

**SCOTTISH SOCIAL SERVICES COUNCIL**

**Unconfirmed minutes of the Resources Committee  
held on 6 December 2017 at 10.30 am  
Room 4, Compass House, Dundee**

**Present:** Audrey Cowie, Council Member (Chair)  
Paul Dumbleton, Council Member  
Harry Stevenson, Council Member

**In Attendance:** Anna Fowlie, Chief Executive  
Lorraine Gray, Director of Strategic Performance and Engagement  
Kenny Dick, Head of Shared Services  
Nicky Anderson, Head of Finance  
Deirdre Joy, Head of Human Resources  
Ged Bell, Digital Transformation Lead Officer  
Scott Reid, Senior Human Resources Adviser  
Audrey Wallace (minute taker)

- |            |  | <b>ACTIONS</b> |
|------------|--|----------------|
| <b>1</b>   | <b>Welcome</b>   |                |
| 1.1        | Audrey Cowie welcomed everyone to the meeting including Mark Hornshaw, from the finance team, who was observing.                 |                |
| <b>2</b>   | <b>Apologies for absence</b>   |                |
| 2.1        | Forbes Mitchell, Council Member had given apologies for absence.   |                |
| <b>3</b>   | <b>Declaration of interest</b>   |                |
| 3.1        | There was no declaration of interest.  |                |
| <b>4</b>   | <b>Minutes of previous meeting – 27 September 2017</b>   |                |
| 4.1        | The minutes of the meeting held on 27 September 2017 were approved as a correct record subject to correction of one typo.        | Ctte Sppt      |
| <b>5</b>   | <b>Matters arising</b>   |                |
| 5.1        | There were no matters arising which were not dealt with later in the meeting.  |                |
| <b>6</b>   | <b>Action record</b>   |                |
| <b>6.1</b> | <b>Salary Protection Policy</b>  |                |
| 6.1.1      | Deirdre Joy advised that the union was taking further advice on this and the HR department were looking into historical actions. |                |

She confirmed that the policy would be further discussed at the next meeting of the Partnership Forum and a report submitted to the next available Committee. H of HR

**6.2 Procurement update and performance report 2016/17**

- 6.2.1 Kenny Dick confirmed that the annual procurement report for 2016/17 had been published on the website.

**6.3 Request for authorisation to participate in a conference outside the UK**

- 6.3.1 The Head of Learning and Development was not available to respond to this today. H of L & D

**6.4 Lessons learned – Special Appeals Committee and Employment Appeals Sub-committee**

- 6.4.1 This would be addressed later in the meeting.

**7 Budget monitoring report**

- 7.1 Nicky Anderson presented report 33/2017 which provided the Committee with the budget monitoring position on the core operating budget and specific grant funding for the year to 31 March 2018.
- 7.2 The main areas highlighted were
- a projected underspend of £440k as at 31 October 2017
  - staff costs projected underspend of £243 due to delays in filling vacant posts
  - request to the sponsor to delay the spend on Sequence into 2018/19.
- 7.3 Clarification was asked for and given on some matters including secondment costs and underspend of budget related to the staff conference.
- 7.4 The Committee:
1. considered the core operating budget monitoring statement of the year to 31 March 2018, at appendix A to the report
  2. considered the position on projected expenditure against available specific grant funding for the year to 31 March 2018, at appendix B
  3. noted the areas of specific attention, in section 10 of the report, which are closely monitored by EMT
  4. approved the content of the report and that it be forwarded to the Council for approval.
- H of Finance

**8 HR Policy Review Timetable**

- 8.1 Deirdre Joy presented report 34/2017 which set out the proposed

revised timetable for review of HR policies. There was some discussion on the optimum timescales for review of policies and it was noted that as a matter of course, policies would be reviewed regularly to take account of any new regulations or legislation, but that the timescales given in the report were the maximum number of years between reviews. Deirdre also advised that the work on reviews could be distributed throughout the HR team in order to meet the timescales given.

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| 8.2 | Audrey Cowie asked for additional dates to be completed where possible.   | H of HR |
| 8.3 | <p>The Committee:</p> <ol style="list-style-type: none"> <li>1. approved the timetable attached to the report, for the review of the HR policies, subject to the comments above</li> <li>2. noted that the review of each policy would be reported to the Committee and the timetable will be reviewed annually and reported to Committee.</li> </ol> | H of HR |

## **9 Annual Review of Financial Regulations**

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| 9.1 | <p>Nicky Anderson presented report 35/2017 with proposed changes to the Financial Regulations attached. Nicky advised on some of the main changes which were</p> <ul style="list-style-type: none"> <li>• to tidy up the language so that it corresponded to and was consistent with Scottish Government documents</li> <li>• to ensure that references to approval limits were consistent across all documentation</li> <li>• proposed changes to the process for approving grants awarded to the SSSC in order to make the process flow better; this would mean including more information on grant bids into the budget monitoring report, which would result in fewer ad hoc requests being considered.</li> </ul> |              |
| 9.2 | <p>There was some discussion around the practical arrangements for approving grants and Anna Fowlie clarified that any matter which appeared to be out of the ordinary would be reported to Committee and it was noted that Council have final approval.</p>   |              |
| 9.3 | <p>The Committee:</p> <ol style="list-style-type: none"> <li>1. reviewed the draft Financial Regulations</li> <li>2. agreed the suggested amendments</li> <li>3. approved the draft Regulations to be submitted to Council for approval</li> <li>4. noted that the current Regulations would remain in force until Council considers and approves the revised version in January 2018.</li> </ol>  | H of Finance |

## **10 HR Analytics**

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| 10.1 | <p>Scott Reid presented report 36/2017 which provided the Committee with an analysis of absence, turnover and headcount at</p> |  |
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the SSSC, as well as vacancy levels and information on discipline and grievance.

10.2 There was some discussion around the absence figures particularly noted was

- there is a year on year fall in absence rate
- there is a reduction in stress and mental health occurrences
- there are no active grievances.

10.3 The Committee:

1. noted the content of appendices 1-7 of the report
2. noted the content of the report and provided feedback.

## **11 Draft Budget 2018/19**

11.1 Nicky Anderson reported at the 2018/19 budget had been submitted to the sponsor in September, much earlier than had been achievable in the past.

11.2 Nicky further confirmed that the next meeting of the EMT would consider the budget in further detail and a report would be submitted to the next meeting of the Resources Committee in February 2018.

H of  
Finance

11.3 The Committee:

1. noted the position.

## **12 ICT investment and future support**

12.1 Lorraine Gray introduced report 37/2017 which provided information on the background to and the planned review and need to invest in the ICT services and hardware currently in operation within the organisation.

12.2 Ged Bell, the Digital Transformation Lead attended and gave a short presentation on the ICT proposals, including

- office 365
- desktop equipment replacement
- staff consultation on the proposals
- projected costs of the proposals
- future arrangements for support.

12.3 The proposals were fully discussed and questions answered. Some of the issues raised and discussed were

- timetable for implementation
- Sequence update, MySSSC update
- linking to current sequence to CMS system and paperless meetings
- will benefits to staff be clear
- will there be test pilots at each phase
- floor walkers to assist with user support
- recycling of obsolete hardware

- ongoing licensing and support costs.

12.3 The Committee:

1. agreed the proposals set out in the report in principle, but recognised that the detail may change as work progresses
2. provided authority for the Chief Executive to sign a contract or contracts to the value of £600k, excluding VAT, in connection with this work stream C Ex
3. noted the content of the report and thanked Ged Bell for his presentation.

**13 Payroll/HR Management Information System service procurement**

13.1 Kenny Dick presented report 38/2017 which advised the Committee on the current contract to provide the payroll and HR management system, with the contract ending by 30 September 2018.

13.2 The Committee noted that there was a joint procurement exercise underway with the CI to source a suitable system which would be procured under a Crown Commercial Services Framework.

13.3 The Committee:

1. gave authority to the Chief Executive to sign a contract for an HRMIS and payroll service to a value of up to £250k, excluding VAT. C Ex

**14 Schedule of Committee Business**

14.1 The committee reviewed the Schedule of Business for 2018 and noted that changes would be made to the timetable. Ctte Sppt

**15 Risk identification**

15.1 Risks identified were at item 12 above and it was noted that this would be the discussed by EMT and added to the Strategic Risk Review.

**16 AOCB**

**16.1 Content of confidential items**

16.1.1 The Committee asked for some guidance to be provided on matters or report content which should be considered as confidential.

16.1.2 Kenny Dick agreed to discuss this with appropriate officers and submit a report to the next meeting. H of SS

**16.2 Lessons learned**

16.2.1 It was agreed to take this item at a future meeting.

**17 Proposed dates of meetings in 2018**

- 17.1 Following consultation with Members and officers on proposed changes, the following dates for meetings in 2018 were agreed 28 February, 30 May, 29 August (only meet if required for budget update), 26 September and 5 December. Ctte Sppt

**18 Confidential item**

This is a confidential item and is minuted separately.

**19 Confidential item**

This is a confidential item and is minuted separately.

Committee started: 10.30am  
Committee finished: 12.15pm

Signed .....  
Audrey Cowie  
Chair of the Resources Committee

Date .....