

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 24 MAY 2017
CROWN OFFICE, 25 CHAMBERS STREET, EDINBURGH**

Present:

Members

Ian Walford	Deputy Chief Executive (Chair)
Catherine Cunningham	Head of Business Management (Specialist Casework)
Mark Howells	Procurement Director
Stephen Woodhouse	Finance Director
Evelyn Aitken	Head of Management and Planning
Bill Comrie	Director of Estates & Business Support Services

In attendance

Annette McClymont	Observer
Susan Brown	Observer
June Campbell	Secretariat

Apologies

John Logue	Deputy Crown Agent (Operational Support)
Lesley Gollan	Human Resources Manager
Liam Murphy	Procurator Fiscal (Specialist Casework)
Janice Irvine	Director of Human Resources

Welcome

1. The Chair welcomed everyone to the meeting and passed on apologies from John, Lesley, Liam and Janice. The Chair also welcomed both observers.

Minutes from meeting held on 30 March

2. Clarification required at paragraph 21 that lower value contracts for which approval might be delegated are Non Competitive Actions. The rest of the minutes were agreed.

Actions from 30 March meeting

3. Action 1: "HR to provide update in respect of Equal Pay Audit at May meeting". As both the Director of Human Resources and the Human Resources Manager were unavailable this action is to be carried forward to the June Resources Committee (RC) meeting, with an update provided in correspondence in the meantime if necessary.

4. Action 2: "Copy of Workforce Strategy accompanying Action Plan to be supplied to committee". This is in hand and is expected to be provided to the committee at the June meeting.

Agenda Planner

5. June meeting:

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

- Finance will provide a 2017-18 Budget update.
- Head of Business Management (Specialist Casework) will provide an update in respect of Post Mortem cost/contracts.
- Finance will provide Spending Review update

Finance Update

6. Finance provided the committee with an unaudited outturn position as at 31 March. This detailed a cash underspend with a capital overspend. The net effect of this is a cash underspend which falls within agreed guidelines. Non cash also underspent. This position is currently subject to external audit and may change following any adjustments advised during the audit. The Chair thanked everyone involved in helping to achieve this outcome.

2017-18 Budget Update

7. Finance provided an update on progress with budgets for 2017-18.

8. At the March (RC) meeting the committee were advised that the Executive Board had asked for greater clarity to be established in respect of our theoretical complement, the staffing we actually have and the staffing levels we can afford long-term. In view of this further work needed to be undertaken to determine which posts were actually required and should be retained. This work was to be completed by end-May. In view of the current promotion exercises and other staffing changes the Committee agreed that this work should be completed by end-June.

9. A meeting is planned for Friday involving Heads of Business Management and Finance to consider the above aspect in respect of each Function. Further decisions about how to manage staff-related expenditure during 2017-18 would be taken in the light of the outcome of that meeting and the ongoing analysis.

2017 Spending Review Preparation

10. Finance provided a starting point and proposed further work to be carried out to prepare for the spending review later in the year.

11. The Financial Sustainability Project from last year is being updated to reflect changing circumstances.

12. Development of additional funding proposals will be submitted for discussion at a future RC meeting.

13. Consideration of contingency plans for a cash reduction scenario should be undertaken as well as a flat cash settlement and will be submitted for discussion at a future RC meeting.

14. The committee would like to see an update of savings delivered. An assessment will be provided by Finance at the July meeting. The Spending Review/FSP should be standing items on RC agenda for the rest of 2017.

Action: Finance to provide progress of savings delivered at the July RC meeting.

Action: Spending Review/FSP to be a standing item on RC agenda for rest of 2017.

2017-18 Invest to Save Update

15. Finance provided details of the current position on the Invest to Save budget and the latest proposals for spend against that budget.

16. The Committee has received a further five Invest to Save proposals in respect of:

- a. Sheriff & Jury Overtime for Sheriff and Jury reform
- b. High Court Action Plan delivery
- c. Serious Casework MI development
- d. Local Court Improvement
- e. Legacy Marking

17. Following a detailed discussion the committee **agreed** the funding requested for proposals a to d. Later in the year, the committee would like a report of savings and benefits realised.

Action: The committee require a report of savings and benefits realised later in the year as a result of work undertaken following additional funding. Finance will provide a rolling update for each meeting on invest to save funding and on a quarterly basis savings identified.

18. The committee **agreed** staged funding in respect of the NICP Legacy Marking proposal, with £50k agreed at this stage. The position will be reviewed in November and a decision made at that time by the committee regarding any further funding.

Action: Review NICP position at November RC meeting and committee will decide whether further funding is appropriate.

Procurement Update

19. The Procurement Director provided the committee with an update of the progress made recently and the planned future action.

20. A fixed term dedicated IT procurement business partner joined the Procurement Team yesterday.

21. Only the Crown Agent, Deputy Crown Agents, Deputy Chief Executive and staff in the Central Procurement Team can enter COPFS into a contract.

22. The committee would like a report of savings made as new contracts are let under the new procurement governance arrangements. Further information is required from the business to take this forward.

Action: Report of savings in respect of new Procurement procedures requested by committee once realised.

HR Information at April 2017

23. The numbers of Fixed Term and Temporary Promoted staff will reduce in view of the recent changes and promotion exercise.

24. The 2017 Pay Remit was submitted to Scottish Government and is currently under review.

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

25. The Chair noted the drop in the average annual working days lost per employee for the period 01 April to 31 March 2017.

26. A note in respect of the Equal Pay Audit update will be circulated to committee members in the next week or so, given that neither the Director of Human Resources nor HR Manager was able to attend today's meeting.

Action: HR to issue a note in respect of Equal Pay Audit update to RC members.

Estates Report

27. The bulk of the work being carried out in Hamilton, Airdrie, Perth and Dundee offices in respect of estate efficiencies has now been completed.

28. The Estates budget had a small overspend at 31 March 2017. This had been agreed in advance and was offset by an underspend elsewhere.

29. Total CO2 emissions from April 2016 to March 2017 show a reduction of 13.9%.

30. Utility costs have reduced as a result of Estate efficiencies.

Estates Strategy Delivery Update

31. A communication is expected to be issued to all staff around mid-June regarding the direction of travel approved by the Executive Board. A reduction in non-staff costs rather than staff costs remains COPFS' priority in achieving required savings.

Procurement and Contract Management: Document Storage

32. The Director of Procurement provided the committee with an update of the position and sought authority to proceed with the proposed course of action.

33. Following discussion the committee **agreed** the proposed actions.

Other Business

34. The Chair advised that progress is being made in respect of the Case (iPad) Management in court (CMIC) project. User acceptance testing of the new system is expected to take place late summer and the project rolled out towards the end of the year subject to Executive Board approval of the final business case. A paper prepared for the Business Improvement Committee will be circulated to RC members for information.

35. The Chair thanked everyone for their input.

Date of next meeting 30 June