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

Present:

Members

John Logue	Deputy Crown Agent (Operational Support)
Ian Walford	Deputy Chief Executive
Lesley Gollan	Human Resources Manager
Catherine Cunningham	Head of Business Management (Specialist Casework)
Bill Comrie	Director of Estates & Business Support Services
Mark Howells	Procurement Director
Evelyn Aitken	Head of Management & Planning
Stephen Woodhouse	Finance Director

In attendance

June Campbell	Secretariat
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Apologies

Janice Irvine	Director of Human Resources
Liam Murphy	Procurator Fiscal (Specialist Casework)

Welcome

1. The Chair welcomed everyone and passed on Janice Irvine and Liam Murphy's apologies.

Minutes from meeting held on 12 January

2. The minutes were agreed.

Actions from 12 January meeting

3. Action item 4: Workforce Strategy Action plan - in progress
Action item 5: Post Mortem details - carried forward to next meeting
Action items 6, 7 and 8: Reporting to Finance - ongoing
Action items 1, 3, 9, 10 and 11 are now closed with item 2 due at the next Resources Committee (RC) meeting in February.
4. Details of Subsistence Claims proposed change (approved at RC meeting on 12 January) will be cascaded to staff in March.

Finance Update.

5. The end of December Corporate Finance Report (CFR) details a projected overspend. This is expected to be absorbed by savings from other budget areas.

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The projected non cash underspend remained the same as November and cannot be used to offset the cash overspend

6. The change from the previous month's update is primarily in respect of the reduction in the reported pressure on post-mortem examination costs.

7. Following a detailed discussion it was agreed that up to a further £250,000 can be allocated to Invest to Save initiatives, with the emphasis on essential capital replacement items. Finance is meeting with Heads of Business Management (HoBMs) tomorrow and will advise them of this decision. ISD will meet with Finance and the Deputy Chief Executive to discuss which Invest to Save options to fund. A note of decisions made will be circulated.

Action: DCE to circulate note setting out allocation of £250,000.

Significant Cases Budget 2017-18

8. The committee were asked to consider options in dealing with the sum allocated for significant cases within COPFS 2017-18 budget. Following a detailed discussion, it was agreed to allocate a budget to Serious Casework for significant cases on the basis of their initial estimate of what is required and hold a balance at a corporate level as a contingency.

Procurement and contract management update

9. The committee were asked to note the progress made to date, planned actions and to proactively support the work required in the next month to ensure that a deliverable schedule of contract lets/relets for 2017-18 is in place by 31 March 2017.

10. Overall aim for COPFS procurement is to enhance service and make savings by ensuring only necessary contracts are renewed or sought. To assist with this a paper has been prepared outlining governance/administrative arrangements for procurement, workshops/surgeries have been set up and Contract Management guidance will be issued in the next few weeks.

Action: The RC would like information regarding savings made and how delivered at future meetings.

HR Information at December 2016

11. HR advised that there was an error with one of the figures in the staffing report. Total FTE Dec-16 should read 1607.39 and not 1648.39 (0.23% increase). COPFS four strategy documents are being published tomorrow with a covering note from the Deputy Crown Agent (Operational Support). A key message will be the aspiration to reduce the overall proportion of fixed term staff.

12. The absence information is the same information as was provided at the November RC meeting. An update will be provided at the February RC meeting based on the quarterly period to December. The Fair Futures Project Board and

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Corporate Health & Wellbeing Committee are taking forward recommendations designed to reduce absence levels and improve wellbeing.

Action: The RC would like to see more detailed information in respect of absences at future meetings.

Estates Report

13. The Director of Estates advised that forecast expenditure in respect of Budget Code B00110 should be £1,300,000 and not £1,240,000.

14. The work being carried out in Hamilton, Airdrie, Perth and Dundee offices in respect of Estate efficiencies is progressing and on target to be completed by 31 March. The new Facilities Management (FM) Contract is now in place for April 2017.

Strategy Delivery Update

15. Following a meeting with SCTS on 31 January and a previous meeting with the Deputy Crown Agent and Deputy Chief Executive the Director of Estates will provide details at the next RC meeting outlining the Estates' plans in respect of delivery of future savings, configuration of COPFS Estate and Invest to Save options.

Other Business

The Chair thanked everyone for their input. He also thanked everyone who had helped prepare information in respect of the Justice Committee report and asked this to be passed onto the appropriate teams.

Action: Issue link in respect of Justice Committee report on 2017-18 Budget to RC.

Action: Calendar invites are to be issued to Keith Dargie, Graham Kerr and Nancy Darroch in respect of February RC meeting.