



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Resources committee minutes

25 February 2021 meeting, held via Microsoft Teams

Releasable under the Freedom of Information (Scotland) Act 2002 after the next meeting

Disclaimer

This file may not be suitable for users of assistive technology.

Request this file in an accessible format

If you use a type of assistive technology like a screen reader and need a version of this document in a more accessible format, contact us on the details below. Please let us know what format you require. It may also help us if you say what assistive technology you use.

Email: diversityteam@copfs.gov.uk

Call: 0300 020 3000

British Sign Language users should text on 07825 280346, specifying if you would prefer your reply by sms, text or email.

Present

Members

- John Logue, 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)
- Jonathan Shebioba, Director of Support Services
- John Cooper, Non-Executive Director
- Sarah Carter, HR Director
- Doreen Crawford, Head of Workforce Planning and Reward
- Marlene Anderson, Head of Finance
- Sharon Davies, Head of Management Accounting and Planning

In attendance

- Trevor Davidson, Secretariat
- John MacFarlane, Head of Business Support Services
- Steve Scott, Finance Contractor

Apologies

- Mark Howells, Director of Finance and Procurement

Welcome

The Chair welcomed everyone to the meeting which, due to the current Coronavirus outbreak, was being conducted via Teams.

Minutes from meeting held on 28 January 2021

The Committee agreed the minutes as an accurate record of the meeting.

Action Log

The Committee agreed the following amendments to the Action Log and noted progress with the remaining actions.

Actions 1,2,3, and 4 were closed. The rest were rolled over to the next meeting.

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 £2.087m. The committee agreed to deploy an additional £300k to ISD to cover the cost of additional laptops and equipment.

The Committee agreed that the relevant parties will continue to work together to improve the accuracy of forecasts.

2021/22 Budget

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

The Committee discussed several items which should be considered in the 2021-22 budget which included:

- Contingency for Toxicology
- Non-staffing costs (Books/LINETs)
- Pay coherence
- Running extra courts
- Potential additional costs from hosting COP26 in Glasgow

[Action] HoBM for LC & SCG to work with finance to review the costings for running the extra courts during 2021-22.

The chair thanked the Committee for all the hard work which was put into securing a record budget for 2021-22.

HR Update

Head of Workforce Planning & Reward (HoWPR) discussed the HR paper, highlighting the increase in staffing, current levels of leavers and sickness trends.

HoWPR also advised that the number of Band B exit questionnaires remain small, but will continue to monitor the situation and revert with a further update in 6 months.

[Action] Investigate if there are other suitable organisations for comparing HR stats.

[Action] The leaver profile should include a breakdown of ages.

[Action] The HR Team to continue to review the advertising and induction process and ensure it is relevant to current recruitment market, which includes Lawyers and Millennials.

Estates Update

The Director Support Services (DSS) talked through the Estates paper and provided an update on the current projects, which included the Ayr, Edinburgh and Glasgow offices.

DSS advised that the risk register for estates was being updated.

The Head of Business Support Services (HoBSS) joined the meeting to discuss the current state of the vehicle fleet, and future plans. It is expected that COPFS will reduce the number of vehicles in the fleet and replace older vehicles with cleaner electric ones by 2025.

HoBSS advised that COVID has slowed the progress of the transformation, as all company vehicles can only accommodate one person, however it is expected that less vehicles will be required as productions are expected to move to digital.

[Action] HoBSS to revert to the Committee in 6 months, with an update on Governance and update on the fleet of vehicles.

Toxicology Update

Steve Scott provided an update on the project for toxicology and explained timelines and critical points within the project.

[Action] A further update will be provided in August.

[Action] Budgets to be discussed with finance for 2021-22

All other business

John Logue advised that Lindsey Miller would be taking over the chairperson role for the Resources Committee as he will be moving to Local Court. John Cooper led the thanks for John's time and commitment shown during his tenure and wished him all the best in his new role.

Date of the next meeting: 31 March 2021