



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Resources committee minutes

13th January 2022 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)
- Marlene Anderson, (Interim) Director of Finance and Procurement
- Jonathan Shebioba, Director of Support Services
- Sarah Carter, HR Director
- 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

- No apologies were noted

Welcome

The Chair welcomed everyone to the meeting and introduced the new Non-Executive Director, Fiona McLean. The Chair further advised this meeting would deal solely with the Finance Update. The meeting was being conducted via MS Teams due to the current Coronavirus outbreak.

Finance Update

The (Interim) Director of Finance and Procurement (DoFP) provided an overview of the financial budget and considerations for 2021-22, the 2022-23 budget considerations and the Strategic Approach to Budgeting (SAB).

Finance Update 2021-22

The DoFP discussed the current underspend on resource.

DoFP confirmed continuing with the recruitment of staff as planned.

Risks and uncertainties for 2021-22 were highlighted, which included the above underspend due to the slow speed of filling budgeted posts which has resulted in a continuing underspend on staff costs.

DoFP advised witness costs continue to be lower and the non-recoverable VAT overspend has reduced.

The pay settlement has not yet concluded and any additional costs that may arise will be monitored. Awaiting for SG to conclude their pay negotiations.

Overtime

DoFP confirmed the forecast overtime level has remained consistent with last month and will continue to be managed by HoBMs. LC has reduced and SCG/OS have increased but is managed through the total staffing budget.

HoMAP explained overtime was required for COP26 for LC, OS and ISD. Due to continuing gaps in recruitment, on call and a training curve in relation to SCG, overtime has been required for the throughput of cases. HoMAP advised does not expect overtime to be at the same level next year, although 22/23 final budget allocations are being discussed.

Court Recovery Programme

DoFP advised the court recovery budget is being monitored separately and no concerns are noted at this stage.

Any underspend from budget for 2021-22 will be returned to SG.

HoWPR confirmed recruitment is going well with a number of Boards continuing to progress.

Budget 2022-23

A staffing review is ongoing with HoBMs regarding the FTE and grade mix. It is anticipated this will be concluded by the end of January to allow determination of the true vacancy factor. Within the budget ask the need the need for additional essential

staff was identified which has not been granted and includes posts for SCG and OS. SCG and OS should review the posts requested and assess the level of essentiality.

DSS raised the issue with the Motor Transport Unit whose service will be withdrawn from April 2022, action is required to ensure this continues.

DoFP confirmed that the Band D post is a critical post and will be required prior to the Band C support post.

HoBMOS stated a Band D post is available from OS for the Motor Transport Unit.

HoMAP advised a list of vacancies can be provided to HoBMs to assist in assessing the level of essentiality.

[ACTION]Following detailed discussions require a Workforce Plan to tie in with SAB and SCTS on requirements for COPFS.

[ACTION]HoBMs to look at priority posts and timing of recruitment together with the level and grade of posts.

Strategic Approach to Budgeting

DoFP provided an overview of the SAB and advised this will look at a 5 year spend and will only include firm commitments and include horizon scanning. The SAB will require 6 month refreshers. The SAB document is high level with SG requiring concise answers.

DoFP advised SG working towards a multi-year spending review.

Any Other Business (AOB)

No AoB was noted

Date of the next meeting: 27 January 2022