



## Minutes

**Meeting:** Resources Committee

**Date:** 31 January 2012

**Time:** 10.30am – 12.30pm

**Venue:** Room 0.24, Compass House

**Present:** Carol Paton, Convener  
Sally Witcher OBE  
Michael Cairns  
Morag Brown

**In Attendance:** Karen Anderson, Acting Chief Executive  
Professor Frank Clark CBE, Chair  
Gordon Weir, Director of Resources  
Kenny Dick, Finance & Procurement Manager  
Valerie Cramb, Employee Development Manager  
Heather Stevenson, HR Manager  
Carol Walker, Corporate Admin Manager (Item 5.0)  
Christal Schneider, Secretary

**Apologies:** Cecil Meikeljohn  
David Wiseman  
Theresa Allison

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<b>Item</b>		<b>Action</b>
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**1.0 APOLOGIES FOR ABSENCE**

Apologies were noted as above.

**2.0 DECLARATION OF INTEREST**

There were no declarations of interest.

**3.0 MINUTES OF PREVIOUS MEETING – 29 November 2011**

The minute of the previous meeting held on 29 November 2011 was accepted as an accurate record.

**4.0 MATTERS ARISING**

**2011-12 Budget Monitoring** – The communication had been taken to draft stage and work is ongoing with the Partnership Forum Representative.

**5.0 DRAFT ADMIN STRATEGY  
REPORT NO: R-01-2012**

The Corporate Admin Manager presented the strategy to the Committee. The Committee was requested to approve the strategy and note the work that had been undertaken in relation to consultation and the planned timescales for related activities outlined in the accompanying action plan.

This strategy was developed in consultation with Office Managers and the Committee noted:

- That although this was the first draft, it was accepted by admin staff as continuation of practice which had been widely accepted in the Care Commission
- The new strategy outlined objectives for admin staff in support of the Corporate Plan
- Consultation on the first objective in relation to reviewing the interim admin structure had taken place at a series of workshops for admin staff held in January 2012
- Full consultation on the action plan would take place at an admin development day to be held early in April 2012

The Chair noted the challenges there would be around expectations in terms of admin support given that staff from three different organisations were brought together. The Corporate Admin Manager explained that expectations could be managed through implementation of the strategy.

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The Committee noted that work was underway to determine the admin support requirements for integrated inspections of children's services.

Discussion took place on elements of work that would be required to ensure the balance of tasks between administrative and regulatory staff was correct. It was agreed that achieving this balance would support and promote the creation of efficiencies in this area.

Points in terms of content were noted and the paper would be amended to include clarification of roles and the impact of technological advances on this support function.

The Committee:-

- Approved the Admin Strategy 2012-2014
- Noted the work that had been undertaken in relation to consultation and the planned timescales for activities within the Action Plan

**6.0 WEST OF SCOTLAND PROPERTY OPTIONS  
REPORT NO: R-02-2012**

The Director of Resources introduced this item. At the last meeting of the Resources Committee a verbal update had been provided. Discussions had taken place with the Scottish Government who had now confirmed they are content with the recommendations.

The Committee:

- Approved the lease of the premises in the Piazza, Paisley be renewed to 2022 with a break at 2017 on the basis of the current offer from the Landlord.
- Approved the current space occupied by the Care Inspectorate in the Europa Building; Glasgow should be vacated at the earliest appropriate date.

**7.0 2011-12 BUDGET MONITORING  
REPORT NO: R-03-2012**

The Finance and Procurement Manager introduced this item and requested the Committee:

- Consider the revenue monitoring statement for the year to 31 March 2012 and agrees to the Sponsor Department being notified of a further reduction in drawdown of £415k in the approved grant in aid for the financial year.

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- Consider the capital monitoring statement as at 31 December 2011.
- Note the report detailed the main reasons for the increase in the underspend since the last report to the Committee.

The Chair advised that there were unique contextual issues in the current year and the figures for 2011-12 and 2012-13 needed to be looked at together. It was noted that a communication was being prepared for staff. An offer has been made to the Scottish Government Sponsor Team to attend an induction day which will give insight into the work of the Care Inspectorate.

The Director of Resources and the Finance and Procurement Manager reported on a meeting held with the Scottish Government Health Department Finance staff. There were a number of areas of joint development activity that were agreed including:

- Developing a more meaningful monthly reporting of financial position and dialogue between the Care Inspectorate and Scottish Government
- Improving the clarity of presentation of efficiency savings and working to develop future savings targets

The Committee:-

- Approved the recommendations and the capital monitoring statement.

**8.0 2012-13 DRAFT BUDGET  
REPORT NO: R-04-2012**

**AND**

**9.0 STRATEGY AND PERFORMANCE INSPECTION PLANNING  
REPORT 17 JANUARY 2012**

The Convener drew Committee's attention to item 9 – Inspection Planning Report – and the Draft Strategy & Performance Minutes. Timing for the approval of the budget was critical. Upon approval of the draft budget the process would be for Scottish Government to approve the budget including Ministers. The budget would then need approval from the Board. Any delay in the approval of the budget would have significant impact on various activities currently in progress within the organisation. The Director of Resources advised that it had been an unusual situation for the budget in that the budget was taken from a zero base.

The role of the Resources Committee was to approve the draft budget with inspection planning being a key element. The Committee noted that key amendments to the Inspection

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Planning Paper 2012-13 were detailed in the minute of the Strategy and Performance Committee of 17 January 2012 section 5.

The Committee was asked to note the outcome of the Strategy and Performance Committee meeting.

The Finance and Procurement Manager introduced these items and asked the Committee to consider the following:-

- Consider the draft budget set out in the report. Where the report provides options for budgeted expenditure the Committee was requested to agree options according to their priority and affordability.
- Agree that this draft budget report is submitted to the Sponsor suitably amended to reflect members' agreement of expenditure priorities.
- Agree that the draft 2012/13 Capital Plan is submitted to the Board for approval.
- Agree to recommend to the Board that the annual continuation of registration fee charged to care home service providers is reduced from £162 to £157.

Discussion was held on independent living and the regulation of Self Directed Support. Development was still ongoing but it was noted there was insufficient detail to bring this into our scrutiny plans. The role of the Care Inspectorate and Scottish Government's expectations and resource implications arising from Self Directed Support together needed to be made explicit with the Sponsor Department when the position is fully developed.

The Chair advised that external consultation had been held with Chief Social Work Officers who were very supportive of our approach to inspection.

The Finance and Procurement Manager advised there was the risk that the grant in aid available may be less than the £21.6m assumed in the draft budget and in the Scottish Government budget documents. The shortfall may be in the range of between £100k and £500k. Clarification was sought from the Scottish Government on the actual grant in aid figure. Work is underway to identify potential budget adjustments to accommodate the potential shortfall, although it is hoped this will be at the lower end of the range as was indicated by the Sponsor Department.

Detailed discussion took place on the assumption on which the draft budget was compiled. The recommendation to reduce care home fees to £157 per place was accepted as a holding position for 2012/13. The Scottish Government has scheduled a review

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of Care Inspectorate fees for 2012/13. The expectation is the conclusions of the review will be applied to the Care Inspectorate's 2013/14 fees.

Discussion took place on the options the Care Inspectorate had in improving and enhancing the service it delivers. The funding available is insufficient to meet the costs associated with the optimum investment needed in the enhanced scrutiny and regulation and other necessary or desired budget adjustments. The Committee was asked to consider the four recommendations made by the Strategy and Performance Committee together with other budgetary adjustments.

The Committee would look for assurance from the Executive Team that the chosen option was in line with the Corporate Plan, Business Plan and Key Performance Indicators. The Committee also asked the Audit Committee to revisit the Key Performance Indicators and Risk Register in the context of the chosen option noting that in the course of 2012-13 we will be reviewing performance management arrangements.

DoR

The Committee delegated the approval of business cases or the allocation of inspectors across the organisation to the Executive Team.

The Committee:-

- Agreed that the draft budget be submitted to Sponsor subject to the agreed changes.
- Agreed that the draft Capital Plan be submitted to the Board.
- Approved option B in the inspection planning paper as the best option subject to review progress after six months.
- Agreed to recommend a reduction in Care Home fees to the Board for approval.

#### **10.0 AUDIT SCOTLAND – SCOTLAND'S PUBLIC FINANCES – ADDRESSING THE CHALLENGES**

The Convener requested a short paper be prepared on this report and presented at the next meetings of the Resources and Audit Committees to facilitate discussion about how the Care Inspectorate is addressing the challenges highlighted in the report

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**11.0 SCHEDULE OF COMMITTEE BUSINESS**

The schedule of committee business was approved.

At next meeting of the Committee the schedule of committee business for the new year 2012-13 would be discussed.

**12.0 AOCB**

There was no any other business.

**13.0 DATE OF NEXT MEETING**

20 March 2012, Room 0.24, Compass House