



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Resources committee minutes

26 May 2021 meeting, held via Microsoft Teams

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Present

Members

- Lindsey Miller, Deputy Crown Agent (Operational Support) (Chair)
- Ian Walford, Deputy Chief Executive
- 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
- John Cooper, Non-Executive Director
- Sarah Carter, HR Director
- Marlene Anderson, (Interim) Director of Finance and Procurement
- Sharon Davies, Head of Management Accounting and Planning

In attendance

- Trevor Davidson, Secretariat

Apologies

- Doreen Crawford, Head of Workforce Planning and Reward

Welcome

The Chair welcomed everyone to the meeting. The meeting was being conducted via MS Teams due to the current Coronavirus outbreak.

Minutes from meeting held on 28 April 2021

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

Action Log

The Committee agreed the following amendments to the Action Log and noted progress with the remaining actions.

Actions 2 and 3 were closed, and due dates were updated.

Finance Update

The Director of Finance and Procurement (DoFP) provided a high-level overview of the finance paper.

DoFP advised that this time of year is quiet for financial reporting but covered the interim audit figures of 2020/21 annual accounts.

DoFP ran through the update for 2021/22, which were set out in the same format as the previous financial year. It was highlighted that COPFS are continuing to press ahead with the recruitment of staff, in addition to moving forward with the pay award and pay coherence.

DoFP also advised that the overtime budget will be monitored closely, as the number of claims are expected to reduce as additional staff are recruited.

Additional costs of court recovery

The Deputy Chief Executive (DCE) walked through the additional costs of court recovery paper, confirming that additional funding of £7M has been secured from Scottish Government to support additional headcount and associated costs to clear the backlog of court cases.

DoFP proposed that £0.5M of the additional funding was allocated to estates and £1.5M to non-staffing costs, due to the additional footprint, ISD equipment and licences, which was agreed by the Committee.

It was confirmed that HR should press ahead with recruitment for the additional positions required throughout the organisation.

Finance, HR & Heads of Business Management will work closely to confirm which costs are for core business and which are attributable to court recovery.

The Workforce Planning Group (WPG) will monitor the budgets and may recommend slowing down recruitment if there are signs that the costs will exceed the budget allocation.

DCE thanked everyone who contributed to the paper.

HR Update

The HR Director (HRD) took the committee through the HR paper and highlighted the pertinent points.

The FTE and headcount have increased by over 3% from the levels recorded 12 months previously.

HR have started the recruitment for additional positions and are planning a number of recruitment exercises, which include a national Band B and Modern Apprenticeship exercise for entry level positions.

Absences have continued to be lower than they were 12 months previously.

The overtime figures for Local Court were high in Q1 2021, as their staff were asked to submit claims before the end of the financial year.

HR launched a COPFS wellbeing pulse survey, which all staff were encouraged to complete.

Estates Update

The Director of Support Services (DSS) advised that their paper was shared at the Shared Services Board and provided a high-level analysis of the contents.

COPFS are continuing to exceed their target to reduce CO₂ emissions mainly due to an increase in national renewable energy generation and a reduction in electricity consumption.

DSS ran through the main projects which are underway in Glasgow and Edinburgh, and nearing completion in Ayr.

Procurement and contract management update

The Head of Business Management - Local Court (HoBMLC) guided the committee through the paper and provided an update on the savings made year to date.

A new contract management system is expected to be up and running in June 2021.

DoFP is working well with the Procurement Team and are continuing to identify opportunities to make savings.

John Cooper passed on his congratulations to the team for the hard work and savings made so far.

Toxicology update & associated risks

The Deputy Crown Agent provided the Committee with a verbal update and advised that options are being considered to extend the current contract.

Any other business

The Head of Business Management – Operational Support (HoBMOS), highlighted that COP26 was raised at the Corporate Resilience Group, and it was asked that the Committee to consider the submission of a bid for funding to address additional work which is expected to arise from the event.

Date of the next meeting: 30 June 2021