

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 25 JULY 2017
CROWN OFFICE, 25 CHAMBERS STREET, EDINBURGH**

Present:

Members

John Logue (Chair)	Deputy Crown Agent (Operational Support)
Ian Walford	Deputy Chief Executive (Chair)
Mark Howells	Procurement Director
Evelyn Aitken	Head of Management and Planning
Bill Comrie	Director of Estates & Business Support Services
Liam Murphy	Procurator Fiscal (Specialist Casework)
Stephen Woodhouse	Finance Director
Lesley Gollan	Human Resources Manager
Graham Kerr	Head of Business Management (Business Services)

In attendance

June Campbell Secretariat

Apologies

Janice Irvine Director of Human Resources
Catherine Cunningham Head of Business Management (Specialist Casework)

Welcome

1. The chair welcomed everyone to the meeting and passed on apologies from Catherine and Janice.

Minutes from meeting held on 30 June

2. The minutes were agreed.

Actions from 30 June meeting

3. The open actions have a future date or are ongoing.

Agenda Planner

4. August meeting:

- Human Resources (HR)/Finance to provide report on Holiday Pay for overtime work.

2017-18 Finance Update

5. The committee was asked to note and agree the forecast/Invest to Save position as at 30 June 2017. Finance advised that the outturn forecast to budget

was currently showing a cash overspend. It is believed that the overspend will reduce gradually throughout the year as the new approach to managing vacancies continues to be implemented. The Non Staff Expenditure Group meets next week to review progress with and scope for further non staff savings.

6. It is anticipated that some of the Invest to Save funding previously awarded will not be fully utilised due to delays in recruitment. This will be returned for reallocation.

Action: Heads of Business Management will discuss non utilisation of Invest to Save funding previously allocated to High Court. It was **agreed** that a decision regarding reallocation of Invest to Save funding should be deferred until the August Resources Committee meeting.

7. The Procurement Director advised that a figure of £60,000 had been used in the business case for the Procurement Post that had been prepared in February (and which had been approved by the Workforce Planning Group (WPG) at the time) and that this was revised up to £69,000 at the start of May when the advert was placed and up to date market rates were identified. This had been conveyed to colleagues so there must have been an oversight or breakdown in the communication of this information.

SPFD

8. The Committee was asked to approve a permanent promotion exercise for Senior Procurator Fiscal Deputes (SPFDs). Following a detailed discussion it was **agreed** that further detailed information is required and that this proposal will be reviewed at a later date.

Spending Review

9. The Deputy Crown Executive (DCE) provided the Committee with an update on progress with the Spending Review and the potential implications for the medium term strategic financial planning and the 2018-19 budget process in the Crown Office and Procurator Fiscal Service (COPFS). The Financial Sustainability Plan (FSP) has been updated in light of the additional pressures identified in the Spending Review process. The Chair thanked everyone for the work undertaken in respect of COPFS submission to the Scottish Government (SG) Finance Secretary.

Procurement Update

10. The Procurement Director provided an update of the progress made since the May Resources Committee meeting in accordance with the Procurement Action Plan. Although good progress has been made there is now the issue with resources; the loss of two members of the Procurement team and no replacements for two-and-a-half months.

11. Procurement Training is currently under review with Learning and Development Division and the Procurement Steering Board.

12. The Dedicated Information Technology (IT) Procurement Business Partner has been working on the Print/Scanning/Copying Project with a plan to it being advertised in September 2017.

13. The Procurement Director will provide a further update at the September Resources Committee meeting.

HR Management Information at May 2017

14. The numbers of Fixed Term and Temporary Promoted staff will reduce in view of the recent recruitment and promotion exercises which have taken place. As both take effect from 1 July 2017 the reduced numbers will be reflected in the HR Information provided at future Resources Committee (RC) meetings.

Action: The chair asked the HR Manager to look at the remaining Band C figure of Temporary Promotions and provide an explanation.

Action: The chair asked the HR Manager to confirm that the Appraisal information provided at today's meeting is for 2017-18. If not this information should be provided at the August RC meeting.

Action: The chair asked the HR Manager to provide a breakdown of the 14.70% of total staff absences that have been categorised under the illness type 'symptoms ill-defined'.

Equal Pay Audit Update

15. The HR manager confirmed that a report in respect of the Equal Pay Audit will be provided to the Committee at the September meeting. The Gender Pay Gap is due to be reported by April 2018 but will be provided to the committee prior to this.

Estates Report/Strategy Delivery Update

16. Quotes are being obtained in respect of proposed alterations to accommodation in Hamilton, Falkirk and Ballater Street offices to increase capacity at the sites. Planning process is with local councils. Some organisational disruption is to be expected once works go ahead. A communication will be issued to the staff in the effected sites.

17. Total CO2 emissions from April 2017 to Mary 2017 show a reduction of 11% against the same period in the previous year.

Other Business

19. Liam Murphy is standing down from the Resources Committee today. The chair thanked him for all his work. Catriona Dalrymple will now be joining the committee.

20. The chair thanked everyone for their input.

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

Date of next meeting 31 August