

MINUTES

Meeting: Resources Committee

Date: 18 June 2014

Time: 10.30am

Venue: Rooms 0.18 and 0.24, Compass House, Dundee

Present: David Wiseman, Convener
Cecil Meiklejohn
Ian Doig
Christine Dunlop
Ann Houston

In Attendance: Paul Edie, Chair
Annette Bruton, Chief Executive (item 10 onwards)
Gordon Weir, Director of Corporate Services
Kenny Dick, Head of Finance & Corporate Governance (up to item 16)
Janice Gibson, Head of Operational Development (up to item 16)
Gillian Berry, Senior Accountant (up to item 8)
Eleanor Morton, Head of ICT & Information Governance (Items 15 & 16)
Ayslynnne Craig, AA (Minutes development)
Muriel Donaldson, OSM (Minutes)

Apologies: Sally Witcher

Item

Action

1.0 APOLOGIES FOR ABSENCE

As noted above.

2.0 DECLARATIONS OF INTEREST

There were no declarations of interest.

3.0 MINUTE OF PREVIOUS MEETING – 18 MARCH 2014

The minute of the previous meeting was approved as a correct record of the meeting.

4.0 ACTION RECORD OF PREVIOUS MEETING – 18 MARCH 2014

The Chair requested that target dates should be entered within the timescale column of the record. It was, however, noted that these dates may require some flexibility.

5.0 MATTERS ARISING

5.1 Item 4.1 (Item 5) Equality Impact Assessment

HoOD

An e-mail is to be issued to board members pointing them to the correct area in Pulse for completion.

6.0 2013-14 ANNUAL ACCOUNTS PROGRESS REPORT

The Head of Finance and Corporate Governance presented this report for consideration by the Committee.

Members discussed the report which detailed an updated financial projection for 2013/14. The revised forecast was for a surplus of £119k to the revenue element of the general reserve. The Head of Finance and Corporate Governance outlined the reasons for the movement since the latest projected position. Members congratulated management on delivery of this successful financial performance and discussed the approach taken to achieve this result through effective contingency planning and early engagement with Scottish Government. Potential budget underspends were identified at an early stage due to the detailed monitoring processes in place.

The Committee:

- Noted the draft Annual Report and Accounts.
- Noted the projected financial position for the 2013/14 financial year.

| | | |
|------------|--|--------------------|
| Version: 4 | Status: <i>Approved: 23 September 2014</i> | Date: 18 June 2014 |
|------------|--|--------------------|

7.0 REPORT ON EFFICIENCIES IN 2013/14 AND UPDATE ON THE 2014/15 PROJECTED POSITION

The Director of Corporate Services presented this report, which reviewed the efficiencies delivered in 2013/14 and highlighted those identified to date in 2014/15.

It was noted that the Scottish Government did not specify any formal efficiency targets, however, there was an expectation that each public sector body aimed to deliver an efficiency saving of 3% annually.

The report concluded that the Care Inspectorate was contributing fully to the Scottish Government's efficiencies agenda and was consistently exceeding its efficiencies targets.

Members discussed aspects of individual efficiencies, noting that this was a developing regime and it was anticipated that both the format and breadth of coverage would improve in future years.

The Committee:

- Considered and noted the report.

8.0 2013-14 PROCUREMENT PERFORMANCE REPORT

This report was presented by the Senior Accountant to provide an update on the procurement performance for the Care Inspectorate in 2013/14 and to present a proposed Procurement Strategy Action Plan for 2014/15.

Members discussed the annual procurement spend data included within Appendix 1 of the report, noting the positive progress that continued to be made.

The amendment to the Procurement Strategy Action Plan was also discussed, as was the report of Public Procurement Policy on small suppliers.

Members queried the level of spend on temporary staff and the reasons for this were provided. This included maternity/annual leave cover as well as the short term requirement for temporary staff as the structure review was being finalised.

| | | |
|------------|--|--------------------|
| Version: 4 | Status: <i>Approved: 23 September 2014</i> | Date: 18 June 2014 |
|------------|--|--------------------|

The Committee:

- Considered the 2013/14 Procurement Performance Report.
- Approved the report and action plan.

9.0 ORGANISATIONAL DEVELOPMENT ANNUAL REPORT

This report was presented by the Head of Organisational Development who outlined the progress achieved during the first 12 months of the new Organisational Development service. The five key Organisational Development priorities were highlighted and discussed.

Members discussed the workforce profile and commented positively on the graphical presentation in Appendix 2.

The Committee gave some constructive comments and suggested that future reports had the following:

- More benchmarking with other relevant organisations.
- Clearer information regarding turnover of staff.
- Further detail on managing sickness absence.

The Committee:

- Noted and reviewed the progress achieved to date.
- Noted the key priorities for the coming year.
- Considered and provided feedback on the workforce profile which is a baseline on which future years will be measured.

10.0 PEOPLE MANAGEMENT POLICIES MONITORING REPORT

The Head of Organisational Development presented the monitoring report on the development of the People Management Policies.

Members were advised of the progress achieved in Quarter 4 of 2013/14 (January to March 2014).

- Final versions of the code of conduct and Dignity at Work Policy were produced incorporating Resource Committee and Partnership Forum feedback.
- Draft guidance to supplement the Code of conduct was developed covering whistleblowing and social media.
- Draft Maximising Attendance, Equality and Diversity and Time off for Trade Union Duties and Activities policies were developed.
- An early draft of the Continuing Education Policy was

| | | |
|------------|--|--------------------|
| Version: 4 | Status: <i>Approved: 23 September 2014</i> | Date: 18 June 2014 |
|------------|--|--------------------|

developed and project initiation documents were developed for the Homeworking and PDRS reviews.

The Committee:

- Approved the following final policies:
 - Dignity at Work
 - Code of Conduct

- Approved the following draft policies to be taken to the Partnership Forum after some minor amendments:
 - Social Media Guidance – Descriptions to be future proofed prior to submission.
 - Maximising attendance – Guiding Principles, point 3 should read a principle of confidentiality.
 - Equality and Diversity – duplicate bullet point at top of page 4 to be removed.

- Approved the following draft policies to be taken to the Partnership Forum
 - Whistleblowing Guidance
 - Time off for Trade Union Duties.

HoOD

11 ESTATES MANAGEMENT PLAN

The Director of Corporate Services presented this report, which provided a review of the Care Inspectorate's estate.

Members discussed the report and the timing of the various lease breaks up to 2017 noting that option appraisals would be prepared to enable fully considered and costed decisions to be made. The Committee considered the business case for continued co-location at Solway House, Dumfries.

The Committee:

- Agreed that the co-location of Solway House, Dumfries should continue.
- Noted that further reports on the Estates Strategy would be presented to the committee during 2014/15.

12.0 BENCHMARKING PROPOSALS

The Director of Corporate Services presented this report, which provided an update on developments in benchmarking and proposed a 3-strand approach covering Corporate Services indicators, benchmarking with similar bodies and targeted benchmarking arranged through the Public Bodies Directors of Finance Forum (PBDFF) for specific topics.

| | | |
|------------|--|--------------------|
| Version: 4 | Status: <i>Approved: 23 September 2014</i> | Date: 18 June 2014 |
|------------|--|--------------------|

The Committee:

- Approved the report, noting that further reports on benchmarking activity and results would be periodically prepared for the Committee's consideration.

13.0 SCHEDULE OF COMMITTEE BUSINESS

The Committee:

- Noted and agreed the schedule.

14.0 BILLING OF CARE PROVIDERS

This report was presented by the Head of Finance and Corporate Services to note the progress on billing of care providers.

The Committee:

- Approved the report, noting the 2013/14 position and the progress in Quarter 1 of 2014/15.

15.0 ICT REVIEW – UPDATE ON THE REPLACEMENT OF THE CORPORATE INFORMATION SYSTEMS

The Head of ICT and Information Governance gave a presentation to the committee which updated the following:

- Progress on actions on current ICT strategy document
- Current ICT projects
- Future plans for engagement on Information System Developments.

The presentation covered six key themes:

- Business continuity
- Security
- Knowledge Management
- Communication
- Organisational Development
- Best Value.

The Committee:

- Agreed that it would be beneficial for this presentation to be given at a Board development event. The Convener agreed to discuss with the Chair of the Board.

Convener

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|------------|--|--------------------|
| Version: 4 | Status: <i>Approved: 23 September 2014</i> | Date: 18 June 2014 |
|------------|--|--------------------|

16.0 BUSINESS CONTINUITY PLAN UPDATE

This update was included in the above presentation.

17.0 AOCB

17.1 CONFIDENTIAL ITEM – REQUEST FROM EMPLOYEE RE JOB EVALUATION

The Committee were briefed on a recent challenge from a member of staff that a Job Evaluation Report that had been considered by the Remuneration Committee should have been considered by the Resources Committee.

The Committee reviewed the matter and agreed that the Remuneration Committee was the correct Committee but requested that the Terms of Reference for both Committees should be clearer and updated accordingly.

Board

18.0 DATE OF NEXT MEETING – 23 SEPTEMBER 2014

Signed _____ (Convener)

Date _____