

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 NOVEMBER 2016

PFO, DUMFRIES

Present: (Chair) David Harvie Crown Agent/Chief Executive
Ian Walford Deputy Chief Executive
John Dunn Deputy Crown Agent, Local Court
John Logue Deputy Crown Agent, Operational Support
Lindsey Miller Deputy Crown Agent, Serious Casework
Esther Robertson Non-Executive Director
Douglas Hutchens Non-Executive Director
Lesslie Young Non-Executive Director

In attendance: Stephen Woodhouse Head of Corporate Office
Ann Marie Henderson Corporate Office
Fraser Gibson Sherifffdom PF
Fiona Condron Sherifffdom Business Manager
Bill Comrie Director of Estates and Business Support Services

Apologies: None.

Agenda Item 1 - Welcome

1. The Crown Agent welcomed everyone to the meeting and introduced Fraser and Fiona who were representing South Strathclyde, Dumfries and Galloway Sherifffdom. Arrangements for the staff event following the meeting were discussed.

Agenda Item 2 - Minutes of Previous Meeting, Matters Arising / Updates

2. The minutes of the meeting held on 28 September were noted and approved.
3. The Board were advised that some work had been carried out on categorising of FOI requests. 14 requests had been received in the previous 6 weeks. A further update is to be provided at the December meeting.
4. The Board agreed that the decision on long service awards should now be published.

Agenda Item 3 - Balanced Scorecard

5. The balanced scorecard reflected the position at the end of October 2016. It was noted that the time figures for complaints and FOI have improved but VRR are

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down. Following discussion around the expectation of response time for VRR the Board agreed to consider the original rationale of 20 days. The Board noted that the take and implement target for April to October was 73% but were provided with assurances that work was underway to recover and meet this target.

6. The staff turnover rate was 8.2% overall, with 1.7 involuntary and 6.5% voluntary as at 31 October 2016.
7. The Board agreed that the 80% Freedom of Information figure should be revisited, and consideration given to amending to 100% compliance.

Agenda Item 4 - Business Plan 16/17 (Review of progress to date)

8. The Board noted the progress on delivering what is set out in the Business Plan, to date. It was agreed to reduce Annex A of the Plan and to add a narrative incorporating what the Business Plan means for staff.

Agenda Item 5 - Shaping the Future Implementation Updates

Local Court

9. The Board were advised that 14 roadshows had been held in Local Court. Overall, they were very positive about the new structure. Local court tripartite meetings and weekly meetings are now being held. There is much better engagement internally. Some work required to be carried out in local court and NICP. It was noted however, that some work is being allocated to local court to assist with marking of cases.

Operational Support

10. The Board were advised that two roadshows had taken place, one in Glasgow and one in Edinburgh. Both meetings were very positive. There is now a much clearer focus in both parts of Operational Support. The financial message was presented to staff. Overall, Shaping the Future has been a success in Operational Support.

Serious Casework

11. The Board were advised that roadshows had taken place in Serious Casework. The greatest change for Serious Casework was in senior management roles. The High Court team had seen significant benefits through Shaping the Future implementation. There is now a greater ability to shift resources easier. Concerns were raised by staff whether the High Court would sit in Inverness. The Board were advised that this was being addressed and that a communication would be issued to staff.

Agenda Item 6 - Resources Update

12. The Resources Committee met on 26 October 2016.

Procurement

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13. Discussions are being held with Scottish Government on how procurement support should be provided for 2017/18 and beyond. It was agreed that we would continue with the SG shared service for contracts under £50K, subject to some changes in the way it is delivered. For contracts over £50K negotiations are to take place with SG to obtain a suitable settlement.

Excess Fares Allowance

14. Changes to the Excess Fares Allowance are to come into effect from 01 April 2017 to bring us into line with the rest of Scottish Government. The changes will not impact on staff who currently receive excess fares. A communication is to be issued to staff advising of these changes.

Public and Privilege Holidays

15. From 01 April 2017 to 31 March 2018 the public and privilege holiday allocation will be reduced from 11.5 days to 7 days, with an additional 4.5 days being added to staff's annual leave allowance. A communication is to be issued to staff advising of these changes. An evaluation will be carried out at the end of this period and the Board will be updated.

Finance Update

16. The end September CFR is currently projecting an £860K overspend. Heads of Business Management are reviewing this overspend, but it is anticipated that this figure will fall once all payroll changes have been actions and a further review of projections carried out.

Estates Strategy and Homeworking Policy

17. The Board considered the revised Estates Strategy which outlined the proposed strategy to be adopted by COPFS for the period 2016-2026. It was recognised that the landscape will change during the period covered by the strategy and further iterations will be produced in response to change as required. More efficient use of the estate will be required, with consultation in order to deliver successful outcomes. The Board's comments are to be incorporated into the Strategy which will to be recirculated to the Executive Board for final sign off.

18. The Board considered the recommendations made in the Homeworking Policy paper. It was agreed that further work is required to identify the extent of formal and informal homeworking at the current time. A further paper is to be submitted to the Board once HR have obtained this information (suggestion being that a brief questionnaire be sent to staff) and consideration given as to when this pilot should commence.

Agenda Item 7 - Business Improvement Update

19. The Board were advised that no project benefits had been highlighted to the Committee. The Risk Management Group are reviewing the Corporate Risk Register relating to digital improvements.

20. The Board were advised that the CMiC Project has great potential. Difficulties have been encountered trying to apply Apple technology into a Windows

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environment. It is anticipated that the CMiC will be rolled out in summary first, then in Sheriff and Jury, followed by High Court. The pilot is to take place in Livingston and Perth once the issues are resolved. The Board advised that a paper should be prepared for the February or March meeting advising what work requires to be carried out to roll this out to staff, what the spend will be and what the benefits could potentially be.

Agenda Item 8 - Operational Performance Update

21. The Operational Performance Committee met on 02 November 2016. The Board were advised that the indictment target figure is higher than normal at 70%. It is planned to reduce pre-petition cases from 650 to 250 within 10 months.
22. SFIU are to provide Committee with a breakdown of types of FAIs currently being dealt with.
23. There has been an improved performance on timing on VRRs. There are numerous VRRs in CAP cases.
24. The impact of the VT was discussed in general terms. The Board agreed that where individuals were assessed, they may require to be moved onto a different area of work. Appropriate function heads are to take forward.

**Corporate Office
November 2016**