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SCOTLAND'S PROSECUTION SERVICE

Resources committee minutes

31 March 2021 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)
- 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

In attendance

- Trevor Davidson, Secretariat

Apologies

- Ian Walford, Deputy Chief Executive
- Doreen Crawford, Head of Workforce Planning and Reward
- Mark Howells, Director of Finance and Procurement

Welcome

The Chair introduced themselves as the new Deputy Crown Agent (Operational Support), and chair of this Committee. The Chair welcomed everyone to the meeting which was being conducted via Teams due to the current Coronavirus outbreak.

Minutes from meeting held on 25 February 2021

The Committee highlighted a name had been spelt incorrectly, but otherwise 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, 3 & 5 were closed

[Note] Further to point 2 being closed, it was noted that the additional ISD licences required in 2021/22 were not included in next years' budget.

Finance Update

2020/21 Budget

The Head of Finance (HoF) discussed finance paper which included the key recent developments reflected in the forecast.

HoF highlighted ongoing uncertain and unfunded pressures, which may affect the projected underspend.

HoF updated the Committee on the current forecast position highlighting that the funding was projected to be slightly higher than previously reported and is now expected to be £2.034m. The previous chair of the Resources Committee approved a further £554k to be transferred to ICT capital which includes resourcing replacement video conferencing equipment to align with the new ways of working.

2021/22 Budget

HoF highlighted the published budget for 2021-22 and highlighted how the increase in budget was made up.

HoF discussed two significant developments since February's Resources Committee meeting which will affect COPFS's allocation for 2020/21. The first was changes to the pay policy where an additional £660k is required to meet the new requirements. The second development which affected the allocation, was that SG agreed to fund pay a coherence proposal over the next three years.

HoF discussed the risks and uncertainties for 2021/22's budget, which included:

- Staffing costs
- Overtime
- Non-staff expenditure, which included ISD licencing, witness costs, accommodation, and post-mortem & toxicology costs.

HoF advised that the budget allocations have been approved by the Executive Board, and the details will be distributed to the functions. HoBMs, HR & Finance will continue to work together to highlight pressures and savings are highlighted as soon as possible.

[Action] DCA (OS) update the Resources Committee on the post-mortem / toxicology project in May's meeting.

Function Procurement Report

Head of Business Management (Local Court) introduced the Function procurement report advising that the paper is submitted every two months, and includes inputs from a number of groups within COPFS.

HoBM (LC) highlighted the savings made during the 2020/21 financial year, which included a separate section for Q4. The year to date, showed 138 contracts totalling over £11.9m have been tendered and awarded. Savings made in the same period total £904k comprising £529k cash savings and £375 non-cash savings. SG have a calculator to show how non-staff savings are calculated.

It was highlighted that the savings would be harder to find moving forwards, however the Committee noted the hard work which has gone into making these savings to date.

All other business

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

Date of the next meeting: 28 April 2021