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FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

## Resources Committee minutes

### **30<sup>th</sup> June 2022 meeting, held via Microsoft Teams**

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## Present

### Members

- Keith Dargie, Head of Business Services & Chief Digital Officer (Chair)
- Graham Kerr, Head of Business Management (Local Court)
- Elaine Hales, Head of Business Management (Operational Support)
- Jonathan Shebioba, Director of Support Services
- Marlene Anderson, Director of Finance and Procurement
- Sarah Carter, HR Director
- Sharon Davies, Head of Management Accounting and Planning
- Gavin Anderson, Deputy Head of Business Management & Pathology Programme Manager
- Fiona McLean, Non-Executive Director

### In attendance

- Ali Caddis, Secretariat

### Apologies

- Anthony McGeehan, Deputy Crown Agent (Operational Support)
- Thomas Lindie, Head of Business Management (Serious Casework)
- Doreen Crawford, Head of Workforce Planning and Reward

## Welcome

The HoBS welcomed everyone to the meeting and confirmed he would be chairing the meeting in the absence of the DCA - OS. The chair noted apologies and outlined the agenda for the meeting.

## Minutes from meeting held on 31<sup>st</sup> May 2022

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

### Action Log

The Committee agreed the following Action Log updates and noted progress with ongoing actions:

Action 013 – The HoMAP confirmed this action can be closed.

Action 014 – The Chair confirmed that the additional essential post proposals were discussed at SET and Executive Board but not approved in light of the proposed Resource Spending Review (RSR) budget envelope allocations. Resources Committee sub-group further considering post resources in line with corporate RSR and budget planning processes.

### Finance Update 2021-22

The Director of Finance and Procurement (DoFP) confirmed audit annual accounts process almost complete and currently showing an underspend. The DoFP noted there may be some changes required but awaiting further information.

### Budget 2022-23

The DoFP advised the first forecast has been completed and showing an overspend. Various modelling and control options are being considered to bring the forecast to a balanced budget. DoFP raised that staffing and non-staffing were showing an overspend with capital on budget. The DoFP confirmed HoBMS and Finance Business Partners were meeting to scrutinise the staffing and non-staffing expenditure and consider what options were available to bring down the overspend. DoFP confirmed that Business Process Reviews were continuing to find efficiencies across all functions.

DoFP briefed the Committee on the Risks. Further additional funding for 2022/23 has now been approved for CDiT. The essential CDIT funding for the next two financial years will be managed as part of the budget process for those years. Toxicology remains a risk and currently in negotiations with suppliers. This process however is currently on track to transfer in December.

### Resource Spending Review (RSR)

DoFP provided an overview of the Resource Spending Review (RSR) and confirmed this was published on 31<sup>st</sup> May 2022 with indicative funding being flat cash. The DoFP emphasised this was not a budget but a resource envelope and subject to detailed annual budget process. Proposed allocations may change depending on

Scottish Government priorities. A COPFS response to the RSR has been made stating COPFS' state obligations to deliver justice and essential funding and resource requirements.

The Chair provided further background to the RSR and budget processes over coming months. Resources Committee will establish a short life budget planning working group to consider resources in line with RSR modelling scenarios.

## Financial Planning

The Chair provided background to the Financial Planning paper. Forecasting for April/May is showing an overspend. This highlights importance of posts, recruitment and vacancy management. Workforce Planning Group (WPG) commissioned a sub-group to look , FTE, vacancies, job offers but also to discuss further with finance and business colleagues to consider the forecasts and analyse assumptions to ensure that decisions on recruitment were based on the most accurate information. The Chair thanked HoBMs and all others involved for producing this information so quickly.

The Head of Business Management (Local Court) (HoBM(LC)) took the Committee through the paper and outlined key elements in detail and summarised the options available.

A discussion took place on the papers and the options available.

The Committee agreed the following:

- Option One – agreed this will be ruled out
- Option Two – Content to proceed
- Option Three – Element of this option were agreed with the CA/DCAs to make decisions and steering of casework priorities
- Options Four, Five and Six – all agreed

The Deputy Head of Business Management & Pathology Programme Manager (DHoBM&PPM) discussed CDiT and the importance of clarity on post numbers to support staff and budget management.

The Chair asked for a CDIT recruitment tracker to be included with Resources Committee meeting papers to monitor the position.

**[Action] A tracker to be made available for Resources Committee to monitor the position of CDiT posts**

The Head of Management Accounting and Planning (HoMAP) advised will arrange a date in July for a discussion with the resource teams and finance business partners to discuss the CFR

**[Action] HoMAP to arrange meeting in July for CFR discussion**

The Chair on behalf of WPG and Resources Committee will prepare a memo and circulate to SET with the recommendations paper for consideration. Appropriate WPG post based control steps will be put in place to manage staff resources, assess vacancies and monitor attrition rates.

**[Action] The Chair to prepare and circulate memo to SET**

Operational Support will assess posts and impact of unfilled roles and factor this to the corporate budget analysis actions. Business Services posts analysis to be provided to HoBS/CDO for consideration.

**[Action] Operational Support Services to assess posts and factor to wider posts and resources analysis.**

The Chair requested a short note from the DoFP on the modelling scenarios for the following week.

**[Action] DoFP to prepare note for HoBS/CDO on modelling options for week commencing 4<sup>th</sup> July 2022.**

## **Any Other Business (AOB)**

No AoB noted

**Date of the next meeting:** 19<sup>th</sup> July 2022