

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

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 26 JUNE 2014

CROWN OFFICE, EDINBURGH

Present: (Chair)	Catherine Dyer John Logue John Dunn David Harvie Esther Robertson	Crown Agent/Chief Executive Director of Serious Casework PF East of Scotland PF West of Scotland Non Executive Director
In attendance:	Sue Sandeman Kerry Storton Keith Dargie Stephen Woodhouse Kevin McArthur	COPFS Library COPFS Library Director of IT Head of Corporate Office 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 27 May 2014 were noted and approved.

New Intranet Demonstration

3. The members welcomed Sue Sandeman and Kerry Storton to the meeting.

4. Sue and Kerry provided a demonstration of the proposed replacement to the current intranet. The new system incorporates a number of updates sought by COPFS staff including an improved "My Favourites" section, "Ticker Tape" for important messages and the ability to use video.

5. The Board acknowledged the new intranet will make a huge difference in communication and training.

6. The Board noted the launch of the new PF Eye has been set for the end of August 2014. This will allow for the transfer of the content from the current system.

7. The Staff Information Unit will hold road show demonstrations in a number of offices prior to the launch.

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Strategic Board Outcomes

8. The Board discussed the outcomes of the Strategic Board meeting held on 27 May 2014 and noted the following:

- a) The Lord Advocate acknowledged the necessary radical restructuring which had taken place in order for COPFS to be in a position to continue to deliver despite the challenges that are now well understood around public sector finances. Federation and functional working was introduced to embed experienced resource and drive further improvements. Such changes were always difficult but confirmed that the benefits of the new structure are clear in the outcomes that COPFS has delivered to date. 2014 and 2015 will provide an opportunity to consolidate progress made and continue with already planned improvements to meet the challenges of an ever changing environment;
- b) The Solicitor General confirmed that the changes made and work being done across each Federation and function had led to significant results being achieved in very complex and difficult cases;
- c) Papers were commissioned by the Strategic Board to: (i) To look at additional measures which may be utilised to further improve the efficient use of court time; (ii) consider how the changing justice system landscape will affect the requirement for the current geographical deployment of COPFS staff against the need for a local Procurator Fiscal presence for public reassurance; and (iii) achieve further efficiencies in case preparation costs;
- d) The Lord Advocate reiterated his appreciation for the dedication of COPFS staff. The Solicitor General acknowledged the nature of the Law Officers role means they necessarily are made aware of casework that could have been better handled. However, both Law Officers appreciate these instances are small in number and appreciate the excellent work COPFS staff do in the vast majority of their work to deliver a high quality prosecution service to the people of Scotland; and
- e) The meeting noted additional funding for the next two years has been secured from Scottish Government by the Lord Advocate to investigate three significant cases which could not simply be absorbed by existing resources. Additional funding has also been allocated to COPFS and Scottish Court Service from the Justice Directorate to alleviate the impact on court business volumes and workflows of increased reporting by the public of specific categories of offence including sexual offending and domestic abuse.

ISD Upgrade and Compliance Projects Statement

9. The meeting welcomed Keith Dargie.

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10. Keith introduced paper EB(1415)08 which provided an update on the current position with the detailed project management planning for the Desktop Migration and FOS Update Projects and, specifically, to highlight changes in financial constraints, supplier product delivery issues and delays in commencing user acceptance testing that impact on the project implementation schedules.

11. The meeting noted the COPFS case management system (FOS) was originally built on the Windows XP platform. It was noted each operating system has a shelf life and Microsoft have indicated they will no longer provide support for Windows XP therefore a full upgrade to Windows 7 is required.

12. It was noted that, although Windows 8 is available, it is not possible to step directly to that without installing Windows 7 first. Implementation of Windows 7 is expected to commence at the end of the calendar year.

13. The Board agreed to proceed as per the proposals in the paper and asked for updates by exception

Operational and Business Services Delivery Reports

14. The meeting noted paper EB(1415)09 which provided an update from each of the Operational Boards and the Business Services Delivery Group on their respective achievements, challenges, risks and key issues.

15. The meeting noted a review of Initial Case Processing is being carried out by Ruth McQuaid and a paper is expected for discussion at the Executive Board in August.

16. COPFS performance targets have been in place for a number of years. The meeting discussed the need to review performance targets against the background of a significantly changing criminal justice landscape. It was agreed a paper should be presented to the Strategic Board on the appropriateness of the current set of performance targets including options that may be suitable or any changes are required.

ACTION: Operational Boards to provide paper

Security Report

17. The meeting noted paper EB(1415)10 which provided details of the current position regarding the management of COPFS security.

18. The Government Protective Marking Scheme has been adopted by most Government agencies since 1 April 2014. Discussions are ongoing between the COPFS Police Reform Team and Police Scotland to mitigate the issues around its adoption for COPFS and the Police. It was noted the COPFS Departmental Security discussed the issues and, as the particular issue surrounds a small number of cases, suggested COPFS move towards adoption of the scheme for all other parts of COPFS.

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Kevin McArthur
Corporate Office
26 June 2014