

**RESOURCES COMMITTEE  
MINUTES OF THE MEETING HELD ON 25 SEPTEMBER 2018  
CROWN OFFICE, 25 CHAMBERS STREET, EDINBURGH**

**Present:**

**Members**

John Logue	Deputy Crown Agent (Operational Support)(Chair)
Ian Walford	Deputy Chief Executive
Mark Howells	Procurement Director
Catriona Dalrymple	Procurator Fiscal (Local Court North and East Scotland)
John Cooper	Non-Executive Director
Sarah Carter	Head of Human Resources Services
Stephen Woodhouse	Director of Finance
Evelyn Aitken	Head of Management Accounting and Planning
Robert Green	Business Manager

**In attendance**

June Campbell	Secretariat
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**Apologies**

Bill Comrie	Director Of Estates and Business Support Services
Ralph Riach	Business Manager (High Court Sexual Crime)

**Welcome**

1 The Chair welcomed everyone to the meeting including Robert Green who was standing in for Ralph Riach.

**Minutes from meetings held on 28 August.**

2. The minutes were agreed with one minor amendment.

**Actions**

3. Actions 1, 2, 3 and 6 are ongoing or are scheduled for a future meeting.

4. Actions 4, 5, 7, 8 and 9 are all closed.

**2018-19 Finance Update**

5. The committee was asked to note the forecast position as at 31 August 2018. The forecast against budget shows a small overspend – this figure includes the extra resources/staffing costs which will be funded by our additional budget from Scottish Government. Finance, Business Managers and Human Resources (HR) continue to work closely to ensure robust/accurate forecasts.

Releasable under the Freedom of Information (Scotland) act 2002 after the next meeting

6. The additional monies received from Scottish Government will be tracked and monitored separately to ensure it is spent on relevant posts.

7. COPFS is to receive further capital in respect of planned Digital Improvements. Expenditure will be tracked with aim for proposed plans and prototypes to be in place by the end of this financial year

### **COPFS Expansion Plan**

8. Progress report issued. Initial Depute Recruitment Board has now been completed with further recruitment ongoing.

### **Spending Review/Finance Strategy**

9. The committee were updated on the timetable for the Spending Review. Key dates are:

- 23 October – Session before the Justice Committee.
- 30 October – Budget bilateral between the Lord Advocate and the Cabinet Secretary for Finance.
- Mid December – Scottish Budget likely to be presented to Parliament.

### **Procurement Update**

10. COPFS have notified Scottish Government (SG) of our withdrawal from the over £50,000 shared service at the end of the current financial year. Under £50,000 will remain with SG.

11. Work on minimising Off Contract Expenditure is progressing. It is expected this will deliver savings.

12. Due to extenuating circumstances only 50% of SULs have attended all four training events. Central Procurement Team will approach Head of Business to identify new SULs for relevant contracts. An update will be provided to the Resources Committee at their November meeting.

**Action:** New SULs to be identified for relevant contracts.

### **Non Staff Expenditure Committee Update**

13. The relevant business areas had provided updates in respect of planned savings and details of any additional savings which had been identified. The Resources Committee were asked to note the current position and that the Deputy Chief Executive would work with Finance colleagues and relevant budget-holders on possible range of savings in each area and the associated impact and risks.

14. Finalisation of clear quantifiable potential savings will materialise later in the financial year once ongoing work is brought to a conclusion. Resources Committee plan to review Post Mortem Contracts at their November meeting.

### **Human Resources Update**

15. SCS promotion exercise underway.
16. Human Resources (HR) to provide leavers exit reasons from COPFS in their update next month.
17. Appraisal receipts information to be reviewed with ISD Director.

**Action:** HR to provide exit reasons and update in respect of ISD appraisal receipts at October meeting.

### **Estates Update**

18. Estates strategy action plan and office rationalisation are in progress with specialist office layout planners having been commissioned to assist with making the most efficient use of accommodation.

### **Other Business**

19. None

**Date of next meeting 25 October 2018**