



Minutes

Meeting: Resources Committee
Date: 11 June 2013
Time: 10.30am
Venue: Rooms 0.18 and 0.24, Compass House, Dundee

Present: Theresa Allison, Convener
Morag Brown
Ian Doig
David Wiseman
Cecil Meiklejohn
Sally Witcher

In Attendance: Annette Bruton, Chief Executive
Gordon Weir, Director of Corporate Services
Kenny Dick, Head of Finance and Corporate Governance
Pamela Hill, Secretary
Janice Gibson, Head of Organisational Development
Gillian Berry, Senior Accountant
Marnie Westwood, Senior HR Adviser

Apologies Paul Edie, Chair

| Item | Action |
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| 1.0 APOLOGIES FOR ABSENCE | |

Apologies for absence were noted as above.

Janice Gibson, Head of Organisational Development was welcomed to her first meeting of the Committee.

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2.0 DECLARATIONS OF INTEREST

There were no declarations of interest.

3.0 MINUTE OF PREVIOUS MEETING – 26 FEBRUARY 2013

The minute of the previous meeting was approved as an accurate record subject to one typographical amendment in section 5.0.

4.0 MATTERS ARISING

There were no matters arising.

5.0 PROCUREMENT STRATEGY EQUALITY IMPACT ASSESSMENT - REPORT NO: R-12-2013

The Senior Accountant introduced the Equality Impact Assessment (EIA) of the Procurement Strategy. The Procurement Strategy had been approved by 26 February 2013 Resources Committee. Although there had been a limited response to the consultation it had been useful as the strategy now included a definition relating to whole life costing.

The report was discussed and the following points highlighted:

- Board members were not categorised as employees and statistics were not held on members. The Scottish Government recruited Board members and would be asked for any information on the Board’s equality aspects that they might hold as members felt it was important to be aware of the equalities profile of the Board. **HoOD**
- Individuals and stakeholder groups were invited to complete the survey by email and it was also published on the intranet and website. The absence of responses from employees would be raised with the Partnership Forum. **HoOD**
- Consultation processes should be proactive in ensuring that EIAs were meaningful to employees to encourage responses. However, members were mindful that responses would depend on the subject matter.
- The Care Inspectorate was part of the NDPB Equalities Group, which was considering EIAs at its next meeting and had invited equality groups to attend to aid discussion.
- The Organisational Development team would review the issues raised and members were invited to put forward any proposals of what the Care Inspectorate could be doing differently to encourage responses.
- If a wider approach to the EIAs of policies was required then that would be remitted to Strategy and Performance Committee.

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- The procurement training would include an understanding of what quality is and that it included equality and diversity.

The Committee:

- Noted the Procurement Strategy Equality Impact Assessment.

6.0 PEOPLE MANAGEMENT POLICIES – APPROACH AND IMPLEMENTATION PLAN - REPORT NO: R-13-2013

The Director of Corporate Services introduced the report, which had been produced to support the Committee in its role of approving key policies where there were significant resource implications. All policies were being considered by members and so needed to fit with committee cycles. This had resulted in slippage in the programme of reviews. The intention was to have a suite of policies, which enabled employees and reinforced the Care Inspectorate's identity. Deployment of the policies would include evaluation of how they were developed, approved and received.

The Head of Organisational Development advised that consideration had been given to what would be important for members to approve as the Committee had a broad remit.

The report was discussed and the following points highlighted:

- Appendix 2 noted the Executive Team's recommendation of the policies which could be brought to Resources Committee and those which could be dealt with by the Executive Team for members to consider.
- The review of policy approval would ascertain what stages of the approval process added value, in order to streamline the process further.
- The matrix was very helpful and could be utilised to provide additional information in further columns such as whether there was slippage and why, response levels and significant points to consultations. The people management policy matrix should be a standing item summary report to provide members with an overview of all policies.

HoOD

The Committee:

- Approved the proposed approach for developing People Management policies and procedures.
- Approved the People Management Policy Programme 2013-14, with the exception of Partnership Agreement, Grievance, Dignity at Work, Performance Management and Flexible Working, which should be submitted to Resources Committee.

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- Agreed the People Management Policy Programme 2013-14 should be a standing item on future Committee agendas.

7.0 2012-13 ANNUAL ACCOUNTS PROGRESS REPORT - REPORT NO: R-14-2013

The Head of Finance and Corporate Governance presented the report, which advised the Committee of the progress of the Annual Accounts and the projected financial position for 2012-13 based on the annual accounts preparation work to date. There was an issue with potential costs of an ongoing legal case, for which the latest position was still unknown. Budget monitoring had been challenging in 2012-13 with the restructure and resultant recruitment activity.

The report was discussed and the following points highlighted:

- Some of the ICT projects were brought forward from 2013-14 into 2012-13 as planned alternative expenditure proposals.
- There was a significant underspend projected in Q1 2011-12, which was successfully mitigated. The projected underspend in 2012-13, resulting from the budget policy changes, had also been mitigated.
- The additional costs of employing locum and sessional inspectors related to not being able to take on newly recruited staff as scheduled.
- The team was congratulated on the very successful outturn.

The Committee:

- Noted the projected financial position for the 2012-13 financial year.
- Noted the draft Annual Report and Accounts were expected to be completed and ready for submission to the external auditors on Friday 28 June 2013.

8.0 YOUTH EMPLOYMENT - REPORT NO: R-15-2013

The Senior HR Adviser presented the report, which advised members of the progress made in supporting youth employability initiatives by the Care Inspectorate since the last update to the Resources Committee on 6 December 2012 and provided members with a proposed Youth Employment Strategy for 2013-15.

The report was discussed and the following points highlighted:

- This was an excellent report that demonstrated outstanding work, particularly with the Family Firm initiative, for which

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- the employees involved should be congratulated.
- Who Cares? Scotland should be included in the list of partners under section 3.0 of the strategy.
 - Consideration would be given to whether the post for young people's involvement could be targeted to someone within the age range of young people.
 - Consideration would be given to paying travel expenses by looking at funding available from Scottish Government in connection with internships to ensure accessibility to young people across the whole of Scotland.
 - Mentoring young people via organisations, such as Barnardo's, was an additional benefit for Care Inspectorate staff as this provided staff development and, therefore, added value.

The Committee:

- Noted the progress to date.
- Approved the Youth Employment Strategy and Action Plan.

**9.0 EQUALITIES UPDATE REPORT – EXISTING WORKFORCE AND RECRUITMENT 2012-13
REPORT NO: R-16-2013**

The Head of Organisational Development introduced this report, which provided members with statistical information on the diversity of the current workforce and of applicants for posts within the organisation.

During discussion the following points were highlighted:

- Whilst the workforce was predominantly female, the profile overall was similar to that of the social services workforce in Scotland.
- Consideration had been given to what other organisations had done to encourage diversity and would be further considered in the review of EIAs.
- The issue of undeclared disabilities could be proactively addressed and members put forward various ideas to support this and were encouraged to contact the Head of Organisational Development with any further suggestions.
- The SSSC report on 2011 Workforce Data noted throughout the report provided a benchmark.
- The new payroll system would encourage staff to fill in their own equalities information, however, an anonymous employee survey could be considered to compare against information already held.

The Committee:

- Noted the report.

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**10.0 UPDATE ON HR OPERATIONAL MATTERS
REPORT NO: R-17-2013**

The Head of Organisational Development introduced this report, which provided members with an update on Human Resources data for 2012-13.

During discussion the following points were highlighted:

- The outcome of Appeals would be included in future reports where individual's anonymity could be protected.
- Board members would be able to claim for time, travel and subsistence using the new payroll system.

The Committee:

- Noted the report.
- Noted the outcome of Appeals would be included in future reports where appropriate.

**11.0 REPORT ON EFFICIENCIES 2012-13 AND
UPDATE ON 2013-14 - REPORT NO: R-18-2013**

The Director of Corporate Services introduced this report, which set out the Care Inspectorate's overall approach to Best Value and reported on the Care Inspectorate's efficiency programme performance in 2012-13 and forecast performance in 2013-14.

During discussion the following points were highlighted:

- Future reports would be submitted to Resources Committee in Q1 of the financial year.
- Where significant spends were identified, Sponsor approval could be required. The Sponsor had highlighted that some in-year savings might need to be identified in 2013-14.

The Committee:

- Noted the Care Inspectorate's efficiency performance for 2012-13 and 2013-14.

**12.0 CARE INSPECTORATE 2012-13 PROCUREMENT
PERFORMANCE REPORT - REPORT NO: R-19-2013**

The Senior Accountant presented the report, which provided an update on the Care Inspectorate's procurement performance for 2012-13. The Procurement Capability Assessment showed that in all eight sections the Care Inspectorate performed well. The 2012 score would automatically be retained in 2013.

During discussion the following points were highlighted:

- This was once again a very good report and the Procurement team's performance was very impressive.

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- If the Executive Team approved the use of the Scottish Government's Travel Services collaborative contract this would also be available to Board members.

The Committee:

- Noted and commented on the procurement performance report.

13.0 ESTATE MANAGEMENT PLAN - REPORT NO: R-20-2013

The Director of Corporate Services introduced this report, which provided a review of the Care Inspectorate estate. Scottish Government required the Care Inspectorate to submit an asset management plan which set out the broad intention for the estate in the short to medium term. The proposed plan covered up to 2015 following which there were a number of lease breaks which would require consideration.

During discussion the following points were highlighted:

- The first sentence in section 1.0 should refer to 1 April 2011, not 2013.
- A full strategic estates review would be initiated in 2014-15 due to the significant number of lease breaks.
- Sharing buildings with other organisations was always considered.
- Any office moves necessitated consultation with Partnership Forum.

The Committee:

- Approved the Estate Plan.
- Approved the Plan's submission to Scottish Government.

14.0 NDPB EXECUTIVE FRAMEWORK - REPORT NO: R-21-2013

The Director of Corporate Services introduced this report and advised that the Public Bodies Finance Working Group had produced the model framework. Appendix 1 was the "working draft" of the Care Inspectorate's Executive Framework document that was under discussion with the Sponsor.

During discussion it was highlighted that Section 22 referred to Scottish Government having a right of access to all Care Inspectorate records. Advice would be sought on legal and data protection rules and this section would be amended, if required.

DoCS

Any further comments should be provided to the Director of Corporate Services.

Members

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The Committee:

- Considered the Draft Executive Framework document.
- Noted that the final version of the Executive Framework would be presented to the Board for approval.

15.0 SCHEDULE OF COMMITTEE BUSINESS

The Committee noted the schedule.

16.0 BILLING OF CARE PROVIDERS - REPORT NO: R-22-2013

The Head of Finance and Corporate Governance presented the report, which provided members with the progress on billing of care providers. Q1 invoices had been issued. There were no significant issues arising to report.

The Committee:

- Noted the report.

17.0 BAD DEBT REPORT - REPORT NO: R-23-2013

The Head of Finance and Corporate Governance presented the report, which informed members of the position of debt written off as being irrecoverable and advised on debt impairment. The write off of the Southern Cross debt was substantial but had been provided for in the previous budget so there was no impact on this year's budget.

The Committee:

- Noted the report.

**18.0 REPORT FROM APPEALS SUB COMMITTEE:
30 NOVEMBER 2012-14 JANUARY 2013**

The Director of Corporate Services introduced the report, which was in a different format from previous Appeals Sub-committee reports and proposed that this style of report be submitted to Resources Committee from then on rather than a full detailed minute. The Appeals Sub-committee had to report appeals' outcomes to Resources Committee but it was not appropriate for people that were not on the Appeals Sub-committee panel to be advised of the full detail of appeals heard.

The Committee:

- Noted the report.
- Agreed the new format of Appeals Sub-committee reports with the caveat that if there was a particular governance issue arising from an Appeal this would be reported separately to Resources Committee.

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19.0 STRUCTURE REVIEW

The Director of Corporate Services provided a verbal update to members highlighting the following aspects:

- All third tier post recruitment had been completed with the last post being filled from October 2013.
- Third tier managers had outlined their proposed team structures to the Executive Team.
- Any new posts required Resources Committee approval. Rather than convening a Committee, it was proposed that the Chair and Resources Committee Convener be given delegated authority to approve any posts that urgently required to be created over the Summer period.

The Committee:

- Approved the delegated authority to the Chair and Resources Committee Convener to approve posts that urgently required to be created over the Summer period.

20.0 AOCB

The Chief Executive was congratulated on the publication of her Blog and on taking staff with her to shadow her job.

21.0 DATE OF NEXT MEETING

The date of the next meeting was confirmed as Tuesday 17 September 2013 at 10.30am in Compass House, Dundee.