

MINUTES

Meeting: Resources Committee
Date: 23 September 2014
Time: 10.30am
Venue: Room 0.5, Compass House, Dundee

Present: David Wiseman, Convener
Ian Doig
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
Janice Gibson, Head of Operational Development
Pamela Hill, Administration Assistant

Apologies: Christine Dunlop, Board Member

Item	Action
1.0 APOLOGIES FOR ABSENCE	
As noted above.	
2.0 DECLARATIONS OF INTEREST	
Paul Edie declared an interest in item 8 as he was a member of the SSSC's Council.	

3.0 MINUTE OF PREVIOUS MEETING – 18 JUNE 2014

The minute of the previous meeting was approved as an accurate record of the meeting.

4.0 ACTION RECORD OF PREVIOUS MEETING – 18 JUNE 2014

The action record was discussed and updated.

The Convener noted that staff had recently been asked to complete a questionnaire on ICT Customer Engagement. It was agreed that, as customers of the Care Inspectorate's ICT systems, Board members should have the opportunity to complete the questionnaire.

The Committee:

- Agreed that all members should be sent the ICT Customer Engagement questionnaire.

AA
Immediate

5.0 MATTERS ARISING

5.1 Item 15 ICT Review – Update on the Replacement of the Corporate Information Systems

The Chair agreed that an early Board development session on the ICT updates similar to that provided to the 18 June 2014 Resources Committee would be helpful.

Chair

The Director of Corporate Services would update the next Resources Committee on ICT issues. This would include initial feedback from the ICT Customer Engagement questionnaire.

DoCS
28 Nov 2014

6.0 2014-15 BUDGET MONITORING – REPORT NO: RC-17-2014

The Head of Finance and Corporate Governance introduced the report, which advised the Committee of the projected financial position for the year to 31 March 2015. The reported position of the £83k overspend as at 31 July 2014 had recently been revised to a £200k underspend, mainly due to staff recruitment. The Executive Team were considering alternative expenditure proposals to reduce the underspend forecast.

During discussion the following points were highlighted:

- Budgets were projected where there was sufficient information to allow this, with the default monthly profile being a twelfth.
- The annual and flexi leave rules allowed a maximum carry forward balance of five days. There were few exceptions to this. A financial value figure was placed on any leave at the end of the financial year based on the employee's rate of

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pay. With the introduction of Pulse, there was more opportunity to monitor accruals and more control as Pulse only allowed a maximum carry forward of five days without additional management intervention.

- As there could be a judicial review at any time when taking enforcement action against services, it was noted that there was risk associated with the forecast due to the inherent level of unpredictability.

The Committee:

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

7.0 PEOPLE MANAGEMENT POLICIES MONITORING REPORT – REPORT NO: RC-18-2014

The Head of Organisational Development introduced the report, which outlined the progress achieved in relation to the People Management Policy Programme. The programme was on track to modernise all key policies by December 2014, which would assist with changing the organisation's culture and reinforcing the Code of Conduct. The policies incorporated the suggested amendments received by the Resources Committee and Partnership Forum in June and July 2014. The briefing notes set out what had changed in terms of consultation.

During discussion the following general aspects were highlighted:

- The People Management policies were published on the intranet, however, the production of a manual of all policies was being considered.
- A management training programme was being delivered over three streams to all managers. This included reinforcing the expectation on managers to ensure that staff were aware of the policies, understood them and used them. The trade union representatives had also made a commitment to encourage staff to be aware of the policies.
- The Performance and Development Review System (PDRS), was currently being refreshed. The organisation would be reporting on the percentage of PDRS conducted. It was noted that PDRS completion was one of the questions in the recent staff survey so the results of that would provide an initial figure.

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- The relationship between guidance and policies was discussed. It was noted that the policies were contractual as they were referred to within employee contracts and guidance provided detail and clarity on the interpretation of the policies.

The Committee:

- Noted the progress achieved against the People Management Policy Programme.
- Agreed that an actual review date should be noted on all policies.

HoOD
Immediate

7.1 Social Media Guidance

The Head of Organisational Development advised that the Social Media Guidance supported the Code of Conduct and so reminded staff of their role and responsibility in using social media in their professional and personal lives.

During discussion the following points were highlighted:

- All policies would be reviewed at least every three years from the publication date.
- The 'all views are my own' disclaimer was standard and used plain English. Other specific guidance was issued from time to time by the Scottish Government, such as the recent guidance on the Scottish Referendum, which was issued to staff.

The Committee:

- Approved the updated version of the Social Media Guidance.

7.2 Time off for Trade Union Duties and Activities Agreement

The Head of Organisational Development advised that the agreement provided a framework to support employee relations and partnership working with the Trade Unions. It included definitions of entitlements for time off.

The Director of Corporate Services clarified there were no additional financial implications as a result of the agreement.

The Committee:

- Approved the updated version of the Time off for Trade Union Duties and Activities Agreement.

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7.3 Maximising Attendance Policy

The Head of Organisational Development advised that the policy aimed to encourage employees to maximise their attendance at work by promoting a focus on health and well-being, encouraging effective management and support by focusing on what an individual could do, rather than what they could not, and by helping employees who had been absent for a long time to return to work.

The Committee was briefed on the Executive Team's recent consideration of the abatement of leave as part of any phased return back to work. Staff still accrued a full leave entitlement when off sick and this had an operational impact once they returned to work. It was hoped to agree in principle that the long term accrual be reduced to the statutory holiday requirement rather than the organisation's more generous holiday entitlement but that any phased return would not need to use the employee's annual leave. This new option would be discussed with Partnership Forum on 6 October 2014.

Following discussion, it was agreed that the box to the left of the flowchart on page 12 (noting the caveat due to the equalities legislation) was too succinct and would benefit from the protected characteristics having more explanation.

The Committee:

- Agreed to the further revisions to the Maximising Attendance Policy.
- Noted that the next version of the Maximising Attendance Policy would be taken to Partnership Forum on 6 October 2014.

HoOD
6 Oct 2014

7.4 Equality and Diversity Policy

The Head of Organisational Development advised that the policy set out how the Care Inspectorate managed and advanced equality and diversity within the organisation. It was noted that there was mandatory training for all staff in Equality and Diversity in Q2 and Q3 of 2014-15, which would clarify the roles and responsibilities of every employee.

During discussion the following points were highlighted:

- In order to protect the Care Inspectorate's volunteers, the policy should note that the organisation sought to promote equalities and would seek to protect people acting as Care Inspectorate agents.

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- The ‘What is discrimination?’ section could be strengthened by including the main aspects of the mandatory training in the guidance.

The Committee:

- Agreed to the revisions to the Equality and Diversity Policy.
- Noted that the next version of the Equality and Diversity Policy would be taken to Partnership Forum on 6 October 2014.

HoOD
6 Oct 2014

7.5 Whistleblowing Guidance

The Head of Organisational Development advised that the revised version of the Whistleblowing Guidance provided additional guidance in relation to the Code of Conduct section on Reporting Inappropriate Behaviour (Whistleblowing).

During discussion, it was noted that professional groups also had whistleblowing arrangements and expectations.

The Committee agreed that the following aspects should be revised:

- Section 2:
 - First sentence should refer to the available Legislative guidance.
 - Should be strengthened to reassure staff that if suspicions were not confirmed by an investigation of a particular matter the matter would be closed and the employee’s confidentiality would not be breached.
- The example of a non-whistleblowing workplace issue could be strengthened.
- Consideration would be given to cross referencing to other policies and ensuring that the Care Inspectorate’s policies covered all aspects raised. If there were any gaps these would be added to the policy development and review programme.

The Committee:

- Agreed to the revisions to the Whistleblowing Guidance.
- Noted that the next version of the Whistleblowing Guidance would be taken to Partnership Forum on 6 October 2014.

HoOD
6 Oct 2014

8.0 PROGRESS UPDATE: THE REGULATION, INSPECTION, SCRUTINY AWARD (RISA) AND RISA (SCOTTISH SOCIAL SERVICES) – REPORT NO: RC-19-2014

The Head of Organisational Development introduced the report, which provided an update on the progress of the tendering process, financial implications and expected timescales for

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commencement of the RISA. There were significant resource pressures associated with the award, which would be further clarified following the tender process. Further updates would be provided to the Committee.

It was noted that the Chief Executive had agreed with the Chair to bring a paper to Policy Committee about the legislative requirements and the unintended consequences on the organisation's ability to recruit appropriate staff. Discussions had begun with the SSSC and both Sponsor branches to review the situation.

The Committee:

- Agreed to the commencement of the tender process to determine resource implications.
- Noted that the Policy Committee would consider the delivery of the required award.

HoOD
Oct 2014

9.0 TAYSIDE PENSION FUND - CONSULTATION ON INVESTING IN THE TOBACCO INDUSTRY - REPORT NO: RC-20-14

The Head of Finance and Corporate Governance (HoF&CG) advised that following on from discussion at the 15 August 2014 Board Development Event, the Board had agreed that he should draft a letter supporting the proposal for the pension fund to withdraw from tobacco investments but that this should be undertaken on a phased basis to minimise the impact on the employers' contribution rate. The draft letter at Appendix A would be a public record once submitted.

During discussion the following points were highlighted:

- Dundee City Council would take the views of employers into account and then take legal advice on withdrawing from investment in the tobacco industry.
- The earliest financial impact of any change would be from 2018-19.

The Committee:

- Considered the financial context in more detail.
- Agreed that it was appropriate for the draft letter to be sent to Dundee City Council as the Care Inspectorate's response to the consultation.
- Agreed that the letter be shared with the Partnership Forum.
- Agreed that the ethical investment reports and quarterly updates be submitted for information to Resources Committee meetings, as they became available.

HoF&CG
Immediate

HoOD
6 Oct 2014

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10.0 SCHEDULE OF COMMITTEE BUSINESS

The Schedule Of Committee Business was to the end of 2014-15. Once the 2015-16 dates were scheduled, future Committee business could be planned accordingly.

AA
Once
scheduled

The substantial item at the next meeting would be the draft budget. It was unlikely that the Care Inspectorate would have received an indicative Grant-in-Aid figure by then but an initial strategic discussion was still feasible. There would also be a significant number of people management policies to be considered, which might mean some items currently planned for the next meeting would be re-scheduled with the agreement of the Convener.

11 BILLING OF CARE PROVIDERS - REPORT NO: RC-21-2014

The Head of Finance and Corporate Governance presented the report, which noted the progress on billing of care providers and advised that there was nothing significant to flag to members.

The Committee:

- Noted that all invoices for quarters 1 and 2 of 2014-15 had been issued.
- Noted the progress to date on the debt collection process for the financial years 2002-03 to 2014-15.
- Noted the fees that had been waived.

12.0 BAD DEBT REPORT - REPORT NO: RC-22-2014

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 advised on debt impairment.

The Committee:

- Congratulated the income team for the relatively small amount written off.
- Noted the information contained in the report.

13.0 DATE OF NEXT MEETING

The date of the next meeting was Friday 28 November 2014 at 10.30am in rooms 0.7 and 0.8, Compass House, Dundee.

Signed:

David Wiseman
Convener

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