



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Resources committee minutes

30 September 2021 meeting, held via Microsoft Teams

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Present

Members

- Ian Walford, Deputy Chief Executive (Chair)
- Jonathan Shebioba, Director of Support Services
- John Cooper, Non-Executive Director
- Sarah Carter, HR Director
- Marlene Anderson, (Interim) Director of Finance and Procurement
- Gavin Anderson, Deputy Head of Business Management & Pathology Programme Manager

In attendance

- Lesley Gollan, HR Systems Lead
- Trevor Davidson, Secretariat

Apologies

- Lindsey Miller, Deputy Crown Agent (Operational Support)
- Elaine Hales, Head of Business Management (Operational Support)
- Graham Kerr, Head of Business Management (Local Court)
- Thomas Lindie, Head of Business Management (Serious Casework)
- Sharon Davies, Head of Management Accounting and Planning
- Doreen Crawford, Head of Workforce Planning and Reward

Welcome

The Chair welcomed everyone to the meeting and passed on the apologies from the Committee members who couldn't attend. The meeting was being conducted via MS Teams due to the current Coronavirus outbreak.

Minutes from meeting held on 31 August 2021

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

Action Log

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

Items 1,4 and 8 were closed.

HR System update

HR System Lead (HRSL) provided an update on the new Human Capital Management System (iTrent) which is due to replace the current system Snowdrop. HRSL provided information on the background of the project, the progress made to date, and the work and communication plan moving forward.

HRSL requested the committee for £57,022 to cover the procurement of the following modules:

- Time and Attendance
- Case Management (costs already accounted for in contingency)
- Enable Now
- Postcode Checker

HRSL recommended investment in the Succession Planning module, which will incur an additional cost separate to the above. HRSL will follow up and provide these costs to the Committee.

The HRSL also requested 2 additional band Es should be recruited to support the project team. One Band E would be required for the duration of the HR system project (9-12 months), while the other would assist on the procurement and implementation of a new Payroll System (To join in January 2022 for 12-18 months).

During a Q&A session, HRSL confirmed that there would be limited data migrated over to the iTrent; that there would be security settings set up to ensure staff had the right level of security to access information required for their role; and training would be available in a range of mediums to support staff before and during the launch of the system and the release of future modules. HRSL advised they would look into 3rd party penetration testing for further security reassurance.

The Committee members were supportive of the proposal and agreed in principle to fund the modules and additional resources required to keep the project on track.

Finance Update

The (Interim) Director of Finance and Procurement (DoFP) advised that the 2020-21 Annual Accounts were signed off on 23rd September 2021 and were due to be laid before parliament this week.

DoFP provided an overview of the Finance update for 2021-22 noting that the forecast provided showed an underspend, as COPFS continues to fill all the agreed budgeted posts. This included a request to approve £54K for ISD to cover part of the FWOV project and an Additional £35k for installing comms at new offices at Parliament House, Dundee and Atlantic Quay as part of the Estates response to court recovery.

Risks and uncertainties for 2021-22's were highlighted, which included the difficulties in recruiting the full amount of budgeted legal positions and noted that the pay settlement for 2021-22 had not yet been concluded. Overall, the Heads of Business Management (HoBMs), Finance and HR will continue to work together to monitor all expenditure and savings can be identified.

DoFP discussed the current position on overtime and noted that the amount of overtime being claimed was reducing, as more staff were being recruited into COPFS.

DoFP ran through the additional activity for the preparation of the 2021 Spending review, ahead of the Scottish budget in December. It was also noted that the date referenced in paragraph 16.iii should read 2022

The Committee agreed to the funding of £89K (£54K + £35K) for the additional costs covered above.

HR Update

HR Director (HRD) provided a high-level verbal overview of the 'Dying to work charter' which was discussed at the Corporate Health and Wellbeing Committee and supported by the Unions. A paper will be presented at the next Resources Committee meeting next month

The HRD provided the latest information in the HR Staffing Report, which showed the increase in FTE and ongoing recruitment. HR were also working in conjunction with the HoBMs to look at staff wellbeing.

HRD provided an update to the Gender Pay Gap which showed a decrease in the gap between males and females, and also showed an increase in women in senior grades.

[ACTION] DCE requested the Gender pay Gap report was shared with the Senior Leadership Team

Procurement and contract management update

In the absence of HoBMLC, the DoFP provided a high-level update of the procurement and contract management paper. It was noted that the project was doing well and continuing to make savings.

Any Other Business (AOB)

DoFP advised that the SG motor transport unit had been dealing with COPFS vehicle incidents for some time, however no payment has never been made for this service.

The Chair asked to scope out the present situation and revert to the committee with the projected burden for this service.

Date of the next meeting: 28 October 2021