



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Resources committee minutes

28 January 2021 meeting, held via Microsoft Teams

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Present

Members

- John Logue, Deputy Crown Agent (Operational Support) (Chair)
- Ian Walford, Deputy Chief Executive
- Graham Kerr, Head of Business Management (Local Court)
- Bill Comrie, Head of Business Management (Serious Casework)
- Jonathan Shebioba, Director of Support Services
- John Cooper, Non-Executive Director
- Sarah Carter, HR Director
- Marlene Anderson, Head of Finance
- Sharon Davies, Head of Management Accounting and Planning

In attendance

- Trevor Davidson, Secretariat

Apologies

- Doreen Crawford, Head of Workforce Planning and Reward
- 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 13 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 5 and 6 to be rolled over to the next meeting.

Actions 2,3,4,8,9,11,12 and 13 are all closed.

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.

The HoF updated the Committee on the current forecast position highlighting available funding this year of £1.4m. The committee agreed the deployment of funds, which included the refurbishment of 3 offices (Kirkwall, Stornoway & Lerwick), and to fund a number of ISD capital projects.

2021/22 Budget

It was confirmed that Scottish Government officially confirmed COPFS's 2021/22 budget today.

No funding has been confirmed for pay coherence, but Scottish Government are willing to work with COPFS and discuss this further, later in the year.

Additional funding has been secured to fund the recruitment of extra staff to increase the capacity of courts later in the year for clearing the backlog of cases.

[Action] As funding has been secured, Business Areas should confirm the breakdown of grades and locations as soon as possible, so HR can plan recruitment campaigns.

[Action] HR to liaise with Disclosure Scotland to advise that we will be making additional applications to mitigate the risk of delaying new starts.

[Action] ISD to make the necessary arrangements to ensure adequate equipment and licences are in place for the arrival of new starts.

Estates Update

The Director Support Services (DSS) talked through the Estates paper. He advised that there are currently three major ongoing projects and provided an update on each.

COPFS are continuing with the plans and costings for the possibility of locating all Edinburgh staff within the Crown Office through possible refurbishment, re-desking and blended working with a possibility of having a small satellite office if sufficient staff cannot be supported in Crown Office. More modern ways of working should be included in the options.

The planning of the refurbishment and reorganisation of the Kilmarnock Office is almost complete in co-ordination with the change of office location in Ayr.

The plans for Ballater Street (Glasgow) are well underway, and ISD are looking at options for COPFS's Data Centre.

[Action] DSS to be invited to a future SET meeting to discuss the Crown Office option further.

HR Update

The HR Director (HRD) discussed the current forecast of the gender pay gap reporting which will be reported later in the year. The initial indication shows that the gender pay gap has narrowed since March 2019.

HRD provided an update on the Human Capital Management (HCM) system and advised that a recommendation has been provided to the project board to award the contract to the preferred supplier.

HRD also provided an update on the progress of the Payroll System Renewal. Currently COPFS are looking at the options through a Crown Commercial Services (CCS) agreement in addition to other direct options which includes the new HCM system.

[Action] HR to confirm what gender pay parity should look like, and what margins COPFS should be working towards

Procurement Update

Head of Business Management (Local Court) confirmed that between November 2020 to January 2021 the Central Procurement Team (CPT) undertook and awarded 27 procurement exercises totalling £870k. Financial YTD figures show 109 exercises with a value of just over £6M.

It was reported that in the savings made in the financial YTD totalled £607k comprising £280k cash savings and £327k non-cash savings.

CPT are investigating options for a more robust Contracts Register, to provide the team with a more reliable system which could provide further non-cash savings.

Two contracts are due for renewal, which could provide more opportunities for savings.

[Action] CPT to document the journey for the contract renewals

Corporate Risk Register

The Deputy Chief Executive (DCE) provided a verbal update of the Corporate Risk register and advised that the document has been presented to the Executive Board. DCE also advise that the document is dynamic and will continue to change.

[Action] DCE to bring the resources section of the register to March's Resources Committee Meeting

All other business

Bill Comrie was unsure if he would be present at February's Resources Committee meeting, so John Logue and the rest of the Committee thanked Bill for his time, work, commitment and tireless service over the years and wished him well in retirement.

Date of the next meeting: 25 February 2021