

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

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 19 MAY 2016

CONFERENCE ROOM 1, CROWN OFFICE, EDINBURGH

Present: (Chair)	David Harvie Ian Walford John Dunn John Logue Lindsey Miller Esther Robertson Lesslie Young	Crown Agent/Chief Executive Deputy Chief Executive Deputy Crown Agent, Local Court Deputy Crown Agent, Operational Support Deputy Crown Agent, Serious Casework Non-Executive Director Non-Executive Director
In attendance:	Mark Howells Ann Marie Henderson	Director of Finance Corporate Office
Apologies:	Stephen Woodhouse	Head of Corporate Office

Welcome

1. The Crown Agent welcomed everyone to the meeting particularly welcoming Lindsey to her first Executive Board meeting as Deputy Crown Agent, Serious Casework.

Minutes of Previous Meeting and Matters Arising

2. The minutes of the meeting held on 21 April 2016 were noted and approved.

Action Tracker

The update that was to be provided on communicating to staff the achievements on the IT front over the past year was carried forward to the next meeting in June.

Ian Walford is to take forward with ISD.

Finance Update

3. Mark introduced a paper setting out the financial year end position for 2015/16 setting out an underspend of £51K.

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The 16/17 budgets have been allocated to the new Functions. It was noted that it will be a significant challenge to remain within budget in future years.

Ian advised that WPG meets fortnightly and monitors progress very carefully on behalf of the Executive Board. Vacancies cannot be filled unless authorisation is given by the WPG. If all potential vacancies were to be filled we would have an overspend of nearly £2m.

A parallel non-staffing costs group is being set up to monitor progress with reductions in non-staff costs, in particular in the areas of highest cost such as pathology contracts and witness costs.

Major Cases Funding (Addendum to Finance Report)

Iona

It was noted that this case is complex with some continuing uncertainty about scope and length.

Ruby

Will be closed in June.

Lockerbie

It was noted that staffing / non staffing costs may change in the next few months.

HIIT

The Board agreed that £250K should be allocated from Major Cases money to cover staff costs of HIIT.

Action: Mark to advise Catherine Cunningham that £250K should be allocated from Major Cases money to cover staff costs of HIIT.

Historical Child Sex Abuse Inquiry

It was agreed that a paper should be prepared analysing the potential financial implications of this Inquiry and beyond, on the basis that this would be a first call on any Major cases money that was available if the costs can't be absorbed elsewhere.

Action: Ian to speak to Cat to prepare an analysis of potential financial implications of the Historical Child Sex Abuse Inquiry.

Bin Lorry Inquiry

It was agreed that a narrative should be included in future spending review papers explaining that expenditure on some large cases has been absorbed.

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Lindsey to draft narrative reflecting cost of bin lorry inquiry for spending review paper above.

Invest to Save Options

It was agreed that Finance should develop the Invest to Save options discussed in the Addendum paper (and any others) so that, in the event of any money being available from the Major Cases funding and/or a corporate underspend, decisions could be made quickly. In particular Finance/HR to work together to provide written advice on potential voluntary severance scheme, including Cabinet Office guidance on benefits, timing and communications with staff, and other options such as ill health / partial retirement.

Action: Finance and HR to provide written advice on potential voluntary severance scheme and other invest to save options.

Long term sickness

It was noted that there is not enough information available on how much long term sickness is costing the organisation.

It was agreed that we should have more detailed information each month.

Action: Finance / HR to provide detailed information on how much long term sickness is costing the organisation for the next meeting on 23 June and thereafter on a monthly basis.

Financial Sustainability Project

The Board noted the work in progress on the report from the Financial Sustainability Project and the intention that it should underpin advice to the Law Officers ahead of the SG spending review later in the summer and the development of a long-term financial strategy and internal financial governance arrangements.

Business Plan 2016-18

The Business Plan for 2016-18 highlights the key deliverables during 2016-17 and is aligned to our overall Strategic Plan and Objectives. It was noted that this may be subject to further refinement depending on the new Lord Advocate's priorities.

The business plan should be published in early June.

The Board approved the draft Business Plan and agreed that it should be submitted to the new Lord Advocate, once appointed, prior to being made available to staff.

Any Other Business

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4. The next meeting is due to take place in Glasgow on Thursday 23 June 2016 at 9.30 am. Apologies were noted from Esther.

It was agreed that Douglas Hutchens should be invited to all future Executive Board meetings.

**Corporate Office
June 2016**