

Board: Resources Board

Date: 26 July 2021

Chair: Paul Arnold

Topic: Update on the work of the Resources Board.

Reason for report: This report fulfils the requirement of the Board to provide an update on its work to SLT.

Executive summary and achievements: In the last quarter the Board:

- Reviewed the year end financial position ahead of the Financial Statement Audit. The board discussed the need to ensure that the discussions between finance and budget owners through the year provide the opportunity to identify potential underspend within the directorate/department to enable funds to be repurposed if necessary.
- Reviewed the work being led by HR and Workforce Planning. There was a focus on the requirements for mandatory training and the need to monitor this. It was also noted that there was a low completion rate of PDRs and recording on Minfo across the ICO. An action plan is being developed to ensure improved compliance.
- Reviewed progress against the Digital and ICT Strategy and how this was progressing to plan. Notably was the transition from using Littlefish to provide support services. The board noted how this was on track and the associated risks were being appropriately managed.
- The board undertook an initial deep dive into budget lines and in particular the spending against the business cases. Particular focus was on whether there were any recruitment or procurement bottle necks that were preventing the spending against the business cases. It was agreed that there would be an ongoing review of the key budget lines and a full update as part of the quarter review.
- The board reviewed the proposed Modern Slavery Statement and recommended this is reviewed by the ED&I board before approval by Management Board.

Key challenges: While much has been achieved in Digital and ICT over the past 12 months, it is important for the Board to understand future growth plans to ensure that our infrastructure is scaled to cope. This includes increases in staffing but also the potential impacts of future ways of working across the office.

At each meeting the Board conducts an in depth review of the financial position and consider the risks and opportunities. There is a need to continue monitoring expenditure and in particular if there are any barriers with regard to recruiting to the approved vacancies or procuring the necessary services. Emphasis will also continue to be placed on reviewing the assumptions underpinning the DP Fee income.

Upcoming issues: Over the next quarter the Board will consider the Q1 financial position and undertake a review against each budget line in order to ensure that all the risks and opportunities are fully understood and managed as appropriate.

The Board will also consider the Estates Strategy and in particular any changes as a result of agreed Ways of Working.

The Board will review the Employee Information Disclosure Policy and also consider the business planning process. This will review if the current process needs any amendments before the next business planning cycle

Publication considerations: This report can be published internally and externally.

Author: Andrew Hubert/Mike Fitzgerald