

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 29 MAY
CROWN OFFICE, 25 CHAMBERS STREET, EDINBURGH**

Present:

Members

John Logue	Deputy Crown Agent (Operational Support)(Chair)
Ian Walford	Deputy Chief Executive
Douglas Taylor	Head of Management Accounting and Planning
Graham Kerr	Director of Support Services/HOBM
Mark Howells	Finance and Procurement Director
Bill Comrie	Head of Business Management (Serious Casework)

In attendance

Steve Scott	Finance Contractor
Mhairi Marshall	Business Manager for Tayside Central and Fife
Paulina Mejer	Secretariat

Apologies

Catriona Dalrymple	Procurator Fiscal (Local Court North and East Scotland)
John Cooper	Non-Executive Director

Welcome

1. The Chair welcomed everyone to the meeting.

Minutes from meetings held on 29 May

2. The minutes were agreed.

Actions

3. Action one is ongoing, as the Non-Staff Expenditure update has been postponed to July 2019 meeting.
4. All other actions are still open.

May 2019 Finance and Procurement Update

5. The Committee was provided with a high level summary of the latest developments in Finance and Procurement.
6. Finance confirmed the Annual Accounts were due to be signed by the relevant Accountable Officers at the July Audit and Risk Committee.

7. Finance Director presented the Committee with an invitation to opine on the proposed changes in the reporting and forecasting updates from Finance. After discussion, the Committee agreed actual spending reports should be provided monthly from now on, and that from October 2019 onwards they should be accompanied by spending forecasts.

Action: Finance to provide monthly reports of actual spending from now on. As of October 2019, they should be accompanied by spending forecasts. Prior to October 2019, Functions should identify any issues with their 2019-20 budget and forecasts to Finance colleagues in order to allow for possible escalation to the Resources Committee.

8. Finance confirmed that the Pay Settlement negotiation process has concluded and that a formal offer has been made to the unions – this would be published on PF Eye shortly and it was expected that pay increases would be implemented in end-August salaries.

9. The Committee noted the updates relating to Procurement Team continually delivering a significant amount of work.

Spending review/Finance Strategy Update

9. Deputy Chief Executive (DCE) provided the Committee with a provisional Spending Review paper; this was noted and discussed. The Committee agreed this should be revisited once more progress on the review has been achieved.

Witness Costs: potential for medium term non-staff savings

10. The Functions provided the Committee with the anticipated witness expenditure requirements going forward.

11. The Committee received assurance that both Local Court (LC) and Serious Casework Group (SCG) remained focused on the need to make savings. Further process reviews to seek to identify any remaining reasonable options for reducing costs, in particular looking at ways of ensuring that lawyers do not incur unnecessary costs in preparing cases for court.

12. The Committee, after consideration of the statistics provided, agreed a further review of Witness Costs should be carried out in 6 months, with details of steps undertaken to ensure said costs are reduced.

Action: LC and SCG to carry out a further review of Witness Costs, with details of steps undertaken to ensure said costs are reduced, in 6 months.

Pathology and Mortuary Update

13. The Committee received and noted the regular update relating to Project progress and the reporting of savings arising from it.

14. Phase 1: Finance Contractor advised the Committee the Revised Interim Contracts were being signed off in the next few days.

15. Phase 2: a very detailed paper provided to the Pathology Board on 20th June allowed determining the approach to the delivery of Phase 2.

16. The Chair asked for a further update later in the year.

Action: Further Pathology and Mortuary update to be provided at the November 2019 meeting.

Estates Update

17. Estates Strategy

- Work on Dundee-Westport House is progressing, with the anticipated move remaining to be mid-August.
- Inverness Justice Centre progress is in alignment with the move from Great Glen House. The COPFS move-in date is on target commencing beginning of March 2020.

18. Expansion Plan

- Works commenced within Edinburgh PFO to reconfigure layouts on several floors, which will be followed by staff moves to accommodate higher numbers.
- Hamilton is presently being scoped, with work in progress.
- Minor alterations to existing accommodation in Kirkcaldy are in the planning stage.
- Work has been completed within Dumfries, Dumbarton and Crown Office

19. Maintenance

- The issue of heating in Crown Office is now being reconsidered, with new plan having been presented.
- Fire stopping wall is being installed in Hamilton, due to new regulations introduced.
- Works in Dumbarton are to commence with the start of July and are anticipated to last until approximately 12 weeks.

20. Maintenance/Refurbishment 2019/20

- Shared Services Board to be presented with a programme of proposals in relation to all outstanding maintenance and compliance matters in July.

21. Review of Estates Strategy

- To be presented to the Committee in autumn, once consulted with stakeholders. This will take into account advice provided by the Future Ways of Working Project.

22. The Resources Committee noted all of the updates provided within the report presented.

AOB

None.

Date of next meeting 24 July 2019