

**RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON 29 MAY
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) [present for part of meeting only]
John Cooper	Non-Executive Director
Douglas Taylor	Head of Management Accounting and Planning
Graham Kerr	Director of Support Services/HOBM
Mark Howells	Finance and Procurement Director

In attendance

June Campbell	Secretariat
Paulina Mejer	Secretariat
Keith Dargie	Chief Digital Officer

Apologies

Bill Comrie	Head of Business Management (Serious Casework)
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Welcome

1. The Chair welcomed everyone to the meeting. He expressed his gratitude to June Campbell for all her work provided over the years, as this was her last Resources Committee meeting and welcomed Paulina Mejer to her first meeting as a new member of the team. The Chair also congratulated Graham Kerr on his 40 years of work in the civil service.

Minutes from meetings held on 25 April

2. The minutes were agreed.

Actions

3. Action 1 has now been closed and incorporated with action 3, which remains ongoing.

4. Action 2 is closed, however Steve Scott is to provide a progress report in respect of the Pathology and Mortuary at the June meeting.

5. Action 4 is closed.

6. Action 5 remains ongoing, with an update to be provided at the July Resources Committee meeting.

2018-19 Finance and Procurement Update

7. The committee was invited to note that the 2018/19 forecast expenditure details a small 'cash' underspend subject to any adjustments required as part of the Audit Scotland Review.

8. Finance will submit an action plan in respect of the ideas and options put forward at the Non-Staff Expenditure workshop at the June Resources Committee meeting.

9. Finalisation of the COPFS Strategic Plan the 2019-20 budget allocations to Functions, and planning for the forthcoming spending review and revision of the Finance Strategy can now go ahead following clarification in respect of the funding of the increased employer pension contributions.

10. A Band E procurement specialist who will lead on regulated procurements (more than £50,000) joins the organisation next week. Options regarding future resourcing for identifying Off Contract Expenditure and Reviewing Contract Management practice are being considered.

Spending review/Finance Strategy Update

11. Functions will receive details of their budgets this week. Local Court, Serious Casework Group and Policy will provide three year staffing projections. Three year delivery cost scenarios will be provided to the Resources Committee at their June meeting.

12. The Resources Committee(RC) would like to see the organisation build on process improvements implemented last year in respect of IT; the Committee acknowledged that further appropriate investment in IT, Estates, Finance and Learning & Development was likely to be required to enable COPFS to deliver savings and continue to make service improvements.

Finance & Procurement Staffing Structure

13. The committee were invited to note the current position of staffing in Finance & Procurement (a brief history of the staffing changes since the re-integration of the two functions in December 2018 was provided) and to consider the proposed future options.

14. The Executive Board approved the Business Services workforce plan which included the Finance & Procurement Division at their February meeting. Since that time there have been changes in staffing and the way in which aspects of Procurement are being dealt with. To provide resilience and flexibility and enable the Director of Finance and Procurement to focus at a strategic level consideration is being given to recruiting a Band G Head of Finance.

15. Following discussion the committee **endorsed** the staffing plans.

Witness Costs: potential for medium term non-staff savings

16. Due to the unavailability of the Head of Business Management (Serious Casework) because of problems with the video conference facility this will paper be discussed at the next meeting.

Learning & Development Strategy

17. The committee were provided with an update on progress made in relation to the Learning & Development (L&D) Strategy and were asked to consider whether they are the appropriate governance route for the strategy and to sign it off for publication.

18. Consultation has taken place with all areas of the organisation. Both the Senior Executive Team and the Senior Leaders have had sight of the strategy. It is intended to update L & D staff, publish the strategy and provide monthly updates to COPFS staff. The Resources Committee requested sight of a delivery plan from the Director of Support Services detailing where we are against strategy.

Action: Director of Support Services to provide delivery plan detailing where we are against L&D strategy.

19. Following discussion the committee **agreed** to be the governance route for the strategy and **signed it off** for publication.

Estates Update

20. The Director of Support Services provided an update on the current position in relation to Estates. Refitting and construction work being carried out at Dundee Procurator Fiscal Office and the Inverness Justice Centre are ongoing and will meet planning schedules.

21. Offices requiring alterations in respect of COPFS Expansion plan are in progress or completed.

22. Refurbishment and maintenance work in Crown Office, Hamilton and Dumbarton is ongoing. A fresh look is being undertaken at all outstanding maintenance work. Shared Services will be presented with a programme of proposals in relation to this work and compliance matters at their July meeting.

23. Estates Transformation update will be provided to the committee at the RC July meeting. The Director of Support Services and the Procurator Fiscal (Local Court North and East Scotland) will discuss and consider a communication for some of the smaller offices in the organisation.

Information Services Division (ISD) costs: potential for medium term savings

24. The Chief Digital Officer provided an overview of ISD's budgets and non-staff expenditure cost efficiencies and cost avoidance.

25. ISD has an underpinning focus on reducing costs and delivering efficiencies as a result of implementing new digital services. Plans are in place to rationalise or replace a number of existing technologies and services over the course of 2019/20. The overall implementation of the Digital Strategy Delivery Plan will provide opportunities for potential budget savings.

26. A Digital Transformation and Case Management Summit is being held in August for key stakeholders to discuss digital innovation priorities.

Action: Committee asked Chief Digital Officer to provide an update in respect of non-staff savings and spend to save initiatives at the November 2019 Resources Committee meeting.

Corporate Risk Register

27. The Committee were provided with an update on the Corporate Risk Management.

28. **Risk 1; Insufficient skilled and engaged staff are to be deployed effectively.** The current risk score is reducing following the completion of the expansion plan recruitment exercise.

29. The committee noted the work carried out by the Risk Management Group confirming management of Corporate Risk is in a good place within the organisation.

AOB

None.

Date of next meeting 27 June 2019