

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

**EXECUTIVE BOARD MEETING**

**MINUTES OF MEETING HELD ON 21 APRIL 2016**

**CONFERENCE ROOM 1, CROWN OFFICE, EDINBURGH**

<b>Present:</b> (Chair)	David Harvie Ian Walford John Dunn Esther Robertson Lesslie Young	Crown Agent/Chief Executive Deputy Chief Executive Deputy Crown Agent, Local Court Non-Executive Director Non-Executive Director
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<b>In attendance:</b>	Stephen Woodhouse Ann Marie Henderson	Head of Corporate Office Corporate Office
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<b>Apologies:</b>	John Logue Mark Howells	Deputy Crown Agent, Serious Casework Director of Finance
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**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 17 March 2016 were noted and approved.

**Action Tracker**

There are no outstanding actions for this meeting.

**Finance Update**

3. The paper prepared by Finance reflected that the financial year end position for 2015/16 is that there is no risk of an overspend. The underspend will be under £100,000 for 2015 / 2016 and highlights the actions planned to deliver a balanced budget for 2016 /2017.

Non staff budgets are to be reduced by a minimum of £800,000.  
The Financial Sustainability Project has begun to inform the 2016 Spending Review, providing options for COPFS to remain within an assumed flat cash / real terms reduced budget over the next 5 years.

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Informal discussions have been held with the FDA and PCS in line with the SG pay policy. The original deadline for submission of our proposals (18 April 2016) has been extended by two weeks.

Initial discussions have been held with SCTS on a shared service for procurement. SG are aware that COPFS are looking at this model.

The Board noted the paper.

### **Governance Structure**

4. The paper proposed the Board take a more strategic approach with more detailed work and decision making delegated to three Committees, each of which will be chaired by one of the DCA's.

The Board agreed that one Board, including non-executive directors would replace the Strategic and Executive Board. Three Committees of the Board, covering Resources, Business Process Modernisation and Operational Performance would each have delegated authority to make appropriate decisions per their remits.

A draft balanced scorecard was presented to the Board. This approach was agreed in principle, with a few additions to incorporate staff count, target, turnover and more granularity on long term / short term sick leave. Lesslie advised that she had recently attended a workshop run by Glen Daley on Building a Balanced Scorecard and would provide contact details for consideration.

This paper was approved by the Board.

### **Location of Executive Board Meetings**

5. The paper proposed that we hold every second meeting outwith Crown Office, aiming to hold one in each of the Sheriffdoms over the course of a year. The paper recommended that the Sheriffdom Procurator Fiscal and Business Manager be invited to attend the meeting, and that each local leadership team should arrange for these to be combined with a meeting staff based at the host office. This paper was approved by the Board.

### **Any Other Business**

#### **Shaping the Future**

The Board noted with thanks to all involved in preparatory work that Shaping the Future had gone live on Monday 18 April 2016. A copy of the organograms was issued at the meeting to the non-executive directors.

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**Leadership Forum**

The Board noted that the frequency of these meetings will change from 6 weekly to 4 monthly. This Forum will now be known as Senior Leaders Meeting. The next meeting is scheduled for 17 June 2016. The Law Officers have been invited to attend.

**Occupational Health**

Lesslie provided details of a well-respected expert/consultant in occupational health / wellbeing who may be able to offer valuable advice. Ian agreed that he would ask Janice Irvine / Andrew Laing to look into whether we could use such services as part of the analysis of wellbeing within the Fair Futures project.

**Corporate Office  
May 2016**