

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 24 JANUARY 2018
CROWN OFFICE, 25 CHAMBERS STREET, EDINBURGH**

Present:

Members

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| 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) |

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| Bill Comrie | Director Of Estates and Business Support Services |
| Sarah Carter | Head of Human Resources Services |
| Catherine Cunningham | Head of Business Management (Serious Casework) |
| Stephen Woodhouse | Director of Finance |
| John Cooper | Non-Executive Director |

In attendance

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| June Campbell | Secretariat |
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Apologies

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| Evelyn Aitken | Head of Management Accounting and Planning |
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Welcome

1. The Chair welcomed everyone to the meeting. The Committee members who had not previously met the new Non-Executive Director introduced themselves.

Minutes from meetings held on 30 November 2017 and 12 January 2018.

2. The minutes were agreed.

Actions

3. All actions are closed

Resources Committee Remit

4. The Committee were asked to consider the remit of the Resources Committee (RC) and the relationship with the Business Improvement and Operational Performance Committees.

5. The way in which any Invest to Save money will be allocated during the 2018-19 finance year has changed. Functions will be able to allocate money from their budgets for this purpose. Functions will advise Finance monthly of their spend including any Invest to Save amounts. Finance will include details in their monthly update for the RC. In this way the RC will continue to monitor this expenditure.

Action: The Deputy Chief Executive (DCE) will discuss with the Director of Strategic Development a definition of Invest to Save expenditure across Operational Support given that is where the bulk of it will fall.

6. Agendas for all three Executive Board (EB) sub-committees will be submitted to the Senior Executive Team (SET) prior to the committee meetings for awareness. The Chairs of the three committees attend the weekly SET meetings.

7. The Committee **approved** the proposed changes to the Remit.

2017-18 Finance Update

8. The committee was asked to note the forecast/invest to save position as at 31 December 2017. The forecast against budget is showing an overspend, higher than in November primarily due to staffing, office costs and Estates capital.

Action: Head of Business Management (HOBM) (Serious Casework) to remind Function HOBMS to report any further issues which might impact on projected spend in 2017-18 prior to 31 March 2018.

9. All agreed invest to save project funding has been awarded. Functions will continue to work with Finance on potential options for release of any further funds should they become available. Information Services has already indicated they have work due to be carried out in 2018/19 which could be brought forward.

Action: A note will be circulated to Business Service Heads to consider business cases for any funding in respect of Invest to Save projects to be carried out prior to the end of the financial year.

10. Finance will provide details of Invest to Save projects carried out over the 2017/18 financial year together with savings/benefits realised. The RC will review this at their March 2018 meeting. Update - RC will review this at their May meeting.

Action: Secretariat to update Agenda Planner in respect of Invest to Save review in May 2018.

2018-19 Budget Planning Update

11. The RC approved the planned approach to budgeting for 2018-19 at their meeting on 12 January. A paper will be submitted to EB at their March meeting for their approval.

12. Corporate Strategies will be updated once the budget allocations are signed off by EB and published by the end of March.

13. The three year Strategic Plan was due to be discussed at the Senior Leaders meeting on Friday.

Resource Reprioritisation Exercise

14. The Chair provided an update on the work underway in Local Court (LC) and Serious Casework (SC) functions to analyse workload and resources in support of a reprioritisation of resources to meet current and emerging pressures. He asked the RC to note progress and to approve the principles for subsequent discussions ahead of the RC meeting in February.

15. A paper is required from LC and SC by Friday detailing an analysis (data and evidence based) of the funding/resources required enabling both Functions to deliver operational priorities/business over the next two years. Potential risks should be included. LC advised although volume has reduced there is a high proportion of complex work. Both Functions are to provide an executive summary in addition to their detailed analysis. The Deputy Crown Agents (DCAs) will meet to discuss. The RC Chair will then submit a paper to the EB for their February meeting.

Action: LC and SC to submit detailed analysis papers to DCA (Operational Support) by Friday 26th January.

Workforce Planning Group (WPG) Remit

16. The Committee were asked to consider the remit of the WPG taking into account the approach to the budget for 2018-19 and 2019-20 which was agreed at the last RC meeting.

17. Some of the previous responsibilities of the WPG have been delegated to the Functions. Functions will submit workforce plans to WPG. Human Resources (HR) are content with proposed changes.

18. A six monthly progress report will be provided to the RC.

19. The Committee **approved** the proposed changes.

Procurement Update

20. The Procurement Director provided an update of progress made since the November RC meeting and of planned actions for the coming months.

21. Six out of 31 Service User Leads (SULs) have not responded to invites to Procurement Awareness Workshops (PAWs). A catch up workshop will be held for those who were unable to attend, with one to one meetings being held if this date is unsuitable. PAWs are also aimed at staff who drive expenditure not just those directly involved in the procurement process. It would therefore be beneficial for PAWs to be delivered to Functions.

22. The contract for Print/Scanning/Copying has been relet with significant savings.

23. The Annual Procurement report will be submitted to the RC and will provide details of savings made.

Human Resources Update

24. The Head of HR Services provided an update in respect of: total headcount-down slightly since December 2016, temporary promotions and fixed term– remain static. Trainee advertising will take place at the end of next week.

Action: HR will review the way in which some of the data provided in respect of the time spent on disciplinary, grievance and performance work is provided to the Committee.

25. An increase in the sick absence category ‘more than 28 days and less than 3 months’ was noted.

Action: HR to provide more detailed analysis in respect of above category at the next RC meeting.

26. Corporate Health and Wellbeing Committee will be submitting a proposal to the Committee for staff to be given the opportunity to receive a flu jab next year.

Equal Pay Audit/Gender Pay Analysis

27. The Head of HR Services provided a brief overview of their analysis. Findings will be published in our mainstream report. The DCE and Head of HR Services will discuss options for reporting findings wider within and out with COPFS organisation.

Estates Update

28. The Estates Director confirmed a projected forecast overspend in the Estates capital programme to enable completion of all projects in the current financial year. A formal report will be submitted to the Shared Services Board at their next meeting. A final report will be available for the EB by March 2018.

Other Business

29. The DCE advised the Committee that a stocktake of our approach to remote, flexible and alternative working patterns will be taken forward. It will take into account the aspirations in the Digital, Estates, Workforce Planning and Fair Futures strategies and the needs of the operational Functions. There is no intention to stop any activity in the short term, but it will be an opportunity over a 6 month period to review our future priorities in a joined up way and make recommendations. All stakeholders will be consulted. A paper will be provided for the Committee’s consideration over the next few weeks.

30. The Chair thanked everyone for their input.

Date of next meeting 26 February 2018. Update - 26 February meeting moved to 02 March but cancelled due to adverse weather conditions.