

MINUTES

Meeting: Resources Committee
Date: 9 December 2014
Time: 2.00 pm
Venue: Room 0.8, Compass House, Dundee

Present: David Wiseman, Convener
Ian Doig
Christine Dunlop
Linda Pollock

In Attendance: Paul Edie, Chair (items 1-8)
Annette Bruton, Chief Executive
Karen Anderson, Director of Strategic Development/
Depute Chief Executive
Gordon Weir, Director of Corporate Services
Kenny Dick, Head of Finance and Corporate Governance
Janice Gibson, Head of Organisational Development
Anne Forsyth, Directorate Support Officer

Apologies: Sally Witcher, Board Member

Item	Action
1.0 APOLOGIES FOR ABSENCE	
	Apologies for absence, as listed above, were noted.
2.0 DECLARATION OF INTEREST	
	There was no declaration of interest.

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3.0 MINUTE OF MEETING HELD ON 23 SEPTEMBER 2014

The minute of the meeting held on 23 September 2014 was submitted and approved as a correct record subject to minor amendment.

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4.0 ACTION RECORD OF MEETING HELD ON 23 SEPTEMBER 2014

The action record of the meeting held on 23 September 2014 was noted and updated.

5.0 MATTERS ARISING

5.1 ICT Update (including ICT Customer Engagement Questionnaire Feedback)

The Director of Corporate Services informed the Committee that there had been an excellent return on the ICT Customer Engagement Questionnaire. The analysis was about to commence and a further update would be reported to the Committee at its next meeting.

DoCS

5.2 The Regulation, Inspection, Scrutiny Award (RISA) and RISA (Scottish Social Services)

The Head of Organisational Development updated the Committee on developments, including meetings with Scottish Government and the SSSC. The Committee noted that the European Foundation for Quality Management (EFQM) training was continuing and that a Scottish Vocational Qualification (SVQ) route was being explored.

5.3 Update on Shared Services Strategy and Action Plan

The Director of Corporate Services informed the Committee that it was anticipated that the signing of the Service Level Agreements (SLAs) would be completed by the end of December 2014.

ITEMS FOR DECISION /DISCUSSION

6.0 2014-15 BUDGET MONITORING REPORT NO: RC-23-2014

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 October ledger). The following points were noted:

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- That there was a projected underspend of £101k which was a decrease of £184k in projected budget expenditure from the anticipated position reported to the previous Committee meeting.
- That action was underway to utilise the identified underspend and that the Executive Team would consider further Alternative Expenditure Proposals (AEPs).
- That the AEPs approved in respect of staff costs were temporary posts.
- That any future efficiencies in respect of the AEP for on-line registration would be considered for resourcing other priority areas.

The Committee:

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

7.0 2015-16 DRAFT BUDGET REPORT NO: RC-28-2014

The Head of Finance and Corporate Governance and Director of Corporate Services presented the report which informed the Committee of the draft budget position. Supplementary information in the form of a brief presentation was provided to the Committee.

The following initial points were noted:

- The current budget deficit of 467k.
- That Scottish Government had advised the Care Inspectorate of the grant-in-aid figure for 2015/16 as £22.158m, which represented a cash standstill from 2014/15.
- The resource models had been used to determine the FTE for Strategic Inspectors, Inspectors and operational administrative staff.
- That a savings exercise targeted at discretionary/uncommitted budgets had been proposed by the Executive Team.

Two specific aspects were discussed in detail:

- Inspector numbers:
 - This was a complex calculation and the Committee noted the impact of the care service inspection plan and the trend of increases in complaints received.

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- Care Home fees:
 - The Committee discussed the potential to increase Care Home fees and prospective benefits on risk from this approach.

Guiding Principles to Assist with Budget Development:

- The Committee asked that the Executive Team continued the budget development work and aim to maintain the flexible development inspector FTEs as far as possible within the overall financial limitations. Where this was not possible the Committee requested a detailed explanation of the rationale behind the proposed budget at its next meeting.
- The Committee expressed the view that any increases in fees should be part of a strategic consideration of the Care Inspectorate’s overall charging methodology and that this would only be possible as a medium-term initiative, carried out in conjunctions with Scottish Government.

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**8.0 PEOPLE MANAGEMENT POLICIES MONITORING REPORT
REPORT NO: RC-24-2014**

The Head of Organisational Development presented the report which outlined the progress achieved in relation to the People Management Policy Programme which aimed to modernise all key policies. The report also included a revised Maximising Attendance Policy and eight draft policies (Capability; Special, Annual, Maternity, Paternity, Parental, Adoption and Fostering Leave). The following general points were noted:

- That the Committee was seeing significant progress in relation to the People Management Policy planning.
- That the wording under 4.0, Resource Implications, would be amended for future reports to reflect the existing costs.
- That all abbreviations would be spelt out in full.
- That all policies would be checked for consistency.
- That the review date would be included on all policies when they were published.

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

- Maximising Attendance:
 - That there were records of exactly how many employees received a phased return to work, however this was not yet on the Pulse system.

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- That in example 2 of the briefing note, the 'two more days' annual leave should read 'two extra days'.
 - That the Head of Organisational Development would circulate the up-to-date CIPD publication in relation to sickness absence in the public sector to the Committee.
 - That on approval, this policy would raise the profile of maximising attendance and training would be rolled-out to employees and managers.
- Capability:
 - That the Capability Hearing Process diagram in Appendix 2 of the policy needed to be amended.
 - That the Equality Impact Assessment (EIA) needed further checking and confirmation in respect of 'protected characteristics'.
 - Annual Leave:
 - That the list of employers which were recognised in terms of continuous service would be deleted and a reference to the 'modification order' inserted.

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The Committee:

- Noted the progress achieved against the People Management Policy Programme.
- Approved the Maximising Attendance Policy subject to amendments.
- Considered and provided any relevant feedback on the eight draft policies.

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9.0 STRUCTURE OF COMPLAINTS AND REGISTRATION FUNCTIONS
REPORT NO: RC-26-2014

The Director of Strategic Development/Depute Chief Executive presented the report which provided the Committee with information, analysis and recommendations on the management structure of the complaints and registration functions. The following points in particular were noted:

- That the Complaints and Concerns Co-ordinator was a management post and the capacity at that level was required and that the post title had been discussed with this in mind.
- That the trial period currently being undertaken by the Complaints and Concerns Co-ordinator had been in place for nearly a year and that staff had been consulted prior to the commencement of the post.

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The Committee:

- Considered and agreed the recommended management structure.
- Agreed the revised Complaints and Concerns Co-ordinator role.

10.0 ESTATES UPDATE REPORT REPORT NO: RC-26-2014

The Director of Corporate Services presented the report which provided an update on lease-break issues on several of the Care Inspectorate's properties.

The Committee:

- Noted the proposed management actions and approved the further development of options for the Aberdeen, Musselburgh, Hamilton, Inverness and Dunfermline offices as recommended in the report.
- Approved the new business case for the Stornoway office.

11.0 SCHEDULE OF COMMITTEE BUSINESS

The Committee noted and updated the schedule.

ITEMS FOR INFORMATION

12.0 BILLING OF CARE PROVIDERS REPORT NO: RC-27-2014

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 and 3 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 fees that had been waived.

13.0 YOUTH EMPLOYMENT STRATEGY UPDATE REPORT NO: RC-29-2014

The Head of Organisational Development presented the report which provided a progress update in supporting youth employability initiatives through the Care Inspectorate's Youth

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Employment Strategy for 2013 - 2015. The following points in particular were noted:

- That all Government agencies and NDPBs were reporting to their next ministerial meetings on their strategies.
- That the potential costs of the Modern Apprenticeships would be reflected in the growth proposals within the budget.
- That consideration was to be given to any grant funding available to support youth employment initiatives.
- That staff were supportive of the scheme.

The Committee:

- Noted the progress achieved to date and revised plan to deliver the strategy by 2015.

14.0 AOCB

There was no other competent business.

15.0 DATE OF NEXT MEETING

The date of the next meeting was noted as the Effectiveness Session to be held on 30 January 2015 at 10.30 am, Compass House, Dundee.

Signed:

David Wiseman
Convener

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