

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 28 NOVEMBER 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
Sarah Carter	Head of Human Resources Services
Bill Comrie	Head of Business Management (Serious Casework)
Evelyn Aitken	Head of Management Accounting and Planning
Stephen Woodhouse	Director of Finance
Graham Kerr	Director of Support Services/HOBM

In attendance

Lindsey Miller	Deputy Crown Agent (Serious Casework)
Steve Scott	Senior Consultant (Contracts and Process Review)
June Campbell	Secretariat

Apologies

None

Welcome

1. The Chair welcomed everyone to the meeting including Graham Kerr and Bill Comrie in their new roles. The Chair advised that agenda item 4f, Pathology & Mortuary, would now be a verbal update and in view of conflicting schedules for presenters would be brought forward and discussed at 10.15am. A paper will be supplied at a later date.

Minutes from meetings held on 25 October.

2. The minutes were agreed.

Actions

3. Actions 1, 2, 4, and 6 are ongoing or are scheduled for a future meeting.

4. Actions 3 and 5 are closed.

5. The Deputy Chief Executive provided an update on progress being made in respect of the Alternative/Flexible/Remote Project proposed at the October Resources Committee meeting- a Project Board is being set up and a Project Information Document will be available soon.

2018-19 Finance Update

6. The committee was asked to note the forecast position as at 31 October 2018. The forecast against budget shows a small cash overspend – mainly attributable to Office & Admin Costs, Post Mortem pressures and Centrally Managed costs. The forecast position includes the additional funding that COPFS expect to receive from Scottish Government in the Autumn Budget Revision.

7. All functions have been working closely with Finance Division to ensure appropriate monitoring and forecasting processes are in place.

8. Functions have been asked to provide business cases (preferably by January 2019) if any underspend should emerge during the latter part of the financial year. To date no new submissions have been received since the October Resources Committee (RC) meeting.

Action: Finance to reiterate message to functions regarding any business cases.

Pathology & Mortuary Update

9. An audit carried out in respect of Pathology and Mortuary contracts identified charges COPFS are not required to pay. Interim contracts are currently in place with new contract negotiations ongoing. An update report has been commissioned by the Executive Board for their December meeting. The Chair requested a paper providing an update in time for the next RC meeting on 10 January 2019.

Action: Paper required in respect of Pathology and Mortuary contracts in time for January RC meeting.

COPFS Expansion Plan

10. The Deputy Chief Executive (DCE) provided a progress report in respect of recruitment, induction of new staff and purchase of furniture and IT equipment. Over half of required new staff have been recruited. In addition other staffing commitments in respect of Operational Support and Advocate Deputes were noted.

Spending Review/Finance Strategy

11. The 2019/20 budget planning process is currently underway. The expenditure of additional monies from Scottish Government is being tracked and monitored separately. COPFS are awaiting confirmation from Scottish Government of our budget allocation- December 2018.

Procurement Update

12. The Procurement Director provided a summary of progress made since the last update in September.

- The fifth set of all four Service User Leads (SULs) development programme events was delivered in November. Eight of the SULs have not attended any of the events. Five new SULs have been appointed.
- Work is ongoing in identifying whether relevant contracts are in place or whether one needs to be put in place. Engagement from the business with regular input from Heads of Business Management is required to assist with realising potential savings.
- The Procurement and Commercial Improvement Programme (PCIP) review takes place on 28 January 2019. An initial dry run has identified significant improvement in policies and processes.
- Internal Audit Division's follow up review has been concluded. All six recommendations have been completed or work is ongoing.
- Following on from the Procurement Steering Board meeting on 14 February a further update will be provided to the RC at their February meeting. The RC **noted** the progress made.

Non Staff Expenditure Update

13. The DCE provided an update on the draft non staffing budget for 2019/20 based on savings contained within the Finance Strategy, other proposed savings as well as known pressures.

14. The budget allocation for 2019-20 will be announced by Scottish Government in early December. Following this it was agreed that a workshop will take place with Resources Committee membership, Business Service Heads and Heads of Business Management in respect of delivery of proposed savings (late January/February).

Action: Meeting to take place as detailed in paragraph 14.

Human Resources Update

15. Head of Human Resources Services provided the latest management information at 31 October 2018:

- Workforce profile has increased on last year's figures with further recruitment ongoing as detailed in the Expansion Plan update.
- Staffing vacancies are at their lowest.
- Rate of staff leaving COPFS has fallen by half
- Decrease in sick absence figures continues– main absence reason mental health

Action: The Chair requested sick absence data to be provided for period to 31 June 2018 at the next meeting.

Overtime Update

16. Following on from a previous RC meeting a group was set up with representatives from each Function, HR and Finance to review the current process and tracking of overtime. New process will include reason for overtime and cost.

17. RC commissioned further paper in time for February 2019 meeting to include analysis of options available for 2019/20 financial year including alternatives to the employment of overtime.

Action: paper commissioned for February meeting as detailed in paragraph 17.

Estates Update

18. Estates strategy action plan and office rationalisation progress is ongoing. Specialist office layout planners are reviewing most efficient use of accommodation.

Corporate Risk Register Update

19. The register includes seven strategic risks. The Finance Director highlighted Risks one and two and the work being undertaken to reduce the risk.

20. At the Audit & Risk Committee meeting on 12 November 2018 it was agreed that they were content with the assurance/service provided by Internal Audit and that COPFS will continue to use this service.

Other Business

21. The Chair thanked everyone for their contribution to the meeting. He also thanked Stephen Woodhouse for his valuable contribution to the Resources Committee and wished him well in his retirement.

Date of next meeting 10 January 2019