

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

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 13 JANUARY 2016

CONFERENCE ROOM 1, CROWN OFFICE, EDINBURGH

Present: (Chair) Catherine Dyer Crown Agent/Chief Executive
Ian Walford Deputy Chief Executive
David Harvie PF West of Scotland
Liam Murphy PF North of Scotland
John Dunn PF East of Scotland
Esther Robertson Non-Executive Director
Lesslie Young Non-Executive Director

In attendance: Stephen Woodhouse Head of Corporate Office
Mark Howells Director of Finance
Keith Dargie Director of IT
Lynne McNaughton Head of HR
Ann Marie Henderson Corporate Office

Apologies: John Logue Director of Serious Casework

Welcome

1. The Crown Agent welcomed everyone to the meeting. Apologies were noted from John Logue.

Minutes of Previous Meeting and Matters Arising

2. The minutes of the meeting held on 15 December 2015 were noted and approved.

Action Tracker

It was noted that the only outstanding action was for Graham Kerr to report on savings from the Improvement Plan, which will be raised at the February meeting. The action tracker is to be updated to reflect this.

Finance Update

3. The paper prepared by Finance reflects that we expect an underspend of around £340,000 offset by the holiday pay accrual of around £800,000.

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The Board endorsed the instruction that no more than 9 days leave may be carried forward into 2016 /2017.

Over the course of 2016/2017 £2.8m of savings require to be absorbed from non staff and staff budgets. Work is ongoing on options.

Human Resources Update

4. Lynne provided the Board with an update on HR activity this month and provided feedback on the MDP. SCG staff are due to commence on MDP this month.

The timescales for the medium / long term workforce strategy are being developed over the next month or so.

A meeting between HR and the TUS is scheduled for 28 January 2016 to discuss options for weekend working in the NCIP function.

There were no absence figures available for this meeting as the December absence figures were still being validated. It was agreed that more detailed absence figures were required for next meeting.

Action: Lynne to provide detailed absence figures for the February meeting.

ISD Update

5. Keith Dargie provided an update on Cybersecurity and the Solutions Programme which the Board welcomed.

Quarterly Update on Prosecution Policy

6. It was noted that the Recorded Police Warnings are only being partially implemented by Police Scotland from 11 January 2016, with reduced savings for COPFS.

Quarterly Update on Communications

7. Changes to the management and development of corporate and internal communications on the intranet and internet came into effect on 11 January 2016. Both the internet and intranet are now managed by the same communications team.

Update on Social Media

8. There was a large increase in social media usage following the implementation of the social media policy last year. It is proposed that

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the media team issue a minimum of four tweets per week, which was endorsed by the Board.

**Corporate Office
January 2016**