

Minutes

Meeting: Resources Committee

Date: 3 October 2012

Time: 10.30am

Venue: Rooms 0.18 and 0.24

Present: Theresa Allison, Convener
David Wiseman
Sally Witcher
Morag Brown
Cecil Meilklejohn

In Attendance: Annette Bruton, Chief Executive
Frank Clark, Chair
Gordon Weir, Director of Resources
Marnie Westwood, Senior HR Adviser (to item 17)
Kenny Dick, Finance and Procurement Manager (to item 17)
Kathleen McCabe, Acting ED Manager (to item 17)

Apologies: Mike Cairns

Item	Action
1.0 APOLOGIES FOR ABSENCE	
	Apologies for absence were noted as above.
2.0 DECLARATIONS OF INTEREST	
	There were no declarations of interest.

3.0 MINUTE OF PREVIOUS MEETING – 19 June 2012

The minutes of the previous meeting held on 19 June 2012 was accepted as an accurate record.

4.0 MATTERS ARISING

4.1 **Item 11 – Equalities data report – existing workforce and recruitment 2011-12** – the wording in the first bullet point was to be changed to “There were a low number of applicants with protected characteristics applying for positions within the Care Inspectorate”.

4.2 **West of Scotland Property Option - Update from 31 January 2012** - The Director of Resources advised that the lift in the Paisley office was now fully operational.

4.3 There was general discussion held regarding Equality Impact Assessments (EIA) which had as yet not been completed relating to the HR Policies and Procedures that was presented at this committee. The Policies are brought to the committee to seek approval for these to be taken to the Partnership Forum for consultation and then consulted wider with staff. Policies cannot be consulted on with staff first and then presented to committee as a fait accompli. The Director of Resources advised that as with all policies, once the EIA was carried out it would be brought back to the committee for final sign off.

5.0 DISCIPLINARY PROCEDURE REPORT NO: R-19-2012

The Senior HR Adviser introduced this paper which advised the committee that currently the Care Inspectorate is operating with two procedures, one from the Care Commission and the other from the Scottish Government. The procedure for the Care Commission was already out of date. The guidance from ACAS was taken into account when drafting the new policy. It was decided to develop a simplified policy which was more meaningful to management, Trade Unions and staff.

The committee:

- Approved the policy subject to minor amendments which was noted by the Senior HR Adviser.
- Noted the policy would be brought back to the committee following the EIA process.
- Noted the policy would be sent out for consultation.

HR

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6.0 RECRUITMENT AND SELECTION POLICY REPORT NO: R-20-2012

The Senior HR Adviser presented the paper to the committee advising that when updating this policy best practice and the equalities act was taken into account. Currently there were two policies being used in the Care Inspectorate one from the Care Commission and one from the Scottish Government.

The committee were requested to approve this policy in principle, and thereafter go for consultation with the Trade Unions followed by a full Equality Impact Assessment. Should there be changes following the consultation these would be reported back to the committee.

After discussion it was agreed that HR are to seek legal advice in relation to section 4.1.2 of the policy – taking into account the Equality Act, can we justifiably advertise promoted posts internally in the first instance.

The committee:

- Approved the policy for consultation and development of an EIA subject to minor amendments which was noted by the Senior HR Adviser.
- Noted the policy would be brought back to the committee following the consultations and EIA process.

HR

7.0 BUSINESS TRAVEL POLICY REPORT NO: R-21-2012

The Senior HR Adviser presented the paper to the committee advising that a more streamlined policy had been developed. The committee were requested to:

- Agree the updated rates and processes within the Business Travel Policy,
- Agree the timeframe for receipt of excess mileage due to mandatory office relocation reduced from 4 years to 3 years in line with Scottish Government timeframes and,
- In accordance with HMRC guidance, removal of the payment rate for staying with a friend or relative.

The committee:

- Approved the policy.
- Noted the policy would be brought back to the committee following the EIA process.
- Noted the policy would be sent out for consultation.

**8.0 LEASE ARRANGEMENTS FOR IRVINE, ELGIN, OBAN AND LERWICK
REPORT NO: R-22-2012**

The Director of Resources introduced the paper which requested the committee to approve:

- Renew the Memorandum of Terms of Occupancy (MOTO) Agreement with Scottish Children's Reporter Administration (SCRA) for accommodation in Rivergate House, Irvine.
- Enters into a new Memorandum of Terms of Occupancy (MOTO) Agreement with Scottish Children's Reporter Administration (SCRA) for accommodation in Phoenix House, Elgin.
- Enters into a new Memorandum of Terms of Occupancy (MOTO) Agreement with Scottish Government for accommodation in Cameron House, Oban.
- Continues the MOTO with the Department of Works and Pensions for accommodation in Charlotte House, Lerwick.
- Approves the Business Cases for Irvine, Elgin and Oban to be submitted to Scottish Government Sponsor Department.

There was general discussion held regarding the disability access to the first floor in the Oban office. This was acknowledged and it was noted that contingency arrangements were being put in place to address this.

The committee requested a strategic overview of the Care Inspectorate Estate. This will be brought to a future committee.

DoR

The Committee:

- Supports the property proposals.

**9.0 REVIEW OF PROCUREMENT THRESHOLDS
REPORT NO: R-23-2012**

The Finance and Procurement Manager presented the paper to the committee which requested the committee to:

- Agree to maintain the current low value and basic procurement procedure.
- Agree to increase the maximum threshold for standard procurement to £173,934 which is the current EU procurement threshold.
- Agree to increase the threshold for low risk standard procurement from £10k to £50k.
- Agree to introduce a quick quote for low risk tender values

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- up to £50k with a recommended minimum of 4 quotes.
- Agree to increase the threshold for medium and high risk standard procurement procedure from £10k to £25k.
- Agree to introduce quick quote for tender values up to £25k with a recommended minimum of 4 quotes.

The Care Inspectorate operated strict guidance in respect of procurement of services. These new thresholds were used in conjunction with the scheme of delegation and are limited to budget holders. The Finance and Procurement Manager advised that there was still work to be done on a procurement risk assessment tool and this would be brought back to a future Resources Committee.

FPM

The Committee:

- Agreed the recommended change to value and risk.

10.0 BUDGET MONITORING REPORT REPORT NO: R-24-2012

The Finance and Procurement Manager introduced the paper which was to advise the committee of the projected financial position for the year to 31 March 2013. The Care Inspectorate was showing an underspend of £504k. The upgrade to Windows 7 was coming in at a cost of £250k. £200k of the cost was carried by the Care Inspectorate with the SSSC contributing £50k towards the upgrade. Options had been sought to bring forward any work that was planned for 2013-14 that could be commenced in 2012-13.

The Chief Executive advised that there was a new procedure being put in place relating to recruitment. There would be recruitment drives held in the Spring and Autumn of each year.

The Committee:

- Considered the budget monitoring report.

11.0 BILLING OF CARE PROVIDERS REPORT NO: R-25-2012

The Finance and Procurement Manager presented the report to the committee which requested the committee to note the 2012-13 quarter one and two invoices had been issued, notes the progress to date on debt collection and notes the fees that had been waived.

The Committee:

- Approved the report.

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12.0 BAD DEBT REPORT REPORT NO: R-26-2012

The Finance and Procurement Manager introduced the bad debt report which advised the committee of the debt written off as being irrecoverable and to advise the debt impairment.

Debt write off was only done once all options had been pursued to recover the outstanding debt. Any debt written off which exceeds £10k must be approved by the Sponsor Department. Debts can span over more than one financial year.

The Committee:

- Noted the information contained in the report.

13.0 EFFICIENCIES REPORT REPORT NO: R-27-2012

The Director of Resources presented the report to the committee which highlighted the Care Inspectorate's overall approach to best value and the efficiency programme performance in 2011-12 and the forecast performance in 2012-13. The report identified that the Care Inspectorate exceeded its efficiency expectations in 2011-12 and was on track for 2012-13. Furthermore this provided assurances to the Board that the Care Inspectorate was on track with efficiency savings.

The Director of Resources advised that this report would be submitted to the committee on an annual basis.

The Committee:

- Noted the efficiency report.

14.0 ICT SITUATIONAL ANALYSIS AND FUTUROLOGY REVIEW

The Director of Resources provided a verbal update in respect of the progress on the Situational Analysis and Futurology review. The Care Inspectorate was in the process of procuring a specialist independent review into its network infrastructure systems and service support over the short to medium term. A Futurology review looking at the long term was planned as a later phase review.

The Committee:

- Noted the update.

15.0 SCHEDULE OF COMMITTEE BUSINESS

The Committee approved the schedule of business subject to

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minor amendments.

16.0 UPDATE ON PROJECT GROUP DEVELOPING THE NEW CARE INSPECTORATE AWARD REPORT NO: R-28-2012

The Acting ED Manager presented the report to the committee which gave an update on the different options being pursued with developing the regulatory/scrutiny award. A project group was established which had Partnership Forum representation. The review was to ensure the award was fit for purpose, taking into account the scrutiny and improvement agenda and also how this award could be used by other regulatory bodies. A further report detailing the options and financial implications would be presented to the Executive Team with a further update being presented to the Resources Committee in due course. There was a two year timescale for full development of the new award.

**ED
Manager**

The Committee thanked the Acting ED manager for the progress update so far.

The Committee:

- Noted the update.

17.0 BUDGET DEVELOPMENTS 2012-13 AND 2015-16 ONWARDS – VERBAL UPDATE

The Director of Resources provided a verbal update on the progress of the budget developments. The intention was to develop a three year budget which was linked to the Business Plan. Budget update reports would be provided to future committees.

The Finance and Procurement Manager elaborated further to state that work was progressing under the auspices of the Operational Planning Group (OPG) to develop the draft 2013/14 to 2015/16 inspection plan for the end of October 2012. Resource models were applied to the draft inspection plan and this will inform the development of the 2013/14 budget. Resource models was also being improved and developed for Registration and Complaints. The OPG brings together operational planning, methodology and the resources required to deliver the plan using the agreed methodology. This provides a strong basis for the production of the 2013/14 budget for the Care Inspectorates core activities. The development of budget outwith inspection, registration and complaints was heavily reliant on the implementation of the organisational structure review.

The Committee:

- Noted the update.

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18.0 REPORTS FROM APPEALS SUB COMMITTEE'S

18.1 29 MARCH 2012

The minute of the committee was duly noted by the Resources Committee.

18.2 27 AUGUST 2012

The minute of the committee was duly noted by the Resources Committee.

19.0 STRUCTURE REVIEW

The Chief Executive provided the committee with an update to the structure review and advised that the proposed structure was being presented to the Scottish Government Remuneration Group on Friday 5 October 2012. The Care Inspectorate was ready to commence implementation of the review once approved by Government.

The Chief Executive advised that the Committee and Board would be kept apprised of developments. There was the possibility that additional committees would require to be convened in order to deal with structure related issues.

20.0 AOCB

There was no any other business.

15.0 DATE OF NEXT MEETING

The date of the next meeting was confirmed as 6 December 2012 at 1.00pm in Musselburgh Office, rooms 3.15 and 3.16.

Signed:



Theresa Allison
Convener