



Minutes

Meeting: Resources Committee

Date: 20 March 2012

Time: 10.30am

Venue: Room 0.24

Present: Theresa Allison, Convener
Cecil Meiklejohn
David Wiseman
Frank Clark
Mike Cairns

In Attendance: Annette Bruton
Gordon Weir
Heather Stevenson
Kenny Dick
Noel Muir (Item 7)
Christal Schneider
Valerie Cramb

Apologies: Sally Witcher
Morag Brown

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Item		Action
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The Convener advised the Committee that Frank Clark will be attending the committee today as a member of the Resources Committee and not as in attendance.

The Convener informed the Committee that Valerie Cramb and Noel Muir are leaving the organisation and thanked them for their contributions to the organisation.

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 – 31 JANUARY 2012

The minutes of the previous meeting held on 31 January 2012 were accepted as an accurate record.

4.0 MATTERS ARISING

Item 6 West of Scotland Property Options – The Director of Resources provided an update to this item and advised that there was a problem with the upgrade of the lift. The Landlord was in contact with the Fire Officer who supplied several options to resolve the issue.

5.0 HUMAN RESOURCES STRATEGY - REPORT No: R-05-2012

The HR Manager introduced this item and advised that the purpose of this report was to gain approval from the Committee for the Human Resources Strategy.

The draft strategy set out Human Resources plans for the next three years. The strategy not only supported the day to day business, but the overall future development and capability of the organisation. There were a number of key objectives which covered a range of areas. The strategy itself was the overarching document and which determines the team work plans.

The following points were noted.

- Once completed the Equality Impact Assessment would be brought back to the Committee.

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- It was identified that there was a need to create capability and capacity in middle management.
- This was one of a suite of resource strategies which had been brought to the committee and in this strategy there was reference to developing leaders which was also referred to in the Employee Development Strategy.
- The HR team was commended on the excellent paper.

The Committee:-

- Approved the strategy.

6.0 HR POLICY AND PROCEDURE DEVELOPMENT PLAN - REPORT No: R-06-2012

The HR Manager presented the report which informed the Committee that the Care Inspectorate had adopted the Care Commission's terms and conditions of service in the interim. A plan had been produced to develop and implement the policies and procedures for the Care Inspectorate. All policy work would be carried out in full consultation with staff and the Partnership Forum and would be subject to the Equality Impact Assessment process. Once the policies were agreed these would be reviewed as and when necessary.

The Committee:-

- Noted the content of report.

7.0 ESTATE MANAGEMENT PLAN - REPORT No: R-07-2012

The Facilities Projects Manager presented the report and requested that the Committee:

- Approve the Estate Plan and instruct its implementation
- Approve the submission to Scottish Government
- Approve the Galashiels relocation
- Approve the extension of the lease renewals for Dunfermline and Stornoway

The Committee was advised that this document had been developed to look at the overall situation of the Care Inspectorate properties. Any lease renewals needed approval from the Cabinet Secretary for Finance, Employment and Sustainable Growth. The Scottish Government had seen a draft of the Estate Plan, and was content with it. The Facilities team was commended for the proposals as set out in the paper.

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Clarity needed to be sought with the Scottish Government to ascertain whether the Care Inspectorate was able to possibly share premises with a Local Authority or whether this presented a conflict of interest. The Facilities Projects Manager advised that there had to date, not been an opportunity for this option.

Concern was raised in respect of the Stornoway office as the current offer did not represent a saving. However, the proposal was agreed in principle subject to a letter being sent to the Landlord asking him to consider a shorter lease period and/or to review the rent. The lease could however be renewed at the existing offer if no other offer was forthcoming. The Committee accepted that the other two properties under consideration met the economic criteria.

DoR

The Committee:-

- Committee approved the proposals.

8.0 2011-12 BUDGET MONITORING - REPORT No: R-08-2012

The Finance and Procurement Manager introduced this paper and asked that the Committee consider the following:

- the projected financial position for the year to 31 March 2012 (based on January ledger).
- the revenue monitoring statement for the year to 31 March 2012.
- the capital monitoring statement as at 31 January 2012.
- Agree that the Sponsor Department be informed of a further £300k of approved grant in aid would not be required for 2011/12.

The report detailed the financial position and the grant in aid funding that would not be required for 2011/12. The budget position for 2011/12 was a unique situation and it was expected that the Care Inspectorate would effectively utilise all the funding available in 2012/13.

The Committee was pleased to have assurance from the Finance and Procurement Manager that the Care Inspectorate would not be in a similar position again in the following year. Expenditure would be “front loaded” at the beginning of the year where possible. Recruitment of inspectors had taken place and inspectors would be in post for April 2012 as planned. Projects and the associated resources were identified and the timing of these projects was changed to react to budget variances. A significant amount of budget was held centrally in 2011/12 as a preparatory measure for the then anticipated but now changed

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25% budget reduction over the planning period. Budgets were delegated to budget managers who were accountable for controlling their budget throughout the year.

The Committee:-

- Approved the report.

9.0 BILLING OF CARE PROVIDERS - REPORT No: R-09-2012

The Finance and Procurement Manager introduced this report and requested that the Committee

- Note the progress to date on the debt collection process for the financial years 2002-03 to 2011-12.
- Noted fees that had been waived.

The Committee was advised that the large provider that had cancelled the direct debit facility was being pursued for outstanding fees in accordance with the debt management policy. Providers choosing to pay fees in instalments by direct debit were fully informed that should they cancel their direct debit arrangement, the outstanding fee became payable in full immediately.

There was some discussion on potential changes to the Fee Income and Debt Management policy but it was concluded that no changes were necessary ahead of the Scottish Government's consultation on Care Inspectorate fees.

The Committee:-

- Noted the report.

10.0 BAD DEBT REPORT - REPORT No: R-10-2012

The Finance and Procurement Manager presented the paper to the Committee and advised that it was not likely that these monies would be recovered.

The Committee:-

- Noted the report.

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11.0 AUDIT SCOTLAND REPORT – SCOTLANDS PUBLIC FINANCES – ADDRESSING THE CHALLENGES – REPORT No: R-11-2012

The Director of Resources presented the paper and advised that it was a request at the last meeting of the Resources Committee that a background paper be presented.

The report was viewed as very useful and contained some key messages that were relevant to the Care Inspectorate.

Given the significance of the contextual information it was agreed that all Board members who had not had access to the report through membership of the Resources or Audit Committee should be sent a copy of this report. **Secretary**

The Committee:-

- Noted the report.

12.0 AOCB

There was no other business.

13.0 DATE OF NET MEETING

Tuesday 19 June 2012, Room 0.24. Compass House, Dundee.

Mike Cairns tendered his apologies for this meeting.

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