

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 25 SEPTEMBER 2014

CROWN OFFICE, EDINBURGH

Present: (Chair)	Catherine Dyer John Dunn David Harvie John Logue Esther Robertson	Crown Agent/Chief Executive PF East of Scotland PF West of Scotland Director of Serious Casework Non-Executive Director
In attendance:	Keith Dargie Janice Irvine Graham Kerr Lynne McNaughton Kevin McArthur	Director of Information Technology Director of Human Resources Head of Strategy and Delivery Division HR Services Manager Minute Secretary
Apologies:	Liam Murphy	PF North of Scotland

Welcome

1. The Crown Agent welcomed everyone to the meeting. Apologies from Liam Murphy were recorded.

Minutes of Previous Meeting and Matters Arising

2. The minutes of the meeting held on 26 August 2014 were noted and approved.

Improvement

3. The members welcomed Keith Dargie and Graham Kerr to the meeting. The meeting noted paper EB(1415)13 which set out strategic proposals for the development of COPFS case management systems.

4. Keith and Graham presented an overview of the key aims, priorities and approaches for the future development around the three main systems. It was noted there are three options available; (a) maintain and continue to use current systems; (b) procure new systems; or (c) adapt current systems using new modular front end applications developed to deliver access to information currently accessible only by separate access to PROMIS, FOS and SOSR.

5. The meeting was encouraged by the evidence of excellent collaborative working between Information Systems Division and Strategy and Delivery Division.

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after next meeting**

6. The meeting agreed, in principle, to proceed as per recommendation (c) to adapt the current systems using new modular front end applications. It was agreed that Keith and Graham collate the comments and suggestions made by the members and report back at the next meeting with a revised presentation designed specifically for presentation to all COPFS Operational Boards including Business Service Delivery Group.

ACTION: GK and KD to report back to October Executive Board with revised presentation

Human Resources

7. The members welcomed Janice Irvine and Lynne McNaughton to the meeting. Janice introduced paper EB(1415)14 which provided details of outcome of the review of Learning and Development commissioned by the Strategic Human Resources Group.

8. The meeting noted the number of Personal Development Plans submitted by staff is very low. It was agreed this process is essential if COPFS is to further assist in the development of staff and the re-launch of its use by all grades of staff is key.

9. Creation of a leadership and management programme is underway and part of that will focus on ensuring that all managers are confident in using appropriate people management techniques and understand the benefits of learning to allow them to be successful in encouraging their staff to participate in ongoing development opportunities.

10. It was agreed Janice and Lynne will collate the Board's comments and suggestions and report back to the next Executive Board with a more developed timetable and costings for further consideration.

ACTION: JI and LM to report back to the October meeting

Initial Case Processing (ICP) Review

11. The meeting discussed the review of Initial Case Processing [EB(1415)15] conducted by Ruth McQuaid and her Review Team. The paper is currently with Operational Boards for comment by 30 September 2014.

12. The Board thanked the review group for the significant work that had been undertaken to prepare the report and agreed, in principle, that a move to a nationally managed ICP function is the best way forward. It was noted that a significant amount of work is still required on the detail around location and resourcing and cooperation with the Sheriff & Jury and High Court functions. Further consideration as to the make up of the team that will carry out those tasks will take place at the Senior Executive

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Team weekly meetings when feedback has been obtained from the Operational Boards. The further work will also require to take account of future developments resulting from the Scottish Court Service restructure, COPFS Estates Strategy and the changes anticipated as a result of implementation of legislation.

ACTION: David Harvie, John Dunn and John Logue to advise ICP, Summary, Sheriff & Jury and High Court Boards respectively of the decision in principle. SET to commission additional work required following feedback from Operational Boards.

Finance

13. The meeting noted paper EB(1415)16 which indicated the current COPFS financial position and progress on the 2015/16 Budget Planning Round.

14. The meeting noted Finance Division anticipate that COPFS will deliver within budget for 2014/15.

Board Reports

15. The meeting noted and was encouraged by the progress made by the Sheriff and Jury function on management development and improvements in provision of functional guidance.

16. The Summary Board has held a workshop on COPFS business systems and has agreed to establish a work group to liaise closely with Strategy and Delivery Division to prioritise projects, strengthen governance and communicate optimum practices which require to be followed to staff.

17. The members confirmed that dissemination of decisions taken by the Senior Executive Team (SET) should be made more readily available to all the Operational Boards without the need to await personal feedback from the Federation Head with corporate responsibility for each Operational Board. It was agreed a standing item "Key Messages" should be added to the SET agenda and a shared folder set up where copy Agenda, Acton Tracker and Minutes be made available for all Operational Board members and Federation Heads of Business Management as well as SET members.

ACTION: Corporate Office to add "Key Messages" as standing item on SET agenda and ensure relevant documents placed in shared folder for access by Operational Boards.

Kevin McArthur
Corporate Office
25 September 2014