



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Resources Committee minutes

28th April 2022 meeting, held 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
- Graham Kerr, Head of Business Management (Local Court)
- Thomas Lindie, Head of Business Management (Serious Casework)
- Elaine Hales, Head of Business Management (Operational Support)
- Jonathan Shebioba, Director of Support Services
- Doreen Crawford, Head of Workforce Planning and Reward
- Marlene Anderson, Director of Finance and Procurement
- Sharon Davies, Head of Management Accounting and Planning
- Sarah Carter, HR Director
- Fiona McLean, Non-Executive Director

In attendance

- Ali Caddis, Secretariat

Apologies

No apologies noted

Welcome

The chair welcomed everyone to the meeting.

Minutes from meeting held on 31st March 2022

The Committee confirmed that the minutes were an accurate reflection of the meeting.

Action Log

The Committee agreed the following regarding the Action Log and noted progress with the remaining actions

Actions 6 and 12 can be closed

Finance Update 2021-22

The Director of Finance and Procurement (DoFP) provided an overview of the Finance Update paper for the financial outturn for the annual accounts for 2021-22, Resource Spending Review and budget considerations for 2022/23. The DoFP advised the outturn showed an underspend and noted the forecasts did not move however there are pre-payments, accruals and provisions to bring into the accounts. DoFP advised that the anticipated result is an almost break-even position and confirmed this is a good place to be in. DoFP advised progress has been made in filling budgeted posts and recruitment continues.

Resource Spending Review (RSR)

DoFP advised RSR is ongoing with SG considering multi-year budgets. SG notification of indicative allocations for 23-24 to 26-27 are due next week and will be published in May 2022. A short period of time will be allocated to respond to COPFS allocations. DoFP advised in the return itself, COPFS does not fit neatly within stated SG categories as all our activity is statutory/public and are demand led. More information will hopefully be available within the next few weeks.

Budget 2022-23

DoFP advised the budget has been signed off by Executive Board and allocated budgets will be forwarded to individual budget holders next week. DoFP further advised forecasting will commence from June.

Head of Management Accounting and Planning (HoBMP) advised a timetable for budget monitoring and forecasts will be issued for the year.

[Action] HoBMP to issue forecasting timetable for the year

DoFP provided an overview of the budgeted posts annex paper. DoFP advised that the bid for additional posts had been reduced following testing of the bid.

The Head of Business Services & Chief Digital Officer (HoBS/CDO) provided an update from Workforce Planning Group (WPG) noting that it is critical that robust monitoring control mechanisms are in place to manage the staffing budget. WPG discussed this and detailed analysis and controls around the affordability element will ensure that any additional posts recruited are being managed as carefully around the financial modelling as possible. WPG will list agreed criteria for distribution and will feed into the process of managing any posts agreed.

Resources Committee approved the proposed recruitment. The Chair advised that the paper will be forwarded to the Crown Agent for final confirmation .

[Action] The Chair & HoBS/CDO will take proposed posts to the Crown Agent for final approval and report back to RC

Any Other Business (AOB)

The Head of Management Accounting and Planning (HoMAP) raised the budget for Wellbeing Committee and tackling period poverty HoMPA stated she believed the budget should sit within The Director of Support Services (DoSS) as opposed to the Wellbeing Committee.

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The Committee approved the relevant cost sitting with the DoSS budget with a caveat of revisiting that budget if required.

The DoFP requested the Finance Strategy review is moved from May to August meeting in the annual planner.

The Chair noted approval for this.

Date of the next meeting: 31 May 2022