



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Resources committee minutes

28 April 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, Head of Finance
- Sharon Davies, Head of Management Accounting and Planning
- Steve Scott, Finance Contractor

In attendance

- Richard Brown, Legal Assistant to the Deputy Crown Agent (Operational Support)

Apologies

- Doreen Crawford, Head of Workforce Planning and Reward
- Trevor Davidson, Secretariat

Welcome

The Chair welcomed everyone to the meeting, including Elaine Hales, who was attending for the first time. The meeting was being conducted via MS Teams due to the current Coronavirus outbreak.

Minutes from meeting held on 31 March 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 1, 3, 4, 5 and 8 were closed.

Finance Update

The Head of Finance (HoF) provided an overview of the finance paper.

HoF updated the Committee on the interim audit of 2020-21 which was underway and progressing well. The final position has yet to be finalised pending accruals, prepayments and other financial adjustments. Noted that the audit fee for 2020-21 is £106,630.

HoF informed the Committee that due to litigation settlements, COPFS will be reporting an overspend which SG are aware of and will either approve or provide budget cover.

HoF highlighted that progress is being made on the recruitment of additional staff, including 56 Advocates Depute. Also stated that the increase in pay policy will be funded within our budget allocation and the pay coherence will attract a draw down of additional budget cover as agreed with the Scottish Government.

HoF drew to the Committee's attention that the sale of 8 redundant vehicles had not yet taken place, the delay being attributable to covid-19 restrictions. They will go to auction in the coming months, with proceeds going to estates and vehicles budget. This was agreed by the Committee.

HoF noted that the Committee wished to see the tracker contained in Appendix A as a standing update for the Committee.

Function Workforce Plans and Function Business Plans for 2021/22

The Head of Business Management (HoBM) Serious Casework provided a verbal update and confirmed the location of the additional High Courts (currently planned for Stirling, Dundee, Inverness and Airdrie).

HoBM informed the Committee that the Function Workforce Plans and Functional Business Plans required detailed work to be carried out and this was underway.

Head of Business Management (Local Court) also provided a verbal update and informed the Committee that similar work to that being undertaken in Serious Casework was underway.

HoBM also updated the Committee that Local Court is in the process of transferring staff to Serious Casework and noting that this would mean some experienced staff

leaving Local Court. It was noted however that this was being mitigated by the recruitment drive that was underway and that new starts would be properly trained to prepare them for their role.

The Director of Support Services (DSS) informed the Committee that People & Learning had been working with operational colleagues to manage the induction of new recruits to ensure a base level of proficiency is being achieved as soon as possible.

The Head of Business Management (Operational Support) stated that a paper had been prepared in respect of the Business Services Business Plan and this was currently being considered by colleagues.

The Committee discussed the importance of induction and probation for new recruits and for training for existing staff who have been promoted. The Director of Support Services will provide an update for the Committee on this subject at the August meeting.

Central procurement team – journey for contract renewals

The HoBM Local Court provided an overview of the procurement paper and invited the Committee to note the contents.

The Committee discussed the instruction and payment of expert witnesses and how this related to the procurement process. HoBM Serious Casework advised the Committee that a process was being prepared for this.

Corporate Risk Register Update

The Deputy Chief Executive provided the Committee with the Corporate Risk Register and invited the Committee to note its contents for their information and awareness.

The Committee discussed the Risk Register and the risks of particular relevance to the work of the Resources Committee. An updated Risk Register to provided to the Committee in the next quarter.

Toxicology update & associated risks

Steve Scott joined the meeting to provide the Committee with a verbal update on the position regarding Toxicology services provided to COPFS and the risks associated with this.

The Deputy Crown Agent also provided the Committee with information and the Committee discussed the topic.

Any other business

No other business was highlighted. The Chair thanked everyone and ended the meeting.

Date of the next meeting: 26 May 2021