

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

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 18 FEBRUARY 2016

CONFERENCE ROOM 1, CROWN OFFICE, EDINBURGH

Present: (Chair) Catherine Dyer Crown Agent/Chief Executive
Ian Walford Deputy Chief Executive
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: Mark Howells Director of Finance
Keith Dargie Director of IT
Ann Marie Henderson Corporate Office

Apologies: John Logue Director of Serious Casework
Stephen Woodhouse Head of Corporate Office
Lynne McNaughton Head of HR

Welcome

1. The Crown Agent welcomed everyone to the meeting. Apologies were noted from John Logue, Stephen Woodhouse and Lynne McNaughton.

Minutes of Previous Meeting and Matters Arising

2. The minutes of the meeting held on 13 January 2016 were noted and approved.

Action Tracker

Graham Kerr provided an update on savings from the Improvement Plan. The action tracker will be updated to reflect this.

Finance Update

3. The paper prepared by Finance reflected that the forecast underspend had risen due to budgeted payments for specialist services in connection with serious casework not now being due until 2016/2017.

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Finance and Workforce Plan 2016 / 2017

The Board noted and agreed the overall approach set out in the draft 2016 / 2017 Finance and Workforce Plan.

Human Resources Update

Absence Figures

4. Detailed absence figures were provided to the Board. It was noted that these figures remain high. HR are to focus on how to reduce absence figures. It was agreed that consideration should be given to taking forward a review of wellbeing and how attendance management can help to reduce absence levels; this will be led at SCS level, supported by HR, under the Fair Futures banner.

Weekend Working (NCIP)

Weekend working within NCIP is to be piloted for one year for legal staff.

Excess Fares

A review of the excess fares policy is being carried out with revised policy being prepared for implementation in 2016.

People Survey

The Board discussed the expense and suitability of questions in previous CS People Surveys and acknowledged the impact on the results of continuing change for COPFS staff. There will continue to be significant legislative and criminal justice sector change over the life of the next Parliament, as has been the case since devolution. It was noted that much of the pace of change is outwith the control of COPFS with regard to timing of implementation. The Board tasked the DCE with continuing to explore options that would allow time for improvements expected from the staff consultations on the Shaping the Future programme and the Fair Futures strand to feed through and to report back to the next meeting of the Board on the expected timing of the next Civil Service survey.

Improvement Plan Update

5. Graham provided a short presentation on the progress on the Improvement Plan. Progress was noted in relation to the delivery and development, and the approach to released savings.

Future Governance Structure

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6. The Board agreed to the general approach proposed, but noted this is a proposal only at this stage. Further discussions to be held once new Crown Agent in post.

Any Other Business

7. The Board noted the action proposed by Anthony McGeehan in the Sheriff and Jury Target Performance paper for 2015 / 2016.

Lesslie Young provided an update on her recent visit to NICP in Paisley and shared her impressions of the considerable care that the staff took in considering the circumstances of each case to reach appropriate decisions and the speed with which custody cases were turned round. The Board noted her comments and reaffirmed their appreciation of the work done by all staff in the Paisley and Stirling NICP hubs.

**Corporate Office
February 2016**