

COPFS EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 28 SEPTEMBER 2016

PFO, INVERNESS

Present: (Chair)	David Harvie Ian Walford John Logue Lindsey Miller Lesslie Young	Crown Agent/Chief Executive Deputy Chief Executive Deputy Crown Agent, Operational Support Deputy Crown Agent, Serious Casework Non-Executive Director
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In attendance:	Stephen Woodhouse Ann Marie Henderson Andrew Laing Amanda Hollis Ruth McQuaid	Head of Corporate Office Corporate Office Sheriffdom PF Sheriffdom Business Manager Sheriffdom PF
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Apologies:	John Dunn Esther Robertson Douglas Hutchens	Deputy Crown Agent, Local Court Non-Executive Director Non-Executive Director
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Welcome

1. The Crown Agent welcomed everyone to the meeting and introduced Andrew and Amanda who were representing Grampian, Highlands and Islands. Arrangements for the staff event following the meeting were discussed.

Minutes of Previous Meeting, Matters Arising / Action Tracker

2. The minutes of the meeting held on 18 August were noted and approved.

Lindsey Miller advised that work had been commissioned on categorising of FOI requests and that an update would be provided for the November meeting.

John Logue provided an update on long service awards paper.

John Logue prepared a draft policy on Register of Interests, which can now be published.

VIA Presentation

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

3. Ruth McQuaid provided the Board with an update on progress with the VIA Review recommendations following on from the August Board meeting in Dundee.

The Board thanked Ruth for her update and invited her to attend the December meeting to provide them with a further update.

Risk Governance

4. The Board noted the paper advising of the risks which are to be escalated from Functions to the Risk Management Group and then escalated to Executive Board, rather than escalating to the relevant Committee of the Executive Board to avoid double handling.

Domestic Abuse Policy

5. The Board approved the amendment to the guidance as set out in para 20(b) allowing greater scope for the appropriate forum for prosecution.

The Crown Agent raised a few questions which John Logue will take forward with Policy and provide an update to the Crown Agent.

Authorisation Levels

6. The Board approved the proposed streamlining of authorisation levels in all areas of business to Principal Procurator Fiscal Depute level with the exception of Domestic Abuse and Stalking offences, with immediate effect.

Resources Update

7. The Board were advised that an initial business case was received detailing our share of the proposed spend of £3.6 million on each of the next two years for the Inverness Centre. It was noted by the Board that the figures were provisional. It was agreed by the Board that Bill Comrie is to liaise with Andrew Laing on developments.

The minutes of the Resources Committee of 31 August and 22 September were noted by the Board.

Finance Update

The Board were advised that for the purposes of the Corporate Finance Report to date is to assume that all £2.7 million of major cases provision will be spent on major cases.

It was recorded that whilst it has not been easy to monitor or forecast spend for this year, Finance Directorate will be discussing with HOBMs their projections for the second half of the year with a view to putting a comprehensive mid-year report to the Resources Committee for their next meeting on 26 October 2016, at which time they will also look at the contingency plan once more detailed position is known.

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Business Improvement Update

8. The Committee met on 06 September 2016 where they agreed to scope work on developing a business app for the Proceeds of Crime Unit. Review of CMIC is to be discussed at the next meeting on 19 October 2016.

Progress is being made with iPads in court. A new business case is being developed for rolling out to Summary and Sheriff and Jury staff.

Operational Performance Update

9. The Committee met on 20 September 2016 and discussed resourcing of NICP, the impact of VRR on case processing and the potential risk to High Court indictment targets, which is being managed by the High Court Unit.

**Corporate Office
October 2016**