



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

GOVERNANCE IN COPFS

CONTENTS

COPFS corporate governance structure	Page 3
Law Officers	Page 3
Crown Agent	Page 3
Executive Board	Page 4
Resources Committee	Page 4
Business Improvement Committee	Page 4
Operational Performance Committee	Page 5
Audit and Risk Committee	Page 5
Financial Authority	Page 6

GOVERNANCE IN COPFS

The COPFS corporate governance structure is clear and straightforward, with clear lines of accountability from the Law Officers downwards, through the Crown Agent and the Executive Board.



Whilst the majority of our business will continue to be delivered through normal line management arrangements, Programme and Project Boards and other ad hoc groupings, from April 2016 there are three corporate areas with Committees led at Board Member level. These Committees are focussed on delivery in their respective areas and have delegated authority to make decisions on behalf of the Board.

Law Officers

The Law Officers set the strategic priorities for COPFS, set prosecutorial priorities and approve the Strategic Plan and Objectives for COPFS.

Crown Agent

The Crown Agent is accountable to the Law Officers for the delivery of efficient and effective prosecution of crime and investigation of deaths, in accordance with their priorities and prosecutorial policies. The Crown Agent is the Accountable Officer for COPFS and, as such, answerable to the Scottish Parliament for the regularity and propriety of COPFS' finance and the stewardship of public monies.

Executive Board

The Executive Board provides strategic leadership to COPFS and is collectively responsible for delivering COPFS's vision, aim and objectives. Its role is the provision of advice, challenge, support and assurance to the Crown Agent, with a focus on:

- performance and outcomes;
- people and capability;
- finance and risk;
- organisational efficiency;
- corporate wellbeing.

The Board is chaired by the Crown Agent and the members are:

Deputy Crown Agent (Local Court)
Deputy Crown Agent (Serious Casework)
Deputy Crown Agent (Operational Support)
Deputy Chief Executive
Three Non-Executive Directors

The Board has the following Committees:

Resources Committee

Responsible for ensuring the resources are managed properly across the Service. The Committee includes Finance, Human Resources, Information Systems and Estates and will have sub-committees looking at workforce planning and non-staff costs. The Shared Services Group with SCTS reports to this Committee as does the Joint Health & Safety Committee with SCTS.

The Committee is chaired by the Deputy Crown Agent (Operational Support) and its members are:

Deputy Chief Executive
Director of Finance & Procurement
Director of Human Resources
Director of Estates & Business Support Services
A Head of Business Management

Business Improvement Committee

Responsible for monitoring project and programme delivery, in particular the Improvement Programme, major investment projects and policy changes. The Information systems group reports to this Committee.

The Committee is chaired by the Deputy Crown Agent (Local Court) and the members are:

Deputy Chief Executive
Director of Information Services
Director of Strategic Development
Procurator Fiscal Policy & Engagement
Senior Business Transformation Delivery Manager
Heads of Business Management

Operational Performance Committee

Responsible for the oversight of performance and delivery of targets, including implementation and reaping the full benefits of the Improvement Programme and wider justice system initiatives, delivery and efficiency of front line operations and coordination of engagement with key stakeholders.

The Committee is chaired by the Deputy Crown Agent (Serious Casework) and the members are:

Procurator Fiscal High Court
Procurator Fiscal Specialist Casework
Procurator Fiscal East & North
Procurator Fiscal West
Procurator Fiscal Policy & Engagement
A Head of Business Management
Assistant Procurator Fiscal Specialist Casework

Audit and Risk Committee

In addition to the three Committees above, there will also be an Audit & Risk Committee, chaired by a non-executive director, with the role of supporting the Crown Agent, as Accountable Officer for COPFS (and the Accountable Officer for the Queen's & Lord Treasurer's Remembrancer (QLTR) in their responsibilities for issues of risk, control and governance over the budget for COPFS and the QLTR respectively. The Risk Management Group (RMG) will report to both this Committee and the Executive Board.

The members of the Committee will be three non-executive directors, with the Crown Agent, Deputy Chief Executive, Director of Finance & Procurement, Internal Audit and Audit Scotland as attendees. The Head of Corporate Office attends in his capacity as Accountable Officer for the QLTR.

Financial Authority

The Crown Agent, as Accountable Officer, is able to delegate financial authority, though ultimate financial responsibility rests with him. He delegates authority to budget holders to assist him/her in discharging his financial responsibilities.

At the corporate level:

- the Executive Board approves overall budgets and annual investment plans, together with finance and workforce strategies and strategies for Estates, Information Technology and Business Improvement;
- the Resources Committee will have authority to approve all business cases for individual programmes and projects;
- there may be exceptions to the above, where approval of business cases may be delegated to another Committee of the Board, a sub-committee or other group or an individual with appropriate authority. Where this occurs, it will be fully documented.