



Resources Committee

Minutes of meeting held on 25 October 2022 (via Microsoft Teams)

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Present

Members

Anthony McGeehan, Deputy Crown Agent (Operational Support) (Chair)

Keith Dargie, Head of Business Services & Chief Digital Officer

Sarah Carter, HR Director

Graham Kerr, Head of Business Management (Local Court)

Thomas Lindie, Head of Business Management (Serious Casework)

Jonathan Shebioba, Director of Support Services

Lorraine Beveridge, Head of Workforce Planning

Sharon Davies, Head of Management Accounting and Planning

Doreen Crawford, Head of Workforce Planning and Reward

Elaine Hales, Head of Business Management (Operational Support)

Fiona McLean, Non-Executive Director

In attendance

Ali Caddis, Transformation Manager (Secretariat)

Apologies

Marlene Anderson, Director of Finance and Procurement

1. Welcome

The Chair welcomed the group and the apologies tendered were noted.

2. Minutes from meeting held on 2022

The Committee approved the minutes as accurate. Head of Management Accounting and Planning (HoMAP) reminded the Committee that the annual accounts are still subject to embargo.

The Chair noted that, subsequent to the last meeting, the Committee agreed a proposal to proceed with external recruitment by correspondence.

3. Action Log

The Committee noted no outstanding actions were required for discussion.

4. Finance Update Budget 2022/23

HoMAP presented the paper and highlighted

- Anticipating further SBR transfers resulting in a balanced position and a slight underspend.
- Additional funding has been received for the pay award however not yet signed off. It is unknown whether the reversal of the Employer's National Insurance contribution will remain in place and cannot be used at this point for other expenditure.
- Local Court non-staffing pressures in relation to agreed increase of witnesses expenses in line with SCTS and kennel costs, which continue to be a pressure. Within SCG there is a pressure relating to Junior Counsel and AD-HOC AD Support.
- VAT is a pressure in relation to non-staffing costs. A review had taken place on the VAT position and all available VAT has been recovered.
- The budget for 2023, this will be considered in January to set realistic budgets however will depend on budget envelope.

Head of Business Services & Chief Digital Officer (HoBS/CDO) highlighted the emergency budget review is imminent, with no changes expected. HoBS/CDO provided an update on the capital for 2023/24.

The HR Director (HRD) provided an update on the pay award, advising discussions concluded with Trade Unions and awaiting a formal response. It is anticipated that pay increases will be applied within November salaries however this is yet to be agreed.

5. Function Procurement Report

Head of Business Management (Local Court) (HoBM)(LC) briefed the Committee on the paper, advising of saving made to date. He advised that procurement is now largely dealt with by the organisation with Scottish Government withdrawing support however new staff are due to start within the next three months.

6. Updates on Function Workforce & Business Plans

HoBM(SC) provided an update for Serious Casework Group noting

- Function Business Plan has been split between Specialist and High Court, considering the change of KPI's etc
- A plan has been developed by Central Operations to improve structure, process and change
- A witness assistance team has been implemented which has proved very successful
- Have implemented an interim approach for electronic reporting to Crown Counsel
- A resourcing model has been established
- Working with HR in relation to CDiT, considering if fixed term appointments are viable
- Working with Local Court to ascertain if resources available for CDIT
- Requirement for Law Officers and SET to identify priorities
- Continue to work closely with HoBM(LC)

HoBM(LC) provided an update for Local Court noting

- Good progress with all elements of the business plan

- Summary Case Management is proving successful within the three pilot areas
- NICE – plan that no cases over 4 weeks old without an initial decision remain by 31st March 2023
- Local Court Transformation Team ensuring processes are fit for purpose
- Focusing on ensuring managers receive training in relation to absence management
- Working with HR on PFD recruitment

HRD advised HR able to draft a briefing paper, setting out a timeline regarding recruitment. Within a short period of time will understand if a fixed term approach is viable. If not, HR can consider alternative options.

[ACTION] HRD/HR to draft briefing paper, setting out a timeline regarding recruitment for consideration by the Committee

HoBM(OP) providing an update for Operational Support noting:-

- Business Plan incorporating a Delivery Plan broken down into separate units
- ISD continue to work on the Desk Booking App and DESC
- Corp Comms has published the new external COPFS website
- Yammer has been successful with more staff using the platform
- HR continue working on the Pay and Grading project
- New HR system MyHR is now in place
- National Enquiry Point will utilise the new Teams Telephony system shortly

7. **AoB**

HoMAP advised Finance work is ongoing with the Finance Strategy which will be dealt with urgently.

The Chair noted that the Crown Agent will appear before the Justice Committee in connection with RSR and future budget settlements.

HoMAP advised continued work ongoing discussions relating to EoC hearings, seeking to secure additional funding

8. **Date of Next Meeting**

29th November 2022 at 3 pm (via MS Teams)