

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 22 FEBRUARY 2017

CONFERENCE ROOM 1, PFO, EDINBURGH

Present: (Chair)	John Logue Ian Walford John Dunn Douglas Hutchens Lesslie Young	Deputy Crown Agent, Operational Support Deputy Chief Executive Deputy Crown Agent, Local Court Non-Executive Director Non-Executive Director
In attendance:	Andrew Richardson Janie Patterson Maria Kicinski Keith Dargie Susan Cameron Ann Marie Henderson	Lothian & Borders PF Lothian & Borders Business Manager Legal Assistant to Crown Agent Director of IT Corporate Office
Apologies:	David Harvie Lindsey Miller Stephen Woodhouse	Crown Agent/Chief Executive Deputy Crown Agent, Serious Casework Director of Finance

Agenda Item 1 - Welcome

1. John Logue chaired the meeting on behalf of the Crown Agent and welcomed everyone to the meeting including Maria Kicinski to her first board meeting as Legal Assistant to the Crown Agent, Andrew Richardson as Lothian and Borders PF, and Janie Patterson as Lothian and Borders Business Manager. Apologies were noted from David Harvie, Lindsey Miller and Stephen Woodhouse.

Agenda Item 2 - Minutes of Previous Meeting, Matters Arising/Updates

2. The minutes of the previous meeting were agreed. The board also agreed to make an amendment to the minutes of the December meeting which had previously been agreed at the January meeting. The amended minutes will be published on the COPFS website.
3. The update that was to be provided to the board at this meeting on FOI target compliance figures, setting out proposals has been carried forward to the March meeting.
4. Work in progress figures for NICP now stand at approximately 15,000 cases.

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

5. The board were provided with an update on Case Management in Court as noted at agenda item 4.
6. Copies of letters that were sent to the Justice Committee Inquiry were shared with the non-executive directors.
7. Andrew Laing, PF for Grampian Highland and Islands has been invited to attend the May board meeting to discuss Corporate Wellbeing.
8. The board noted that the Justice Committee Budget report had now been published. A response to this is to issue in due course.

Agenda Item 3 – Justice Strategy Refresh

9. The Justice Strategy Refresh discussion is to be postponed to the March or April board meeting for the Crown Agent to update the board.
10. The board agreed that this strategy should be shared with the Law Officers ahead of the awareness session scheduled for 27 February.

Agenda Item 4 – Case Management in Court

11. The Case Management in Court programme commenced in 2013-14. A successful proof of concept of the app has been carried out. The developing phase has been very challenging, and is currently ongoing, including implementation of CMiC into our network environment and to PSN standards.
12. An in-house developer has been recruited to support the final stages of development and user acceptance testing. It is envisaged that the developer will remain within ISD for the first year of operation to provide dedicated support to the CMiC system.
13. An update was provided on the benefits of proceeding with a national roll out.
14. Following discussion it was agreed that once user acceptance training had been carried out that a report would be resubmitted to the board with an updated business case and proposals for national roll out.
15. It was suggested that progressing CMiC should be done ensuring it was designed to fit with the strategic directions of other agencies using the courts. The close monitoring of expenditure and return on investment was discussed and whilst it was agreed to go to the next stage, that agreement was based on the non-executive directors emphasising that it should be progressed with some caution.

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Agenda Item 5 – Resources Update

16. The board noted that the Finance and Procurement roles have been split for the next 18 months, with Stephen Woodhouse leading on Finance and Mark Howells on Procurement.
17. The Estates Strategy was published on 31 January 2017. The Resources Committee are now working on how the strategy will be rolled out, and are to provide a delivery plan to the board at the next meeting.

Finance Update

18. The board noted that there is a projected underspend on running costs cash, whilst capital spend is in line with the budget. An underspend is forecast on non cash.
19. Some additional funding has been allocated for invest to save projects.
20. Budget meetings are being held during February with each function, where they will identify options on and risks associated with them to ensure a balanced budget, which will be presented to the board at their March board meeting with a 2017-18 budget agreed thereafter.

Agenda Item 6 – Business Improvement Update

21. The next meeting of the Business Improvement Committee is scheduled for 28 February 2017.
22. The board had been advised at the previous meeting that implementation of the Sheriff and Jury reform was, despite COPFS being ready to implement the reforms, possibly going to be delayed by the Scottish Government from 27 March to as late as 24 July. Following on from further discussions held at the end of January it has been identified that it should be possible to commence implementation on 29 May. This has yet to be confirmed definitively, but there is now a reasonable degree of confidence that this will be the start of the commencement and transitional provisions.

Agenda Item 7 – Operational Performance Update

23. The board noted the minutes of the meeting held on 08 February 2017.