



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Resources committee minutes

27th January 2022 meeting, held via Microsoft Teams

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Present

Members

- Lindsey Miller, Deputy Crown Agent (Operational Support) (Chair)
- 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
- Sharon Davies, Head of Management Accounting and Planning
- Fiona McLean, Non-Executive Director

In attendance

- Ali Caddis, Secretariat

Apologies

- Sarah Carter, HR Director
- Ian Walford, Deputy Chief Executive
- Marlene Anderson, Director of Finance and Procurement

Welcome

The Chair welcomed everyone to the meeting and briefed the committee on her secondment to The Home Office and confirmed she would chair the next Resources Committee meeting in February. The Chair advised that due to the HRD and DoFP being absent from this meeting no formal decisions or recommendations would be made around the additional posts that are being sought.

Minutes from meeting held on 13 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, 2, 4, 5, 6 and 7 would be continued. Action 6 was on the agenda for discussion.

Finance Update

The Head of Management Accounting and Planning (HoMAP) provided an overview of the financial budget and considerations for 2021/22 which forecasts an underspend, excluding the final pay award. The HoMAP has contacted HoBMs, and DSS for initiatives or spending that can be brought forward.

The HoBM(OS) countered the essential upgrade of the HR system and the requirement for a data warehouse for storage of information. The HoMAP will liaise with the HoBM(OS) to resolve this and ensure funding is allocated.

A further discussion took place on other initiatives which the Chair will raise with Executive Board for discussion.

The HoBM(LC) raised accruals with the HoMAP. The HoMAP assured everyone that all accruals are in hand and will be taken into account of year end position.

[Action] All HoBMs to engage with finance for discussion and/or bids.

Risks and Uncertainties

HoMAP advised risks have not changed since last month. Pay negotiations are now in their final conclusions with TUS balloting at present.

Overtime

HoMAP requested all staff are advised that overtime claims are submitted as soon as possible. A detailed discussion took place regarding overtime and the need for overtime and it was suggested that we ensure the reason for overtime worked is captured going forward for better understanding and wellbeing.

Court Recovery Programme

HoMAP provided an overview of the Court Recovery Programme and noted this is over budget at present due to the variance in budget allocation which is in overall underspend.

Budget 2022-23

HoMAP noted that they were currently finalising the staffing budget which will dictate the vacancy factor to be applied.

Additional Posts

The HoMAP 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..

Estates Report

The Director of Support Services (DSS) summarised the Ballater Street Funding paper and commented on the development options available.

Following discussion, it was agreed in principle that Option 1 (Full decant from Ballater Street) is the most viable, subject to SG funding and additional information and data being provided to inform the Business Case being developed over the next 6 weeks.

[Action] Business Case to be presented at April Resources Committee meeting

Parking Charges

HoMAP informed the meeting of the issue relating to parking charges being paid by COPFS as part of our Covid-19 response for various offices. The Committee discussed at length and it was agreed to bring the payment of parking charges in support of Covid-19 to an end at the end of the financial year with HR to update guidance relating to parking charges in the official guidance

[Action] Head of Workforce Planning and Reward (HoWPR) to liaise with HR and Corp Comms to update HR guidance

Function Procurement Report

The Head of Business Management for Local Court (HoBM(LC)) presented the Function Procurement Report and acknowledged the value of strong procurement. He summarised the savings achieved by the Procurement Team and the functions. HoBM(LC) suggested this 'good news' story should be published on Connect.

Any Other Business (AOB)

HoMAP briefed the Committee on issues relating to approval for supplier invoices and suggested that a volunteer from each function be appointed to look at supplier invoices to establish a solution.

[Action] HoBMs to liaise with the HoMAP for volunteers to consider process

Date of the next meeting: 24 February 2022