

2017-18 Budget Update

5. Finance provided the committee with an update on progress with budgets for 2017-18. The committee were asked to consider:

- Amending the Budget Allocation to reflect discussions held on 26th May between Heads of Business Management (HOBMs), Finance and Human Resources (HR).
- Agreeing format for Invest to Save monitoring
- Agreeing a recruitment freeze for 3 months (to 30 September 2017) to allow all the permanent board results to be worked through
- Agreeing to detailed analysis of forecasts being carried out over the next couple of months
- Agreeing that Significant Case allocations be reviewed at the end of Quarter 1 and a report submitted to the committee in July 2017.

6. Following a detailed discussion all of the above were **agreed** with the proviso that the Workforce Planning Group (WPG) should oversee a more intense and proactive approach to vacancy management but that this should not be a blanket 'recruitment freeze' as there needs to be flexibility in exceptional circumstances. This approach is expected to last for the full financial year but will be reviewed on a quarterly basis with the first review taking place at the end of September.

Invest to Save

7. The Committee were also recommended to hold back on any future allocations of Invest to Save Monies, but Finance advised that the unallocated balance may increase as some of the money already allocated has not been used at the end of Quarter 1. Finance will have further details by the July RC meeting.

8. In light of the above DCE asked RC to consider agreeing funding for a project manager for the HR, salary and finance data project for the rest of 2017-18. The aim would be to improve the quality of management information and to reduce the duplication of effort which has been identified. Following discussion it was **agreed** that funding for this proposal would be provided if it was considered that no internal resource was available to commit 100% of their time to the project without significant cost to other areas of COPFS business. The DCE agreed to provide a follow up note to the Committee on this point.

Significant Case Funding

9. It was agreed that Serious Casework Group will assess and agree allocation of Significant Case funding and provide visibility of their decisions to the RC.

Post Mortem costs/contracts

10. Serious Casework provided the committee with an update on Post Mortem costs/contracts and an explanation of reported pressures. The committee were asked to consider a request for funding from the Invest to Save budget to meet external legal costs in respect of formation of new contracts. Following discussion the request for funding was **agreed**.

2017 Spending Review

11. Consideration of contingency plans for cash reduction scenarios have been undertaken as well as a flat cash settlement. It was agreed that a paper should be considered at the next meeting on the various scenarios.

HR Management Information at May 2017

12. The numbers of Fixed Term and Temporary Promoted staff will reduce in view of the recent changes and promotion exercise. This will be reflected in the HR Information provided at future RC meetings.

13. The DCE noted the drop in the average annual working days lost per employee for the period 1 April 2016 to 31 March 2017. This drop is welcomed but COPFS would like to see further improvement.

Action: The Chair asked that HR provides the Appraisal information for 2017-18 at the July RC meeting.

Equal Pay Audit Update

14. HR provided background in respect of the requirements of Equal Pay Audit and Gender Pay Gap Reporting.

Action: The Chair would like HR to provide COPFS' information in time for the July RC meeting. He would also like the first chart at Appendix A to be updated.

Estates Report/Strategy Delivery Update

15. Plans and consultation are underway to alter accommodation in Hamilton, Falkirk and Ballater Street offices to increase staff accommodation.

16. Costings of proposed Estate projects/options will be provided at the July RC meeting.

17. Details of COPFS next steps in respect of the Estate Strategy were published on PF Eye last week. The Chair thanked the Estates Director and everyone involved in respect of the work undertaken.

18. Total CO2 emissions from April 2016 to March 2017 show a reduction of 13.9%.

Other Business

19. The Procurement Director advised that one member of the Central Procurement Team had left COPFS and another who is provided by the Scottish Government Procurement Team under the Shared Service that we contract for had accepted another job in the Scottish Government. A business case has been approved in respect of the COPFS staff replacement. DCE will speak to the Head of SGPT regarding replacement/cover in respect of their staff member. He also advised that a fixed term dedicated IT procurement business partner had been recruited and that he is settling in well.

20. The Procurement Director advised that the printing, copying and scanning contract (currently held by Ricoh) is due to be relet from 1.4.18 and that it is critical that all parts of the organisation sign up to the new specification quickly given the tight timetable for procurement.

Action; HOBM Serious Casework is to discuss business input to the ISD specification document with HOBM colleagues and in particular to ascertain what if any business involvement there has been.

Action; The Procurement Director will provide an update at the July RC meeting.

21. The Chair thanked everyone for their input.

Date of next meeting 25 July