



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Resources Committee minutes

31st March 2022 meeting, held 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
- Graham Kerr, Head of Business Management (Local Court)
- Thomas Lindie, Head of Business Management (Serious Casework)
- Elaine Hales, Head of Business Management (Operational Support)
- Jonathan Shebioba, Director of Support Services
- Doreen Crawford, Head of Workforce Planning and Reward
- Marlene Anderson, Director of Finance and Procurement
- Sarah Carter, HR Director
- Fiona McLean, Non-Executive Director

In attendance

- Ali Caddis, Secretariat

Apologies

- Sharon Davies, Head of Management Accounting and Planning

Welcome

The chair welcomed everyone to the meeting and noted apologies.

Minutes from meeting held on 24 February 2022

The Committee confirmed that the minutes were an accurate reflection of the meeting.

Action Log

The Committee agreed the following regarding the Action Log and noted progress with the remaining actions

Actions 1, 10 and 11 can be closed

Finance Update

The Director of Finance and Procurement (DoFP) provided an overview of the Finance Update paper for the budget, considerations for 2021/22 which forecasts a slight underspend, the Strategic Approach to Budgeting and resource spending review, and the delegated budget for 2022-23. Capital was forecast to be on budget but is now over-budget which is agreed, and recruitment is continuing.

Risks and Uncertainties

DoFP advised risks remain the same. Witness costs continue to remain low. The non-recoverable VAT is under control and will continue to be monitored. Pay settlement has now concluded.

Overtime

DoFP advised overtime is covered within the staffing budget and forecast due to recruitment lags.

Court Recovery Programme

DoFP noted there is no change to the forecast.

Utilisation of Underspend

DoFP advised that previous approval for initiatives has been taken forward. Further analysis of the Annual Leave accrual will be required at the year end.

Strategic Approach to Budgeting (SAB)

DoFP discussed SAB and the RSR returns and advised the RSR return was submitted to SG on time following review at SET and is designed to identify core activities and possible future savings to meet SG priorities. COPS is a public service and our activity is categorised as “statutory” under the relevant SG priority categorisations.

Budget 2022-23

DoFP provided an overview of the budget for 2022-23 with the draft budget presented to Executive Board who has now approved the delegation of the budget.

DoFP confirmed that functions have reviewed their non-staffing expenditure and allocated budgets are deemed reasonable.

The Chair confirmed the additional posts proposal was discussed with SET. SET requested further consideration be given to current vacancies, requested additional posts and financial and cultural consequences.

A detailed discussion took place relating to the additional posts.

[Action] Discussion to take place with HoBMs as a priority to discuss and examine additional post proposals. Proposals to be signed off by RC via correspondence if possible.

[Action] Proposal to be made to SET by week commencing 11th April 2022

Function Workforce Plans and Function Business Plans for 2022/23

HoBM (Serious Casework) briefed the Committee on the SCG Workforce and Business plans and advised they have based the plan on a series of workshops and conferences. A face to face Senior Leaders event took place in November 2021, virtual workshops in January 2022 and wider audience workshop in March 2022.

The timescales for the business plan is a first draft will be available by 18th April and the final will be available early May 2022.

HoBS/CDO confirmed ISD will support functions to deliver digital products. The project to replace the Case Management System will work with functions to define business transformation and casework improvement priorities.

HoBS/CDO confirmed a Business Plan framework template will be circulated to OS functions to assist in the delivery of business plans. Function business plan timescales will be in place in April 2022 with a Corporate Business Plan providing a strategic oversight published. A Senior Leaders event will be scheduled in May 2022 to present the final business plan.

Function Procurement Report

HoBM (Local Court) presented the Function Procurement Report and briefed the Committee on the positive report and advised on the cash and non-cash savings made through the central procurement process.

HoBM (Local Court) confirmed a new Contract Register is now in place allowing the collation of information easier for the Procurement Commercial Improvement Programme, required for all public sector organisations.

Any Other Business (AOB)

No AOB.

Date of the next meeting: 28 April 2022