

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 25 JULY 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)
Bill Comrie	Director Of Estates and Business Support Services
Sarah Carter	Head of Human Resources Services
John Cooper	Non-Executive Director
Ralph Riach	Business Manager (High Court Sexual Crime)
Stephen Woodhouse	Director of Finance
Evelyn Aitken	Head of Management Accounting and Planning

In attendance

June Campbell	Secretariat
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Apologies

None

Welcome

- 1 The Chair welcomed everyone to the meeting.

Minutes from meetings held on 25 June.

2. The Procurement Director requested a small amendment to the first bullet point of paragraph 5. The rest of the minutes were agreed.

Actions

3. Actions 1, 2 and 3 are ongoing or are scheduled for a future meeting.
4. Action 4 is closed.
5. It was agreed Action 5 would be rescheduled to the September Resources Committee (RC) meeting and Action 6 to the August RC meeting.

2018-19 Finance Update

6. The committee was asked to note the forecast position as at 30 June 2018. The forecast against budget is showing an overspend, primarily due to the inclusion of the proposed staff pay award (currently in negotiation), Centrally Managed and Office costs. Finance, Business Managers and Human Resources (HR) are in regular conversation to ensure robust/accurate forecasts.

7. The expectation that all current vacancies will be filled is reflected in this forecast.

8. The 2017-18 COPFS annual accounts were agreed and signed off by Audit Scotland on 6 July. These will be laid before Scottish Parliament on 31 July 2018. The Chair passed on his thanks to everyone involved.

9. The Deputy Chief Executive reminded the committee of the importance and necessity of achieving non staffing savings – it was agreed that these should be considered specifically at the September meeting.

Invest to Save over 2017-18

10. Finance provided the final outturn position for 2017/18. It was **agreed** that each project owner will be asked to provide the committee with a very brief report including what was achieved from the funding allocated and any lessons learned.

Action: Finance to commission further information from relevant project/Function owners in time for the August RC meeting.

Action: Head of HR will look into identifying to whom future overtime budgets are allocated in time for August RC meeting.

COPFS Expansion Plan

11. The Senior Leaders meeting held on Monday provided a brief overview of COPFS expansion plan following Scottish Government's agreement to COPFS request for additional funding. A recruitment exercise in relation to approximately 140 additional permanent posts will now commence with a view to recruitment starting in September/October.

12. IT, Estates and HR involvement in the various aspects of accommodating the additional staff will be required - with consideration being given to rationalisation, location neutral working and hot desking.

13. Relevant training will be provided for new staff.

14. Finance will work with Functions to monitor spend of additional funds and OPC will monitor delivery against the relevant KPIs.

Procurement Update

15. The Procurement Director provided an update of the progress made over the last two months and the planned actions for the next two months. 75% of SULs have not yet attended all 4 events in the SUL development plan. Further events will be provided before the end of September.

16. Of the 25 contracts requiring work to begin during the first quarter of the current financial year 18 have been completed.

17. Consideration is being given to recruiting a new staff member to the Procurement Team to fill an imminent vacancy.

Human Resources Update

18. Work in respect of the breakdown of Mental Health sick absence is ongoing.

Action; HR will look at providing a breakdown of Mental Health sick absence in time for the August RC meeting.

19. Appraisal receipts information for 2017-18 was provided- the RC will continue to monitor progress.

20. The absence information will be updated to include the first quarter of the current year at the August RC meeting.

21. HR will consider next year's pay deal shortly. This will be discussed at the November RC meeting following Scottish Governments Pay Policy announcement.

Action: Secretariat to note 2019-20 pay deal discussion on Agenda Year Planner for November meeting.

Estates Update

22. The Estates Director provided an overview of the current position in respect of the COPFS Estates Strategy. The action plan was approved by the COPFS Executive Board at their July 2018 meeting.

23. Specialist office layout planners are being commissioned to assist with making the most efficient use of accommodation.

Other Business

24. The Finance Director advised that Internal Audit recommended that the Resources Committee should review Corporate Risks. The Risk Management Group will provide the Resources Committee with a copy of the update they prepare for the Executive Board.

Date of next meeting 28 August 2018