



CROWN OFFICE  
& PROCURATOR  
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

## Resources Committee minutes

### 19 July 2022 meeting, held via Microsoft Teams

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## Present

### Members

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

Marlene Anderson, Director of Finance and Procurement

Sarah Carter, HR Director

Sharon Davies, Head of Management Accounting and Planning

Graham Kerr, Head of Business Management (Local Court)

Fiona McLean, Non-Executive Director

Gavin Anderson, Deputy Head of Business Management (Serious Casework)

Elaine Hales, Head of Business Management (Operational Support)

Doreen Crawford, Head of Workforce Planning and Reward

### In attendance

Ian Palmer, Finance and Procurement Executive Assistant (Secretariat)

### Apologies

Keith Dargie, Head of Business Services & Chief Digital Officer

Thomas Lindie, Head of Business Management (Serious Casework)

Jonathan Shebioba, Director of Support Services

## 1. Welcome

The Chair welcomed the group and apologies tendered were noted.

## 2. Minutes from meeting held on 30th June 2022

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

## 3. Action Log

The Committee noted the Action Log and agreed the following :

**Action point 18 is being progressed outwith the committee and can be removed from the tracker.**

## 4. Finance Update 2021-22

Director of Finance and Procurement presented paper **RC 20(22)** for information and approval. After discussion the paper was approved. Key features included:

2021-22 outturn shows an underspend of £1.7 million.

2022- 23 budget – second forecast has been completed. Forecast overspend currently stands at £1.48 m (from earlier forecast in May 2022 of £3.1m). This remains closely monitored and a variety of spending and value for money controls are in place across the department.

General update was provided in relation to serious crime and high-profile case costs.

Resource Spending Review shows flat cash until FY 26-27. Resources Committee have established a short-term working group (BPWG) to contribute to the COPFS 2023-24 budget bid. The group will help explore various financial modelling and resource scenarios.

### Recruitment

There was lengthy discussion in relation to various recruitment and staffing strategies, particularly given the requirements of the developing COVID Deaths Investigation Team (CDIT). The Head of Workforce Planning and Reward reiterated that the Recruitment Team were on hand to offer any advice or assistance.

It was agreed that the Committee will recommend to Senior Executive Team (SET) to proceed with offering start dates for current recruits.

Head of Business Services & Chief Digital Officer will work with functions to analyse the position in relation to posts being vacated and any ensuing recruitment needs. The structure and composition of this group is being decided. Outcomes will be reported to SET.

## 5. Corporate Risk Register

After a brief discussion, it was agreed to postpone this matter to the next Committee meeting (31 August 2022) in order to incorporate any updates from the July Risk Management Group Meeting.

## 6. Function Procurement Report

### **COPFS Glasgow - Ballater Street Project Business Case**

Head of Business Management (Local Court) gave a brief outline of the position to date.

As part of the Departmental Estates Strategy it had been decided to look at the optimum utilisation of office space at the existing Ballater Street building currently occupied by PFO Glasgow.

Feasibility studies being carried out in respect of any potential re-housing of the Scottish Prosecution College (SPC) and other units currently based in Legal House to Ballater Street. Project timetable and possible decant arrangements were discussed.

A wider review of the structure of COPFS premises in the west of Scotland is also being carried out.

There was a lengthy discussion in relation to project funding. The Director of Finance and Procurement confirmed that a number of proposals are being explored both in terms of the sources of funding and the duration of the funding arrangements.

A Business Case is currently being finalised and it was agreed to hold an additional Resources Committee meeting in the near future to further explore matters. Outcomes of that meeting will be relayed to the Executive Board Meeting in August.

Secretariat will issue a meeting request to members.

## 7. Any Other Business

No other item of business was raised.

## 8. Date of next meeting(s):

Ballater Street Project (Business Case)	<b>11 August 2022 at 1500 hrs (MS Teams)</b>
COPFS Resources Committee	<b>31 August 2022 at 1400 hrs (MS Teams)</b>