

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 30 NOVEMBER 2017
CROWN OFFICE, 25 CHAMBERS STREET, EDINBURGH**

Present:

Members

John Logue	Deputy Crown Agent (Chair)
Ian Walford	Deputy Chief Executive
Mark Howells	Procurement Director
Evelyn Aitken	Head of Management Accounting and Planning
Catriona Dalrymple	Procurator Fiscal (Local Court North and East Scotland)
	Director Of Estates and Business Support Services
Bill Comrie	Human Resources Manager
Sarah Carter	Head of Business Management (Serious Casework)
Catherine Cunningham	Director of Finance
Stephen Woodhouse	

In attendance

June Campbell	Secretariat
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Apologies

None

Welcome

1. The Chair welcomed everyone to the meeting. He thanked the DCE for chairing the October meeting in his absence.

Minutes from meeting held on 26 October

2. The Minutes were agreed.

Actions from 26 October meeting

- 3.
- Action 1: Workforce Planning to be carried forward to 24 January 2018 meeting.
 - Action 2: closed.
 - Action 3: No funding available at this time for National Initial Case Processing (NICP). Work to continue from their existing budget meantime.
 - Actions 4, 5 and 6: closed
 - Action 7: Serious Casework (SC) and Local Court (LC) business cases in progress. Action to remain open to review outcome.
 - Actions 8, 9 and 10: closed.

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2017-18 Finance Update

4. The committee was asked to note the forecast/invest to save position as at 31 October. The forecast against budget is showing an overspend, but lower than in September primarily due to an extensive review of staffing, office, and centrally managed budget costs.

5. All agreed Invest to Save project funding has been awarded. Functions will continue to work with Finance on potential options for release of any further funds should they become available.

6. SC highlighted potential cost in respect of a Supreme Court Judgment. This will be closely monitored.

Procurement update

7. The Procurement Director provided an update in respect of the progress that has been made since the last meeting and of planned actions for the coming months.

8. Governance arrangements have been finalised.

9. The Procurement Director highlighted the difficulties in securing engagement from staff in the business who, it was appreciated, were under significant operational pressure. It was accepted that this is essential to facilitate savings on non-staff expenditure, ensure effective and efficient procurement and reduce the risk of challenge. A further Procurement Awareness Workshop took place today, which was voluntary but it was agreed that attendance at the four events for Service User Leads will be mandatory.

10. The Procurement Director will submit a paper to Finance in respect of funding for two interim members of staff, to spend three months on Contract Management and Off Contract Expenditure, should additional Invest to Save money become available during 2017-18.

Action: Procurement Director is to submit a paper to Finance in respect of funding for two interim members of staff - paragraph 10.

11. The DCE highlighted the suggestion in the paper that in the 2019-20 financial year, an assumption would be made, on the basis of further analysis of off contract expenditure, that a proportion of that expenditure would be assumed to be capable of being contracted and that savings would accrue as a result and be top-sliced from Function budgets. It was acknowledged that not all off contract expenditure could realistically be put 'on contract' and that care would need to be taken with this exercise.

NICP Update and Electronic Access to deceased Medical Records

12. The Chair confirmed good proposals had been provided in both cases for additional funding. The Resources Committee will revisit these should additional

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Invest to Save funds become available. Meantime, the additional team in NICP should continue, with the cost being absorbed by Local Court's existing budget meantime. Resources Committee will consider additional funding for both proposals should it become available.

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

13. 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. COPFS has planned for a number of scenarios. Budget allocations will be announced on 14 December. The Resources Committee meeting on 12 January 2018 will focus exclusively on the practical implications for COPFS 2018-19 and 2019-20 budgets.

HR Management Information at 31 October 2017

14. The HR Manager provided stats in respect of Workforce profile, Absence Information, Appraisal Information and Disciplinary and Grievance cases.

15. Total headcount for Crown Office and Procurator Fiscal Service (COPFS) from Oct 2016 to October 2017 has reduced by 1.66%.

16. The average annual working days lost per employee in respect of sick absence remains higher than the Civil Service average but has continued to reduce.

Estates Update

17. The Estates Director provided a brief overview of the current position in respect of the COPFS Estates Strategy. Work is on target in respect of Kirkcaldy, Hamilton, Airdrie, Falkirk, Stirling, Ballater Street and Oban offices. A report is to be submitted to the Shared Service Board November meeting to update on the efficiency savings anticipated from this work and to set out options to achieve further savings.

Action: The Estates Director will provide relevant information to Finance to update the FSP.

18. The Estates Director and DCE met with Her Majesty's Revenue & Customs (HMRC) representatives earlier in the month to finalise the rental agreement in respect of the Dundee Procurator Fiscal Office (PFO). The proposals were **approved** by the Resources Committee.

Public & Privilege Holidays and Annual Leave carry forward proposals

19. The DCE provided details of proposed changes in respect of Public & Privilege Holidays and Annual leave carry forward following consultation with Fair Future Volunteers. Following discussion the Committee **agreed** the following:

From January 2019 Public & Privilege Holidays would be as follows:

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- 4.5 days flexible
- 7 days fixed, i.e.
 - New Year's Day
 - The day after New Year's Day
 - Good Friday
 - Easter Monday
 - Christmas Day
 - Boxing Day
 - St Andrew's Day

By 31 March 2020 the maximum annual leave that members of staff would be allowed to carry forward to the next year figure should be reduced to 5 days from the current 9.

20. Once these changes have been discussed and agreed with the Trade Unions a communication detailing the changes will be issued to staff with 'frequently asked questions' information attached.

Other Business

21. The Chair thanked everyone for their input.

Date of next meeting 12 January 2018