

**RESOURCES COMMITTEE  
MINUTES OF THE MEETING HELD ON 28 JANUARY 2019  
CROWN OFFICE, 25 CHAMBERS STREET, EDINBURGH**

**Present:**

**Members**

John Logue	Deputy Crown Agent (Operational Support)(Chair)
Ian Walford	Deputy Chief Executive
Catriona Dalrymple	Procurator Fiscal (Local Court North and East Scotland)
John Cooper	Non-Executive Director
Sarah Carter	Head of Human Resources Services
Bill Comrie	Head of Business Management (Serious Casework)
Evelyn Aitken	Head of Management Accounting and Planning
Graham Kerr	Director of Support Services/HOBM

**In attendance**

June Campbell	Secretariat
Doreen Crawford	Head or Workforce Planning and Reward
Fraser Matheson	Legal Assistant to DCA, Operational Support

**Apologies**

Mark Howells	Finance and Procurement Director
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**Welcome**

1. The Chair welcomed everyone to the meeting including Fraser Matheson in his new role and Doreen Crawford. Mark Howells will provide a procurement update at the February meeting.

**Minutes from meetings held on 10 January**

2. The minutes were agreed.

**Actions**

3. Actions 1, 2, 7 and 9 are ongoing or are scheduled for a future meeting.

4. Actions 3, 4, 5, 6, and 8 are closed.

**2018-19 Finance Update, 2019-20 Budget and Expansion Plan**

5. The committee was asked to note the forecast position as at 31 December 2018. The forecast against budget shows a cash underspend – mainly attributable to Case Related Costs and Staffing. The forecast includes the assignment of the forecast underspend agreed at the previous meeting on 10 January 2019.

**Action: The committee would like a note of all the amounts already allocated from the forecast underspend in future Finance updates.**

6. The recruitment programme is ongoing but the number of new staff planned for may not be wholly achievable by the end of the 2018-19 financial year.

**Action: The committee would like summary information by correspondence about recruitment progress.**

7. Functions are working closely with the Finance Division in respect of monitoring the existing and new staff positions and forecasting processes. Following agreement from the committee at the 10 January meeting a medium staffing scenario is being developed with the Functions for 2019-20.

8. A workshop will take place in March to provide assurance in achieving the non-staff expenditure plans for 2019-20 and to examine the scope for further non-staff savings in future years.

9. The Committee **agreed** that the ISD proposal, previously submitted to Finance, for the purchase of additional equipment to be brought forward from 2019-20 should be a priority call on the forecast underspend at 31 December 2019, and that new bids may be dealt with by correspondence. Any spend should provide long term benefits or bring forward necessary spend from 2019-20 to 2018-19.

**Action: the Committee will be provided with details of the 19/20 funds freed up as a result of the allocation of underspends in 18/19 and the bringing forward of expenditure.**

#### **Process for submission of Invoice Review**

10. Finance stressed the importance of invoices being processed for payment in the relevant financial year and the consequences when this does not happen. Where any query arises in respect of an invoice Finance should be consulted and made aware of the problem. Use of the P2P purchase ordering and invoice system should reduce this issue.

**Action: Finance will arrange for the issue of a communication alerting staff to the importance of processing invoices timeously with relevant set of instructions.**

#### **Non Staff Savings Workshop**

11. The committee were advised of the proposed format and aims of the Non Staff Savings Workshop. Papers for the workshop will be circulated in advance to:

- Provide assurance in respect of plans for delivery of non staff expenditure budgets for 2019-20.
- Aid consideration of options and opportunities and the associated risks for further savings from 2020-21.

The Committee **agreed** the proposal for the format of the workshop subject to some amendment and further discussion with those who will be preparing papers. Options for consideration should be set out clearly in material.

### **Human Resources Update**

12. Human Resources provided a high level summary in respect of Staffing, Absence, Recruitment, Exit Interviews and the Annual Leave carryover survey. Main highlights;

- Workforce has increased between 31 December 2017 and 31 December 2018.
- Average working days lost in respect of sick absence has decreased slightly since 31 December 2017 and 31 December 2018.
- There has been a great response in respect of Band C Case preparers posts advertised.
- Most staff leaving would work for COPFS again or recommend friends and family to work for COPFS. A new exit questionnaire has been developed which can be completed anonymously on-line.

**Action: The committee would like this format used for Human Resources updates at future meetings.**

**Action: The committee would like information from the report provided to staff on PF Eye.**

### **2019-20 Pay Deal Discussion**

13. An informal meeting took place this month with PCS and FDA representatives. The remit for the pay negotiations is due to be submitted to SG for approval by 18<sup>th</sup> February. Once a remit has been approved formal negotiations will take place. Updates will be provided at future committee meetings.

### **Workforce Plans Update**

14. The Business Services workforce plan for 2019/20 and beyond will be submitted to the Executive Board at their next meeting for their approval.

15. Finance and HR will work closely with Local Court and the Serious Casework Group Functions in respect of their workforce plans over the next few weeks prior to them being submitted to Executive Board by their respective DCAs.

### **Estates/Strategy Delivery Update**

16. The Estates Strategy action plan is progressing with instructions to project managers to proceed with principal projects. Specialist office layout planners have been commissioned to review use of space at Crown Office and Paisley Office.

17. The committee discussed space issues in Edinburgh PFO as a result of the arrival of new resources from Scottish Government funds. It was agreed that HOBMs would take this forward to make best use of space within the building.

**Action: HOBMs will take forward best use of office space as detailed in paragraph 17.**

18. The heating sensors in Crown Office are under review. Secondary glazing is being installed at the front of the building in the 2019-20 financial year.

19. The Estates action plan will concentrate on maintenance of buildings and best use of office space in 2019-20.

### **Other Business**

20. Steve Scott (Senior Consultant (Contracts and Process Review) will continue to provide updates in respect of Forensic and Non Forensic Pathology & Mortuary Provision and will attend next month's meeting. The Chair thanked everyone for their contribution to the meeting.

**Date of next meeting 28 February 2019**