

Minutes

- Meeting:** Resources Committee
- Date:** 4 February 2015
- Time:** 10.30 am
- Venue:** Rooms 0.18/0.24, Compass House, Dundee
- Present:** David Wiseman (Convener)
Ian Doig
Christine Dunlop (from item 8)
Linda Pollock
Sally Witcher
- In Attendance:** Paul Edie, Chair
Annette Bruton, Chief Executive
Gordon Weir, Director of Corporate Services
Kenny Dick, Head of Finance and Corporate Governance
Kirstine Rankin, Senior OD Adviser (representing Janice Gibson, Head of Organisational Development)
Gillian Berry, Senior Accountant (Observer, Item 12)
Anne Forsyth, Directorate Support Officer
- Apologies:** Janice Gibson, Head of Organisational Development

Item		Action
	The Convener welcomed everyone to the meeting, in particular Kirstine Rankin, Senior OD Adviser who was representing Janice Gibson, Head of Organisational Development and Gillian Berry, Senior Accountant as an observer and presenter of item 12.	
1.0	APOLOGIES FOR ABSENCE	
	Apologies for absence, as listed above, were noted.	
2.0	DECLARATION OF INTEREST	
	There was no declaration of interest.	

Version: 3.0	Status: <i>Approved 12.6.15</i>	Date: 14/07/2015
--------------	---------------------------------	------------------

3.0 MINUTE OF PREVIOUS MEETING – 9 DECEMBER 2014

The minute of the meeting held on 9 December 2014 was submitted and approved as a correct record subject to minor amendment.

DSO

4.0 ACTION RECORD OF MEETING HELD ON 9 DECEMBER 2014

The action record of the meeting held on 9 December 2014 was noted and updated.

5.0 MATTERS ARISING

5.1 ICT Update – Customer Engagement Questionnaire Feedback

The Director of Corporate Services updated the Committee in relation to work in progress and that there would be an ICT update made to the June 2015 meeting. The Committee noted that the Head of ICT and Information Governance was working on the ICT/Digital Strategy and that relevant aspects arising from the Customer Engagement Questionnaire would be incorporated into the strategy.

6.0 2014-15 BUDGET MONITORING REPORT NO: RC-01-2015

The Head of Finance and Corporate Governance presented the report which advised the Committee of the projected financial position for the year to 31 March 2015 (based on the December 2014 ledger). The following points were noted:

- That there was a projected underspend of £35k which was a reduction of £66k from the anticipated underspend position of £101k as reported to the previous Committee meeting.
- That there was a further Alternative Expenditure Proposal in respect of defibrillators to be considered by the Executive Team.
- That the projections at significant risk to change were around:
 - Staff costs – salary-related.
 - Staff costs – annual leave and flexi balances.
 - Staff costs – Terms and Conditions: Harmonisation/ Restructure.
 - Transport costs.
 - Administration costs – professional fees.
 - Fee income.

Version: 3.0	Status: <i>Approved 12.6.15</i>	Date: 14/07/2015
--------------	---------------------------------	------------------

The Committee:

- Considered the revenue monitoring statement for the year to 31 March 2015.
- Considered the capital monitoring statement as at 31 December 2014.

7.0 2015-16 DRAFT BUDGET AND INDICATIVE 2016-18 BUDGET REPORT NO: RC-02-2015

The Convener thanked all Care Inspectorate staff involved with putting this helpful and clear report together.

The Director of Corporate Services introduced the report and explained that in the short-term, the priority was to agree the budget for 2015/16 for submission to the Board and Sponsor for approval. The report highlighted potential budget deficits in 2016/17 and 2017/18 and these would need to be considered by the Committee as a matter of priority following agreement of the 2015/16 budget.

The 2015/16 draft budget had been developed as a balanced budget following the strategic direction given by the Committee at its December 2014 meeting.

The Head of Finance and Corporate Governance presented the draft budget proposals for 2015/16 and indicative budgets for the financial years 2016/17 and 2017/18. As a result of questions by the Committee, the following points were noted:

Draft 2015/16 Budget Compilation:

- That the report presented a clear summary of the budget growth and savings that had been implemented to deliver the balanced draft budget for 2015/16.
- That detailed calculations had gone into workforce planning based on the Committee's steer to protect inspector numbers as far as possible.
- That costs in relation to the replacement for the Regulation of Care Award had not been included and that discussions were ongoing with both the Care Inspectorate's and SSSC's Sponsors. Any additional cost would be required to be presented to Committee as an in-year pressure.
- That it was always intention to have a staff survey completed every two years, hence the reduction in the 2015/16 budget.
- That the implications of the reduction in the training budget would be compensated by an increase in in-house delivered training.

Version: 3.0	Status: <i>Approved 12.6.15</i>	Date: 14/07/2015
--------------	---------------------------------	------------------

- That there would be a job evaluation exercise commencing in 2014/15 for all posts below grade 8, the outcome of which may represent an in-year budget cost that would need to be considered by the Committee.
- That whilst there had been an increase in travel costs, efficient travel and subsistence would be promoted from both a financial and environmental perspective.
- That it was anticipated that inspector recruitment would be structured to start to address the known geographical and specialist knowledge imbalances between services and inspectors.

Indicative Budgets for 2016/17 and 2017/18:

Indicative budgets had been developed for 2016/17 and 2017/18. These highlighted the scope for significant funding shortfalls over the medium-term. The Committee agreed to have further consideration of the medium-term financial position at its next meeting and suggested it might be useful for a member/officer group to be established at an appropriate time.

DoCS

The Committee:

- Considered the recommended draft 2015/16 budget.
- Agreed that the recommended draft budget was submitted to the Board and Sponsor for approval.
- Agreed that the draft 2015/16 Capital Plan was submitted to the Board for approval.
- Agreed to recommend to the Board that all fees charged to regulated care service providers remained unchanged from 2014/15 rates.
- Noted the projected budget position for 2016/17 and 2017/18.
- Agreed that the indicative 2016/18 budget should be a standing item on the Committee agenda.

HoFCG

HoFCG

DSO

**8.0 PEOPLE MANAGEMENT POLICIES MONITORING REPORT
REPORT NO: RC-03-2015**

The Director of Corporate Services introduced the report which outlined the progress achieved in relation to the People Management Policy Programme which aimed to modernise all key policies over a rolling three year period.

The Senior OD Adviser presented the report which included:

- Eight updated draft policies for consideration and approval:
 - Capability

Version: 3.0	Status: <i>Approved 12.6.15</i>	Date: 14/07/2015
--------------	---------------------------------	------------------

- Special Leave
- Annual Leave
- Maternity Leave
- Paternity Leave
- Parental Leave
- Adoption Leave
- Fostering
- A new draft smoking policy for consideration.
- The proposed policy review programme for 2015.
- An update on the Care Inspectorate's approach for supporting the implementation and monitoring the deployment of new and refreshed policies.

The following general points were noted:

- That where abbreviations were used, these should initially be set out in full.
- That within the report, 5.2 there should be reference to the Partnership Forum within the diagram.

The following particular points were noted in respect of individual policies:

- Capability Policy:
 - That the policy, under 1. Purpose: should read '.....so it might be helpful to skip to the section.....'.
 - That clarity was required in respect of the right to be accompanied to a Capability Hearing (pages 7 and 12).
 - That the listed related policies and information should contain a reference to where they were located (page 11).
 - That there was no statutory age for retirement.
 - That capability was related to disability, and therefore the employer had to make reasonable adjustment at an early stage.
- Smoking Policy:
 - That this was a refresh of the existing smoking policy and had been reviewed in respect of the Healthy Working Lives Initiative and the recent development of e-cigarettes.
 - That the policy, under 8. Prohibition on Smoking: should read '.....employees should take or use their.....'; and that there needed consideration given to the reality that the Care Inspectorate was not the only body in each of its offices.

Version: 3.0	Status: <i>Approved 12.6.15</i>	Date: 14/07/2015
--------------	---------------------------------	------------------

The Committee:

- Noted and welcomed the progress achieved against the People Management Policy Programme.
- Noted and confirmed final approval for the updated version of the Capability, Special Leave, Annual Leave, Maternity Leave, Paternity Leave, Parental Leave, Adoption Leave and Fostering Policies, subject to the minor changes as detailed. HoOD
- Considered and provided feedback on the draft Smoking Policy.
- Considered and provided feedback on the proposed policy review programme for 2015, agreeing that the timing of the future evaluation of policies needed to be considered. HoOD
- Noted the approach for supporting the implementation and monitoring of people management policies.

9.0 ESTATES UPDATE REPORT REPORT NO: RC-04-2015

The Director of Corporate Services presented the report which provided an update on progress on the Estates Management Strategy and invited the Committee to approve proposed actions associated with the Dunfermline, Selkirk, Irvine and Lerwick offices. The report presented the options and issues for the locations along with the associated financial implications.

Following discussion of the options, the Committee:

- Approved the extension of the Dunfermline lease.
- Approved the continued co-location for the Selkirk office.
- Approved the preparation of detailed options for the Irvine office for consideration at the next meeting of the Committee.
- Noted the continuation of the Lerwick Memorandum of Terms of Occupation Agreement.

10.0 BILLING OF CARE PROVIDERS REPORT NO: RC-05-2015

The Head of Finance and Corporate Governance presented the report which updated the Committee on the progress on billing of care providers.

The Committee:

- Noted that all invoices for Quarters 1, 2, 3 and 4 of 2014/15 had been issued.
- Noted the progress to date on the debt collection process for the financial years 2002/3 to 2014/15.
- Noted the fees that had been waived.

Version: 3.0	Status: <i>Approved 12.6.15</i>	Date: 14/07/2015
--------------	---------------------------------	------------------

**11.0 BAD DEBT REPORT
REPORT NO: RC-06-2015**

The Head of Finance and Corporate Governance presented the report which informed the Committee on the position of debt written off as being irrecoverable and to advise on debt impairment.

The Committee:

- Noted the report.

12.0 ENVIRONMENTAL AND SUSTAINABILITY ISSUES

The Director of Corporate Services introduced item and gave an overview about why the Care Inspectorate reported on sustainability viz:

- Climate Change (Scotland) Act 2009.
- Compliance with Financial Reporting Manual (FReM).
- Scottish Government 'Greener Strategic Objective'.

The Senior Accountant thereafter gave a full and detailed presentation in relation to:

- Sustainability reporting and why the Care Inspectorate reported on it.
- The review of 2013/14 sustainability report.
- The challenges in reporting and improving performance.

The Committee:

- Welcomed the overview and agreed that a small member/officer group was arranged to look at environmental and sustainability issues in more detail to take into account with wider policies and provide the Committee with recommendations at a future meeting.

DoCS

13.0 SCHEDULE OF COMMITTEE BUSINESS

The Committee noted and updated the schedule, in particular:

- That an ICT Update was added for 12 June 2015 meeting.
- That Reviewing Risk was a standing item.

DSO

14.0 AOCB

There was no other competent business.

Version: 3.0	Status: <i>Approved 12.6.15</i>	Date: 14/07/2015
--------------	---------------------------------	------------------

15.0 DATE OF NEXT MEETING

The date of the next meeting was noted as 12 June 2015 at 10.30 am, Compass House, Dundee.

Signed:

David Wiseman
Convener