

## THE CHURCH OF SCOTLAND SOCIAL CARE COUNCIL

Meeting held in  
Church of Scotland, 121 George Street  
Edinburgh EH2 4YN  
16<sup>th</sup> October 2013

### Minute

|                   |   |
|-------------------|---|
| <b>Present:</b>   | A list of those present is attached at appendix 1   |
| <b>Apologies:</b> | Apologies were noted and are attached at appendix 1 |

|            | <b>Agenda item</b>  | <b>Action</b> |
|------------|---|---------------|
| <b>30.</b> | <p><b>Welcome and Opening Worship</b></p> <p>The Convener welcomed Council members to the October meeting with a particular welcome to Pauline Weibye, Secretary to the Council of Assembly and to Brenda Graham who was attending Council for the first time.</p> <p>The Convener read from Ephesians 3 and shared with Council the pleasure she had felt during CrossReach week where she had met with service users and CrossReach staff whilst accompanying the Moderator round CrossReach services across the country. She highlighted the importance of the work undertaken by CrossReach and the responsibility we have for undertaking God's work. The meeting was constituted with Prayer.</p> |               |
| <b>31.</b> | <p><b>Apologies</b></p> <p>Noted in appendix 1. The Convener advised that Angus Swan, due to health reasons would be unable to attend Council until the new year and David Brough who had been in hospital was now thankfully recovering but would be unable to continue as a council member and had tendered his resignation. Convener thanked him for his commitment to the work of the Council and Council wished both well</p>  |               |
| <b>32.</b> | <p><b>Declaration of Interest</b></p> <p>There were no declarations of interest</p>   |               |
| <b>33.</b> | <p><b>Residential schools</b></p> <p><i>A full report under this item is contained in a record apart</i></p>  |               |
| <b>34.</b> | <p><b>Strategy Review Group</b></p> <p><i>A full report under this item is contained in a record apart</i></p>  |               |

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| <b>35.</b> | <p><b>Budget Implications for 2014</b></p> <p>Ian Wauchope advised that 47 of our services were close to breaking even and that we were continue to operate in a difficult climate with there being a continued reduction in public finding. He also said there were other factors that would have an impact on our work in the future including the impact of personalisation and the importance of invest in our website and IT structure, the amount of legacies received and the importance of income generation being fully implemented.</p>  |     |
|            |  |     |
| <b>36.</b> | <p><b>Scheme of Delegation</b></p> <p>The Convener advised that a scheme of delegation would be developed by staff and considered by a group comprising the Convener, Vice Conveners and Chairs and Vice Chairs of the Committees. The group will discuss governance structure and bring recommendations to December Council.</p>  | CEO |
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| <b>37.</b> | <p><b>HR paper</b></p> <p>Mari Rennie Human Resources and Operational Development (HR and OD) Director spoke to her paper and said that Council had previously agreed to key changes in HR policy, subject to fully worked up and costed business plan being brought back to the December Council. The key issues in Mari paper were –</p> <ul style="list-style-type: none"> <li>• GOR – lots of agency staff do not meet the Genuine Occupational Requirement (GOR), Council need to discuss if a change in our GOR policy is needed to widen the pool of possible staff</li> <li>• CrossReach to develop and operate own relief bank</li> <li>• Introduction of scale for relief worker which rewards commitment and experience</li> <li>• To offer enhanced rates of pay for existing staff to work addition hours thus reducing cost/reliance on agency staff</li> <li>• Review recruitment processes</li> <li>• Train services to input and manage own vacancies rather than central function</li> <li>• Upgrade IT system to produce contracts</li> </ul> <p>Mari’s paper sought agreement to set up a project group to scope out the above issues and develop a business plan to be brought back to December Council.</p> <p>Council members agreed to the formation of a group reporting back in December and commented on the :-</p> <ul style="list-style-type: none"> <li>• need to reduce the reliance and cost of employing agency staff to cover shifts</li> <li>• need for a full discussion on the GOR and possible reconfiguration</li> <li>• importance for CrossReach to adapt its HR processes</li> </ul> |     |
|            |  |     |
| <b>38.</b> | <p><b>Church Involvement Group</b></p> <p>The Convener advised that the Church Involvement Group had met once and the meeting had been productive and sought to</p>  |     |

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|            | make closer links with not only the Church of Scotland but with English and European Presbyteries. The next meeting would be Tuesday 29 <sup>th</sup> October in Church of Scotland offices   |             |
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| <b>39.</b> | <p><b>Nomination for Social Care Council 2014</b><br/>Peter advised that nominations were being sought for position of Vice Convener and a timetable was tabled. Members were asked to email nominations to Peter by 30<sup>th</sup> October.</p> <p>Peter also advised that nominations were sought for the Social Care Council for 2014 and Diane Gunstone would send the application and basic information for potential new members. Applications to be returned to Diane by 29<sup>th</sup> November</p> | D Gunstone  |
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| <b>40.</b> | <p><b>Social Care Council Minute</b><br/>The Convener said that whilst the meeting had been longer than usual she felt it had allowed for a full and detailed discussion on the balanced scorecard. However it did not allow time to go through the standing items and if members had any comments on the minutes to email her otherwise the minute would be accepted as an accurate record of the August meeting</p>   | SCC Members |
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| <b>41.</b> | <p><b>Finance and Resources minutes of 23 August and 27<sup>th</sup> September, income and expenditure and balance sheet for the same period</b><br/>Items taken as read</p>  |             |
|            | <b>Business Committee 18<sup>th</sup> September</b> – Meeting cancelled   |             |
|            | <b>Quality and Standards Committee</b> – Item taken as read   |             |
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| <b>42.</b> | <p><b>Legacy Summary</b><br/>Taken as read</p>  |             |
|            |   |             |
| <b>43.</b> | <p><b>Interaction With Other Groups</b><br/>Item not taken this meeting</p>   |             |
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| <b>44.</b> | <b>AOCB</b>   |             |
|            |   |             |
| <b>45.</b> | <p><b>Date and Time of Next Meeting</b><br/>11 December 2013</p>  |             |
|            |   |             |
| <b>46.</b> | <b>The meeting was closed with The Grace</b>  |             |

## Appendix 1

### Social Care Council

16<sup>th</sup> October 2013

#### Sederdunt:

Mr Adrian Bark  
Mrs Marth Bogle  
Dr Sally Bonnar  
Prof Tom Chadwick  
Mrs Clare Fleming  
Mrs Mary Ford  
Rev Dr Richard Frazer  
Mrs Brenda Graham  
Rev David Gray  
Mr Ian Huggan  
Rev Douglas Irving  
Mrs Kay Keith  
Mrs Mary Landels  
Mr Stuart Lynch  
Mrs Irene McGugan  
Mrs Kathleen MacPherson  
Mrs Susan Pym  
Mrs Jan Raitt  
Rev Thom Riddell  
Mr Ian Russell  
Mr Bill Steele  
Mr Bill Usher  
Dr William Wallace

#### Apologies:

Mr Angus Swan  
Rev Hugh Maurice Stewart  
Rev Ramsay Shields  
Mr Douglas Hope  
Mr David Brough  
Rev Richard Begg

#### In attendance:

|                    |  |
|--------------------|--|
| Mr Peter Bailey    | (Chief Executive Officer)                                  |
| Mrs Pauline Weibye | (Secretary to Council of Assembly)                         |
| Mr Paul Gilroy     | (Head of schools)  |
| Mrs Mari Rennie    | (Director of Human Resources & Organisational Development) |
| Mr Allan Logan     | (Director of Services to Older People)                     |
| Mr Ian Wauchope    | (Director of Finance & Resources)                          |
| Mr Calum Murray    | (Director of Adult Care Services)                          |
| Mr David Reid      | (Head of Estates)  |
| Mrs Diane Gunstone | (Minute Secretary)   |