



Resources Committee

Minutes of meeting held on 9 February 2023 (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

Marlene Anderson, Director of Finance and Procurement

Sarah Carter, HR Director

Graham Kerr, Head of Business Management (Local Court)

Gavin Anderson, Deputy Head of Business Management

Jonathan Shebioba, Director of Support Services

Sharon Davies, Head of Management Accounting and Planning

Secretariat

Ian Palmer, Finance and Procurement Executive Assistant

Apologies

Thomas Lindie, Head of Business Management (Serious Casework)
(GA attended in lieu of TL)

Elaine Hales, Head of Business Management (Operational Support)

1. Welcome and Apologies

The Chair welcomed the group and apologies were noted.

2. Minutes from meeting held on January 2023

The Committee approved the minutes as accurate.

3. Action Log Tracker

Action 1 (2023)

Finance Strategy Paper 2021-2024 – Wording has now been finalised and paper published.

Decision: Item can be closed off as completed and removed from tracker

Action 2 (2023)

COPFS Vehicle Hire Policy – Communication to staff has now been drafted and is to be issued imminently.

Decision: Item can be closed off as completed and removed from tracker

Action 3 (2023)

Possible delay in submission of witness expenses claim forms to Finance Division.

For Local Courts, GK reported that control systems are in place and should be followed. The matter has been raised within the LC teams and any specific feedback will be relayed to Finance Division.

For HC /SCG, GA reported that an issue in Glasgow and Edinburgh had been identified whereby all reply paid envelopes are addressed to the one location. This has the potential to delay processing and is being rectified

MA thanked everyone for their input, and it was agreed that, where necessary, any subsequent issues that arise can be investigated.

Decision: Item can be closed off as completed and removed from tracker.

4 (a) Finance Update - Budget 2022/23

DFP (MA) presented **RC Paper 04 (2023)**

The latest forecast for 2022-23 has been completed. The forecast reflects a current residual underspend of £864k which has moved from £398k forecast underspend for December 22 forecasts, largely due to lower external counsel and legal advice costs.

Non-Staffing expenditure has moved to a projected overspend of £864k from a forecast overspend of £943k .

- As COVID restrictions are lifted and Court Recovery Programme continues to take effect the volume of court business being undertaken increases and associated costs increase.
- Increased costs and impact of inflation e.g. estates costs, ad hoc advocates and associated costs, pathology and mortuary costs, kennelling costs, fuel, utilities and security costs continue. A detailed analysis of the impact of cost increases for fuel and utilities etc. is to be presented to the March 2023 Resources Committee.
- Finance Partners and Business Management colleagues continue to scrutinise all non-staff costs and identify any possible counter inflationary measures.
- Staff overtime working continues to be strictly controlled.
- Finance Business Partners and Senior Business Management colleagues continue to liaise to identify efficiencies and counter-inflationary savings.
- Transformation Teams are continuing to undertake Business Process Reviews.
- Some provision may be available to convert Resource to Capital.
- FY End Preparation workshops with stakeholders are being scheduled.

During general discussion the option of utilising staff overtime prior to the end of FY 2022-23 was explored. It was emphasised that in the event of any overtime being granted, for payroll payment purposes, all overtime payment claims must be submitted by 5 April 2023.

Action

SD and HOBMs to discuss FY22-23 end staff overtime.

GA to send Finance an update relating to contingent liabilities.

4 (b) 2023-24 Budget Allocation

Liaison continues with Finance and Senior Business colleagues in relation to final internal budget allocations.

Work on implementing Path to Balance and Strategic Approach to Budgeting is being progressed.

Now that MS Teams telephony has been implemented, an exercise is being undertaken to rationalise the number of departmental mobile phones issued to staff during COVID lockdown period.

5. Corporate Risk Register

KD presented **RC Paper 11/11A (2023)** which the Committee duly noted.

6. Estates

JS presented the following papers:

RC Paper 12 (2023) Estates Update

RC Paper 12A (2023) West of Scotland Estates Opportunities

RC Paper 12B (2023) EJC Outline Business Case Executive Summary

The committee noted the papers and welcomed the direction of travel outlined.

Actions

In relation to Paper 12 it was agreed that the fourth of line of Paragraph 4 (Ballater Street Project) would be amended. (see action tracker)

KD and JS will meet off table to discuss reports to EB/SET

7. Procurement

GK introduced **RC Paper 13 (2023)** and passed over to MA to give a general overview.

The Committee welcomed the report and noted the progress that is being made to underpin rationalisation and innovation.

They asked their appreciation to be conveyed to the Procurement Team

GA is to discuss the section relating to the Expert Witness contract with his team.

8. AOB

No new items raised

The Committee next meet on 9 March 2023 at 10.30 am (MS Teams)