

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

Present:

Members

John Logue	Deputy Crown Agent (Operational Support)(Chair)
Ian Walford	Deputy Chief Executive
Catriona Dalrymple	Procurator Fiscal (Local Court North and East Scotland)
John Cooper	Non-Executive Director
Bill Comrie	Head of Business Management (Serious Casework)
Douglas Taylor	Head of Management Accounting and Planning
Graham Kerr	Director of Support Services/HOBM
Mark Howells	Finance and Procurement Director

In attendance

June Campbell	Secretariat
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Apologies

None

Welcome

1. The Chair welcomed everyone to the meeting including Douglas Taylor who was attending the Resources Committee for the first time.

Minutes from meetings held on 26 March

2. The minutes were agreed.

Actions

3. Actions 1 and 3 are ongoing.

4. Actions 2, 4 and 5 are closed.

2018-19 Finance and Procurement Update

5. The committee was asked to note that forecasts provided by the functions indicate that COPFS end-year spend will remain within the cash allocation. The final outturn position will be available on 3 May.

6. COPFS has submitted the 2019-20 pay remit to Scottish Government. Once funding of additional employers pension contributions has been approved/clarified formal negotiations will take place with Trade Unions, COPFS 19/20 budget planning will be reviewed and function budget allocations finalised.

7. The Finance & Procurement Director and Head of Management Accounting and Planning are considering how best to take forward the suggestions put forward at the Non Staff Expenditure workshop which took place on 14 March. An action plan will be provided to the Resources Committee at their June meeting, along with a range of staffing scenarios for the next 3 years: these will underpin the COPFS 2019 spending review submission.

Action: Finance to provide action plan in respect of how best to take forward suggestions put forward at the Non Staff Expenditure workshop at June RC meeting.

8. The Scottish Government Procurement Team shared service project in respect of COPFS over £50,000 contract management/identification of Off Contract Expenditure came to an end on 31 March 2019. The Resources Committee requested a clear proposal at their May meeting regarding funding of the estimated resource requirement to take this work forward on the basis that this is a corporate priority. The under £50,000 service is ongoing.

Action: Finance and Procurement Director to provide proposal at May RC meeting in respect of the resource requirement to take over £50,000 contract management/identification of Off Contract Expenditure.

Practising certificates: potential for medium term non-staff savings.

9. The potential for savings in respect of the above was one of the suggestions put forward at the Non Staff Expenditure workshop. The committee were provided with an assessment of the level of the cost to COPFS and to provide high level options for consideration in respect of those costs.

10. Following a detailed discussion it was agreed that this should be regarded as a low priority option for making savings, but that the author of the report should consider and submit an update to the committee within the next quarter in respect of the following:

- a comparison with other organisations in respect of salary packages/payment of cost of practising certificate by employer/employee.
- clarification from Human Resources regarding employment contract terms and conditions in respect of practising certificates.

Action: update to be submitted to RC within the next quarter providing information in respect of two bullet points at paragraph 10.

Pathology and Mortuary Update

11. Senior Consultant (Contracts and Process Review) provided an update in respect of forensic and non forensic pathology & mortuary provision. Phase 1 of project (Revised Interim Contracts) is ongoing with a small extension being granted to facilitate revised draft contracts.

12. Phase 2 (Future Service Delivery) – discussions with relevant parties is ongoing.

13. Resources Committee requested figures provided in paragraph 5 are to be clarified with the author of the report. Finance will consider and report back to committee.

14. Resources Committee wish to see a structure in place to identify savings in future years.

The committee **noted** the Project Board's direction of travel.

Estates/Strategy Delivery Update

15. Current Estates projects

- Work on the fit-out of Dundee-Westport House has commenced with a proposed move-in date scheduled for late July/early August.
- SCTS have advised that the handover of the building to them is scheduled for January 2020.

16. Expansion plan

- Work on Glasgow PFO has been completed.
- Plans are in progress to accommodate the extra staff in Edinburgh PFO.
- Additional desks required will be set up in Aberdeen PFO on 27 April for ISD to install additional equipment.
- Furniture requirement for the expansion project was finalised in Dundee PFO on 15 April.

17. Maintenance

- The project in respect of heating in Hamilton PFO is close to completion.
- Work is being carried out to see what options are available for Crown Office to obtain own separate gas and electricity supply.

18. Maintenance/Refurbishment 2019/20

- Programme for above will be carried out quarterly rather than a set plan for the whole year. First Quarter outcome will be provided to the committee at their May/June meeting.

19. Review of Estates Strategy

- Estates Transformation paper will be submitted to the Resources Committee at their July meeting. Update on Data Centre will be included in this paper.

20. Sustainability/KPIs

- COPFS has improved its performance in respect of CO2 emissions and electricity consumption. Gas usage has increased but there have been mitigating circumstances.

21. Resources Committee agreed that ISD and Estates should consider, as part of the forthcoming spending review, the potential benefits which could be delivered by increased capital resources over the next few years given that the COPFS capital baseline has been frozen for the best part of a decade.

22. The Chair thanked everyone for their contribution to the meeting.

Date of next meeting 29 May 2019