

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

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 24 MARCH 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
	Esther Robertson	Non-Executive Director

In attendance:

Stephen Woodhouse	Head of Corporate Office
Evelyn Aitken	Finance Division
Lindsay Hadden	Minute Secretary

Apologies:	John Logue	Director of Serious Casework
	Mark Howells	Director of Finance

Welcome

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

Minutes of Previous Meeting and Matters Arising

2. The minutes of the meeting held on 23 February 2015 were noted and approved.

Action Tracker

3. No outstanding items.

Finance Update

4. Evelyn Aitken provided an update to the Board and the following points were noted.

- Available budget throughout 2014/15 has been appropriately deployed and there will be a modest underspend
- 2015-16 Budget allocations have now been circulated
- Finance Division have appointed two Business Partners who will work alongside the business to aid and assist with their forecasts
- Staffing situation in Finance team now more stable
- Pay submission for 2015 – informal discussions have commenced with Trade Unions
- A draft Internal Audit on Finance is being considered by Finance Division Management.

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Risk Management Update

5. The meeting noted the following points highlighted by Stephen Woodhouse:

- The Audit & Risk Committee believe that the current financial risk 4.1 (COPFS stay within budget) should be split into shorter and medium term financial risks
- The score for Risk 4.7 Procurement has been reduced
- ISD Division are preparing for an internal Audit

Governance Review update

6. The meeting considered the Review carried out by Robert Gordon. Stephen Woodhouse highlighted the major priorities to arise from this review:

- Improve governance further and build on the management structures introduced in 2014
- Further support a unified leadership approach
- Achieve consistent approaches to business processes across the Service

The meeting noted and accepted the recommendations made by Robert Gordon.

Action: Report to be circulated to Federation Heads

Adoption of .SCOT Internet Domain

7. The meeting considered paper EB(1415)36 submitted by Keith Dargie. The Board queried whether the removal of the gsi. marking from the PSN would affect other organisations' perception of the security of our network. It was confirmed that the future removal of the 'gsi' element from email domains will be driven by future Cabinet Office PSN transition plans. Any changes would therefore be applicable to the entire PSN community as part of a managed transition process, which would mitigate the concerns regarding the perception of our network security status. However, more detail is needed on the plans to determine the precise implications and any required transition actions. The Board will be briefed on this as further information becomes available.

The Board confirmed that the purchase of the domain names should go ahead and that further updates should be provided by Keith Dargie as the transition progresses.

Action: Keith Dargie to provide update at future Executive Board meeting

Embedding Staff Engagement

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8. The Board noted paper EB(1415)37 submitted by Jennifer Veitch. The meeting agreed that in relation to point 7 of this paper the discussion planned for 5 May should be brought forward.

COPFS Improvement Portfolio

9. The Board noted the update on COPFS Improvement Portfolio EB(1415)8 submitted by Graham Kerr.

Operational Reports

10. The Board noted the report submitted by the Summary Operational Board.

ANY OTHER BUSINESS

Communicating Success – the Board noted the success of all in COPFS in delivering outcomes in 2014/15 against challenging increases in reports of domestic abuse and sexual offences. Staff in all functional and specialist units have contributed to COPFS ability to deal with all work received within appropriate timescales. This is particularly noticeable in solemn work where there have been significant increases in cases which require more investigation. The Strategic Board had previously confirmed that new performance indicators should be considered. This had been one of the recommendations of the Inspectorate of Prosecution also and steps were in hand to publish the outcomes for 2014/15 on that basis in April.

Unconscious Bias Training – the Board agreed that all will attend such training in 2015/16.

DATE OF NEXT MEETING : 23 April 2015

Corporate Office

26 March 2015