

Minutes

Meeting: Resources Committee
Date: 11 January 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: Frank Clark, Chair
 Annette Bruton, Chief Executive
 Gordon Weir, Director of Corporate Services
 Kenny Dick, Head of Finance and Corporate Governance
 Pamela Hill, Secretary

Item	Action
1.0 APOLOGIES FOR ABSENCE	
There were no apologies for absence.	
2.0 DECLARATIONS OF INTEREST	
There were no declarations of interest.	
3.0 MINUTE OF PREVIOUS MEETING – 6 DECEMBER 2012	
The minute of the previous meeting was approved as an accurate record.	

4.0 MATTERS ARISING

There were no matters arising.

5.0 DRAFT BUDGET 2013-14 REPORT NO: R-01-2013

5.1 The Convener thanked the Director of Corporate Services and the Head of Finance and Corporate Governance for the work done in producing the report.

5.2 The Director of Corporate Services noted that the draft budget drew upon the work done at the Board strategic event on 13-14 December 2012 and the Strategy and Performance Committee on 21 December 2012.

5.3 The Chair advised that these discussions had only been a part of the budget formation, which encompassed all of the Care Inspectorate's activities and running costs. The Inspection Plan did represent a significant part of the budget, however, and the discussions during the Board strategic event had been helpful to the Strategy and Performance Committee to distil the options being considered.

The Strategy and Performance Committee noted that delivery of the Inspection Plan was a Priority 1 activity. Priority 2 and 3 items needed to be reviewed as the year unfolded as there was still scope for efficiencies in the organisation. The Chair and the Chief Executive were meeting with the Cabinet Secretary for Health and Wellbeing on 30 January 2013 to discuss the Inspection Plan which then needed to be formally approved. This would then provide clarity to staff for inspection planning from 1 April 2013. It was noted that the Duties of User Focus and Co-operation were woven into the plan.

5.4 The Director of Corporate Services confirmed that the 2013-14 Grant-in-Aid funding notification had been received and confirmed there would still be a drive to identify additional efficiencies. The recommendations agreed at the 21 December 2012 Strategy and Performance Committee had been incorporated into the draft budget and the shortfall of £208k in comparison to the control figure, identified following the Committee, had been dealt with elsewhere in the draft budget.

5.5 The Head of Finance and Corporate Governance presented the draft budget proposals for 2013-14 noting that the statutory minimum frequencies, new structure and the first inspection plan produced had been a central part in forming the base budget.

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The following aspects of the draft budget were highlighted and discussed in particular:

- Staff costs slippage: The Care Inspectorate almost had the optimum number of inspectors and although managing staff turnover would be challenging, it did not constitute a major risk. The sessional workforce allowed flexibility within what was a comparatively stable workforce.
- Administration and professional staff: A review of the impact of the changes to inspection methodology would be carried out in 2013-14 with any resulting changes adopted in 2014-15.
- Strategic inspectors: Work was underway to recruit between five and ten additional strategic inspectors.
- Sessional and lay carers: The expected increase in lay assessor involvement would impact mainly on travel expenses as they were volunteers.
- Secondees (inward): The paediatrician post could be appointed based on a number of different models but the role would be focussed on the joint inspection of children's services.
- Hired agency staff: The ICT hired agency budget was large and members discussed the rationale of utilising staff in that way. Although there was the Situational Analysis review and Futurology study, ICT staffing needed to be reviewed periodically to develop the resource flexibly as current skill sets may not be what was required in the long term. The outcome of the ICT review would be brought to a future Resources Committee.
- Secondment income: There was a part time secondment to the National Care Standards review but the cost of this would be borne by the Care Inspectorate.
- Re-direct the resources currently devoted to the sampling of better performing services: the 10% sampling of better performing services had been removed as the proposed Inspection Plan met the requirements of the sampling regime.
- Communications events budget: It was noted that this section should be expanded to explain that these events were to raise public awareness of how the public could assist the Care Inspectorate to improve services, as well as finding ways to help the public more quickly and effectively. The Participation strategy included these public awareness sessions.
- Priority activities and tasks: All of the priority 2 and 3 activities should be implemented when resources allowed as all were important.
- Recommended budget adjustments: These were discussed and agreed.

HoF&CG

- Capital plan: The Capital Plan was discussed and agreed. The proposed fees consultation had reappeared on Scottish Government's website. Further information was being sought from Scottish Government but it was noted there would be no impact on the 2013-14 budget.
- The Corporate plan referencing should relate to all three outcomes and further information should be included within the report on:
 - how contingency would be managed including the mitigation of risk by prioritising any developments over the next three years.
 - the strategic finance issues going forward and responses to managing these.
 - how the budget would be monitored.
- Members were content with the introduction and background information and acknowledged the work that the Head of Finance and Corporate Governance did in producing the revised draft budget in time for the Committee.

HoF&CG

5.6 The Committee:

- Considered the recommended draft budget set out in the report.
- Agreed that the recommended draft budget be submitted to the Sponsor.
- Agreed that the draft 2013-14 Capital Plan (Section 6 and Appendix 3) be submitted to the Board for approval.
- Agreed to recommend to the Board that all fees charged to regulated care service providers remained unchanged from 2012-13 rates.

6.0 AOCB

There was no other business.

7.0 DATE OF NEXT MEETING

The date of the next meeting was confirmed as 26 February 2013 at 10.30am in rooms 0.18 and 0.24, Compass House, Dundee.

Signed:



Theresa Allison
Convener

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