

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 25 OCTOBER 2017

CONFERENCE ROOM, PFO, HAMILTON

Present: (Chair)	David Harvie John Logue John Dunn Ian Walford Lindsey Miller Douglas Hutchens Lesslie Young	Crown Agent Deputy Crown Agent, Operational Support Deputy Crown Agent, Local Court Deputy Chief Executive Deputy Crown Agent, Serious Casework Non-executive director Non-executive director
In attendance:	Fraser Gibson Fiona Condron Ann Marie Henderson	Sheriffdom PF, South Strathclyde, Dumfries and Galloway Business Manager, South Strathclyde, Dumfries and Galloway Personal Assistant to Crown Agent
For Item 7 only:	Steve Scott	Senior Consultant
For Item 9 only:	Anthony McGeehan	PF Policy & Engagement

Apologies:

Agenda Item 1 - Welcome

1. The Crown Agent opened and welcomed everyone to the meeting.
2. Members confirmed that there were no conflicts of interest.

Agenda Item 2 - Minutes of Previous Meeting, Matters Arising / Updates

3. The minutes of 27 September 2017 were approved and can be published.

Agenda Item 3 – Risk Register

4. The Board were provided with a Risk Management update on Risk 1, which is now scored in red following on from the Risk Management Group's (RMG) consideration of local court and serious casework risk registers. The Board acknowledged that there are significant issues in the short term but that plans are being developed to mitigate the risk.

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

5. An update on Risk 12 – Case Management in Court and Risk 14 - Pathology are covered below.

Agenda Item 4 – Resources Committee

6. The last meeting of the Resources Committee was on 28 September 2017.
7. The Board received an update on the work that is being carried out reviewing the recent Management Development Programme.
8. The Board noted that the average number of annual working days lost per employee has reduced to 8.71 days from 10.3 days.

Finance Update

9. The Board was provided with an update on the outturn forecast to budget as at 30 September 2017. The Board was also provided with an update on the 2017-18 spending review and, most immediately, the 2018-19 budget process.

Agenda Item 5 – Case Management in Court (CMiC)

10. User Acceptance Training of CMiC in Perth was successful. There were some issues in Livingston and work there was paused to carry out some remedial work.
11. Work is ongoing with local court colleagues for roll out across all local court offices during 2018-19.

Agenda Item 6- Operational Performance Committee

12. The last meeting of the Operational Performance Committee was on 11 October 2017.
13. The Board noted the increase in new sexual offence petitions.
14. The MI Project Board are working on standardising reports for data integrity purposes.

Agenda Item 7 – Pathology Update

15. The Crown Agent welcomed Steve Scott to the meeting for this item and thanked him for the paper produced (EB17/18(49)).
16. The Board were provided with an update on the recent review of the Forensic and Non-Forensic Pathology Contracts, which set out the background to the review, the basis on which the review was conducted and crucially the key findings from the review.

17. The Board agreed to all the recommendations proposed within the paper with the exception of the second recommendation and agreed that they should be updated at the next Board meeting on recommendation 2 within the report.

Agenda Item 8 – Business Improvement Committee

18. The last meeting of the Business Improvement Committee was on 10 October 2017.
19. The Committee looked at the resource implications for ISD in relation to Titan. A further update will be provided on this once available.
20. The Committee also looked at the MI Project, with further context around the ISD resource implications to be shared with the Chair of BIC by the Director of IT.

Brexit

21. The Crown Agent welcomed Anthony McGeehan, who joined by VC, to the meeting for this item and thanked him for the paper produced (EB17/18(51)).
22. The Board noted the briefing on the impact on COPFS of the UK's decision to leave the EU.

Agenda Item 10 – Any Other Business

23. The Crown Agent advised the Board of the outcome of the recent non executive director recruitment exercise.

**Crown Agent's Office
November 2017**