

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

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 17 JUNE 2015

CONFERENCE ROOM 1, CROWN OFFICE, EDINBURGH

Present: (Chair)	Catherine Dyer Liam Murphy John Logue David Harvie Esther Robertson	Crown Agent/Chief Executive PF North of Scotland Director of Serious Casework PF West of Scotland Non-Executive Director
In attendance:	Stephen Woodhouse Paul Lowe Keith Dargie Lynne McNaughton Lindsay Hadden	Head of Corporate Office Programme Director, Shaping the Future Director of ISD HR Minute Secretary
Apologies:	John Dunn	PF East of Scotland

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 20 May 2015 were noted and approved.

Action Tracker

3. Action tracker discussed and updated.

COPFS "Shaping the Future" Programme

4. Paul Lowe provided an update on the work being carried out by the Programme Board and presented a draft Programme Vision to the meeting. The Executive Board were broadly supportive of this but asked for a few minor drafting changes to be made.

All agreed to feedback further comments to PL via correspondence to allow him to provide an updated version to Senior Executive Team.

The meeting noted that the High Court stream of work requires SCG support. JTL agreed to take this forward.

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PL also agreed to provide a budget update on the programme each month.

ACTION : PL to provide monthly updates on financial position of programme

ACTION : JTL to take forward and discuss further High Court workstream

Finance Update

5. The meeting noted the paper (EB(1516)11 provided by Mark Howells.

ISD Update – Strategic Development of Corporate Digital Applications Solutions

6. Keith Dargie joined the meeting and provided an overview for the development of a corporate applications portal.

The meeting agreed they were content for KD to proceed with the next step analysis and workshop processes. DH offered to attend the workshop.

ACTION : KD to invite DH to attend workshop

HR Update

7. LMcN joined the meeting and provided an update on People and Learning activities and achievements from April and May 2015.

The meeting noted that the Workforce Planning Group (WPG) is now established and has been meeting fortnightly since March.

The absence levels comparisons were noted in relation to other Departments in Scotland and the meeting agreed that HR should also include Scottish Courts & Tribunal Service absence statistics in this comparison. LMcN confirmed that a quarterly report showing these comparisons will be provided to the Executive Board meeting on 30 July. It was noted that IIP accreditation will be due in 2016 before end March.

Operational Reports

8. No exception reports were received.

ANY OTHER BUSINESS

None.

DATE OF NEXT MEETING : Thursday 30 July at 10.00 am in Crown Office.

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**Corporate Office
June 2015**