



**CROWN OFFICE  
& PROCURATOR  
FISCAL SERVICE**

SCOTLAND'S PROSECUTION SERVICE

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

**EXECUTIVE BOARD MEETING**

**MINUTES OF MEETING HELD ON 23 JUNE 2016**

**CONFERENCE ROOM 1, PFO, GLASGOW**

<b>Present: (Chair)</b>	David Harvie Ian Walford John Dunn Lindsey Miller Lesslie Young	Crown Agent/Chief Executive Deputy Chief Executive Deputy Crown Agent, Local Court Deputy Crown Agent, Serious Casework Non-Executive Director
<b>In attendance:</b>	Nicola Patrick Catriona Bryden Barbara Strang Stephen Woodhouse Ann Marie Henderson	Sheriffdom PF Sheriffdom PF Sheriffdom Business Manager Head of Corporate Office Corporate Office
<b>Apologies:</b>	John Logue Esther Robertson Douglas Hutchens	Deputy Crown Agent, Operational Support Non-Executive Director Non-Executive Director

**Welcome**

1. The Crown Agent welcomed everyone to the meeting and extended a warm welcome to Nicola Patrick, Catriona Bryden and Barbara Strang.

**Minutes of Previous Meeting, Matters Arising / Action Tracker**

2. The minutes of the meeting held on 19 May 2016 were noted and approved.

**VSS / Invest to Save Options**



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A paper was presented to the Board setting out the current issues around a voluntary exit scheme for 2016/17, which had been prepared following discussion at the Resources Committee on 01 June 2016. It was noted that the Resources Committee are to determine whether the financial position supports a voluntary early exit, and thereafter agree criteria and submission dates.

Ian advised that new rules apply to staff leaving in December 2016 onwards. From that date the entitlement reduces from 21 month's pay to 18 months.

Informal notes of interest from staff will be requested in August.

The Resources Committee are to update Executive Board in correspondence in July.

### **Long Term Sickness / Absence**

The absence figures which are prepared quarterly were noted. It was agreed by the Board that more detailed information around the categories of sickness were required for the next meeting.

**Action: Resources Committee to take forward with HR to provide greater granularity on the data and work type absences.**

Attendance management roadshows are still being rolled out.

Better use of the Employee Assistance Programme is being made and it is anticipated that this should show some progress over future months.

### **Historical Child Sex Abuse Inquiry**

Ian advised that the additional costs for COPFS associated with the review are likely to be negligible in 2016/17, but could be quite significant in 2017/18 for approximately 2-3 years afterward with possibly upwards of £1m per annum in additional dedicated staffing and case costs.

The Board agreed it would be helpful in engagement to identify the sift criteria to enable to us to conduct a sift of files, and are content the risks are understood and managed.

### **Balanced Scorecard**



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3. The balanced scorecard, which will be provided every second meeting, reflected the position at the end of May 2016. It was noted that the time figures for complaints and FOI have improved but VRR are down. Performance against targets is on track and spend is in line with budgets.

The Board are content for the Operational Performance Committee to lead on Complaints / FOI / VRR.

It was noted there were 13 VRR in April with 15 in May.

The Operational Performance Committee are to make recommendations on the Quality Assurance process for VRR, providing analysis on where information can be found.

There is no collective performance indicator for KPI's. Lindsay agreed to take forward through the Operational Performance Committee.

### **Government Priorities**

The Board noted the priorities of the Scottish Government and the new Law Officers, which summarised the Justice elements of the SNP manifesto and the Law Officer's priorities.

### **Resources Update**

4. The minutes of the Resources Committee meeting held on 01 June 2016 were noted. The first meeting of the Committee covered the remit and clarity of the Committee.

### **Depute Accreditation**

Ian advised that the Resources Committee had considered a number of options in relation to depute accreditation.

The proposal that is to be discussed with the unions is that that 2 years' experience should be the standard for all new deputies before they can be accredited, with acceleration no longer an option for anyone during the 2 year period.



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There are no proposed changes in the current pay arrangements for deputes, either at the start or end of accreditation or after the first year. Pay will be determined in line with the overall remit agreed with Scottish Government.

**Business Improvement Update**

5. The Business Improvement Committee meeting was held on 22 June 2016. No minutes were available at the time of the Board meeting. The membership and remit of the Committee was discussed, after which Helen Nisbet was to be added to membership. Membership will be kept under review.

The Committee discussed the Business Modernisation Strategy. Strategic Development will be scanning the horizon for the next big areas that can help to reduce costs over the next 5-10 years. Business Transformation and Delivery will focus on delivering 2 or 3 big projects a year. The Business Improvement Committee will oversee this work.

The Board were updated on the iPad project on the Airwatch aspects. ISD were working towards a completion date of 16 July, however, if there was no resolution of the Airwatch issue by 8 July then delivery dates would be impacted.



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**Operational Performance Update**

The Operational Performance Committee met on 13 June 2016. No minutes were available at the time of the Board meeting. The remit of the Committee was discussed.

The Solemn Timebar paper was submitted to the Committee rather than the Executive Board as it sits within the remit of the Board. A supplementary report from the Solemn Timebar group on suggested wording and revised recommendations is to be prepared.

**Any Other Business**

Excellence Awards 2016

The Board approved the paper for holding an Excellence Awards prior to Spring 2017. It was noted that it is important that managers nominate their staff to ensure representation across offices, with the criteria being clear for nominations.

The Excellence Awards will provide an opportunity for staff to meet with Law Officers, with representation across all functions.

It was agreed by the Board that one award should be voted for by staff.

**Corporate Office  
July 2016**