

**RESOURCES COMMITTEE  
MINUTES OF THE MEETING HELD ON 28 AUGUST 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)
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**

Bill Comrie	Director Of Estates and Business Support Services
Sarah Carter	Head of Human Resources Services

**Welcome**

- 1 The Chair welcomed everyone to the meeting.

**Minutes from meetings held on 25 July.**

2. The minutes were agreed.

**Actions**

3. Actions 1, 3 and 4 are ongoing or are scheduled for a future meeting.
4. Actions 2, 5, 6, 7 and 8 are all closed.

**2018-19 Finance Update**

5. The committee was asked to note the forecast position as at 31 July 2018. The forecast against budget continues to show an overspend albeit this has reduced from last month - estimates on the expected cost of the pay award have been revisited. Finance, Business Managers and Human Resources (HR) continue to work closely to ensure robust/accurate forecasts.

6. It may be necessary to decentralise some budgets to ensure appropriate monitoring and forecasting.

7. A programme of refresher training will be rolled out during the autumn in respect of the P2P system to ensure this is fully utilised. HC Financial Awareness sessions are planned for Band C's, D's and E managers. This will include classroom work on operating P2P and Consolidated Invoicing

8. The additional monies received from Scottish Government will be tracked and monitored separately to ensure it is spent on relevant posts.

9. Work on new Post Mortem contracts is ongoing. The Resources Committee (RC) will carry out a 'deep dive' review at their November meeting.

**Action:** Secretariat to invite Post Mortem Finance Lead to November RC meeting.

### **Invest to Save over 2017-18**

10. Each project owner provided the committee with a brief report including what was achieved from the funding allocated to them and any lessons learned –any future projects must keep a record of specific expectations and tracking from the start.

### **COPFS Expansion Plan**

11. Deputy Chief Executive (DCE) advised appointment of a Project Manager to oversee COPFS Expansion Plan. Weekly reports will be sent to Senior Executive Team (SET), Workforce Planning Group (WPG) and RC, and the risks associated with the project will be reflected in the corporate risk register.

12. Finance will work closely with Functions to monitor spend of additional funds and delivery and will report back to Scottish Government.

### **Spending Review/Finance Strategy**

13. The Finance Director provided a draft refresh of the 2018-19 to 2022-23 COPFS Finance Strategy, setting out potential options, using assumptions pending details of COPFS budget allocation. Finance Director will consider managing COPFS staffing numbers within budget over the period. A revised draft strategy will be submitted to the Executive Board once there is more clarity about the anticipated allocation from Scottish Government for 2019-20.

**Action:** Finance Director to consider managing COPFS staffing numbers within budget over the Finance Strategy period.

### **2017-18 Overtime Costs**

14. Finance provided an explanation for the difference in the 2017-18 forecast and outturn positions for each Function. To ensure future overtime budgets are monitored closely Finance asked the committee to consider two options. Following discussion the committee **agreed** overtime budgets are to remain devolved to Functions (option a) with new procedures put in place.

15. RC requested an update at their October meeting. If this option is not working centralisation of overtime budgets will be considered.

**Action:** Finance to provide RC with an update in respect of overtime budget for their October meeting.

### **Human Resources Update**

16. Sick absence figures have reduced. RC requested clarification in respect of % short term days lost- is the figure provided for 31 March 2017 or 2018?

17. Appraisal receipts information for 2017-18 was provided - RC sought clarification in respect of figures given for Policy and ISD.

**Action:** Head of HR Services will provide clarification in respect of paragraphs 16 and 17 above.

### **Mental Health Sick Absence**

18. Human Resources provided a report outlining Mental Ill Health including an Executive Summary which detailed the key points.

19. Details of the various steps COPFS are taking to help improve employee mental health include developing a mental health policy for COPFS and refresher training for managers regarding attendance management.

20. A My Wellbeing Space has been published on PF Eye which gives employees access to a range of different websites providing support and advice as well as COPFS policies.

**Action:** RC will focus on mental health sick absence in specific roles at their February meeting.

### **WPG new TOR Update**

21. At their meeting yesterday the group suggested one change to the remit: SET considers all secondment requests, otherwise they are content with the changes made in January 2018.

### **Estates Update**

22. The Estates Strategy action plan is now being implemented. Office rationalisation is in progress with specialist office layout planners having been commissioned to assist with making the most efficient use of accommodation.

### **Corporate Risk Register**

23. The updated Corporate Risk Register was reviewed by the Audit and Risk Committee and Risk Management Group at their meetings last week. Risk appetite and controls will be considered further over the next few weeks. The Risk Register is

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

presented to the Executive Board quarterly. The Register will come to the Resources Committee the month before to consider risks.

**Action:** secretariat to include Corporate Risk Register on RC agenda quarterly.

**Other Business**

24. None

**Date of next meeting 25 September 2018**