



CROWN OFFICE & PROCURATOR FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

RC Paper 42 (2023)

Resources Committee

Minutes of meeting held on 21 August 2023 (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

Sharon Davies, Head of Management Accounting and Planning

Graham Kerr, Head of Business Management (Local Court)

Jonathan Shebioba, Director of Support Services

Doreen Crawford, Deputy HR Director

Gavin Anderson, Deputy Head of Business Management (on behalf of Thomas Lindie)

Secretariat

Laura Jackson, Procurement Assistant (on behalf of Ian Palmer)

Apologies

Sarah Carter, HR Director

Thomas Lindie, Head of Business Management (Serious Casework)

Elaine Hales, Head of Business Management (Operational Support)

1. Welcome and Apologies

The Chair welcomed the group and apologies were noted. An introduction to LJ who attended to cover for IP's absence.

2. Minutes from meeting held July 12, 2023

The Committee approved the minutes as accurate.

Secretariat (IP) is arranging to have these published on COPFS website.

3. Action Log Tracker

The Committee noted the tracker (**RC Paper 38**).

- **Action 12/23** (Reissue HR MI Data Report) – This was completed by DC and action will now be closed.

4. Finance Update

MA presented **RC Paper 39** and gave a general overview.

The Committee noted the paper and general discussion followed.

Highlights of the update included:

- **Annual Accounts Update 2022-2023**

Awaiting Audit Clearance for 2022-2023. Annual accounts will be sent to Audit and Risk Committee for signing on 31st August.

- **2023-2024 Budget Update**

Monitoring the process on savings targets for 2024.

In relation to staffing – £1.99m decrease on savings from June to end of July. Total savings for the full year £9.4m. Slightly behind on the 4-month basis however will continue to be monitored. Overtime is currently forecasting an overspend. Functions of the business are trying to drive this down and will be monitored. Each function has provided reasons for overtime and some of these will be followed up separately.

Non-staffing – There is a budget pressure around post-mortem and mortuary services. This will be monitored and there will be ongoing contract negotiations with suppliers.

- **2024-2025 Planning**

Finance has been asked to submit returns (Strategic Approach to Budgeting – SAB) in preparation of the budget planning and spending review with Scottish Government, and these are due 1st September 2023.

Summer Budget Challenge is due 8th September.

Programme for Government is being finalised within the Scottish Government.

- **Capital Spending Review**

A re-prioritisation exercise had to be completed in June and another in August.

5. Estates Update Report

JS provided update and general discussion followed.

Highlights of the update included.

- **Projects**

Update on Elgin Decarbonisation – Work to start in September 2023. Project will continue until end of financial year. Will be the first public office to be decarbonised.

Update on Edinburgh Crown Office which has two phases – Windows and Heating Systems. Final stage of appointing contractor. Work will begin at the start of next financial year. Movement of staff will be required and may cause disruption – therefore communication and stakeholder engagement will be required.

Update on Dundee relocation – engaging with the exiting landlord and incoming landlord. Lease break is next year.

Project boards have been established for all three projects mentioned above.

- **Sustainability and Climate Change**

Working group in place with representation from all three functions.

Documents submitted that summarised the work of the Climate Change Group at a High-Level Policy Statement level which provided a set proposed interventions and tracking of how we will deliver against the policy statement e.g., travel usage and how to reduce carbon footprint.

Sustainability Champion document is still ongoing.

6. Corporate Risk Register

KD presented **RC Paper 40 and 40A** and gave general overview. Highlighted the financial focus and to highlight the corporate perspective as we go forward.

Highlights of the update that were relevant to the Committee included.

- Resources were reduced from a residual risk of 20 to 16 in recognition of ongoing dialogue and engagement with SG on resources. COPFS must still deliver efficiently, committed targets and there are challenges ahead.
- The Risk Register reflects the ongoing positions. There is a need and opportunity once we get into the next budget to sense check all risk register items.

7. AOB

On behalf of the Resources Committee - a thank you was given to AMcG (Chair) who will be leaving COPFS to become a Sheriff. Lyndsey Miller will be returning to post of Deputy Crown Agent, Operational Support next month.

Date of next meeting: 7th September 2023