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**RESOURCES COMMITTEE  
MINUTES OF THE MEETING HELD ON 25 OCTOBER 2018  
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
Catriona Dalrymple	Procurator Fiscal (Local Court North and East Scotland) Non-Executive Director
John Cooper	Head of Human Resources Services
Sarah Carter	Director of Estates and Business Support Services
Bill Comrie	Head of Management Accounting and Planning
Evelyn Aitken	Business Manager (High Court Sexual Crime)
Ralph Riach	

**In attendance**

June Campbell

Secretariat

**Apologies**

Stephen Woodhouse

Director Of Finance

**Welcome**

1 The Chair welcomed everyone to the meeting. He passed on Stephen's apologies.

**Minutes from meetings held on 25 September.**

2. The minutes were agreed.

**Actions**

3. Actions 1, 3 and 5 are ongoing or are scheduled for a future meeting.

4. Actions 2, 4 and 6 are all closed.

**2018-19 Finance Update**

5. The committee was asked to note the forecast position as at 30 September 2018. The forecast against budget shows an overspend – mainly attributable to Office & Admin Costs, Post Mortem pressures and Centrally Managed costs. The forecast position includes the additional funding that COPFS expect to receive from Scottish Government in the Autumn Budget Revision.

6. Finance, Business Managers and Human Resources (HR) continue to work closely to ensure robust/accurate forecasts.

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7. The additional monies received from Scottish Government will be tracked and monitored separately to ensure it is spent on relevant posts. The Resources Committee Chair requested a note from Finance detailing names and locations of all new staff by the end of December 2018. Final total costs will be available by 31 March 2019 once all new posts have been allocated.

8. Any Business Cases looking to use any underspend will be considered by Resources committee at their November meeting.

**Action:** Finance to provide names and locations of all new staff by the end of December 2018 to Resources Committee Chair.

### **COPFS Expansion Plan**

9. The Deputy Chief Executive provided a progress report in respect of recruitment, training of new staff and accommodation and equipment plans. Additional Human Resources staff have been made available to deal with the additional work. Over half of required new staff have been recruited.

10. It is anticipated at present that this project will be completed by January 2019 in respect of recruitment of new staff.

### **Spending Review/Finance Strategy**

11. The 2019/20 budget planning process is currently underway. Finance will provide relevant minutes at the November Resources Committee meeting.

12. 23 October- Lord Advocate and Crown Agent attended session with the Justice Committee. The Chair thanked everyone who had contributed relevant material.

13. Mid December- Scottish Budget will be presented to Parliament.

### **Overtime Update**

14. Finance advised detailed reviews of overtime claims and processes have taken place since the last update to the Resources Committee on 28 August.

15. At the August meeting the Committee agreed that the overtime budget would remain devolved to Functions. However, following this update the committee would like a further progress report at their November meeting providing specific details of exactly where and why overtime work is being carried out. The Committee will then consider further whether the overtime budget should remain devolved to Functions.

**Action: Finance to provide further overtime progress report at November 2018 RC meeting.**

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### **Update on 2017-18 Vehicle Production Costs from Functions/In-Year position**

16. The Committee were provided with a progress report on the work carried out over the last 6 months to reduce costs relating to the storage of vehicles related to criminal cases or deaths:

- Reduction in vehicles being retained
- New guidance for legal and support staff
- New agreements with stakeholders regarding period in which COPFS are considered liable

17. Finance will continue to monitor position until the end of the financial year. New guidance and agreements should result in a reduced level of expenditure than in previous years. It was noted that Local Court and Serious Casework Functions would bear the costs of storing vehicles in future once the central fund available for the purpose had been exhausted.

### **Human Resources Update**

18. Head of Human Resources Services provided the latest management information at 30 September 2018:

- Workforce profile has increased on last year's figures with further recruitment ongoing as detailed in the Expansion Plan update.
- Leaver Reasons provided; main one being resignation.
- Further work is ongoing in respect of appraisal information received from ISD.
- Overall decrease in absence figures – main absence reason mental ill health

### **Potential Expenditure on Health and Wellbeing**

19. The Health & Wellbeing Committee meets quarterly. The Deputy Chief Executive provided details of potential options in respect of one-off expenditure in 2018-19 if funds are available.

- Wellbeing kiosks
- Defibrillators
- Alleviating effects of Menopause
- Sit/stand desks

The Committee **agreed** in principle that potential benefits could justify one-off expenditure if funding is available later in 2018-19 financial year and subject to submission of business cases.

### **Proposed Project on Alternative/Flexible/Remote working**

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20. The Committee were asked to consider an appropriately resourced project to ensure COPFS realises maximum benefits from investment in new technology in the form of improved staff wellbeing, non staff cost savings and a reduced carbon footprint.

21. The Committee would like to see further consideration given to which roles are suitable for this kind of working together with the impact on equality, managing unrealistic expectations, and to factor in how COPFS offices will be used in the future. It was agreed that new terms and conditions should also be considered within the project to facilitate more flexible working in future.

22. The Committee **agreed** that the Deputy Chief Executive should now consult with Business Process Improvement Committee and Operation Performance Committee members and, subject to their views, begin to establish a project. The Chair requested sight of a draft of the Project Initiation Document in due course.

### **Estates Update**

22. Estates strategy action plan and office rationalisation are in progress. Specialist office layout planners are reviewing most efficient use of accommodation.

### **Other Business**

23. Finance highlighted necessity for invoices to be submitted to them on time for payment. Committee would like Finance to review process for submission of invoices and to provide update at November meeting.

**Action:** Committee would like Finance to review process for submission of invoices and to provide update at November meeting.

**Date of next meeting 28 November 2018**