

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 24 April 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

Ralph Riach	Business Manager (High Court Sexual Crime)
Lynne McNaughton	Head of Reprioritisation
June Campbell	Secretariat

Apologies

None

Welcome

1 The Chair welcomed everyone to the meeting including Ralph Riach, who was attending for the first time and Lynne McNaughton, who will be working on the Resource Prioritisation Exercise for the next few months.

Minutes from meetings held on 27 March.

2. The minutes were agreed.

Actions

3. All actions with a deadline for this meeting are closed.

4. Action 3: The Procurement Director provided a brief update in respect of the Contract Register. There are currently 108 contracts on the contract register which need active contract management. The format of the register has been amended to include target savings from contract management activity (the format of the Wave Plan already includes columns for recording savings from contract letting/reletting). The register will be provided to the Committee bi-monthly to allow it to monitor savings. The Procurement Team and the Service User Leads will work together to identify potential savings.

2017-18 Finance Update

5. The committee was asked to note the interim financial position at 31 March 2018. The outturn forecast to budget is showing an underspend, part of which relates to Non Cash expenditure, the adjusted position shows a minor overspend. The Chair recognised the careful management that had been taken to achieve this outcome. A final outturn position will be reported to the Resources Committee following clearance of the 2017-18 accounts by External Audit.

6. Finance highlighted the importance of being made aware of potential liabilities and to be provided with accurate forecasts at all times. The process for monitoring civil cases and overtime potential costs will be reviewed. This will be revisited at the May Resources Committee (RC) meeting.

Resource Reprioritisation

7. Local Court and Serious Casework functions' initial analysis of their operational priorities was discussed by the Executive Board (EB) at their April meeting. The RC will continue to co-ordinate the ongoing work and update EB. Outcomes will be shared with other justice bodies. A joint meeting with Scottish Government and Scottish Courts & Tribunal Service took place on 20 April at which the headline results of the analysis were shared.

8. Workforce plans will be put in place to assist with retraining, recruitment and accommodation requirements within budget restraints.

Action: Secretariat will keep this subject on the RC agenda with an update to be provided monthly by Head of Reprioritisation.

Human Resources Update

9. The Head of HR Services provided an update in respect of the workforce profile as at 31 March 2018. The headcount is slightly down on the March 2017 figure.

10. COPFS will be taking on more Modern Apprentices which will increase the number of staff in COPFS on fixed term appointments; modern apprentices and trainee solicitors will be shown separately in future HR management information.

11. A number of recruitment campaigns have been advertised during the last two months.

12. Sick absence is lower than in previous years and continues to move closer to the Civil Service average.

Action: HR will look at a breakdown of Sections/Functions sick absence.

Estates Update

13. The Estates Director provided a brief overview of the current position in respect of the COPFS' Estates Strategy. Work has been completed in respect of Falkirk, Hamilton, Kirkcaldy, Airdrie and Oban offices. Work in the Ballater Street office is on hold but will recommence early in the 2018-19 financial year with a view to works being carried out during 2018-19.

14. Further Office Rationalisation Projects are being considered for 2018-19

15. A paper in respect of the Estates Strategy and Delivery will be submitted to the Executive Board for their June meeting.

16. The Committee recognised the hard work undertaken to successfully deliver the planned projects on time.

Other Business

17. There was no other business.

Date of next meeting: 23 May 2018