

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 27 MARCH 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
Stephen Woodhouse	Director of Finance
John Cooper	Non-Executive Director
Evelyn Aitken	Head of Management Accounting and Planning

In attendance

Lesley Wilkinson	Business Manager High Court Crown Office, East and North
June Campbell	Secretariat

Apologies

None

Welcome

1. The Chair welcomed everyone to the meeting including Lesley Wilkinson who was attending for the first time. The group expressed its sadness at the untimely death of Catherine Cunningham and thanks for her valued contribution to the committee.

Minutes from meetings held on 24 January 2018.

2. The minutes were agreed. A copy of the updated Workforce Planning Group (WPG) Terms of Reference (TOR) (approved at the 24 January Resources Committee (RC) meeting) will be circulated to the group. The new terms and how they are working in practice will be reviewed by the Committee at the July meeting. Head of Management and Accounting and Planning will alert RC of any concerns.

Action: Secretariat to note agenda year planner -WPG new TOR and how they are working in practice to be reviewed at July meeting.

Actions

3. All actions are closed. Monthly updates in respect of Invest to Save/Enhance expenditure across Operational Support will be provided to the Committee.

2017-18 Finance Update

4. The committee was asked to note the forecast/invest to save position as at 28 February 2018. The outturn forecast to budget is showing an underspend, part of which relates to Non Cash expenditure, the adjusted position shows an overspend (albeit lower than in January primarily due to staffing costs). The expectation is that, although challenging, the budget will balance at 31 March 2018.
5. Finance highlighted potential costs in relation to both civil and damages claims.
6. All agreed invest to save project funding has been awarded.

2018-19 & 2019-20 Budget Planning Update & Finance Strategy

7. Following the Executive Board meeting on 14th March, 2018-19 budget allocations have been sent out to the Functions.
8. Scottish Government is currently developing their Medium Term Finance Strategy. Meantime, updates to COPFS Corporate Strategies are on hold pending its completion.
9. An update on the 2018-19 Pay settlement was posted on PF Eye yesterday to advise staff that this is currently under discussion with COPFS Management and the recognised trade unions (PCS and FDA).
10. COPFS will consider moving to a rolling budget over three years when reviewing the Strategic Plan and linking budgets to objectives.

Procurement Update

11. The Procurement Director provided an update of progress made since the January RC meeting and of planned actions for the coming months.
12. The updated Procurement Strategy will be submitted to the Committee for approval.
13. The statutory Procurement Annual Report will be produced in May and submitted to the RC for approval prior to it being published.
14. The RC would like more visibility to monitor/track savings being made through procurement activity. The Procurement Director agreed to ensure that the Wave Plan and Contract Register formats included the recording of savings but stressed that Service Users were best placed to quantify potential savings as they knew, for instance, how future specifications could be tightened, demand could be reduced. He undertook to report savings as part of the bi-monthly procurement update report.

Actions:

Procurement Director to review the Wave Plan to ensure that it allows savings targets and savings achieved to be recorded.

Procurement Director to provide a copy of the Contract Register analysed by contract value to allow contract management activity to be focussed on the largest value contracts.

Procurement Director to review the Contract Register format to ensure that it allows savings from contract management activity to be recorded.

Procurement Director to report savings as part of the bi-monthly procurement update report.

15. To maximise savings the Central Procurement Team (CPT) requires earlier engagement from the business. Service User Lead training events are being delivered to schedule. Following April events RC will be provided with attendance stats. A five minute presentation to raise awareness of procurement for staff (Take 5) has been prepared for local delivery, although the CPT is happy to present it/provide support at meetings.

Resource Reprioritisation

16. The Chair provided an update on the additional analysis carried out by Local Court (LC). A further update will be provided in respect of the Serious Casework (SC) analysis of High Court cases involving child witnesses.

17. The Non-Executive Director suggested looking at workload statistics held in respect of both (LC) and (SC) over the last two years to add confidence & weight to the report being submitted to the Executive Board. He offered any assistance he could provide with this.

18. Further analysis is required in respect of:

- The increase in Sheriff & Jury (S&J) cases indicted- where is this being felt within the organisation? Sexual Offence cases have increased, with some of the resulting workload being carried out by (LC);
- Impact of S&J reform;
- Impact of Prosecution Policy Review;
- Methodology- is there a better way?; and
- Analysis of resourcing of National Initial Case Processing (NICP)

Human Resources Update

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

19. The Head of HR Services provided an update where employees have been absent for more than 28 days and less than three months.
20. Reasonable Adjustment Passports are being introduced within COPFS.
21. Corporate Health & Wellbeing Committee will consider time off in respect of caring for relatives and children.

Workforce Plans Update

22. The Workforce plan will be updated in respect of each Function by the end of the month. The Reprioritisation Exercise will be taken into account with work ongoing on a rolling basis over the summer. An update will be provided to the Committee in the next few months.

Action: DCE will provide an update in respect of the Workforce Plans.

Estates Update

23. The Estates Director advised Project key dates are being met. He wished to thank the Estates team and the Local Court site specific teams for achieving the required changes by the agreed deadline. The Chair and DCE added their thanks for the outcomes achieved in a relatively short period.

24. COPFS are officially on-board with the Inverness Justice Centre which will accommodate a range of partners working alongside the Scottish Courts and Tribunals Service to provide a centre of community justice and support services for witnesses, victims, accused and those convicted in courts.

Other Business

25. The Head of HR Services advised that the proposed changes in respect of Public & Privilege Holidays and the Annual Leave carry forward figure are currently under review following talks with the Trade Unions.

26. The Chair thanked everyone for their input.

Date of next meeting 24 April 2018