

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 28 SEPTEMBER 2017
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
Evelyn Aitken	Head of Management Accounting and Planning
Catriona Dalrymple	Procurator Fiscal (Local Court North and East Scotland)
Bill Comrie	Director Of Estates and Business Support Services
Doreen Crawford	Human Resources Manager
Catherine Cunningham	Head of Business Management (Serious Casework)

In attendance

June Campbell	Secretariat
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Apologies

Lesley Gollan	Human Resources Manager
Janice Irvine	Director of Human Resources
Stephen Woodhouse	Director of Finance

Welcome

1. The Chair welcomed everyone to the meeting including Doreen Crawford, who was standing in for Lesley Gollan. He passed on apologies from Lesley, Janice and Stephen. He also thanked the Deputy Chief Executive (DCE) for chairing the August meeting in his absence and asked that his thanks were passed onto Lesley Thomson for providing the secretariat cover for that meeting.

Minutes from meeting held on 31 August

2. The Minutes were agreed with one small change at paragraph 15 - Procurator Fiscal to be changed to Procurator Fiscal Local Court North and East Scotland.

Actions from 31 August meeting

3. Action 6 and 7 can now be closed. Action 6: How fixed term figures are calculated made clearer. Action 7: Absence reasons headings being reviewed by Fair Futures. The remaining open actions have a future date or are ongoing.

2017-18 Finance Update

4. The committee was asked to note the forecast/Invest to save position as at 31 August 2017. The forecast against budget is showing an overspend. The forecast in August was higher than in July, primarily due to additional pressures in post-mortems and Information Services. Finance and Heads of Business Management (HOBMs) are working closely to understand and manage pressures and ensure accurate forecasts are submitted. The Workforce Planning Group (WPG) is continuing to strictly monitor staff vacancy filling.

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.

2017 Spending Review/FSP Update

6. In 2016 the Financial Sustainability Project (FSP) looked at the Crown Office and Procurator Fiscal Service (COPFS) projected budget and spending over a five-year period. Finance will continue to work with budget-holders on refining the FSP assumptions and projected pressures and savings. The final budget allocation from Scottish Government for 2018-19 and 2019-20 will be advised in November or December this year. COPFS have been awarded an indicative allocation meantime. An indicative budget for each Function will be allocated by the end of November as a basis for discussion at the Executive Board and to allow Functions to begin to plan ahead.

Staffing Budgets in 2018-19 & 2019-20.

7. The DCE set out two possible options in respect of COPFS approach to setting staffing budgets in 2018-19 and 2019-20. COPFS are looking at improving data links between Human Resources (HR), Payroll and Finance systems and Finance are implementing a new budgeting tool. Following discussion on the pros and cons of the two options it was **agreed** that the views of WPG should be sought and a final decision made during October and reflected in the indicative Function allocations in November.

Procurement

Update

8. The Procurement Director provided an update of the progress made since the last meeting and planned actions. The contract register has been reviewed and updated. Further training is being delivered with a streamlined process now in place for smaller value contracts. Service User Leads (SULs) are expected to play a significant role in the success of COPFS effective procurement and contract management. Procurement Awareness sessions will be delivered in October and November and these will be followed by more specific training including events to support Service User Leads in their role such as: an overview of the SULs' and the Central Procurement Team's roles in the procurement process, working together to

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capture the business needs, assessing whether bids meet those needs, ensuring that the successful supplier delivers those needs.

Procurement Resourcing Strategy

9. The Procurement Director provided an update in respect of the current procurement support arrangements together with details of the options available to COPFS for the provision of support during 2018-19 and for the longer term. He asked the Resources Committee to consider these options.

10. Following discussion it was **agreed** that the current arrangements for under £50,000 contracts should continue for 2018-19 and that from 2019-20 COPFS will consider moving to an in-house provision.

11. It was also **agreed** that COPFS would discuss current arrangements and future resourcing in respect of the over £50,000 with Scottish Government Shared Services.

HR Management Information at 31 August 2017

12. Fixed term figures now include trainee solicitors. Next month COPFS are recruiting modern apprentices and these will be reflected in a higher number of fixed term employees.

13. The average annual working days lost per employee is reducing but remains higher than the Civil Service average.

14. The appraisal submission percentages have been updated. The Information Services Division (ISD) position is currently under review.

Public and Privilege Holidays & Annual Leave carry over

15. The DCE provided an update in respect of possible changes in the way Public and Privilege Holidays can be taken by staff in future years and in the figure of Annual Leave that may be carried forward to a later year. It was **agreed** that the views of the 80 or so Fair Futures Volunteers should be sought as a proxy for wider staff opinion and Union Representatives kept in touch. The Resources Committee will then consider this matter again at the November meeting prior to any formal consultation with the unions.

Estates Update

16. The Estates Director provided a brief overview of the current position in respect of our Estates Strategy. He is content with the work programme for the next six months. Work is ongoing in respect of Hamilton, Falkirk and Ballater Street offices.

Other Business

17. The Chair thanked everyone for their input.

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Date of next meeting 26 October