

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

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 23 APRIL 2015

CONFERENCE ROOM 1, CROWN OFFICE, EDINBURGH

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

In attendance:

Stephen Woodhouse	Head of Corporate Office
Mark Howells	Finance Division
Paul Lowe	Programme Director, Shaping the Future
Graham Kerr	SDD
Lynne McNaughton	Human Resources
Keith Dargie	ISD
Lindsay Hadden	Minute Secretary

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 24 March 2015 were noted and approved.

Action Tracker

3. No outstanding items.

Finance Update

4. Mark Howells provided an update to the Executive Board and the following points were noted.
 - A potential overspend issue has arisen of £700,000 due to the significant increase in the accrual for employee untaken leave. There have been increased numbers of staff in post plus Easter falls just after the year end. However flexi and annual leave requests should be picked up as part of the monthly conversation with staff. David Harvie agreed he would discuss this with HBMs and HR. It was suggested that it might

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be helpful to realign the annual holiday leave year with the financial year.

- Finance Strategy – Audit Scotland recommended that all organisations should have a financial strategy. MH provided a first draft document relating to this recommendation and welcomed any comments from EB. MH confirmed this document will be brought back to the EB once finalised.
- Pay remit 2015 – MH confirmed that Financial will liaise with HR to communicate the submission agreed by SET.
- Procurement – MH explained that this topic is currently the highest scoring risk on the corporate risk register and confirmed that he will submit a paper to the next EB outlining the position, risks, costs.

ACTION: DH to meet with HBMs and HR to discuss employee leave monitoring and possible leave year alignment

ACTION : MH to produce final paper on Finance Strategy and bring back to EB for approval

ACTION : MH to liaise with HR to communicate pay remit submission to TUS

ACTION : MH to produce paper on Procurement for next EB

COPFS “Shaping the Future” Programme

5. Paul Lowe joined the meeting and provided an update on the programme. The following points were noted.

- The Programme team is in place
- Workshop planned for 24 April with Programme Executive and Programme Management team to begin to define which areas are in or out of scope for the programme
- 1:1 meetings planned with members of the EB during first week of May
- First meeting of the Programme Board will be on 28 May
- Reminders planned to be inserted into COPFS payslips reminding COPFS staff to view the message from the Crown Agent on PF Eye
- An update will also appear in the Bulletin in May
- Branding is currently being looked at for the Programme
- There will be a dedicated page on PF Eye for the Programme

DH asked if there had been some slippage in the planned Programme timescales and also how costings for the Programme are being carried out. PL explained that the original plan was based on a more limited scope but this has now moved on and certain elements of the Programme may now take longer and with some reorganisation of timescales would prove to be achievable. PL further explained that work is being carried out in relation to costings and discussions with Finance are taking place. CSG are the budget holders for this Programme.

The meeting noted that an important part of the Programme will be to engage with staff and workstreams will be put in place and engagement with stakeholder managers will take place.

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ACTION : PL to provide an update at next EB

Strategic Case for Change 2015-18

6. Graham Kerr joined the meeting and provided an overview to the paper EB(1516)41 which proposed a roadmap for change covering the period of the Strategic Plan 2015-2018. After an in depth discussion the meeting agreed to approve the priorities for 15/16. GK also confirmed he would provide a quarterly update to the EB and a monthly update to BSDG. (Post meeting GK has provided a further paper clarifying the details of the proposals).

ACTION : GK to provide quarterly updates to EB and monthly update to BSDG

HR Update

7. Lynne McNaughton joined the meeting and gave a summary of the paper EB(1516)42 submitted to the EB. In particular "Managing Attendance" was highlighted and the meeting agreed that this topic should appear as a regular Agenda item for all Operational Board meetings. It was agreed that HR would produce a quarterly report to the EB on Managing Absence. DH asked if the Federation reports produced by HR could show the names of employees with high absence records.

LMcN agreed to contact Scottish Prison Service and Scottish Court Service to gain comparisons in absence figures.

The meeting agreed that disciplinary outcomes process should be published internally.

LMcN also agreed to contact Jennifer Veitch relating to People Data and the communications strategy around this.

IIP accreditation process – LMcN explained that the framework has changed and enquired as to whether the EB thought that COPFS should apply again this year. The meeting agreed that further discussion was required on this subject and LMcN agreed to provide an update to the EB after her meeting with Raymond Boland from IIP.

ACTION : LMcN to arrange with Operational Board chairs for Managing Absence to be a standing agenda item

LMcN to provide quarterly report to EB on Managing Absence

LMcN to arrange for names of COPFS employees to be displayed on reports to Federation Heads

LMcN to contact SPS and SCS to gain comparison absence figures

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LMcN to contact Jennifer Veitch

**LMcN to report back to EB post meeting with IIP
National ICP Update**

8. The meeting noted the paper EB(1516)43 submitted by David Harvie on the progress towards the creating of a National ICP Unit.

Equalities Outcomes

9. The meeting noted the paper EB(1516)44 submitted by Nancy Darroch. The Crown Agent acknowledged that a great deal of work has been carried out in this regard and thanked all involved on behalf of the Executive Board. The meeting agreed that they were satisfied that this is now moving on and will deliver and meet the obligations required. The Crown Agent had agreed with Ruth McQuaid that members of Operational Boards are to be coached by Ruth to become Equality Champions.

ISD Update

10. Keith Dargie joined the meeting and provided a summary of the latest implementations within the IT Solutions upgrade programme – and in particular the upgrade of VDI desktops to Windows 7/Office 2010 and FOS 3.2. The meeting agreed that this major upgrade has been very successfully completed and the Crown Agent offered her congratulations to KD and asked that he passed on the thanks of the Executive Board to his team.

KD agreed to provide a summary of out outcomes of the “lessons learned” and share with the relevant Operational Boards.

The meeting noted that ISD will shortly turn its attention to two remaining legacy systems upgrades (a major upgrade of domain servers and a software upgrade to Oracle). When these upgrades are completed it will mean that COPFS future IT infrastructure and systems upgrades will be on a strategic planning footing. The publication of COPFS digital strategy in June 2015 will define the related strategic approaches.

ACTION : KD to provide an update at next EB meeting and share outcomes of the “Lessons Learned” with Operational Boards

Operational Reports

11. No reports were received.

ANY OTHER BUSINESS

There was a brief discussion on the impact of the Scottish Government decision not proceed meantime to abolish corroboration.

DATE OF NEXT MEETING : 20 May 2015

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Corporate Office
30 April 2015