

**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 FEBRUARY 2015**

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

<b>Present:</b> (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
	Esther Robertson	Non-Executive Director

**In attendance:**

Stephen Woodhouse	Head of Corporate Office
Mark Howells	Finance Director
Catriona Dalrymple	Head of Policy Division
Keith Dargie	Director of Information Technology
Keith Arnot	Information Technology Division
Michael McDonald	Information Technology Division
Nigel Cameron	Information Technology Division
Lindsay Hadden	Minute Secretary

<b>Apologies:</b>	John Logue	Director of Serious Casework
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**Welcome**

1. The Crown Agent welcomed everyone to the meeting and noted apologies from John Logue.

**Minutes of Previous Meeting and Matters Arising**

2. The minutes of the meeting held on 15 January 2014 were noted and approved.

**Action Tracker**

3. No outstanding items.

**Finance Update**

4. The Board welcomed Mark Howells to the meeting. Mark gave an update on the latest financial position. The key elements to note were as follows:

- To the end of December 2014 projected underspends on running costs/revenue and capital were anticipated.

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- An area of anticipated authorised expenditure will be a fraud audit and Finance are currently in communication with NHS counter fraud unit to explore this further.
- The Board noted that in relation to the 2015-16 budget and the delivery of operational work within the reduced real terms funding would continue to prove to be challenging.
- The pay remit submission is due to be submitted to Scottish Government no later than 20 April 2015 and informal discussions are being held with the Trade Unions to allow their views to be taken into consideration
- A draft Internal Audit on Finance is being considered by Finance Division Management.
- The position of the Finance Division staffing, although not fully resolved, is close to being so. The Board noted that the current team is working well.

### **National ICP Hub update**

5. David Harvie confirmed that Katie Stewart has now been appointed the lead on this work. Adverts have been placed for deputies and administrative staff. The number of staff have been calculated on the assumption that we will take on custodies. Some staff in the ICP hubs do not work on Mondays. A change of working relationships/patterns would need to be adapted of Police Scotland become able to submit significant numbers of custody reports on Sundays.

It is envisaged that the following progress stages will take place :-

- National Management
- Fully staffed
- Custodies in part
- Custodies in their entirety
- Move to three hubs for 6 months then to two hubs
- The 'go live' date is planned for April 2015

David agreed to provide a further update at the Executive Board in April.

**ACTION : David Harvie to provide update to EB in April**

### **IT Solutions Upgrade Programme**

6. Keith Dargie joined the meeting and provided the Board with an update on the testing and upgrading of new releases of FOS/PROMIS/SOS-R. The implementation of the planned upgrades carried out in January was very successful. The Crown Agent confirmed that thanks should go to Keith and his team for the excellent work they carried out prior to and during the weekend of the upgrades taking place.

Keith confirmed that the next phase of the programme was underway. Testing is being carried out on the infrastructure required to move to Windows7. LDD anticipate that there will be fairly minimal training required and Keith has also engaged with Jennifer Veitch to discuss communications around this next phase. The planned 'go live' date is the

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weekend of 28 and 29 March 2015. Although there will be some risks involved as the schedule is very tight to carry out this work a fall back date of 11 and 12 April is in place. The Crown Agent asked that Keith be invited to the next meeting of the Senior Executive Team to provide an update on the position with Microsoft.

**ACTION : Corporate Office to invite Keith Dargie to SET meeting on 3 March**

**ITL/IT Service Management Systems**

7. Michael McDonald, Keith Arnot and Nigel Cameron from IS Division joined the meeting and carried out a high level demonstration of the new portal.

**COPFS Restructure**

8. Catriona Dalrymple joined the meeting and gave an update on the COPFS restructure. Paul Lowe will take up his new role of Programme Manager along with Anne McNee (Programme Office Manager) and Mhairi Marshall (Business Change Manager) at the beginning of March. Catriona is the Senior Responsible Owner of the Programme. Staff communication will commence in relation to this programme end February 2015.

**Policy Division – Prioritisation of Work**

9 The Board noted the Policy Division update EB(1415)29 on the prioritisation of work which was submitted by Catriona Dalrymple.

**Performance against Targets/Workload Planning**

10. The Board noted the update of Performance Report EB(1415)30 submitted by Stephen Woodhouse.

**Operational Reports**

11. The Board noted the paper from the Summary Operational Board EB(1415)31.

**COPFS Improvement Portfolio**

12. The Board noted the paper on COPFS Improvement Portfolio EB(1415)32 submitted by Graham Kerr.

**ANY OTHER BUSINESS**

None.

**DATE OF NEXT MEETING : Wednesday 24 March 2015, Conference Room 1, Crown Office**

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**Corporate Office**  
25 February 2015