

Minutes

Meeting: Board
Date: 18 January 2013
Time: 10.30 am
Venue: Rooms 6, 7 and 8 Compass House

Present: Frank Clark, Chair
Theresa Allison
Mike Cairns
Denise Coia
Garry Coutts
Ian Doig
Anne Haddow
Douglas Hutchens
Cecil Meiklejohn
David Wiseman

In Attendance: Annette Bruton, Chief Executive
Karen Anderson, Director of Strategic Development
Gill Ottley, Director of Operations
Gordon Weir, Director of Corporate Services
Kenny Dick, Head of Finance and Corporate Governance
Rami Okasha, Communications Manager
Anne Forsyth, Executive Assistant

Apologies: Morag Brown, Board Member
Sally Witcher, Board Member
David Cumming, Director of Operations
Kenny McClure, Head of Legal Services
Alexis Jay, Chief Social Work Adviser

Item**Action**

The Chair welcomed everyone to the meeting including one observer, and in particular, R Okasha who had recently been appointed Communications Manager.

The Chair paid tribute to G Ottley and D Cumming, Directors of Operations who were due to depart from the organisation. The Board gave sincere thanks to both for their contribution bringing the predecessor bodies of the Care Inspectorate together into the new unified scrutiny body.

1.0 APOLOGIES FOR ABSENCE

Apologies for absence, as listed above, were noted.

2.0 DECLARATION OF INTEREST

There was no declaration of interest.

3.0 MINUTE OF MEETING HELD ON 18 DECEMBER 2012

The minute of the meeting held on 18 December 2012 was submitted and approved as a correct record.

4.0 MATTERS ARISING

There were no matters arising.

**5.0 2013/14 DRAFT BUDGET
REPORT NO: B-01-2013**

The Directors of Corporate Services and Strategic Development presented the Board with background information and recommendations from the Strategy and Performance and Resources Committees on the Care Inspectorate's inspection plan, operational improvement plan and related budget for 2013/14. The following points in particular were noted:

- That Sponsor had confirmed the financial planning assumptions for the Care Inspectorate to 2014/15.
- That the budget was based on pay cost assumptions of pay award and incremental progression.
- That the budget was prepared on the assumption of employer's pension savings and the latest available rate information in respect of employer's national insurance contributions.
- That the budget adopted the same staff costs slippage assumption that was used for the 2012/13 budget.

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- That the budget for various staff groups had been adjusted accordingly.
- That the review of ICT hired agency staff would be presented to the Resources Committee on 11 June 2013.
- That the budget in respect of the Regulation of Care Award (RoCA) had been reduced. However, further work on the new Regulatory Award was underway which would assess the medium-term funding requirement.
- That there had been an increase in the accommodation costs budget which had to be seen against the significant savings that were made during the first year of the Care Inspectorate.
- That savings in budget had been achieved through reduction of administration costs.
- That there had been a budget reduction in respect of transport and supplies and services costs.
- That the budget for relevant income had increased.
- That the Care Inspectorate was meeting part of the cost in relation to the outward secondment to the National Care Standards review.
- That a report in respect of the increase of Lay Assessors would be presented to the Strategy and Performance Committee on 5 March 2013.
- That the acceptance of inspecting six children's services was a statutory obligation.
- That a paper setting-out the risk factors in relation to the inspection of childminders should be provided to Ministers.
- That in relation to the approved priorities 1-3 pieces of work set out under the five strategic objectives, only priority 1 items were incorporated in the budget. The priorities 2-3 activities would be taken forward if the budget and performance monitoring process identified resources as being available. The Strategy and Performance Committee would keep this under review.
- That all inspections were measured across all four quality themes.
- That members were assured that an appropriate notifications system was in place and that any risk would have a fitting scrutiny response and that there would be trend information available.
- That the Board's review of the Strategic Risk Register would be held end February/early March 2013.
- That a report outlining the developing efficiency regime would be presented to the Resources Committee on 11 June 2013.
- That a note for members that explained the process of efficiencies gained during the first year of the Care Inspectorate, and continued throughout year two would be helpful.

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- That the recommendations made by the Strategy and Performance Committee on 21 December 2012 had been accepted by the Resources Committee on 11 January 2013 and were reflected in the draft budget .
- That if the Cabinet Secretary did not fully accept the Inspection Plan then the Plan would be required to be represented to the Strategy and Performance Committee.

The Board:

- Approved the draft 2013/14 Revenue Budget.
- Approved the draft 2013/14 Capital Plan.
- Approved that all fees charged to regulated care services providers would remain unchanged from 2012/13 rates.
- Agreed that the approved budget be submitted to Sponsor for the consideration and approval of the Cabinet Secretary.
- Considered and approved the recommendations of the Strategy and Performance Committee and agreed that the Inspection Plan for 2012/14 be submitted to the Cabinet Secretary for approval.

The Board noted the following further action that would need to be taken, assuming approval of the Inspection Plan by the Cabinet Secretary:

- That the Audit Committee needed to reassess the risk register.
- That a review of Key Performance Indicators (KPIs) and associated Quality Indicators (QIs) would need to be carried-out.
- That each of the above elements in relation to performance management and its reporting needed to be considered.

The Board reflected on the full process undertaken at the Board Strategic Event and Strategy and Performance and Resources Committees and noted the following:

- That the Board Strategic Event should take place slightly earlier, still giving the Executive Team ample preparation time.
- Additional information should be provided to members in advance of the Strategic Event.
- That a mid-year review would be helpful as this would be good preparation for the Strategic Event and would maximise the use of Board Development Events.
- That members would reflect on a formal evaluation at the mid-year point.

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6.0 AOCB

6.1 Annual Reports and Accounts 2011/12

Members were provided with printed copies of the first Care Inspectorate Annual Report and Accounts.

6.2 Public Bodies Unit: Consultations January 2013

The Chair updated members on three consultations that the Public Bodies Unit were working on and had provided advance notice:

- The Public Services Reform (Commissioner for Ethical Standards in Public Life in Scotland) Order 2013
- Model Code of Conduct for members of Public Bodies in Scotland
- On Board – A Guide for Board Members of Public Bodies in Scotland

The Board:

- Agreed that the Head of Legal Services would lead on the consultations with members and that draft responses would be presented to the Strategy and Performance Committee and Board prior to submission.

7.0 DATE OF NEXT MEETING

The date of the next meeting was noted as 21 March 2013 at 2.00 pm, Compass House, Dundee.

Signed:

Professor Frank Clark CBE

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