

A Meeting of the Care Inspectorate Board is to take place at 10.30 am on Thursday 26 September 2019 in Rooms 0.6/0.7, Compass House, 11 Riverside Drive, Dundee, DD1 4NY

AGENDA	
PUBLIC SESSION	
1.	Welcome and Introductions
2.	Apologies
3.	Declarations of Interest
4.	Minutes of Board Meeting – 19 June 2019
5.	Action Record
6.	Chair’s Report – Report No: B-28-2019
7.	Chief Executive’s Report – Report No: B-29-2019 (paper attached)
STRATEGY AND POLICY	
8.	Strategic Workforce Plan – Report No: B-30-2019 (presentation) 8.1 Care Inspectorate Strategic Workforce Plan 2019-22
9.	Financial Strategy Update – (verbal update) 9.1 Remit of Budget Development Working Group (paper attached)
10.	Business Continuity Policy – Report No: B-31-2019 10.1 Business Continuity Policy 10.2 Business Continuity Management System Development Timescale
11.	Revision of the Executive Framework – Report No: B-32-2019 11.1 Executive Framework (Tracked Changes) 11.2 Revised Executive Framework

	MONITORING AND GOVERNANCE
12.	Minute of Audit Committee meeting held 12 September 2019 (paper attached)
13.	Care Inspectorate Annual Report and Accounts 2018/19 13.1 Audit Committee Annual Report to the Board Report No: B-33-2019 and Covering Note 13.2 Draft Annual Report and Accounts 2018/19 13.3 External Audit Annual Report by Grant Thornton 13.4 Letter of Representation
14.	Performance Measurement Framework 2019-20 – Report No: B-34-2019 14.1 Performance Measurement Framework - Appendices (A, B, C, D)
15.	Changes to the Care Inspectorate Reservation of Powers and Scheme of Delegation – Report No: B-35-2019 15.1 Schedule of Changes 15.2 RoP & SofD (Untracked Changes) 15.3 RoP & SofD (Tracked Changes)
16.	Budget Monitoring – Report No: B-36-2019 16.1 Revenue Budget Monitoring Statement 16.2 Capital Expenditure
17.	Monitoring our Performance Report Quarter 1 2019-20 Report No: B-37-2019
18.	2018-19 Procurement Update and Performance Report Report No: B-38-2019 18.1 Care Inspectorate Annual Procurement Report 2018-19
19.	Annual Report on Complaints Activity – Report No: B-39-2019 19.1 Complaints about Care Services in Scotland (Statistical Bulletin)
20.	Health and Safety Annual Report 2018/19 – Report No: B-40-2019
21.	Board and Committee Cycle 2020/21 – (paper attached)

	OPERATIONAL ITEMS
	STANDING ITEMS
22.	Identification of Risk
23.	Board Schedule of Business (paper attached)
	AOCB

PRIVATE SESSION	
Confidential/Private items	
24.	Review of Pay and Grading – Report No: B-41-2019 (consider wider context of discussion – affordability; wider care sector issues)
	<i>c) Matters relating to terms and conditions of employment; grievance; or disciplinary procedures relating to identified members of staff.</i>

Reasons for Exclusion	
a)	Matters relating to named care service providers or local authorities.
b)	Matters relating to named persons which were they to be discussed in public session, may give rise to a breach of the Data Protection Act 1998 or General Data Protection Regulation 2016/679.
c)	Matters relating to terms and conditions of employment; grievance; or disciplinary procedures relating to identified members of staff.
d)	Matters involving commercial confidentiality.
e)	Matters involving issues of financial sensitivity or confidentiality.
f)	Matters relating to policy or the internal business of the Care Inspectorate for discussion with the Scottish Government or other regulatory or public bodies, prior to final approval by the Board.
g)	Issues relating to potential or actual legal or statutory appeal proceedings which have not been finally determined by the courts.