The meeting noted that this Policy Project is aimed at maximising resource while optimising delivery of proportionate outcomes in all case work.

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6. The meeting agreed to the timescales and proposals in this paper and confirmed that Catriona should return to the Executive Board in January with a further update.

IT Solutions Upgrade Programme

7. Keith Dargie provided the meeting with a hand out which gave a high level summary of the programme. The meeting noted that the Exchange Migration and CPU Upgrade were complete. Scapa (performance levels test tool) had been installed and the Quality of Service Solution implemented.

8. The FOS 3.1 Go Live planned for early December has been postponed until further tests have been carried out to resolve some error issues which have arisen. Tests will be carried out over the weekend of 20 December and providing these tests are successful the Go Live date will be planned for January 2015. Keith Dargie agreed to return to the Executive Board in January with a further update.

Improvement Portfolio

9. The members welcomed Graham Kerr and Rachel Cummings to the meeting. The meeting noted paper EB(1415)24 which is an update on the Top 7 Improvements identified to the Strategic Board as being capable of delivering significant savings.

10. It is anticipated that two of the Top 7 identified, namely Document Scanning Solution and HOLMES, will produce an estimated saving of £475k.

11. Automatic Citing of Witnesses - work is in progress in developing a solution that will automatically cite witnesses on receipt of a not guilty plea received by the system and it is anticipated that this new process will produce a saving of £150k.

12. Case Enquiry Application – an initial scoping study has commenced and subject to procurement sign off this application will be incrementally installed prior to the end of the financial year and savings of £200k are anticipated.

13. Centralised Printing of CKITS – work has commenced in scoping out the change required to the current CKIT template to print all complaints (CKITS) centrally and send them out to complainers and clerks from the National Print Unit. Anticipated savings in this area are £445k.

14. Case Management in Court which has been the subject of a Proof of Concept (POC) for the use of tablet devices in court has been introduced. Anticipated savings of £70k are expected but overall savings for this project once roll out is complete will be much greater.

15. Disclosure Schedules presently are received as unstructured documents and it is the intention to use the information from them to

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check the system automatically at the request of the user. Anticipated savings in that area are £100k.

Indictment Application

16. Rachel Cummings gave a presentation of the pilot being undertaken during December in the Sheriff & Jury Unit, Edinburgh.

The purpose of the pilot is to obtain feedback from end users on

- i) The accuracy of the documents that are produced, and
- ii) The usability of the application.

The Indictment Application enables users to generate the following documents:

- Draft Indictment
- Sheriff & Jury Indictment
- Sheriff & Jury Section 76 Indictment
- Sheriff & Jury Section 67 Notice

Presentation – Staff Engagement

17. The members welcomed Jennifer Veitch to the meeting. Jennifer gave a powerpoint presentation on Staff Engagement. The aim of this is to engage with staff and support employees to play their full part in shaping the future of COPFS.

The following objectives were identified:

- Demonstrate the link between role and strategic vision
- Support managers to do the talking and listening
- Build trust and reputation for engaging and enabling
- Support leaders to be more visible with clearer governance
- Strengthen the internal brand – we are all part of Scotland's prosecution service

18. The meeting agreed that Jennifer should return to the Executive Board in February with a further update.

Operational Boards

19. No significant issues were advised to the meeting.

Corporate Office
18 December 2014