

RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 28 JULY 2020
HELD VIA TEAMS

Present:

Members

John Logue	Deputy Crown Agent (Operational Support) (Chair)
Ian Walford	Deputy Chief Executive
Graham Kerr	Head of Business Management (Local Court)
Bill Comrie	Head of Business Management (Serious Casework)
Jonathan Shebioba	Director of Support Services
John Cooper	Non-Executive Director
Marlene Anderson	Head of Finance
Sharon Davies	Head of Management Accounting and Planning
Sarah Carter	HR Director
Doreen Crawford	Head of Workforce Planning & Reward

In attendance

Richard Brown	Legal Assistant to DCA, Operational Support
John MacFarlane	Head of Business Support Services
Kathy Brown	Secretariat
Colette Weir	Secretariat

Apologies

Mark Howells	Director of Finance and Procurement
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Welcome

1. The chair welcomed everyone to the meeting. He introduced Sharon Davies who had recently taken over the post of Head of Management Accounting and Planning. Due to the current Coronavirus outbreak the meeting was conducted via Teams.

Minutes from meeting held on 29 June 2020

2. The Committee agreed the minutes as an accurate record of the meeting.

Action Log

3. The Committee agreed the following amendments to the Action Log and noted progress with the remaining actions.

Actions 3, 4, 7, 8 10 & 11 were all closed.

HR Update

Staff Report

4. The Head of Workforce Planning & Reward (HWPR) updated the Committee on the staffing position as at 30 June 2020. The position continues to be stable with very little sign of staff leaving and continuing reduction on staff absence. With regards to Overtime, HWPR pointed out the report currently showed the number of claims processed and proposed going forward it may be more beneficial if this was broken down to hours worked. The Committee agreed to this change.

5. The HR Director confirmed she was continuing to press Scottish Government (SG) for a response with regards to Pay Coherence. The COPFS business case may be considered as part of a wider SG piece of work on pay coherence which is due to restart in August 2020. HR Director agreed to update the Committee once details have been received.

Finance Update

2020/2021 Budget

6. The Head of Finance provided the Committee with an update on the latest developments in Finance matters. The Committee noted the Quarter 1 savings against the same period last year. In particular in relation to the non-staff expenditure and court related costs which were down due to COVID-19.

7. COPFS have so far made 3 specific requests to SG for additional funding with 1 further request to be made shortly. SG has indicated that no commitment can be given pending further consideration of their 2020-21 budget management. The Committee pointed out the need for a contingency plan should we not receive this additional funding.

8. A workshop has been arranged for 13 August when it is planned to recalibrate function level budgets to reflect the current and expected financial environment. Following this Finance should be in a position to provide the Committee with a more concise budget forecast at the next meeting.

Corporate Risk Register

9. The Committee noted that the Head of Business Management for Operational Support has commissioned an internal review/update ahead of the 4th August Risk

Management Group (RMG) meeting and will provide feedback at the September 2020 meeting.

Procurement Update

10. The Head of Business Management Local Court (HoBMLC) provided the Committee with the latest developments in relation to procurement. He advised that the Service User Lead (SUL) Forum had been given a renewed focus and had been renamed Procurement Delivery Group (PDG) to be chaired by Elaine Hales.

11. PDG group members will be carefully selected to ensure they have the capacity and willingness to support the working relationships between SULs, Central Procurement Team (CPT) and PDG. Focus will be on raising awareness of both procurement and contract management, analysing all non-staff expenditure and the production and maintenance of a savings and benefits tracker.

12. The Committee welcomed the change and looked forward to seeing results, particularly around savings at the next update in October 2020.

Estates Update

MI Strategy and Delivery Report

13. Director Support Services provided an update on the current position in relation to Estates. The Committee discussed the successful relocation of COPFS to the new Inverness Justice Centre at the beginning of July; the replacement heating system in Dumbarton PFO which was underway with expectation for completion mid-August and the refurbishments of all windows in the Crown Office which, due to necessary procurement measures, has been cancelled for this financial year.

14. He advised that a review of all COPFS office layouts had been completed and the recommended social distancing layouts had been implemented across the organisation. As a precautionary measure, due to reduced staffing levels and office closures, a water sampling exercise was carried out across the COPFS (and SCTS) estate.

Estates Rationalisation/Options Paper

15. Director Support Services explained the purpose of the paper was to propose an approach to develop a medium/longer term framework and set of objectives for the COPFS estate, bearing in mind the parallel work of Future Ways of Working (FWoW) and Digital Workplace.

16. COVID-19 has enabled a fast track of the Digital Workplace and thus the thinking about the use of our estate. It was therefore suggested that the scope to make savings in the estates budget could be more significant than originally anticipated. To maximise the benefits of FWoW and the Digital Workplace, it was now possible to reconfigure the estate on the basis that every workstation is theoretically available to every member of staff.

17. He proposed that the FWow Programme Board be asked to consider and provide the Committee with views on 3 broad medium terms options of 5, 6.5 and 8 workstations for every 10 member of staff. Current SG guidance is for 8 workstations for every 10 members of staff.

18. The paper covered private sector lease break options over the next 5 years.

19. The Committee asked that Paragraph 2 be updated to clarify whether the 20% reduction in estate running costs had been met.

20. Discussions were had with regards to COPFS obtaining the use of space within court buildings. It was thought a national agreement between COPFS and SCTS was already in place and the Committee agreed to look for previous correspondence on this.

Action: In concluding the Committee agreed that the Support Services Directorate, working with the SCTS shared services estates team and space planners and the Shared Services Board, should:

(a) develop the medium term options on overall estates configuration set out in the paper for consideration by the FWow programme board;

(b) consult managers in the offices identified in the paper where rationalisation was possible because of potential lease breaks on future options;

(c) bring recommendations on the overall configuration and on individual offices back to Resources Committee at the appropriate times so that Resources Committee could consider the recommendations and submit advice to the Executive Board for final decisions.

Action: Committee to look for previous national agreement between COPFS and SCTS regarding use of space in courts.

Vehicle Strategy

21. The Head of Business Support Services (HBSS) provided the Committee with an update on the current position in relation to the Vehicle Fleet. He advised there were currently 19 cars and 15 vans. All vehicles are purchased via the Crown Commercial Services (CCS) Contract.

22. The vehicles are either assigned to individuals for business needs or business units or are available for use by members of staff to use for business needs and can be booked via Corporate Apps.

23. The Committee considered the options put forward in the paper. It was suggested that an additional analysis on the use of each individual vehicle be carried out to ascertain whether for low use vehicles it would be more cost effective to hire a vehicle through the SG Contract. The maintenance and disposal of vehicles was discussed and it was agreed that procurement options for a single

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contract should be explored and this should be raised at the next COPFS meeting with the SG Motor Transport Unit (SGMTU).

24. The Committee approved the paper and asked HBSS to start engagement with the functions and to provide an update in 6 months.

Action: HBSS to start engagement with the functions regarding the Vehicle Strategy and report back in 6 month.

Action: HBSS to develop procurement proposals for the maintenance and disposal of the vehicles.

AOB

25. No other business was raised.

Date of the next meeting: 27 August 2020