

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 31 AUGUST 2017
CROWN OFFICE, 25 CHAMBERS STREET, EDINBURGH**

Present:

Members

Ian Walford	Deputy Chief Executive (Chair)
Mark Howells	Procurement Director
Evelyn Aitken	Head of Management Accounting and Planning
Catriona Dalrymple	Procurator Fiscal (Local Court North and East Scotland) Finance Director
Stephen Woodhouse	Human Resources Manager
Lesley Gollan	Head of Business Management (Serious Casework)
Catherine Cunningham	

In attendance

	Secretariat
Lesley Thomson	

Apologies

	Deputy Crown Agent (Operational Support)
John Logue	Director of Human Resources
Janice Irvine	Director of Estates and Business Support Services
Bill Comrie	

Welcome

1. The Chair welcomed everyone to the meeting and passed on apologies from John, Janice and Bill.

Minutes from meeting held on 25 July

2. The Minutes were agreed.
3. The Procurement Director advised that one post had been filled in the Central Procurement Team in interim and that the other vacancy had been re-advertised. An update would be provided at the next meeting.

Actions from 25 July meeting

4. The open actions have a future date or are ongoing.

2017-18 Finance Update

5. The committee was asked to note and agree the forecast/Invest to Save position as at 31 July 2017. The Head of Management Accounting and Planning said that work was being done by Heads of Business Management (HOBMs) to establish a more accurate forecast for staffing expenditure in 2017-18 taking into account current staffing, expected turnover and vacancies filling assumption rather than basing forecast on the budgeted complement.

6. The committee agreed that a promotion board should be undertaken in respect of eight permanent Senior Procurator Fiscal Depute (SPFD) posts, subject to Workforce Planning Group (WPG) finalising the details of the exercise. The committee also agreed to endorse the WPG decision that 15 Modern Apprentice Band Bs should be recruited externally. The committee agreed that a notice to staff including an announcement of these decisions should be published the following week.

7. The committee agreed that unallocated Invest to Save funds should be available for any additional pressures in Local Courts or the Estates/Information Services Department (ISD) teams as a result of the tight deadlines for implementing some office moves before the end of the financial year, bearing in mind the significant savings expected to accrue in future years.

8. The Head of Business Management (Serious Casework) advised that the Functions were seeking to balance potential pressures against Significant Cases funds so far unallocated and would continue to keep Finance Directorate updated.

Band B Workforce Planning

9. The Deputy Chief Executive (DCE) provided an analysis to help inform longer-term workforce planning in relation to Band B staff. The committee were asked to consider the analysis as a starting point and to offer any further steers. The DCE stated that this will feed into the longer term Function workforce planning.

2018-19 Budget Planning

10. The Finance Director advised that a decision regarding the final budget allocation from Scottish Government (SG) will not be due until November or December this year; however the Crown Office and Procurator Fiscal Service (COPFS) have been awarded an indicative allocation.

11. The Finance Director proposed a new process for allocating and agreeing budgets for 2018-19. It was agreed that Finance Directorate would calculate an indicative budget for each COPFS Function for 2018-19 and 2019-20 by the end of November based on the assumption about the overall allocation for COPFS using the methodology proposed. This would allow each function time to work out what can and cannot be achieved within the allocated budget.

It was also proposed that a budget for non-staffing expenditure should be looked at first and once figures have been agreed, then the remaining budget would be

available for staffing. A report on the budget progress would be provided to Executive Board at the end of November.

It was also agreed that consideration should be given to setting staffing budgets for future years on the basis of headcount (including an expectation of in-year reduction in the headcount) rather than on the current basis of posts and vacancy factor, and the implications of such a switch including the ongoing need for post numbers.

Action: Finance and Human Resources (HR) to review options for setting staffing budgets, with initial discussion at WPG. An update on 2018-19 and 2019-20 budget planning would be provided to Resources Committee each month until March 2018.

HR Management Information at July 2017

12. The HR Manager stated that the number of staff on fixed term and temporary promotion had reduced as expected.

13. The HR Manager stated that a deadline for the return the Appraisal Reports had been suggested for end of September as this would allow time for HR to calculate the pay awards to the salaries. A notice would be placed on the intranet to advise staff of the deadline.

Action: HR Manager to speak to the Management Information Team to clarify the staffing figures and provide an update at the next meeting.

Action: HR Manager to review the absence reasons headings with the possibility of redefining the headings.

Holiday Pay for Overtime Work

14. The HR Manager asked the committee to consider the proposed options that could be taken. It was noted that this additional expenditure will be a pressure as it was not budgeted for.

The HR Manager advised that the most cost effective option to take would be option one, which would be to pay a premium on all overtime, on-call allowances and paid travelling time once every quarter. The premium would be paid to all staff who had worked overtime.

If the Committee agreed with this option, then talks could start with the trade unions. The committee agreed to go ahead with option one and backdate the pay to April 2017.

Estates Update

15. A brief update on the implementation of the Estates Strategy was provided. The Procurator Fiscal (Local Court North and East Scotland) advised that discussions were still ongoing in regards to the Kirkcaldy and Airdrie offices to ensure that the maximum potential for savings would be realised.

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

There is still a lot of work to be done and an update will be provided at the next Resources Committee.

16. The Committee agreed the proposals in respect of the approach to the review of COPFS Data Centres and that a report would be made to the Resources Committee in due course on detailed options.

Other Business

17. The Chair thanked everyone for their input.

Date of next meeting 28 September