

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

**EXECUTIVE BOARD MEETING**

**MINUTES OF MEETING HELD ON 22 MARCH 2017**

**CONFERENCE ROOM 1, PFO, STIRLING**

**Present:** (Chair) David Harvie Crown Agent  
John Logue Deputy Crown Agent, Operational Support  
John Dunn Deputy Crown Agent, Local Court  
Ian Walford Deputy Chief Executive  
Lindsey Miller Deputy Crown Agent, Serious Casework  
Douglas Hutchens Non-Executive Director  
Lesslie Young Non-Executive Director

**In attendance:** Katie Stewart PF, NICP  
Annette McClymont NICP Business Manager  
Stephen Woodhouse Director of Finance  
Ann Marie Henderson Corporate Office

**Apologies:** Maria Kicinski Legal Assistant to Crown Agent  
Mhairi Marshall Tayside, Central and Fife Business Manager

**Agenda Item 1 - Welcome**

1. The Crown Agent welcomed everyone to the meeting including Katie Stewart and Annette McClymont who were attending on behalf of NICP. Apologies were noted from Maria Kicinski and Mhairi Marshall.

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

2. The minutes of the previous meeting were agreed, subject to one amendment. The minutes of the previous meeting will be published on the COPFS website.
3. An update was provided to the Board of improvements in compliance with our statutory obligations under the Freedom of Information (Scotland) Act 2002. This action is now closed.

**Agenda Item 3 – Resources Update**

4. The Resources Committee met on 28 February 2017 and discussed Invest to Save options. The Committee was provided with an update from Finance on the current position relating to the 2017/18 Budget and future years, which set out

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potential choices for the Board, areas for further discussion and associated risks, in line with the Financial Sustainability Project.

5. It was noted that the Heads of Business Management attended the Resources Committee meeting because of the consideration of the 2017/18 Budget.
6. The Committee also discussed the Estates Delivery Plan (update provided below).

### Finance Update

7. The Board noted the current finance position for 2016/17. Finance advised that we will close our books at the end of April. Discussions to be held to consider how to maximise this year's budget.
8. The Resources Committee agreed to release some money from invest to safe to ISD.
9. Scottish Government are to put a process in place in April which will require us to forecast our cash spend.
10. As is usual, Board members, salaries (within bands) will be disclosed in the Annual Accounts. Non-Executive Directors will also be included in this.

### 2017/18 Budget

11. Following a lengthy discussion the Board made the following recommendations on the budget:
  - Noted the scale of the funding challenge and agreed that the draft budget should be considered for the next three years and that we should retain the ability to invest to save in 2017-18.
  - Were content with the savings that had been identified by the Functions, and agreed to monitor delivery during 2017-18.
  - The Board agreed that vacancies not in the course of recruitment would be frozen and advised that further work would require to be undertaken to ascertain which posts were required and should be retained, to provide clarity over our staffing requirements and allow for improved management of resources in the future.
  - Agreed with the proposed savings targets for centrally-managed and non-staff costs and that a short-life project be set up to consider scope for reductions in witness costs.
  - Agreed with the approach to Invest to Save options to set aside money to support delivery of the digital strategy, cyber security, fair futures, finance, procurement, together with a review of the mortuary/pathology contracts and the first year running costs of CMiC.
  - Agreed the approach to setting capital budgets.
  - Agreed with additional efficiency target which is to be identified and agreed to monitor delivery during 2017-18.

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- Agreed that staffing changes will be considered by the Workforce Planning Group and non-staffing cost reductions by the Non-Staff Expenditure Group.
- The Board agreed that in year money is to sit with the Resources Committee who will also take a view on a revised scheme of delegation which is currently the subject of consultation of key budget managers once the Function workforce and savings plans are in a firmer state. It was noted that an update is to be provided to the Board at the June meeting.

### Estates Delivery Plan

- 12.The Board considered the options and next steps in order to deliver the agreed Estates Strategy.
- 13.The Board advised that the word "hub" should be referred to as "key locations" which would be Inverness, Aberdeen, Dundee, Glasgow and Edinburgh. It was agreed that these sites would be upgraded to accommodate increased staffing levels to facilitate the potential loss of other sites in the geographical area.
- 14.The Board were advised that we currently own 6 buildings, which are the cheapest to run.
- 15.Discussions are ongoing with Scottish Government and SCTS on how to deliver savings in relation to our occupancy of buildings we share with SCTS. A meeting with the CEO of SCTS has been arranged.
- 16.The Board approved the direction of travel set out in the paper and agreed that further discussions should take place about the various options taking into account dependencies on the digital strategy, CMiC and location neutral working.
- 17.It was noted that care required to be taken regarding the extent to which the estates strategy might cut across Sheriffdom business units as there was a real danger that the clarity we had been able to secure with StF would be lost by default in having what would almost be a mixed model of Federations and Local Court which would be dictated by geography.
- 18.It was agreed there was a need for there to be very clear and careful communication surrounding all aspects of the development and implementation of our estates strategy. A communications plan is to be drafted and agreed, advising staff why we need to reduce the cost of our estate and to inform them of the direction of travel and the options that are being considered.

### **Agenda Item 4 – Business Improvement Update**

- 19.The Business Improvement Committee met on 28 February 2017 where they agreed that the ISD Planning Grid should form part of the suite of documents provided at each meeting.
- 20.The Committee considered Stage 1 proposals for the development of a Witness Website, Defence Agent Website, Complaints and Allegations against the Police

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(CAAPD) Case Management, PI Tapes and Specialist Casework Performance and Workload, which were all approved to progress to Stage 2.

**Agenda Item 5 – Operational Performance Update**

21. The Board noted the pre-petition figure. There has been a 20% increase in murders, and increase in major crime cases.
22. The NICP WIP figure is reducing. The Board were advised that Local Court senior management are considering a number of options in relation to WIP, and are looking at the T&I profile in both NICP and the wider local court function.
23. The Committee are not yet in a position to make recommendations to the Law Officers on KPI's.

**Corporate Office  
March 2017**