

**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 MARCH 2016

CONFERENCE ROOM 1, CROWN OFFICE, EDINBURGH

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

In attendance:	Stephen Woodhouse	Head of Corporate Office
	Marlene Anderson	Head of Financial Accounting
	Ann Marie Henderson	Corporate Office

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 18 February 2016 were noted and approved.

Action Tracker

Item 5 is to remain open with an update to be provided at the end of June.

Item 9 – Update to be provided for the May meeting. ISD will complete the remaining IT Solutions Upgrade Programme in April. A statement of delivery will be published in the May edition of the COPFS Bulletin, which will outline the key programme deliverables and achievements, the strategic IT platforms that have been established which will enable the delivery of the transformation initiatives as part of the IT / Digital Strategy which is due for publication in the next few months.

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Finance Update

3. The paper prepared by Finance reflected the forecast underspend for 2015 / 2016 is on track and highlights the actions planned to deliver a balanced budget for 2016 /2017.

Non staff budgets are to be reduced by £800,000. Meetings are to be arranged to discuss how to reduce this figure.

DCE, Finance and HR will meet with Function leads after 18 April 2016 to discuss how to balance the budget in 2016 / 2017.

The £0.95K allocated in 2015 /16 for domestic abuse cases budget has not been included in the spending review table for 2016 / 2017. Clarification was sought that this had been included.

Post meeting note: This has been incorporated into the planning assumptions for 2016 / 2017.

Business Plan and COPFS 2020

The paper proposes what we are developing as a COPFS Business Plan for 2016/ 2017. Is it proposed that COPFS develop a short, one/two page summary of key activities, similar to the Scottish Government's SG2020 material. The view of the Board was that the standard statements require to be shorter and clearer.

Drafting changes are to be submitted to Head of Corporate Office.

Case Enquiry Application

Graham presented a "live" demonstration of the how the Case Enquiry Application works.

Any Other Business

Lesslie advised the Board that some organisations were considering a wider range of potential special leave policies. Ian advised that there were plans to create a Health / Wellbeing Committee under Fair Futures and this was the kind of area they would look at.

The Board paid special thanks to Catherine for her outstanding contribution and the level of transformation in her time as Crown Agent.

**Corporate Office
March 2016**