



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Resources Committee minutes

24th February 2022 meeting, held via Microsoft Teams

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Present

Members

- Lindsey Miller, Deputy Crown Agent (Operational Support) (Chair)
- Anthony McGeehan, Temporary Deputy Crown Agent (Operational Support)
- Ian Walford, Deputy Chief Executive
- Keith Dargie, Head of Business Services
- 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
- Sarah Carter, HR Director
- Fiona McLean, Non-Executive Director

In attendance

- Ali Caddis, Secretariat

Apologies

- Sharon Davies, Head of Management Accounting and Planning

Welcome

The Chair welcomed everyone to the meeting and in particular Anthony McGeehan, the incoming Deputy Crown Agent for Operational Support (DCA(OS)) and Keith Dargie, the incoming Head of Business Services (HoBS), in their new roles. The Chair advised this was her last RC meeting and she was handing over the Chair to

the new DCA(OS). The Chair further advised that this was also the last meeting for the DCE, who will be replaced on the Committee by HoBS.

Minutes from meeting held on 27 January 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 1 and 6 would be continued to the next meeting. Actions 2, 3, 4, 5, 7 and 8 could be closed.

Finance Update

The Director of Finance and Procurement (DoFP) provided an overview of the Finance Update paper for the budget, considerations for 2021/22 as well as the Strategic Approach to Budgeting and resource spending review, which forecasts an underspend. Capital is continuing to forecast on budget and recruitment is ongoing.

Risks and Uncertainties

DoFP advised risks have not changed since last month. Witness costs remain low. The non-recoverable VAT has reduced and will continue to be monitored. Pay negotiations have now concluded and are committed to keeping pace with SG.

Overtime

DoFP advised overtime has increased slightly due to recruitment lags and there are no concerns.

Court Recovery Programme

DoFP noted there is no change to the forecast.

Utilisation of Underspend

DoFP requested approval from the Committee on various initiatives throughout the Estate. Following discussion the Committee agreed on the proposal.

Strategic Approach to Budgeting (SAB)

DoFP discussed SAB and advised the SAB returns have been submitted to SG and will continue throughout next 5 years.

The DoFP provided an overview of the Workforce Planning Bid and it was agreed that no final decision would be reached during this meeting, but the intention is that staffing bids would be agreed as soon as possible.

Recruitment

Chair raised the additional staffing requests and a detailed discussion took place on additional posts.

The Committee agreed to consider recruiting to the budgetary equivalent of 50% of additional staff, with HoBMs providing a note of the business critical posts required.

[Action] To discuss recruitment with Crown Agent and update Executive Board on decision.

[Action] HR/Finance to discuss with HoBMs and return to the Committee.

HR Update

The Head of Workforce Planning and Reward (HoWPR) summarised the HR paper, highlighting key points and noted a number of recruitment campaigns are due to conclude by the end of March 2022.

HoWPR noted that absence levels are moving to pre-pandemic levels and will continue to be monitored by HR and Health and Wellbeing Committee.

Estates/Strategy Delivery Update

The Director of Support Services (DoSS) provided an update on the estate across COPFS and noted the projects being delivered across the estate.

Corporate Risk Register

The Deputy Chief Executive (DCE) presented the Corporate Risk Register and confirmed that risks will require to be adjusted as we move forward.

Any Other Business (AOB)

The Chair thanked Ian Walford (DCE) for his work with Resources Committee and COPFS and in particular the support he has provided to her as DCA for OS.

Anthony McGeehan thanked the Chair for chairing Resources Committee and wished her good luck in her new role with the Home Office.

Date of the next meeting: 31 March 2022