

Minutes

Meeting: Resources Committee
Date: 6 December 2012
Time: 1.00pm
Venue: Rooms 3.15 and 3.16, Stuart House, Musselburgh

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

In Attendance: Annette Bruton, Chief Executive
Frank Clark, Chair
Gordon Weir, Director of Corporate Services
Kenny Dick, Finance and Procurement Manager
Pamela Hill, Secretary

Apologies: Cecil Meiklejohn

Item	Action
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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 – 3 October 2012

The minute of the previous meeting held on 3 October 2012 was

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accepted as an accurate record subject to the amendment of the typographical error in section 17.0.

4.0 MATTERS ARISING

All matters arising were taken under the agenda.

5.0 2012-13 BUDGET MONITORING REPORT NO: R-29-2012

The Finance and Procurement Manager introduced the report, which advised the Committee of the projected financial position for the year to 31 March 2013. During discussions the following aspects were highlighted:

- The Executive Team would consider the alternative expenditure proposals on 14 December 2012 now that the impact of the restructure was clearer.
- Allowing for the items described, the projection was for a balanced budget to year end.
- The Care Inspectorate was projecting to draw its full Grant-in-Aid allocation.
- It had proved difficult to secure secondees for the long term projects/work proposed over the next three years as other bodies/agencies were not keen to release their staff.
- The performance report to Strategy and Performance Committee clarified that inspection targets would be met notwithstanding the slippages in inspector/senior inspector recruitment.
- The slippage was one off in nature, caused by the previous cut to the budget being reinstated. The slippage has caused issues in delivering inspection targets and staff had been redeployed to assist.
- The Scottish Futures Trust had been appointed by the Scottish Government to advise on the overall government estate. The Care Inspectorate would contribute fully to their review.

The Committee:

- Considered the revenue monitoring statement for the year to 31 March 2013.
- Considered the capital monitoring statement as at 30 September 2012.

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**6.0 BILLING OF CARE PROVIDERS
REPORT NO: R-30-2012**

The Finance and Procurement Manager introduced the report, which advised the Committee of the progress on billing of care providers and highlighted the following aspects:

- There were no significant issues to report on.
- The Q4 invoices were still to be issued.
- There was still some Care Commission debt being collected.

The Committee:

- Noted that the 2012-13 quarters 1, 2 and 3 invoices had been issued.
- Noted the progress to date on the debt collection process for the financial years from 2002-03 to 2012-13.
- Noted the fees that had been waived.

**7.0 COMPLIANCE WITH THE SCOTTISH GOVERNMENT DIGITAL
PUBLIC SERVICES STRATEGY
REPORT NO: R-31-2012**

The Director of Corporate Services presented the report, which updated the Committee on the Care Inspectorate's compliance with the Scottish Government's Digital Strategy and highlighted areas for improvement that would be taken into account when the ICT strategy was revised. The strategy was an important piece of work, which the Care Inspectorate was keen to contribute towards and be engaged with. As the Care Inspectorate's work was very specific, there was a lot of in-house software development and there were sometimes difficulties in sharing data with other bodies due to security classification issues. The procurement exercise for the situational analysis study was 2/3rds completed and an update would be provided at a future committee.

During discussions the following aspects were highlighted:

- This was a very good and clear report which was a helpful vehicle to show the bigger picture of the Care Inspectorate's developing business needs, as well as those needed in conjunction with other agencies. Specifying future needs beyond the short to medium term was very difficult but as Scottish Government's expectations became clearer this would assist in determining the way forward.
- The use of new digital technology to make citizen access easily accessible, from a young person's perspective. The Care Inspectorate was in the early stages of developing a young person's portal (with Action for Children) re involving

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young people more, both physically in inspections but also how they could input to the work of the Care Inspectorate. This was very user-led but was not progressing as quickly as hoped as the young people often had very chaotic lives, which led to difficulties with consistent engagement.

- There was some concern around citizen access, how this related to the Comms Strategy and the use of new technology.
- The Scottish Government was very keen that all bodies ICT proposals should go through their central Board. Until the Care Inspectorate's consultancy project was completed it was trying not to develop or utilise too many new technologies, as although many were free, there could be security and set up issues, which required specialist resource. The Scottish Government were some way from a settled outcome and this should be borne in mind when planning timescales and managing expectations.
- The Care Inspectorate was already using survey monkey, drop box and yammer technologies without compromise to ICT. The SSSC were using basecamp and their lessons learned would be taken on board before consider this for the Care Inspectorate.

The Committee:

- Noted the report.

8.0 BRIEFING ON YOUTH EMPLOYABILITY REPORT NO: R-32-2012

The Director of Corporate Services introduced the report which advised members of the progress made in supporting youth employability initiatives by the Care Inspectorate.

During discussions the following aspects were highlighted:

- This was a very good paper and members were pleased that management were addressing this issue and seeking to over achieve as they appreciated the reality of these workplace schemes and the challenges they could bring.
- This was an excellent initiative which could have wider benefits if integrated into a strategic concept for developing mechanisms for helping young people. This could also play into other areas and objectives that had been identified, such as raising Care Inspectorate's visibility.

The Committee:

- Noted the contents of the report and acknowledged the progress being made in taking this agenda forward.
- Noted that a further progress report and a Youth

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Employment Strategy would be submitted to a future Resources Committee

9.0 BUDGET DEVELOPMENT 2013-14 TO 2015-16 ONWARDS

The Director of Corporate Services advised that the Board's strategic event scheduled for 13-14 December 2012 would assist in bringing the budget exercise together.

The Finance and Procurement Manager provided an update of the budget development process including the following aspects:

- There was a presentational issue in the Scottish Government's budget which implied that the Care Inspectorate would receive less funding than anticipated but this was misleading and funding would be as expected.
- The 2015-16 spending review may be brought forward but no decision had been taken on this yet so funding for 2014-15 might change.
- The employer's pension contribution would be 18% in 2012-13 and 2013-14 but there had been indications of a pay award in 2013-14 and so this had been included within the budget assumptions, as well as contractual incremental progression.
- An inspection planning paper which sets out a number of options, such as increased frequency, would be considered by the Board and Strategy and Performance Committee. An operational improvement plan would also include proposed priorities for next year.
- The draft 2013-14 budget would be brought to Resources Committee on 11 January 2013.

The Committee:

- Noted the update.

10.0 SCHEDULE OF COMMITTEE BUSINESS

The Committee approved the schedule of business subject to minor amendments. The meeting on 11 January 2013 was being held to discuss the 2013-14 budget.

11.0 STRUCTURE REVIEW

11.1 Request for Voluntary Early Retirement/Redundancy Report No: R-33-2012

This item was discussed in private.

The Committee:

- Approved the application for Voluntary Early Retirement/Redundancy.
- Approved the application on a no added years basis.

11.2 Requests for Voluntary Exit/Voluntary Redundancy Report No: R-34-2012

This item was discussed in private.

The Committee:

- Approved the applications for voluntary exit/voluntary redundancy.

11.3 A staff bulletin would be issued advising of the next stage. The Municipal Journal and the Herald were publishing an editorial along with the advertisements for the remaining director/depute director posts. The Chief Executive would copy key points to the Board to assist with any communications required.

12.0 AOCB

There was no other business.

13.0 DATE OF NEXT MEETING

The date of the next meeting was confirmed as 11 January 2013 at 10.30am in rooms 0.18 and 0.24, Compass House, Dundee.

Signed:



Theresa Allison
Convener