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

Present:

Members

John Logue	Deputy Crown Agent (Operational Support) Chair
Ian Walford	Deputy Chief Executive
Catherine Cunningham	Head of Business Management (Specialist Casework)
Mark Howells	Procurement Director
Stephen Woodhouse	Finance Director
Janice Irvine	Director of Human Resources
Liam Murphy	Procurator Fiscal (Specialist Casework)

In attendance

June Campbell	Secretariat
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Apologies

Lesley Gollan	Human Resources Manager
Bill Comrie	Director of Estates & Business Support Services
Evelyn Aitken	Head of Management and Planning

Welcome

1. The Chair welcomed everyone to the meeting and passed on Lesley, Bill and Evelyn's apologies.

Minutes from meeting held on 28 February

2. The minutes were agreed.

Actions from 28 February meeting

3. Action 1: "HR to provide update in respect of Equal Pay Audit at May meeting" remains open as due date May 2017.
4. Action 2: "Copy of Workforce Strategy accompanying Action Plan to be supplied to committee". This is in hand and will be provided to committee at the April meeting.
5. Actions 3-9 are now completed.

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Agenda Planner

6. Procurement Update to be bi-monthly in future. The next update will therefore be provided at the May Resources Committee meeting.

Finance Update.

7. The end of February Corporate Finance Report (CFR) details a projected cash underspend with a capital overspend. The net effect of this is a slight projected cash underspend. Non cash is also forecast to underspend.
8. Possible pressures are civil and HR cases, cost of untaken Annual Leave and flexi at 31 March 2017 and Employment Tribunal decision on holiday pay calculations (the Employment Tribunal decision is not related to COPFS).
9. Invest to Save 2016-17; **following discussion it was agreed that the balance of Edge Switches requiring to be replaced should be purchased.**

2017-18 Budget Update

10. Finance set out the proposed next steps for allocating budgets in 2017-18.
11. At the February Resources Committee meeting the following was agreed:
 - a. savings identified by Functions were considered to be broadly sufficient and in line with longer term financial strategy but close in-year management will be required and a vacancy assumption of 3% was recommended
 - b. annual leave changes to be considered from 2018/19 rather than 2017/18; subject to discussion within Fair Futures project about the wellbeing implications
 - c. Look at a draft budget for next three years
 - d. Retain ability to invest to save.
12. The Executive Board agreed with that approach at its meeting on 22 March, except with respect to vacancies. The Board had asked for greater clarity to be established in respect of our theoretical complement, the staffing we actually have and the staffing levels we can afford long-term.
13. In view of this, the Board had agreed that at this stage all vacancies not in the course of recruitment as of 31 March would be frozen and that further work needed to be undertaken to determine which posts were actually required and should be retained. HR and Finance will work with Functions once they have submitted their workforce plans to determine which posts can be filled in the light of business needs and the available funding. The Board has asked that this work is to be concluded by end-May. A business case will be required in respect of all future required vacancies. Key points of budget approach will be communicated to staff.

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14. The Chair advised that the committee will review the vacancies position at the May meeting, and check the budget and staffing position at each subsequent RC meeting.
15. The committee were asked to consider two options regarding the way forward for Band B staff who are currently employed by COPFS on fixed term contracts. Following a detailed discussion it was agreed that this matter should be looked at further by both the WPG and the Executive Board.

2017-18 Invest to Save Proposals

16. On 22 March the Executive Board approved Invest to Save funding to support corporate projects and initiatives which will free up time and money and generally improve the ability of COPFS to live within their allocated budget.
17. The DCE put forward an Invest to Save bid for dedicated staff (short term) in respect of both the Fair Futures Project and Finance and Procurement. A second Invest to Save bid had been requested by Local Court in respect of Customer Service/Correspondence Model Office. **Following discussion both bids were approved by the majority of the committee. Two members did not agree with the Invest to Save bid for the Fair Futures Project.**

Procurement Update

18. The Procurement Director provided the committee with an update of the progress made recently and the planned future action.
19. The DCE and Procurement Director met with SGPT on 6 March. Based on the information provided by the business at that date the SGPT will provide the necessary support in respect of the increased volume of relets due during 2017-18.
20. Service User Leads have now been identified for all but two contracts.
21. At the February meeting the Resources Committee supported the proposal to delegate authority to the DCE and DCA for lower value contracts. The Crown Agent will consider this on his return.
22. The Procurement Steering Board will in future meet bi-monthly and report to the Resources Committee bi-monthly. The next report will therefore be at the May meeting.

HR Information at 28 February 2017

23. The Chair noted both the increased overtime figures for recent months and the new information provided in respect of the breakdown of less than 20 days sick absences.

Estates Report

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24. The bulk of the work being carried out in Hamilton, Airdrie, Perth and Dundee offices in respect of Estate efficiencies has now been completed.

25. The expectation is that the Estates budget will balance at 31 March 2017.

Estates Strategy Delivery Update

26. The Resources Committee were advised at the February meeting of the proposed approach to delivering savings aspirations and approved this direction of travel. The Executive Board had endorsed the direction of travel at the meeting on 22 March.

Other Business

27. Copies of the proposed Invest to Save Business Case template to be used and Invest to Save Tracker were circulated to the committee.

28. The Chair thanked everyone for their input.

Date of next meeting 27 April