



Resources Committee

Minutes of meeting held on 12 July 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

Graham Kerr, Head of Business Management (Local Court)

Jonathan Shebioba, Director of Support Services

Elaine Hales, Head of Business Management (Operational Support)

Secretariat

Ian Palmer, Finance and Procurement Executive Assistant

Apologies

Sarah Carter, HR Director

Sharon Davies, Head of Management Accounting and Planning

Doreen Crawford, Deputy HR Director

Thomas Lindie, Head of Business Management (Serious Casework)

1. Welcome and Apologies

The Chair welcomed the group and apologies were noted.

2. Minutes from meeting held June 8, 2023

The Committee approved the minutes as accurate.

Secretariat is arranging to have these published on COPFS website.

3. Action Log Tracker

The committee noted the tracker.

Action 12/23 (Reissue HR MI Data Report) had not been completed but update report was submitted and distributed to the committee after the meeting.

4. Finance Update

MA presented **RC Paper (2023)** and gave a general overview.

The Committee noted the paper and general discussion followed.

Highlights of the update included:

- Work continues on the final audit of the 2022-23 Annual report and Accounts. Audit Scotland have completed the interim audit.
- Paths to Balance Plan has been set and is currently being implemented.
- Work continues across the department to further enhance the savings already identified in the Non-Staffing Budget.
- Preparatory work for the 2024-25 budget planning and Spending Review with Scottish Government is scheduled to start in the coming months.
- General update in relation to Capital Spending Review.
- COPFS have been invited to appear before the SG Justice Committee in September 2023 to discuss budgets.
- KD gave an update re “Summer Challenges” and the preparation for the 2024-25 budget round.

5. Estates

JS presented the following papers:

RC Paper 34 (2023) [Estates Update]

RC Paper 34 a (2023) [Capital Spend Review]

RC Paper 34 b (2023) [Estates Risk Register]

RC Paper 24 c (2023) [Energy Report]

The Committee noted the papers and general discussion followed.

It was reported that the formation of a COPFS Estates Board is being considered. The Committee welcomed this proposal and will await further updates.

The Committee discussed the scheduling of Estates Updates.

Decision

Estates updates to the Resources Committee will continue on the usual two monthly basis as per the Agenda Schedule.

Supplementary updates can be provided if and when required.

6. Function Procurement Report

GK presented **RC Paper 35 (2023)**

The Committee welcomed the report and general discussion followed noting the positive progress and in year position regarding contracts let and savings realised through the contracts.

7. AOB

AMcG (Chair) asked the Committee to note formally that the COPFS Wellbeing Hour scheme has commenced.

A communication has appeared on Connect advising staff of the details of the scheme.

A working group has been established to monitor the impact of the scheme and its challenges and benefits.

Date of next meeting: 21 August 2023 at 11 am (moved from 10 August)