

**RESOURCES COMMITTEE  
MINUTES OF THE MEETING HELD ON 23 May 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
Evelyn Aitken	Head of Management Accounting and Planning

**In attendance**

Ralph Riach	Business Manager (High Court Sexual Crime)
Lynne McNaughton	Head of Reprioritisation
June Campbell	Secretariat

**Apologies**

Stephen Woodhouse	Director of Finance
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**Welcome**

1 The Chair welcomed everyone to the meeting. He passed on apologies from Stephen Woodhouse.

**Minutes from meetings held on 24 April.**

2. The minutes were agreed.

**Actions**

3. All actions with a deadline for this meeting are closed.

4. Action 3; The Procurement Director is to report savings as part of the bi-monthly procurement update report- this is ongoing.

5. Action 6: HR will look at breakdown of Sections/Functions sick absence – this is ongoing.

**2017-18 Finance Update**

6. The committee was asked to note the current expected year-end financial position for 2017-18. A minor cash underspend has arisen. This information will be shared with the Senior Leaders at their meeting on Friday. The draft QLTR and

COPFS accounts for 2017-18 are now with Audit Scotland. The Chair recognised the careful management that had been taken to achieve this outcome. A final outturn position will be reported to the Resources Committee following clearance of the 2017/18 accounts by External Audit.

**Action;** Review of 2017-18 overtime costs will be considered at the August Resources Committee (RC) meeting together with a look at the need for any additional guidance this year.

**Action;** 2017-18 Vehicle storage costs will be reviewed at the October RC meeting with a look at the in-year position at that stage. Functions have been advised that they are responsible for meeting these costs within their budgets.

### **Spending Review/Finance Strategy Update.**

7. Heads of Business Management are currently working closely with Finance to produce business/workforce plans within allocated budgets. RC will review two year Function workforce plans at June meeting.

8. Scottish Government Medium Term Strategy Plan was discussed at Cabinet this week with a view to publishing on 31st May.

9. COPFS Pay settlement negotiations with Trade Unions are underway.

### **Procurement Update**

10. The Procurement Director provided the Committee with details of the progress made since the last meeting and planned actions:

The final events of the Service User Lead (SUL) development programme were delivered. 'Mop-up' sessions will be re-run in respect of all four events for those who were unable to attend. The RC would like an update on SUL attendance;

The next two work strands that need to be tackled are: Embedding the COPFS Contract Management framework proportionately across all COPFS contracts and Minimising Off Contract Expenditure. The Scottish Government Procurement Team (SGPT) has been asked to provide support for this work. An update on securing this support will be provided to the Committee at the next meeting;

Work is due to start on 21 procurement exercises before the next meeting. A progress report will be provided at the next meeting.

**Action;** Procurement Director to provide update in respect of SUL attendance, support provided by SGPT, and progress regarding renewals.

### **Resource Reprioritisation and Workforce Planning Update**

11. The Head of Reprioritisation provided an update on work in Local Court and Serious Casework Functions to analyse workload and resources with a view to completing workforce plans in support of a reprioritisation of resources to meet current and emerging pressures.

12. The relevant training and development needs to facilitate staff moving from one Function to another will be considered by Learning and Development and Functions.

13. Further work is required to evaluate a range of improvement plans both Function and Corporate.

14. Workforce plans (able to adapt to change) should cover two years and include staffing numbers based on each Function's projected workloads and priorities.

**Action:** Head of Reprioritisation will provide update at June RC meeting.

**Action:** Finance and Head of Reprioritisation to look at resourcing model in conjunction with budget planning with a view to it being ready to use for the 2019-20 budget allocation.

### **Human Resources Update**

15. The Head of HR Services confirmed a number of recruitment campaigns have been advertised during the last few months including internal and external.

16. Sick absence is lower than in previous year. The Civil Service average has also decreased.

**Action;** HR will look at a breakdown of Sections/Functions sick absence.

17. The Chair requested appraisal information for 2017-18 to be provided at the June RC meeting. The RC will monitor progress on a quarterly basis.

**Action;** HR to provide 2017-18 appraisal information in the regular HR update at June RC meeting

### **Estates Update**

18. The Estates Director provided a brief overview of the current position in respect of the COPFS Estates Strategy.

19. Ballater Street project to proceed in this financial year with a view to works being carried out during 2018-19.

20. A paper in respect of Estates Strategy and Delivery will be submitted to the Executive Board for their July meeting.

## **Other Business**

21. Over the coming year the Chair suggested inviting relevant managers from functions to provide and speak to papers in respect of specific issues to reflect the change in budget management (functions now manage their budgets). He will discuss with the Senior Leaders Team (SET) to develop a plan. Functions will be asked to provide their two year workforce plans prior to the June RC meeting.

**Date of next meeting 25 June 2018**