



Resources Committee

Minutes of meeting held on 29 November 2022 (via Microsoft Teams)

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Present

Members

Anthony McGeehan, Deputy Crown Agent (Operational Support) (Chair)

Keith Dargie, Head of Business Services & Chief Digital Officer

Marlene Anderson, Director of Finance and Procurement

Sarah Carter, HR Director

Graham Kerr, Head of Business Management (Local Court)

Thomas Lindie, Head of Business Management (Serious Casework)

Jonathan Shebioba, Director of Support Services

Lorraine Beveridge, Head of Workforce Planning

Sharon Davies, Head of Management Accounting and Planning

Doreen Crawford, Head of Workforce Planning and Reward

Elaine Hales, Head of Business Management (Operational Support)

Fiona McLean, Non-Executive Director

In attendance

Andy Shanks, Procurator Fiscal, Local Court, Grampian Highlands and Islands

Ian Palmer, Finance and Procurement Executive Assistant (Secretariat)

1. Welcome

The Chair welcomed the group.

2. Minutes from meeting held on 25 October 2022

The Committee approved the minutes as accurate.

3. Action Log

Action 1 (Prepare draft paper re CDIT recruitment) now completed and can be closed off on tracker.

4. Finance Update Budget 2022/23

DFP (MA) gave an overview of **RC Paper 028-22**. This included:

- Annual Accounts for 2021-2022 have been laid before Parliament, published and are currently with a design company for professional presentation.
- The latest forecast for 2022-23 has been completed. The forecast reflects a current residual underspend of £4k which has moved from £111k forecast underspend for October 2022 forecasts.
- Liaison work continues with HOBMs, Finance Business Partners and Head of MAP to identify any potential counter inflationary measures through the scrutiny of business processes and non-staff costs.
- Overtime and non-staffing expenditure continues to be closely monitored and controlled.
- Bid for additional funding for the additional pressure faced through increased pay awards through cost of living above pay policy has been approved by SG.
- Resource Spending Review was published at the end of May 2022. Current position shows flat cash allocations until 2026-27.
- A bid submitted to GPSEDS (Green Public Sector Estate Decarbonisation Scheme) for funding the Elgin office decarbonisation project has been submitted and approved with an award of £1.8m (£300k in 2022-23 and £1.5m in 2023-24). Any supply chain issues being explored.
- To assist with year-end budget accrual forecasts, staff are to be encouraged to populate the flexi system with annual leave requests. HR and Finance are liaising regarding staff communication strategy.
- End of Financial Year preparation workshops are being devised for January 2023

5. HR Update

HRD (SC) presented **RC Paper 029-22**

After general discussion the Committee noted the paper.

6. Estates MI/Strategy Delivery update

DSS (JS) gave a general overview of **RC Paper 030-22**

This included:

- Estates Capital Budget 2022/23 remains on track for full spend.
- Successful bid for budget funding for COPFS Elgin Carbon Reduction. (see also item 4 above)
- Climate Change Working Subgroup have devised a draft Net Zero Carbon Policy document.
- Work continues in identifying energy efficiency savings.
- Estates Risk Register has been reviewed and updated.

After general discussion the Committee noted the paper.

7. Trainees Expenses and Recruitment Structure

AS (PFGH&I) presented **RC Paper 031-22**.

Its purpose was to seek approval from the Committee in relation to:

- A proposal to allow the payment of travel and accommodation expenses to Y2 trainees in order to support the more effective deployment of trainee resources in the short term; and
- A wider review of the current traineeship recruitment and structure, to be taken forward by HR and the Scottish Prosecution College.

After general discussion, the Committee approved the proposals detailed in the paper.

8. Corporate Risk Register

HOBS (KD) presented an overview of **RC Paper 032-22**

The Committee noted the paper and general discussion followed.

Work continues on how the impact on staff of the current cost of living situation is evaluated, recorded and reflected in policy and communications.

9. AOB

DFP (MA) reported that a Finance Strategy Paper will be presented at the January meeting of the group.

10. Date of Next Meeting

Wednesday 11 January 2023 at 10am by MS Teams