

**RESOURCES COMMITTEE**  
**MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2020**  
**HELD VIA TEAMS**

**Present:**

**Members**

|                   |  |
|-------------------|--|
| Ian Walford       | Deputy Chief Executive (Chair)                 |
| Graham Kerr       | Head of Business Management (Local Court)      |
| Bill Comrie       | Head of Business Management (Serious Casework) |
| Jonathan Shebioba | Director of Support Services                   |
| John Cooper       | Non-Executive Director                         |
| Mark Howells      | Director of Finance and Procurement            |
| Sarah Carter      | HR Director                                    |
| Marlene Anderson  | Head of Finance                                |

**In attendance**

|               |   |
|---------------|---|
| Richard Brown | Legal Assistant to DCA, Operational Support |
| Kathy Brown   | Secretariat                                 |
| Carla Meechan | Secretariat                                 |

**Apologies**

|                 |  |
|-----------------|--|
| John Logue      | Deputy Crown Agent (Operational Support)   |
| Sharon Davies   | Head of Management Accounting and Planning |
| Doreen Crawford | Head of Workforce Planning & Reward        |

**Welcome**

1. In the Deputy Crown Agent's absence the Deputy Chief Executive was acting Chair for the meeting. He welcomed everyone to the meeting which, due to the current Coronavirus outbreak, was being conducted via Teams.
2. The Committee noted some concern over the number of papers and the limited timescale provided due to the public holiday. It was noted that a lot were for background information only.

**Minutes from meeting held on 27 August 2020**

3. The Director of Finance and Procurement pointed out that paragraph 10a should read 'as "these roles **will be funded by any** additional separate money provided by the SG for the criminal justice system". The Committee agreed this change and agreed the minutes as an accurate record of the meeting.

### **Action Log**

4. The Committee agreed the following amendments to the Action Log and noted progress with the remaining actions.

**Actions 4, 5 & 6 are ongoing with a target date of 31 December 2020.  
Action 10 is closed.**

### **HR Update**

#### **Staff Report**

5. The HR Director provided an updated staffing position as at 31 August 2020. She advised that a new column had been inserted to allow comparison to the previous month's headcount figures.

6. The number of staff leaving continues to show a steady decline. This may be partly attributed to the slowdown in the recruitment market or staff having more flexibility in the way that they work at the moment. Resignations remain the most common reason for staff leaving followed by retirement.

7. The number of retirements in 2020 is showing as significantly less than in 2019. The Committee asked that the headcount be provided for anticipated partial retirements.

8. She pointed out that all staff on Temporary Promotions and Temporary Responsibilities which were due to end before September had been extended to 30 September 2020.

9. A detailed analysis of overtime claimed was provided, which showed no obvious trends. During the 12 months comparison there were 18 less claims made in August 2020 compared to August 2019, however 132 additional hours were claimed. Given the current circumstances the Committee had expected to see a greater reduction in overtime and HR Director agreed to provide further information on this at the next meeting.

10. There are currently 22.7 staff on maternity/paternity leave. The HRD confirmed that the figures represented the Full Time Equivalent and that the 0.7 represented Part Time hours.

**Action: Director HR to provide further details on Overtime.**

**Action: Director HR to provide headcount for anticipated partial retirements.**

### **Replacement HR System**

11. Director HR presented, in detail, the background and up to date position on the procurement of a replacement HR system. This included the Business Case, Procurement Strategy and detailed Draft Specification. As there are a number of options available a Request for Information has been sent to Suppliers seeking information to assist in identifying what the market can provide in relation to COPFS requirements.

12. A Project Team has been set up with DCE as Project Sponsor and Director HR leading as Project Manager. DFP confirmed that the evaluation panel would consist of representatives from Central Procurement Team (CPT), Finance and the Business.

13. The Committee discussed their role and agreed to quarterly updates to allow them to monitor governance, costs, timelines and the implementation of the system.

**Action: Director HR to provide update on the replacement HR System at the end of January.**

### **HR Payroll Procurement Paper**

14. Director HR advised the Committee that COPFS currently call-off from the Crown Commercial Services Payroll, HR and Finance Services Agreement Framework (RM887). This is due to expire on 30 November 2022.

15. She presented her paper highlighting the various renewal options. The Committee asked that a further option of using a Shared Service be included in the paper. They favoured Option A, using a Framework Agreement, however, agreed to a further review once more details were available for Option D - the incorporation of payroll within the Human Capital Management System.

**Action: Director HR to include an Option for Shared Services and Committee to review when further details on the replacement HR System obtained.**

### **Finance Update**

16. The DFP advised the budget position for 20/21 was still extremely fluid and a great deal will depend on whether or not SG allocate additional in-year funding for major cases and the extent to which further non-staff savings can balance out the expected higher provision for annual leave carry over which may be required.

17. The Committee will be in a better position to advise in respect of any additional staffing once the level of funding and costs of annual leave are known. The HoBM (SCG) advised that concerns have been raised within the Function relating to the previously notified staffing increases sought as part of SR19. He requested that, once the decisions on Major Case funding has been received from SG, a further communication be issued in terms of the final budgetary position and impact on the funds available for extra staff.

18. Later this month SG are expected to initiate Spending Review 20 for the 2021/22 budget. It is recommended that COPFS's starting point in the review should be the current staff complement and the costs of expected pay increase and

progression payments. It is also recommended that COPFS make a case for additional funding for:

- a. Essential and desirable new posts;
- b. Continued extra funding for major cases and;
- c. All resource requirements arising from any extra court capacity required to eliminate the backlog caused by COVID-19

**Action: Following decision on Major Case funding a further communication be issued in terms of final budgetary position on the funds available for extra staff.**

### **Finance Strategy and Medium Term Plan**

19. The Committee noted the position with these two documents which are currently in draft form.

### **Estates Update**

20. DSS provided a detailed update paper. He advised that COPFS had been successful in securing funding from SG for their recent Capital bids, details of which will be presented at next month's Resources Committee.

21. The lease at Carrick House (Ayr PFO) ends on 14 May 2021. In line with the estates Transformation Strategy and given the need for Ministerial approval for public bodies to enter into any new private leases the Committee were asked to consider the options available to COPFS:

- a. Retain the current Footprint at Carrick House;
- b. Reduce the Footprint at Carrick House with a 5 year lease break;
- c. Relocated to a Hub at Russel House in Ayr; or
- d. Close the Ayr office essentially relocating to Kilmarnock. This option would require retention of a 'footprint' in or close to Ayr Sheriff Court.

22. Following discussions, the Committee were in agreement that given the current circumstances with many staff now working from home closing the Ayr office and relocating to Kilmarnock, whilst retaining a 'footprint' in Ayr was the most favourable option. The paper and Resources Committee's recommendation will be presented to the Executive Board for decision.

### **Procurement Update**

23. HOBM (LC) presented the paper. He advised over the last 3 months the CPT had run 56 procurement exercises with a total value of £4.15m and need to run 101 known procurement exercises with a total of £10.225m plus an additional, as yet unknown, number of new requirements this financial year.

24. The CPT are working on a benefits tracker and savings matrix for contract re-lets in the last 3 months. However, they are currently working on extracting this information from their current contract register. They would, therefore, welcome a procurement database package to assist with this. CPT are looking at the various options available. The benefits tracker will form part of future updates. The Committee welcomed this for the next meeting.

25. DFP pointed out that although ensuring compliance, the CPT received many requests for assistance at the last minute which severely restricts the opportunities to secure savings.

26. CPT has been involved in some Contract Management. However, it is recognised that both they and the rest of the organisation do not have the resources to review the Contract Management of all suppliers. Therefore, contracts which have high levels of expenditure, are business critical and/or where the supplier performance is poor, will be selected initially.

#### **Corporate Risk Registers – Corporate and COVID annex**

27. The Committee noted the content in both registers.

#### **Pathology and Mortuary Update**

28. Discussion on this item forms a confidential annex to the minutes.

#### **AOB**

29. No other business was raised.

**Date of the next meeting: 30 October 2020**