

**Releasable under Freedom of Information (Scotland) Act
2002 after approval at next meeting
EXECUTIVE BOARD MEETING**

MINUTES OF MEETING HELD ON 26 NOVEMBER 2014

EDINBURGH PF OFFICE, 29 CHAMBERS STREET, EDINBURGH

Present: (Chair)	Catherine Dyer John Dunn David Harvie Liam Murphy	Crown Agent/Chief Executive PF East of Scotland PF West of Scotland PF North of Scotland
In attendance:	Elspeth MacDonald Stephen McGowan Graham Kerr Keith Dargie Stephen Woodhouse Kevin McArthur Lindsay Hadden	Deputy Director Criminal Procedure, Scottish Government PF Major Crime and Fatalities Investigation Head of Strategy and Delivery Division Director of Information Technology Head of Corporate Office Minute Secretary Minute Secretary
Apologies:	John Logue Esther Robertson	Director of Serious Casework Non-Executive Director

Welcome

1. The Crown Agent welcomed everyone to the meeting and apologies were recorded from John Logue and Esther Robertson.

Minutes of Previous Meeting and Matters Arising

2. The minutes of the meeting held on 22 October 2014 were noted and approved.

Action Tracker

3. The outstanding actions were noted and addressed.

Cold Case Review Team

4. The members welcomed Stephen McGowan to the meeting. The meeting noted paper EB(1415)21 which provided information on the work of the Cold Case Review Unit (CCRU).

5. The meeting noted that since its introduction in May 2011 the role, and number of cases being dealt with by CCRU has changed significantly. The team consists of one Principal Procurator Fiscal Depute and three

Releasable under Freedom of Information (Scotland) Act 2002 after approval at next meeting

Procurator Fiscal Deputes. The introduction of double jeopardy legislation and an increase in the number of cold cases requiring review has resulted in a reduction of the Team's capacity to carry out the reviews.

6. The paper set out a number of options to address the challenge of dealing with increased workload. The meeting agreed that option 4, to triage current and future cases in terms of risk, public interest and prospects of conviction, should be presented to the Strategic Board as the preferred option.

Justice Digital Strategy

7. The meeting welcomed Elspeth MacDonald to the meeting.

8. Elspeth gave a presentation on the work of the Justice Digital Strategy Group indicating its vision is to have modern, user-focused Justice systems which use digital technology to deliver simple, fast and effective Justice at best cost. In doing so they will:

- (i) listen to citizens and users to shape future action;
- (ii) continue to adopt a collaborative approach across all Justice systems;
- (iii) allow people and businesses to access the right information at the right time;
- (iv) further digitise all Justice systems; and
- (v) make data work for all.

Improvement

Future of Case Management Systems

9. The members welcomed Graham Kerr and Keith Dargie to the meeting. The meeting noted paper EB(1415)22 which is a revised version of the paper submitted to the previous meeting and sets out the strategic proposals for the developments of COPFS case management systems.

10. The Board agreed with the proposal to continue to build modular and modern front end IT applications delivering targeted functions and integrated solutions to deliver business needs with the potential to develop specific applications for COPFS core functional units and corporate services units.

Police Reform Team

11. The members welcomed John Tannahill to the meeting. John provided a presentation on the work, achievements and current focus of the Police Reform Team.

12. The Police Reform Team commenced its work in April 2013 with a core team of 3 COPFS staff. 14 workstreams were set up and the team have been working closely with Police Scotland.

Releasable under Freedom of Information (Scotland) Act 2002 after approval at next meeting

13. The achievements of the team, so far, include:
- a) Standard Police Reports – streamlining the process of report submission to COPFS and reducing unnecessary content;
 - b) Productions – reducing the number of productions held by COPFS offices where the case is now closed;
 - c) HOLMES – issue around submission of statements to COPFS now resolved;
 - d) Police Interview Tapes – All police interviews now submitted electronically

14. The meeting noted the Team members are now trained on MOST (Maynard Operation Sequence Technique) which is a measurement tool to assess all aspects of work. A remit has been drafted and the first task will be to assess the “Top 7” Improvement Portfolio projects to ensure best value and expected savings are realised. John is working with the Business Services Delivery Group and will provide a measurement programme to them by the end of January 2015.

Finance

15. The meeting welcomed Evelyn Aitken to the meeting. Papers EB(1415)19 and EB(1415)20 were noted.

16. The meeting noted at the recent Finance Management Group a small overspend was forecast for COPFS. This includes a significant increase in witness costs, however it is thought this is as a result of the additional courts set by Scottish Court Service.

17. It was noted that, following the recent budget planning process, a budget gap remains. It is expected the budget is deliverable however there are risks attached. Further meetings are planned with budget holders to clarify positions and identify where further savings can be made.

Operational Boards

18. Update provided by Stephen McGowan.

Corporate Office
26 November 2014