

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 25 JUNE 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)
Bill Comrie	Director Of Estates and Business Support Services
Sarah Carter	Head of Human Resources Services
John Cooper	Non-Executive Director
Lesley Wilkinson	Business Manager (High Court Crown Office, East and North)

In attendance

Lynne McNaughton	Head of Reprioritisation
June Campbell	Secretariat

Apologies

Stephen Woodhouse	Director of Finance
Evelyn Aitken	Head of Management Accounting and Planning
Ralph Riach	Business Manager (High Court Sexual Crime)

Welcome

1 The Chair welcomed everyone to the meeting. He passed on apologies from Stephen Woodhouse, Evelyn Aitken and Ralph Riach and welcomed back Lesley Wilkinson (standing in for Ralph Riach). The chair also expressed his thanks to Lynne McNaughton and wished her well in her retirement.

Minutes from meetings held on 23 May.

2. The minutes were agreed.

Actions

3. Actions Action 1, 2 and 7 are ongoing.

4. Actions 3 and 4 are for a future meeting.

5. Action 5; Procurement Director to provide update in respect of SUL attendance, support provided by SGPT, and progress regarding renewals.

- The Procurement Director provided an update in respect of attendance of the various events and mop up sessions. The Resources Committee requested that non-attendance of these events be discussed with Business Managers

and that attendance be recorded through quarterly performance management meetings for the staff concerned.

- Following discussions with SGPT, the Procurement Director will provide a paper for the next meeting outlining the options on how COPFS Procurement might be resourced during 2019/20 and beyond.
- Contract Renewals: out of the 25 contracts that required work to begin during the first quarter of the financial year, 12 have been completed, 6 are on track to be completed to schedule, 3 have been assessed as amber risks and 4 as red risks. A further progress report will be provided at the July RC meeting.

2017-18 Finance Update

6. In view of the unavoidable absence of our Finance Director and Head of Management Accounting and Planning it was agreed that a more in depth discussion would take place at the July RC meeting including the Invest to Save outcomes over 2017-18, Workforce Plans and 2017-18 overtime costs.

7. The Estates Director will be forwarding a paper to the Executive Board in respect of the proposed Estates Strategy Delivery for 2018-19. The Resources Committee will be provided with a copy.

8. The committee was asked to note the forecast position as at 31 May 2018. The forecast against budget is showing an underspend, primarily due to staffing, Case Related and Centrally Managed.

Spending Review/Finance Strategy Update

9. The RC considered the publication date of the COPFS Finance Strategy which will reflect the outcome of the Scottish Government Medium Term Strategy Plan (published at the end of May) - further discussion required at July RC meeting.

10. COPFS Pay settlement negotiations with Trade Unions are ongoing.

Workforce Planning Update

11. The Head of Reprioritisation provided an update on work in Local Court and Serious Casework Functions to analyse workload and resources with a view to completing workforce plans in support of a reprioritisation of resources to meet current and emerging pressures.

12. The Workforce Planning Group has authorised permanent recruitment in respect of additional funding to support the prosecution of sexual offences in the High Court.

13. Further work is required to:

- Evaluate a range of improvement plans both Function and Corporate. Local Court and Serious Casework are re-assessing their improvement plans.

Releasable under the Freedom of Information (Scotland) act 2002 after the next meeting

- Develop a resourcing tool or model to determine staffing levels. A meeting with CPS is to take place to discuss their model.

Action: Finance Director to look at resourcing model in conjunction with budget planning with a view to it being ready to use for the 2019-20 budget allocation.

Human Resources Update

14. 90% of staff are now permanent.

15. The sick absence rate is higher than the previous quarter but is lower than in the previous year. The Civil Service average has also decreased.

Action; HR will look at providing a breakdown of Mental Health sick absence.

16. Appraisal receipts information for 2017-18 provided- the RC will monitor progress on a quarterly basis.

Resource Reprioritisation

17. Local Court, Serious Casework and Operational Support provided an update in respect of their Workforce plans. It was agreed that a standard approach is required including shape of Functions in 2 years, workloads, type of workforce required, learning & development needs and improvement plans. Further updates will be provided at the July RC meeting. Separate meetings held out with Resources Committee to take place to discuss further.

Estates Update

18. The Estates Director provided a brief overview of the current position in respect of the COPFS Estates Strategy.

19. An updated Estates Strategy Delivery Plan and savings forecast will be issued to the Executive Board for their July meeting.

20. Ongoing work is required in respect of storage of papers records. It is expected that this will be completed by September 2018. Details of costs will be provided to the RC once discussed with Finance.

Other Business

21. None

Date of next meeting 25 July 2018