

## Minutes

**Meeting:** Resources Committee

**Date:** 18 September 2015

**Time:** 10.30 am

**Venue:** Rooms 0.18/0.24, Compass House, Dundee

**Present:** David Wiseman (Convener)  
Ian Doig  
Christine Dunlop  
Linda Pollock  
Gavin Dayer

**In Attendance:** Paul Edie, Chair  
Karen Reid, Chief Executive  
Gordon Weir, Director of Corporate Services  
Kenny Dick, Head of Finance and Corporate Governance  
Janice Gibson, Head of Organisational Development  
Rami Okasha, Acting Director of Strategic Development  
Elaine Cranston, Directorate Support Officer  
Gillian Oldham, Accountant (observer)

Item	Action
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**1.0 APOLOGIES FOR ABSENCE**

The Chair welcomed everyone to the meeting, in particular, Gavin Dayer, new Board Member and Gillian Oldham from the Care Inspectorate's Finance Department.

There were no apologies.

**2.0 DECLARATION OF INTEREST**

There were no declarations of interest.

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### **3.0 MINUTE OF PREVIOUS MEETING – 12 JUNE 2015**

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

### **4.0 ACTION RECORD OF MEETING HELD ON 12 JUNE 2015**

The action record of the meeting held on 12 June 2015 was noted and agreed. DSO

### **5.0 MATTERS ARISING**

There were no matters arising.

### **6.0 2015/16 BUDGET MONITORING – REPORT NO: RC-24-2015**

The Head of Finance and Corporate Governance presented the above report to inform the Committee of the projected financial position for the year to 31 March 2016.

He advised the members there was a £19k underspend projected at this time although this is likely to change over the financial year and explained the individual budget variances that contributed to this position. Updates will be provided at future meetings.

The Head of Finance and Corporate Governance explained there were a number of risk areas that could impact on the financial projection and that the position would be closely monitored by the Executive Team

Discussion took place around:

- The £178k funding to support delayed discharge received from Scottish Government and this work leading to national priorities
- Agency staff costs
- The projected general reserve balance (that is within the target range of 2.5% to 3.5%)
- The planned recruitment of 23 FTE inspectors

The Committee noted the report.

### **7.0 PEOPLE MANAGEMENT POLICIES MONITORING REPORT – REPORT NO: RC-25-2015**

The Head of Organisational Development presented the report which outlined the progress achieved to modernise key policies over a rolling three year period. The following revised policies were considered:

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- Shared Parental Leave
- Carers Leave
- Equal Pay Policy Statement
- Career Break
- Homeworking
- Alcohol and Drugs Misuse
- Flexible Working

Discussions took place around the Homeworking Policy and whether it should apply to all staff (i.e. including existing homeworkers) or to new applicants only. It was agreed that it would apply to new applicants.

The Committee also discussed whether the policy should only apply to Inspectors or should it be expanded to cover Team Managers. It was agreed that the policy should apply to Inspectors only.

The Committee discussed the Flexible Working Policy and in particular the comments received from the Trade Unions but were content with the management response as these reflected legislation.

The Committee approved the policies with the assurance that the Homeworking Policy would be reviewed after one year.

HoOD

**8.0 HEALTH AND SAFETY PROGRESS UPDATE – REPORT NO: RC-26-2105**

The Head of Organisational Development presented the update report to the Committee.

The Committee noted the progress achieved in implementing the Health and Safety Action Plan and commended the steps the Care Inspectorate had taken in conjunction with an independent Health and Safety Consultancy firm.

It was agreed there had been good progress and the report should go forward to the Public Board meeting in October along with the action plan.

HoOD

**9.0 BILLING OF CARE PROVIDERS – REPORT NO: RC-27-2015**

The Head of Finance and Corporate Governance presented the report and informed the Committee that invoices for quarter 1 and 2 of 2015/16 had been issued.

The Director of Corporate Services has not approved any fee waivers since the last report to the Committee in June 2015.

The Resource Committee noted that there were no significant

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issues to report and the collection of outstanding Care Commission and Care Inspectorate debt for previous years was continuing.

#### **10.0 REGULATION, INSPECTION AND SCRUTINY AWARD (RISA)**

The Head of Organisational Development gave a verbal update on the progress of the RISA. This had been delayed as the new Chief Executive wanted a different approach to this and work is now progressing between the Care Inspectorate and SSSC on a collaborative basis. It is the intention to develop a national qualification framework for staff at all levels which would be introduced at induction for new staff. This would enable new career pathways to be developed and a future proofed workforce strategy to be developed.

HoOD

A report would be submitted after further work had been carried out regarding the award.

#### **11.0 BAD DEBT REPORT – REPORT NO: RC-28-2015**

The above report was submitted to the Committee to inform the position of debt written off as being irrecoverable and to advise on debt impairment.

The total debt figure written off is £11k. This had been done so under the Chief Executive's delegated authority.

The Committee noted this report.

#### **12.0 INDICATIVE 2016/17 AND 2017/18 BUDGET UPDATE**

The Director of Corporate Services provided a verbal update on the likely public sector funding challenges over the medium term. He also provided an update on the Care Inspectorate's ongoing planning to develop budgets in line with the scenario planning assumptions of static grant-in-aid over the period to 2017-18.

The Convener advised that he would be joining a member officer working group to review progress and options for developing future budgets and that a member of the Partnership Forum would also be joining the group

The Committee discussed the ongoing activity and noted that a further report would be provided at the next meeting.

DoCS

#### **13.0 JOINT CARE INSPECTORATE AND SSSC DISASTER RECOVERY AND BUSINESS CONTINUITY PREPAREDNESS – REPORT NO: RC-29-2015**

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The above report by the Head of ICT and Information Governance was presented to update the Resources Committee on the preparedness of the Care Inspectorate and SSSC to recover from a disaster and to ensure business continuity.

A specialist consultant had been engaged to develop a suite of tools for Disaster Recovery. The tools comprise of:

- Red Planning Pack – Emergency Planning
- Yellow Planning Pack – Crisis Management
- Grey Planning Pack – ICT
- Green Planning Pack – Individual CI/SSSC Departments

Training on the tools had taken place with senior managers from both organisations attending. A follow-on one day desk-top exercise to test the ability to apply the plans had also taken place.

It was noted that the full implementation of the business continuity planning and disaster recovery arrangements would require the ongoing commitment of management and staff as periodic training would need to be undertaken.

The Committee asked the Director of Corporate Services to pass on its thanks to the Head of ICT and Information Governance for this very helpful and positive report and requested that they are kept informed of future developments.

HoICT

#### **14.0 SCHEDULE OF COMMITTEE BUSINESS**

The Committee noted the schedule.

#### **15.0 RISK IDENTIFICATION**

The Committee noted the following risks:

- Health and Safety compliance – a further report was to be provided to the December meeting.
- ICT external contractor funding - to be kept under review by the Executive Team and the Committee

#### **16.0 AOCB**

No other business to report.

#### **17.0 REPORT FROM APPEALS SUB-COMMITTEE OF 10 JULY 2015**

The minute of the Appeals Sub Committee of 10 July 2015 was noted, subject to one amendment.

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## 18.0 ICT GOVERNANCE

The Chief Executive appraised the Committee of the position regarding the spend on ICT, in particular to the ongoing development of the business systems which had originally been procured by the then Scottish Executive prior to the establishment of the Care Commission. It was noted that the ICT Team had done remarkably well in trying to make the system fit for purpose but there was significant spend ongoing to continue this work.

The Committee discussed the level of spend, in particular the ongoing spend on external contractors and noted that other systems had to be considered alongside the development of the ICT Strategy. It was noted that the Convener was planning to visit the Care and Social Services Inspectorate Wales with colleagues from ICT and Organisational Development to help inform the strategy development.

The Chief Executive and Director of Corporate Services would continue to report to Committee on ICT matters.

## 19.0 DATE OF NEXT MEETING – 4 DECEMBER 2015

Signed:

David Wiseman  
Convener

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