

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

**EXECUTIVE BOARD MEETING**

**MINUTES OF MEETING HELD ON 30 JULY 2015**

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

<b>Present:</b> (Chair)	Catherine Dyer John Logue Liam Murphy John Dunn Esther Robertson	Crown Agent/Chief Executive Director of Serious Casework PF North of Scotland PF East of Scotland Non-Executive Director
<b>In attendance:</b>	Stephen Woodhouse Lynne McNaughton Graham Kerr  Lindsay Hadden	Head of Corporate Office HR Head of SDD  Minute Secretary
<b>Apologies:</b>	David Harvie Catriona Dalrymple Paul Lowe	PF West of Scotland Head of Policy Division Programme Director, StF

**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 17 June 2015 were noted and approved.

**Action Tracker**

3. Action tracker discussed and updated.

Annual Leave proposals for 2015/16 and future years

DH produced a note setting out draft proposals regarding annual leave.

The following points were highlighted:

The proposals are intended to enable better budget forecasting with the movement of the annual leave year being moved to run from 1 April to 31 March with effect from 1 April 2016.

2015/16 could be a transition year running from 1 May 2015 to 31 March 2016 with an allocation of 23 or 27.5 days over this 11 month period, depending on annual leave allowance.

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All annual leave requests must be formalised by submitting a request via the Mitrefinch flexi system which records all types leave.

Carry-over of annual leave in future years will remain at a maximum of 9 days, (except in cases where it has not been possible to take annual leave during the leave year (ie maternity leave, adoption leave, shared parental leave, long term sick absence).

The meeting agreed that DH and LMcN to discuss further and take forward as soon as possible consulting with TUS and ensuring any changes are explained clearly to staff.

**ACTION : DH and LMcN to provide update at next Executive Board meeting**

**COPFS “Shaping the Future” Programme**

3. Paper EB(1516)14 was provided to the Executive Board and the Crown Agent asked the Executive Board to note that the overall status of the programme has shifted from green to amber in July and this is reflected across all of the constituent projects. A lot of work has been carried out so far and the CA also confirmed that the TUS are engaged with the programme. Paul Lowe and/or Catriona Dalrymple will attend future Executive Board meetings.

**Finance Update**

4. The meeting noted the paper EB(1516)15 provided by Mark Howells.

**HR Update**

5. Lynne McNaughton joined the meeting and provided an update on People and Learning activities and achievements from April, May and June 2015.

The meeting noted that the recommendations on Depute and Band B resourcing have been progressed and this has led to increased levels of permanent staff at these grades.

LMcN confirmed that Audit Scotland are currently examining COPFS approach to workforce planning.

Attendance Management – the meeting agreed it would be useful for calculations of absence against other organisations to be considered by percentage.

The meeting agreed that Federation Heads would provide updates on how they are managing absence levels.

**ACTION : LMcN to provide percentage comparisons against other organisations**

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**ACTION : Federation Heads to provide update at next Executive Board meeting**

Leadership & Management Development Programme – LMcN confirmed that this programme was being very well received and progressing well and that plans are underway for Summary Managers to commence on the programme in September.

**COPFS Improvement Portfolio**

6. Graham Kerr joined the meeting and provided a progress update on the COPFS Improvement Portfolio.

The meeting noted the following highlights:

Electronic Case Delivery – BSDG have approved the setting up of a Dedicated Correspondence Unit which will be nationally managed starting with Livingston and Perth in September. GK confirmed he would provide a further update on progress at the next Executive Board.

**ACTION: GK to provide update at next Executive Board**

Automatic Citing of Witnesses – the meeting noted that the Summary Operational Board have approved the national implementation of this Process Change.

Centralised Printing of CKits – the meeting noted that Phase 1 of this Process Change – the re-ordering of the CKit - was implemented on 1 July 2015.

It was agreed that there would be an advantage to show breakdown of financial savings and time made as a result of these and all further changes to process.

**ACTION: GK to provide breakdown of financial savings and time saved at next Executive Board**

**National ICP Update**

7. The meeting noted the paper EB(1516)19.

**Inspectorate Report on Time Bars**

8. The meeting noted the paper EB(1516)20 and the Crown Agent asked about timescales within the project plan. JTL agreed to provide these timescales at the next Executive Board.

**ACTION: JTL to provide update on timescales**

**Operational Board Reports – Sheriff & Jury Operational Board**

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9. The meeting noted the paper EB(1516)21 submitted by Anthony McGeehan and thanked the Operational Board and staff in that function for their ongoing work.

**ANY OTHER BUSINESS**

The Permanent Secretary will visit Crown Office on Tuesday 4 August to meet with the Crown Agent and her Senior Executive Team prior to meeting with the Lord Advocate.

SG Justice Board Finance Sub Group meeting on 10 August 2015 will be attended by David Harvie as will the main Justice Board meeting on 20 August.

ENIE (Employers Network for Inclusion and Equalities) Award has been presented to COPFS. The Board recorded thanks to the Equalities Implementation Team who had carried out the work which led to the award.

Corporate Office will circulate a note to the Executive Board regarding Audit Scotland views on holding meetings in public.

The next meeting of the Executive Board will be held on 23 September 2015.

**Corporate Office  
August 2015**