

2017-18 Finance Update

4. The committee was asked to note the forecast/Invest to save position as at 30 September 2017. The forecast against budget is showing an overspend, but significantly lower than in August primarily due to an extensive review of all staffing, office, admin and case related costs.

5. The committee was asked to consider releasing some additional Invest to Save Funding to Functions to allow them to fund short-term additional staff support to the end of the financial year. Following discussion it was **agreed** that £125k should be available to Specialist Casework (CS) and Local Court (LC) Functions, and that the Function Heads of Business Management (HOBMs) and Finance and Human Resources (HR) should agree an approach to allocating the resource.

Action: SC and LC to submit a brief business case to allow the £125k to be allocated out.

Action: Invest to save to be updated to reflect actual spend to date along with forecast spend to 31 March 2018.

2018-19 Budget Planning Update/Financial Sustainability Project (FSP)

6. The Finance Director provided an update on COPFS budget planning for 2018-19 and 2019-20 in the light of current indications about the outcome of the Scottish Government (SG) spending review. Finance will prepare a paper for the Executive Board who will be making provisional decisions on the pressures and savings and reviewing initial allocations to the Functions at its November meeting. RC will be provided with an update on where we are with FSP assumptions and delivery.

Procurement - Renewal of contract for copying/printing/scanning

7. The Procurement Director provided an update of the progress made so far in relation to this contract renewal and planned actions. The current contract expires on 31 March 2018. Evaluation of the tenders will be completed on 27 October with a Contract Award Recommendation report being submitted to the Crown Agent in early November.

8. The cost of virgin paper (brilliant white) has risen. The Procurement and Estates Directors will review with the Business Managers the issues surrounding the use of recycled paper as an alternative.

Action: The Procurement and Estates Directors will review issues regarding the use of recycled paper.

9. The Procurement Director will provide an update at the RC meeting in November.

HR Management Information at 30 September 2017

10. Total headcount for Crown Office and Procurator Fiscal Service (COPFS) has reduced by 1.55%.

11. The average annual working days lost per employee in respect of sick absence continues to reduce. The committee would like to see the Civil Service average figure in future reports to allow comparison.

Action: Civil Service average sick absence figure to be included in future management information.

12. The appraisal submission percentages have been updated for 2016-17. The Information Services Division (ISD) position has improved since this report was written (now close to a 100% completion figure).

Equal Pay Audit/Gender Pay Analysis

13. The HR Manager advised that the Scottish Administration, including COPFS, is exempt from publishing this information by the March 2018 deadline. The relevant information is already published as part of the Mainstreaming Report, split by grade. However in order to provide clarity a total figure will be added to the Report. Further analysis is being carried out to provide a breakdown of how our gender pay gap might be further reduced and used to effect positive change in COPFS. This analysis will be provided in a paper for the 24 January meeting.

Additional Trainees Proposal

14. The RC were asked to consider the proposal of increasing the number of first year trainees at the start of 2018 and 2019 by taking 10 trainees at the start of February but reducing the August intake to 10 instead of 20. By 2020 the department would have 20 first year trainees at any one point but would have two six-month periods of 30 instead of 20 first years. Following discussion the RC **agreed** this proposal. Possible additional travel expenses may arise in the transitional period. Consideration of this should be made when the trainee programme is planned. HOBM (Business Services) to be made aware of this potential additional cost.

Estates Update

15. The Estates Director provided a brief overview of the current position in respect of the COPFS Estates Strategy. Work is ongoing in respect of Kirkcaldy, Hamilton, Airdrie, Falkirk, Stirling, Ballater Street and Oban offices. A report is being commissioned to update on anticipated efficiency savings from this work and to set out options to achieve further savings. This will be submitted to the Shared Services Board at their December meeting. The Estates Director will report back to the RC following this meeting.

Other Business

16. The Chair thanked everyone for their input.

Date of next meeting 30 November