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7. Action items 4, 5, 6, 7 and 9 are now closed.

### **Finance Update.**

8. The end of November Corporate Finance Report (CFR) details a move from the October CFR projected cash underspend to a projected overspend. The projected non cash underspend cannot be used to offset the cash overspend.

9. The change from the previous month's Update is primarily in respect of a reported pressure on post-mortem examination costs. Since this report was written further investigation has confirmed that the projected corporate cash overspend has reduced. The Chair requested a written explanation in respect of the over-estimate of post-mortem examination costs in time for the Executive Board (EB) meeting to be held on 25 January 2017, with the focus on learning lessons and preventing a repetition.

**Action: Detailed explanation in respect of reported pressure on post-mortem examination costs to be provided, prior to next EB.**

**Action: Any expected fluctuations in finance position during final quarter to be provided by Heads of Business Management (HoBM) in advance of RC meetings.**

**Action: Finance to discuss monthly function forecasts/reports fully with HoBMs before Corporate Finance report submitted to future RC meetings.**

**Action: Details of position regarding any underspend/overspends in respect of staff in High Court, Specialist Casework and Local Courts to be obtained and provided by Finance.**

10. £325,000 is potentially available for further Invest to Save initiatives. A note will be circulated well in advance of the next RC meeting setting out an updated list of potential ISD invest to save initiatives, including in relation to CMIC, so that decisions can be taken on 30 January 2017.

**Action: Note setting out potential invest to save initiatives to be circulated.**

### **Budget Planning for 2017-18 and FSP implementation**

11. The RC was asked to note the position and recommended next steps. On 15 December 2017, COPFS were notified of a Flat Cash budget for 2017-18 of £111.1m. An additional £950k will be transferred to COPFS in respect of domestic abuse funding later in the year.

12. The EB agreed Financial Sustainability Project (FSP) recommendations at their meeting on 15 December 2016 as the starting point for the 2017-18 budget process. The FSP plan will be updated on a regular basis to reflect changing circumstances. Budget planning meetings will be held in February with DCAs and

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HoBMs in each function, starting with the FSP recommendations but also taking into account further bottom up analysis of pressures and potential savings.

**Action: Finance will circulate a note to advise relevant participants of Budget Planning meetings. The RC will take final decisions on the budget in the light of the Function meetings.**

13. Finance is to liaise with HoBM and Deputy Crown Agent for Specialist Casework to manage a process of identifying available funds for Invest to Save from the beginning of the finance year.

**Action: Finance is to liaise with HoBM and Deputy Crown Agent (Specialist Casework) to manage a process of identifying available funds for Invest to Save from the beginning of the finance year and is to prepare a report for RC with outcome of review for discussion at the next meeting.**

### **Subsistence Claims proposed change**

14. The RC was asked to consider a change in the way in which staff claim subsistence from allowance-based Travelling & Subsistence (T&S) claims to one which is based on receipts. Staff who have to travel on business would be reimbursed for the costs that they incur up to the subsistence limits set by HM Revenue & Customs. **Following discussion this option was approved by the committee.** A communication will be issued to staff detailing this new approach and the reason for change.

**Action: Corporate Communications to issue communication once proposal signed off.**

### **Other Business**

The Chair thanked everyone for their input and for all the work carried out in preparing the Budget Planning for 2017-18. This has put us in the best possible position.

**Date of next meeting: 30 January 2017.**