

**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 SEPTEMBER 2015

CONFERENCE ROOM 1, CROWN OFFICE, EDINBURGH

Present: (Chair)	Catherine Dyer David Harvie Liam Murphy John Dunn Esther Robertson	Crown Agent/Chief Executive PF West of Scotland PF North of Scotland PF East of Scotland Non-Executive Director
In attendance:	Stephen Woodhouse Evelyn Aitken	Head of Corporate Office Head of management Accounting
Apologies:	John Logue	Director of Serious Casework

Welcome

1. The Crown Agent welcomed everyone to the meeting and Ian Walford in particular as it was his first meeting.

Minutes of Previous Meeting and Matters Arising

2. The minutes of the meeting held on 30 July 2015 were noted and approved.

Action Tracker

3. The Board noted the update reports on Electronic case Delivery and centralised printing of CKits from Graham Kerr and on timescales for implementing recommendations on Time Bars from Nicky Patrick.

Finance Update

4. Evelyn Aitken joined the meeting and provided an update on the financial position. The meeting noted that the additional Justice funding of £950,000 that has been agreed was due to be included in the Autumn Budget revision and that a financial forecast and analysis was due to be provided to senior management in mid-October. The Board endorsed the Procurement Improvement Delivery Plan.

Business Planning/Spending Review

5. The Board discussed the options outlined in paper EB(1516)23 and agreed with the recommendation to plan for Option four but to make a decision later on as to whether Option five might be more prudent in the light of circumstances. The board agreed this would allow early planning

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for 2016-17 and a controlled transition from the current budgetary arrangements to the new functional arrangements.

6. The Board approved the Finance Sustainability Project and also asked that the project team engage with the TUS during the lifetime of the project about its purpose and emerging conclusions.

HR Update

7. The Board noted paper EB (1516)(24) and, in particular the work being done on vicarious trauma. Work ongoing on changing the annual leave year was discussed and it was confirmed that this would be a transitional year, with no direct impact on staff. The Board discussed the work on attendance management and felt it would be useful to have an update on whether the various activities were having an impact. The Board also felt it would be useful if the sick absence figures separated out the absence due to non-work related illness.

Action: HR to report on the impact of measures to improve attendance management and to split out non-work related illness for the November meeting.

The Board noted that the demographic profile of staff would need to be kept under review both for workforce planning and succession planning purposes.

Leadership & Management Development Programme – LM confirmed that there had been good feedback from the Sheriff & Jury attendees and that the Summary cohort started on 22 September.

CICA Disclosure

8. The Board noted the work being done in connection with the Criminal Injuries Compensation Authority and asked policy to consider whether there was any scope to reduce COPFS' input further.

Action: Policy to report back on whether there is any scope to reduce COPFS' involvement.

Risk Management Update

9. The Board noted that the red risks around procurement and the longer-term financial position remain but that mitigating actions are in hand. The Board was content with the overall risk profile.

“Shaping the Future” Programme

10. Paper EB (1516)27 was provided to the Executive Board. The Crown Agent asked the Executive Board to note that although the overall status of the programme remained Amber, a considerable amount of work had been carried out since the last meeting and that both the Local Court and National High Court projects were now at Green

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Any Other Business

11. The Board noted that Audit Scotland's report on Sheriff Courts would be published this month and that some last minute changes had been made.

The Board also noted that the Solicitor General would be carrying out a review of the duties of public authorities towards victims and witnesses. I

Next Meeting

12. The next meeting of the Executive Board will be held on 27 October 2015.

**Corporate Office
September 2015**