

**RESOURCES COMMITTEE  
MINUTES OF THE MEETING HELD ON 28 FEBRUARY 2017  
CROWN OFFICE, 25 CHAMBERS STREET, EDINBURGH**

**Present:**

**Members**

John Logue	Deputy Crown Agent (Operational Support) Chair
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
Janice Irvine	Director of Human Resources
Liam Murphy	Procurator Fiscal (Specialist Casework)

**In attendance**

Keith Dargie	Information Systems Director
Graham Kerr	Head of Business Management (Business Services)
Gavin Anderson	Assistant Head of Business Management
June Campbell	Secretariat

**Welcome**

1. The Chair welcomed everyone including additional attendees, Gavin, Graham and Keith.

**Minutes from meeting held on 30 January**

2. The minutes were agreed.

**Actions from 30 January meeting**

3. Action 1; "HR to provide update in respect of Equal Pay Audit". HR is working with Finance on this and will provide an update to the committee at their May meeting.
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 4, 5 and 6 are ongoing.
6. Action 3 and actions 7-12 are now completed.

## **Finance Update.**

7. The end of January Corporate Finance Report (CFR) details a move from the December CFR projected Cash overspend to a projected overall underspend of around £200k and a capital spend online with Budget. 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 potential impact of Employment Tribunal decision on holiday pay calculations (the Employment Tribunal decision is not related to COPFS).

9. Invest to Save; following a detailed discussion the following was **agreed** in relation to the potential underspend:

- a. Available funding will be allocated to bids received from Operational Support, High Court, High Court Homicide, CRU and Local Court.
- b. The balance, and any further underspend which becomes available in-year, will be allocated to the bids on existing invest to save list.
- c. Finance will ensure that future bids for invest to save funding are underpinned by appropriate business cases.
- d. High Court and Local Court continue to look closely at budgets/costs; will know more next week about any further potential underspend.

**Action: Finance will ensure that future bids for invest to save funding are underpinned by appropriate business cases**

## **2017-18 Budget Update**

10. Finance provided the committee with an update of the current position relating to the 2017-18 Budget and Future Years setting out the potential choices for the Executive Board, areas for further discussion, associated risks all in line with the Financial Sustainability Programme. The group were asked to make recommendations on the preferred options to ensure a balanced budget.

11. Following a detailed discussion it was **agreed** that:

- a. Savings identified by Functions 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.
- c. Look at a draft budget for next three years
- d. Retain ability to invest to save
- e. Recommendations/draft budget will be discussed at the Senior Executive Team meeting on 14 March and at the Executive Board meeting on 22 March

## **Procurement Update**

12. The Procurement Director provided the committee with an update of the progress made recently and the planned future action. The committee were asked to note this and proactively support the work required in the next month or so to ensure that, a deliverable schedule of contracts lets/relets for 2017/18 is in place by 31 March 2017. The committee was also asked to consider options with regard to the Non Competitive Action process.

13. Workshops were held with the Procurement Steering Board and Service User Leads who were asked to provide information on contracts. Unfortunately many returns have not been submitted by the 24th February deadline.

14. Non Competitive Actions; currently the NCA process requires authority from Procurement, the DCE and the Crown Agent. It is proposed that this process is changed based on the contract value.

15. The Procurement Director was asked to report to the committee on savings made. He explained Procurement was not in a position to advise on this as the main opportunity is when contracts are relet and the business need to provide information on that. Some guidance on what the business can supply to help Procurement was requested.

**Action: The Procurement Director will submit a proposal to the Crown Agent to amend the NCA process and will update the committee at the March meeting.**

## **HR Information at 31 January 2017**

16. Mental ill-health is the single highest reason for sick absence which is similar to other organisations. COPFS are considering a Mental Health policy.

17. The Chair requested a breakdown of 10/20 and under 10 day's sick absences at future RC meetings.

18. Workforce Profile; Fixed Term staff numbers are a third higher than this time last year. HR was asked to change the monthly report to include a forecast of numbers of Fixed Term staff.

**Action: HR is to provide a breakdown of 10/20 and under 10 day's sick absence and to change the monthly report presentation to include a forecast of numbers of Fixed Term staff.**

## **Estates Report**

19. 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.

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

## **Strategy Delivery Update**

21. The Estates Director updated the committee on the proposed approach to delivering savings aspirations that arise from the Executive Board (EB) sign off of the Estates strategy in December 2016. The committee was asked to provide comment and agree the direction of travel or indicate any further work required. Many of the proposals rely on the Digital and Workforce Strategies delivering. HR will also have a big role to play in respect of the proposed changes. The EB will look at the proposals at their next meeting on 22 March. **Following a detailed discussion the committee approved the proposed plan/options.**

## **Other Business**

22. A business case in respect of Post Mortem Audit/University contracts will be submitted to the committee for the year 2017-18 finance year.

23. Post Mortem costs/contracts are to be added to the May Resources Committee agenda.

John Logue thanked everyone for their input.

**Action: Post Mortem costs/contracts are to be added to the May Resources Committee agenda.**