



Minutes

Meeting: Resources Committee
Date: 18 March 2014
Time: 10.30am
Venue: Rooms 0.18 and 0.24, Compass House, Dundee

Present: David Wiseman, Convener
 Ian Doig
 Cecil Meiklejohn
 Sally Witcher

In Attendance: Paul Edie, Chair
 Annette Bruton, Chief Executive
 Gordon Weir, Director of Corporate Services
 Kenny Dick, Head of Finance and Corporate Governance
 Janice Gibson, Head of Operational Development
 Anne Forsyth, Directorate Support Officer (minute)
 Kirstine Rankin, Senior OD Adviser

Item	Action
<p>1.0 APOLOGIES FOR ABSENCE</p> <p>Karen Anderson, Director of Strategic Development</p>	
<p>2.0 DECLARATIONS OF INTEREST</p> <p>There were none.</p>	
<p>3.0 MINUTE OF PREVIOUS MEETING – 18 NOVEMBER 2013</p> <p>The minute of the previous meeting was approved as a correct record of the meeting.</p>	

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4.0 RESOURCES COMMITTEE ACTION SHEET

4.1 11 June 2013:

Item 5 – Equality Impact Assessment

It was agreed that Board members should be asked to complete their equalities profiles within PULSE.

Item 14 – NDPB Executive Framework

The Director of Corporate Services confirmed that agreement had been reached within the Sponsor to include reference to data protection and information governance.

4.2 17 September 2013:

Item 6 – Project Group Developing the new Care Inspectorate Award

The Head of Organisational Development advised that discussions had been ongoing with the SSSC and that it was hoped to be able to proceed with the tender within the next month.

Item 8 – Organisational Structure

The Director of Strategic Development advised that an interim structure for Registration, Legal and Complaints was now in place. Work was also underway on the methodology review for Registration and Complaints and the structure would therefore not be finalised until later this year.

4.3 18 November 2013:

Item 8 – Budget Monitoring

The Director of Corporate Services advised that the briefing note covering the financing of the first three years of the Care Inspectorate was at final draft stage and would be circulated once complete.

DoCS

5.0 MATTERS ARISING

There were no matters arising.

6.0 CARE INSPECTORATE FINANCIAL REGULATIONS

The Head of Finance and Corporate Governance introduced the report which presented revised financial regulations for consideration by the Committee prior to submission to the Board for approval. The Committee noted that at its inception, the Care Inspectorate had adopted the Care Commission's Financial Regulations but that these had now been revised specifically for the Care Inspectorate.

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Members discussed the draft Financial Regulations and intimated that overall it was a good document. However, the following amendments were proposed:

- Paragraph 1.6 should be amended to ensure that all reports were covered.
- Section 19 should be more specific about the expectation to utilise the cheapest practical form of transport.
- The paper should be checked in general to ensure deletion of any gender specific references.

Discussion followed on the topic of three year budgeting and the difficulties in developing such budgets in the context of annual funding rounds. Members also discussed frequency of bank reconciliations and avoidance of duplication of payments but agreed that no changes were required.

The Committee:

- Approved the Financial Regulations for submission to the Board, subject to the incorporation of the above mentioned amendments.

HoFCG

7.0 2013-14 BUDGET MONITORING

The Head of Finance and Corporate Governance presented the final budget monitoring report of the 2013-14 year. It was highlighted that the projected net variance was for an underspend of £77k which was a decrease of £453k from the previous projection.

The reasons for the movement in the projection were detailed in the Executive Summary with the main movements being an agreed reduction in grant-in-aid of £180k and the impact of bringing forward spending plans from future year's £280k; and a further reduction in the staff costs projection.

There had been movements in projections for other expenditure headings including staff costs where there had been a further reduction in the projected forecast but that this had been offset by increased forecasts in other expenditure areas such as transport costs.

The latter part of the report focussed on the variances to the original budget and the capital expenditure statement. Members discussed the variances and commented positively on the successful management of the Care Inspectorate's finances.

The Chair queried whether the agreed reduction in grant-in-aid had an impact on future years. It was confirmed that this was not the case and that this was a one-off situation that had been at the request of the Sponsor.

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The Committee:

- Considered the Revenue Monitoring Statement for the year to 31 March 2014.
- Considered the Capital Monitoring Statement as at 31 December 2013.

8.0 2014-15 DRAFT BUDGET

The Head of Finance and Corporate Governance presented the report on the draft budget proposals for 2014-15. It was noted that the draft budget had been developed following the Resources Committee's review of the budget issues and pressures at its meeting in September 2013. The draft budget had been developed alongside the Inspection and Strategic Planning 2014-15 report that had been considered by the Strategy and Performance Committee on 12 November 2013.

The Committee sought clarification in relation to a number of points, including the impact of the review of Registration, Legal and Complaints. The Convener raised the issue of potential resource implications of the Scottish Public Services Ombudsman (SPSO) changes to complaints handling.

The Chief Executive advised that it was not anticipated that the changes would require a transfer of resources. It was also noted that it was not anticipated that the review of Registration and Complaints would result in a requirement for additional resources.

Further discussion took place on the main budgeting assumptions, including pay award provision, staff head counts, staff slippage assumptions and employer's pension costs.

The Committee also considered the Draft Capital Plan for 2014-15 and noted that the Care Inspectorate did not receive additional funding for capital expenditure as this was funded by using grant-in-aid.

The Committee went on to note that the Scottish Government had advised that there were no proposed changes to the maximum fee rates for 2014-15 and that the draft budget had been prepared on that basis.

The Committee:

- Considered the Draft Budget 2014-15.
- Agreed that it should be submitted to the Sponsor and the Board for approval.
- Agreed that the Draft Capital Plan should be submitted to the Board for approval.

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- Agreed to recommend to the Board that fee rates charged to regulated service providers remain unchanged from 2013-14 rates.

9.0 SHARED SERVICES STRATEGY

The Director of Corporate Services advised that the Care Inspectorate and the SSSC had adopted a Shared Services Strategy in 2011. This had now been refreshed and was being presented to both the Resources Committee of the Care Inspectorate and the Finance and Resources Committee of the SSSC for comment.

It was noted that the following actions had been progressing:

- Revised Service Level Agreements (SLAs) had been prepared and were being considered by the two Chief Executives.
- The draft budgets of the two organisations had been aligned with respect to shared service income and expenditure.

Members were very supportive of the Shared Services Strategy and sought future updates on the scope for expanding shared services both with the SSSC and with other bodies. Members advised that a proactive approach should be taken to developing shared services.

The topic of benchmarking shared services was discussed and the Director of Corporate Services advised that a report on benchmarking would be considered at the Resources Committee in June 2014.

DoCS

The issue of dispute resolution was discussed in detail and it was agreed that further development of this element was required. The Director of Corporate Services advised that an action plan was being developed for the implementation of the strategy and that it would be submitted to the Resources Committee once it had been drafted.

DoCS

Members advised that a joint meeting with the SSSC could be beneficial in their oversight role of shared services. The Chair agreed to raise this with the SSSC.

Chair

The Committee:

- Considered the Shared Services Strategy.
- Noted the development of the action plan.
- Noted that further reports on the development of shared services would be brought to future Committee meetings.
- Agreed to consider a joint meeting with the SSSC on the topic.

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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 made in Quarter 3 (October to December 2013). Revised versions of the Code of Conduct and the Dignity at Work policy had been produced, incorporating both Resources Committee and Partnership Forum feedback. It was noted that these had been developed as joint policies with the SSSC and were being presented to the Committee for consideration prior to being submitted to the Partnership Forum on 28 March 2014.

Members were also advised of the progress to date in Quarter 4 (January to March 2014). It was noted that scheduled reviews of the Time Off for Trade Union Duties and Activities Agreement and the Maximising Attendance Policy had commenced. In addition, new draft guidance on Whistleblowing and the use of social media to supplement the Code of Conduct was under development.

The Committee queried if the reference to alcohol and drugs should be included in the Code of Conduct and the Head of Organisational Development advised that this was covered in separate policies. However, it was agreed that it might be useful to consider developing a clear statement in terms of policy links.

The Committee discussed the issue of whether treating someone in a patronising or demeaning way should be specifically addressed in the Code of Conduct. The Head of Organisational Development agreed to consider a form of words in relation to this for inclusion in the Code of Conduct and reassured members that appropriate training would be put in place for all of the revised policies and procedures. HoOD

The Committee:

- Noted the progress achieved to date with the People Management Programme.
- Noted that revised versions of the Code of Conduct and the Dignity at Work Policy would be brought back to the June Committee for consideration following discussion at the Partnership Forum on 28 March 2014. HoOD

11.0 SCHEDULE OF COMMITTEE BUSINESS

The Schedule of Committee business was discussed and updated.

The Committee:

- Noted the Schedule.

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12.0 BILLING OF CARE PROVIDERS

The Head of Finance and Corporate Governance presented the above report which updated members in terms of progress.

The Committee:

- Noted that all 2013-14 invoices had been issued
- Noted the progress to date on the debt collection process for the financial years 2002-03 to 2013-14.
- Noted the waived fees.

13.0 BAD DEBT REPORT

The Head of Finance and Corporate Governance presented the report to inform the Committee on the position with regard to debt written off as being irrecoverable and advised on debt impairment.

The Committee:

- Noted the total debt write off was £5.3k (including £25k of accumulated debt that needed Sponsor approval).
- Noted the outcome of the debt impairment review.

14.0 CONFIDENTIAL ITEM - REQUEST FOR VOLUNTARY EARLY RETIREMENT/FLEXIBLE

The Committee considered a request from a member of staff who had applied to leave the Care Inspectorate via the Voluntary Early Retirement Scheme or by accessing the Flexible Retirement Scheme.

The Committee considered in detail the employee's case including a review of the employee's supporting statement. Members also considered the management position as detailed in the report.

In addition, members sought assurance on the operation of the Occupational Health contract.

The Committee:

- Agreed not to support the application.
- Requested further information from management on the operation of the Occupational Health contract.

15.0 AOCB

None.

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16.0 DATE OF NEXT MEETING

The date of the next meeting was confirmed as 18 June 2014 at 10.30am in Compass House, Dundee.

Signed _____ (Convener)

Date _____