

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 24 JULY
CROWN OFFICE, 25 CHAMBERS STREET, EDINBURGH**

Present:

Members

John Logue	Deputy Crown Agent (Operational Support)(Chair)
Ian Walford	Deputy Chief Executive
Douglas Taylor	Head of Management Accounting and Planning
Graham Kerr	Director of Support Services/HOBM
Mark Howells	Finance and Procurement Director (DFP)
Bill Comrie	Head of Business Management (Serious Casework)
John Cooper	Non-Executive Director

In attendance

Lesley Gollan	HR Manager (Reward, MI and Operations)
Paulina Mejer	Secretariat

Apologies

Catriona Dalrymple	Procurator Fiscal (Local Court North and East Scotland)
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Welcome

1. The Chair welcomed everyone to the meeting.

Minutes from meetings held on 27 June

2. The minutes were agreed.

Actions

3. Action two has been closed, following submission of paper to July's meeting.
4. All other actions are still open.

HR MI Update

5. The Committee was provided with a high level summary of the key HR management information (MI), providing detailed analysis of current staff levels, recruitment progress and workforce profile.
6. The Committee noted the contents of the paper. The Non-Executive Director pointed out the figures relating to stress related staff absences appear to have increased since the last occasion. This was

noted by the Committee and HR confirmed they will be looking at these statistics in more detail in the upcoming weeks.

7. It was agreed that the HR MI paper should be presented to the Committee around 6 weeks after the end of each quarter of the FY, starting with the August meeting in respect of the first quarter of 2019-20.

Finance and Procurement Update

8. DFP provided the Committee with the summary of latest developments within the department.
9. The COPFS and QLTR Annual Accounts were approved for signing by the respective Accountable Officers at the Audit and Risk Committee on 3rd July.
10. Current spending figures were provided to the Committee. The Chair noted the report showing there are no indications from HBMs of the organisation not being able to stay within its allocated budget in 2019-20.
11. A detailed review of overtime figures is to be carried out in August and a report will be provided at the September meeting.

Action: A detailed report on overtime figures to be provided at September meeting.

12. DFP advised the April 2019 pay increases will be paid at the end of August, following feedback from Trade Unions.
13. The central Procurement team is continuing to deliver a significant amount of work.

Spending review/Finance Strategy Update

14. DFP advised the Committee the spending review is underway, with initial communication with the Scottish Government established. The Committee discussed further steps.
15. The Committee noted the Finance Strategy is currently being worked on and should reach its final form in the next few weeks.

Medium Term Financial Planning (MTFP)

16. Finance provided the Committee with an overview of the initial work on the COPFS MTFP. As COPFS needs to plan its finances for the period of current financial year and subsequent 4 years, the MTFP is designed to provide a detailed analysis of the financial implications of delivering COPFS commitments over the life of the plan.

17. Director of Support Services is working very closely with the Chief Digital Officer to identify the needs for the organisation's further development.
18. The Chair noted the paper and advised he would like to be able to share it, in its final form, with the Executive Board at the meeting in November 2019 ahead of confirmation of the 2020-21 budget.

Practising certificates: potential for medium term non staff savings

19. The paper submitted to the Committee was to provide advice from HR in respect of the payment of practising certificates for solicitors employed by COPFS.
20. The Committee noted the paper and discussed the implications of implementing the changes. The decision made was not to pursue that avenue, however it was highlighted the matter could be revisited should the circumstances change but that it would be a low priority as a potential saving.

Estates Update

21. The Resources Committee was provided with an update on the current position in relation to work undertaken.
22. The highlights included:
 - Estates Strategy - Work in Dundee is progressing, with fire-stopping issues now resolved. Inverness move arrangements now passed over to the local management.
 - Expansion Plan – Edinburgh PFO work is now completed and the local management has been tasked with arranging staff moves. Hamilton work is currently at scoping stage, depending on funds available. Kirkcaldy alterations have been reviewed and the cost is currently being reviewed. Dumfries, Dumbarton and Crown Office work have all been completed.
 - Maintenance – COPFS instructed for a cost review of additional radiators and options for heating control to be provided for a decision to be made. Hamilton fire stopping works will commence in August. Dumbarton's re-roofing work is due to be commenced in the autumn.
23. The Chair noted the paper and thanked the Director of Support Services for the work done on the estates.

AOB

None.

Date of next meeting 30 August 2019