

Minutes

- Meeting:** Board
- Date:** 13 December 2013
- Time:** 2.00 pm
- Venue:** Rooms 7/8, Compass House
- Present:** Paul Edie, Chair
Theresa Allison
Morag Brown
Mike Cairns
Ian Doig
Anne Haddow
Jim McGoldrick
David Wiseman
Sally Witcher
- In Attendance:** Annette Bruton, Chief Executive
Karen Anderson, Director of Strategic Development
Robert Peat, Director of Inspection
Gordon Weir, Director of Corporate Services
Kenny McClure, Head of Legal Services
Rami Okasha, Communications Manager
Alan Baird, Chief Social Work Adviser
Anne Forsyth, Executive Assistant
- Apologies:** Denise Coia, Board Member
Douglas Hutchens, Board Member
Cecil Meiklejohn, Board Member

Item

Action

The Chair welcomed everyone to the meeting including one observer.

The Chair, on behalf of the Board, took the opportunity to thank and pay tribute to Theresa Allison, Morag Brown and Douglas Hutchens for the work they had each done for the Board and the Care Inspectorate. They all retired on 28 February 2014.

1.0 APOLOGIES FOR ABSENCE

Apologies for absence, as listed above, were noted.

2.0 DECLARATION OF INTEREST

There was no declaration of interest.

3.0 MINUTE OF MEETING HELD ON 3 OCTOBER 2013

The minute of the meeting held on 3 October 2013 was submitted and approved as a correct record subject to minor amendment.

EA

4.0 ACTION RECORD OF MEETING HELD ON 3 OCTOBER 2013

The action record of the meeting held on 3 October 2013 was noted and updated.

5.0 MATTERS ARISING

There were no matters arising.

6.0 REPORT FROM STRATEGY AND PERFORMANCE COMMITTEE OF 12 NOVEMBER 2013 (DRAFT MINUTE)

The Chair presented the minute to the Board for consideration and discussion of the recommendations made by the Committee. The following points were noted:

- That for services where requirements had been made, the Care Inspectorate did require a report to confirm that they had been met.
- That proposals on the future role of the Complaints Sub Committee would be submitted to the next meeting of the Committee on 4 March 2014.
- That the Committee would update the minute of 12 November 2013 at its next meeting on 4 March 2013.

The Board:

- Noted the report.

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6.1 Monitoring Our Performance 2013/14

The Director of Strategic Development presented the Quarter 2 (Q2) 2013/14 summary report on performance. The following points in particular were highlighted:

- That there were 14,201 registered care services in operation, 74.4% of which had maintained or improved on grades of four or above. That meant that 394 services had declined in at least one theme since their last inspection.
- That 66% of requirements made at previous inspection had been confirmed as met in 2013/14 inspection reports finalised in Q1 and Q2.
- That in Q1 and Q2 there had been 22 complaints received against the Care Inspectorate. As at 30 September 2013, 11 remained in progress and four had been completed. The remaining seven had been withdrawn. Of the four completed complaints, one had been partially upheld and three had not been upheld.
- That during Q1 and Q2, 89% of planned inspections had been completed. This had been an improvement compared to Q1.
- That the reasons for not meeting the target number of inspection in Q1 and Q2 included services becoming inactive, a number of childminders being unavailable for inspection and staff absence. The Executive Team had put in place mitigative actions, and an in-depth report would be submitted to the Strategy and Performance Committee on 4 March 2014.
- That the report on Argyll and Bute strategic joint inspection had been published. The report on North Ayrshire would be published in early Q3.
- That the National Enquiry Line (NEL) had received 6,538 calls in Q2 which was 7% higher than Q1. Of all calls answered, 83% were at the first point of contact, 17% being transferred to duty inspectors.
- That when the new methodology for regulated services process was implemented, self-assessment grading would become more dynamic and would be continually maintained.

The Board:

- Noted the report.

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7.0 REPORT FROM RESOURCES COMMITTEE OF 18 NOVEMBER 2013 (DRAFT MINUTE)

The Convener of the Resources Committee presented the minute to the Board for consideration and discussion of the recommendations made by the Committee.

The following points in particular were noted:

- That there had been positive progress achieved against the People Management Policy Programme and the draft Partnership Agreement.
- That the progress on the replacement of the corporate information systems assured members that the approach and pace of the project was accurate.
- That Audit Scotland's report 'Managing ICT' contracts would be resent to members.

EA

The Board:

- Noted the report.

7.1 2013/14 Budget Monitoring

The Director of Corporate Services presented the report which advised on the projected financial position of the year to 31 March 2014 (based on September 2013 ledger). The following points in particular were noted:

- That the underspend of £530k was almost exclusively due to further slippage in terms of staffing and that appropriate management action had been taken.
- That a forecast figure of £180k would not be drawn-down from the grant-in-aid.

The Board:

- Noted the report.

8.0 REPORT FROM AUDIT COMMITTEE OF 3 OCTOBER 2013 (APPROVED MINUTE)

The Convener of the Audit Committee presented the minute to the Board for consideration and discussion of the recommendations made by the Committee. The following points in particular were noted:

- That Audit Scotland had issued an unqualified auditor's report.

- That the Board had approved the Annual Report Accounts 2012/13 at its meeting on 3 October 2013.

The Board:

- Noted the report.

9.0 REPORT FROM AUDIT COMMITTEE OF 18 NOVEMBER 2013 (DRAFT MINUTE)

The Convener of the Audit Committee presented the minute to the Board for consideration and discussion of the recommendations made by the Committee. The following points in particular were noted:

- That the Audit Visit Memo report on the ICT Roadmap which had been discussed by the Resources Committee on 18 November 2013 was appropriate and issues raised by the Audit Committee would be taken into account by the Executive Team.
- The Audit Recommendations Progress Report which was in-line with deadlines.
- That a review of the Strategic Risk Register had been scheduled for 21 February 2014.

The Board:

- Noted the report.

10.0 INSPECTION AND STRATEGIC PLANNING 2014/15 REPORT NO: B-22-2013

The Director of Strategic Development presented the report which provided the Board with the Care Inspectorate's inspection planning proposals for 2014/15. The following points in particular were noted:

- That there had been extensive consultation with colleagues.
- That the selection of the community planning partnership areas in respect of Children and Adult Services that would be subject to inspection was identified by taking a risk-based approach and was planned in conjunction with other relevant scrutiny bodies.
- That discharge of responsibilities for assessing Serious Incident Reviews (SIRs), Deaths of Looked After Children and Significant Case Reviews (SCRs) would continue.

- That a joint approach to reviewing the impact of partnership working on problem substances misuse by children and adults in collaboration with HIS and Audit Scotland would be developed and piloted.
- The increase of the overall inspection hours of all care homes to enable more in-depth inspection.
- The eligibility for reduced frequency of better performing housing support services was re-instated, to one unannounced inspection in every 24 months.
- That there would be an Inspection Focus Area (IFA) on daycare for children (over 3s and under 3s) in relation to Infection Prevention and Control.
- That better performing childcare and nurse agencies was re-defined as those receiving grades four or above and a 'low' risk assessment.
- That members would be provided with a briefing in relation to new Link Inspector/Contact Manager roles.
- That there were young people involved in strategic inspections and there would be additional opportunities for lay assessors through recruitment in Spring 2014.

DoI

The Board:

- Considered and approved in principle the Inspection Plan for 2014/15 on the basis that it could be delivered within budget. The Plan would be submitted for Ministerial approval mid-January 2014.

**11.0 REVIEW OF COMMITTEE AND SUB COMMITTEE CONVENERS, VICE CONVENERS AND MEMBERS (AND APPOINTMENT OF NEW DEPUTY CHAIR)
REPORT NO: B-23-2013**

The Chair presented the report which sought the Board's approval of the proposals to change the Conveners and Vice Conveners and members of Committees and Sub Committees and the proposed appointment of a Deputy Chair from 1 March 2014.

The Board:

- Agreed the proposals in principle which would be formally ratified, along with new members of the Board at a Special Board Meeting which would be held on 3 March 2014.

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**12.0 CHAIR'S REPORT
REPORT NO: B-24-2013**

The Chair presented the report which provided an update on key developments since the 3 October 2013 Board meeting.

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In addition, the following points were noted:

- That the Chair had attended a session on Ministerial public appointments at Scottish Government on 9 December 2013.
- That the Chair had shadowed a strategic inspection scoping meeting on 11 December 2013
That it was Sponsor's intent to meet with members early in 2014.
- That a briefing note on Scottish Government's White Paper on Independence would be circulated to members.
- That the Executive Team would bring advice and proposals to the Board which would consider the quality and depth of inspection and that this would mean a review of the number of inspections.

**Comms
Mgr**

The Board:

- Noted the report.

13.0 CHIEF EXECUTIVE'S REPORT REPORT No: B-25-2013

The Chief Executive presented the report which provided an update on key developments since the 3 October 2013 Board meeting. In particular, the following points were noted:

- That the Regulatory Reform (Scotland) Bill was at Stage 3. This applied to a range of regulators in Scotland including Local Authorities, Care Inspectorate, HIS and OSCR. Principally, it was Part 1 which was relevant to the Care Inspectorate. A response to the consultation would be submitted with members' involvement.
- That the application for cancellation of registration under S65 had been adjourned, however the interim order suspending the registration was reimposed as of 19 December 2013.
- That discussion had taken place with HMIC and there had been interest to take forward joint work in a Young Person's Unit.
- That a Senior Press Officer was in post and the current press office arrangements were being phased out.
- That a Sponsor Review Meeting had taken place on 10 December 2013 which had looked at planning for 2014, the Annual Report and Accounts 2012/13 and the Review of the Year publication. An advanced copy of the Review would be circulated to members.

**Comms
Mgr**

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- That the structure review was nearing completion and there was some final embedding to be concluded.
- That members were impressed with the Lay Assessors participation in inspections and the new Involvement Team's work.
- That international visits were of value, especially in terms of reputation and staff development. Members would be welcome to participate in any future visits.

The Board:

- Noted the report.

14.0 AOCB

14. Receipt of Board and Committee Papers

The Board agreed that non-confidential Board and Committee papers would be posted first class. Confidential papers would continue to be posted by Special Delivery.

EA

20.0 DATE OF NEXT MEETING

The date of the next meeting was noted as 28 March 2014 at 2.00 pm, Compass House, Dundee.

Signed: 

Paul Edie
Chair