



## Minutes

- Meeting:** Public Board
- Date:** 9 February 2023
- Time:** 11.00 am – 12 noon
- Venue:** Rooms 0.6/0.7, Compass House, Dundee
- Present:** Doug Moodie, Chair  
 Naghat Ahmed  
 Charlotte Armitage (by Teams link)  
 Audrey Cowie  
 Sandra Campbell  
 Gavin Dayer  
 Rona Fraser  
 Paul Gray  
 Ronnie Johnson  
 Bill Maxwell  
 Maria McGill  
 Carole Wilkinson
- In Attendance:** Jackie Irvine, Chief Executive (CE)  
 Edith Macintosh, Deputy Chief Executive and Executive Director of Strategy and Improvement (DE/EDSI)  
 Kevin Mitchell, Executive Director of Scrutiny and Assurance (EDSA)  
 Jackie Mackenzie, Executive Director of Corporate and Customer Services (EDCCS)  
 Gordon Mackie, Executive Director of IT and Digital Transformation (EDITDT)  
 Kenny McClure, Head of Legal Services (HoLS) (by Teams link)  
 Lisa Rooke, Head of Corporate Policy and Communications (HoCPC) (by Teams link)  
 Fiona McKeand, Executive and Committee Support Manager (ECSM)  
 Helen Happer, Chief Inspector, Strategic Scrutiny  
 Kirsteen McLennan, Chief Inspector, Strategic Scrutiny  
 Aileen Nicol, Strategic Inspector (item 8 only)  
 Kirstine Rankin, Head of Organisational Workforce Development (item 9 only)
- Observers:** Fiona Birkin, Joint Chair Partnership Forum (official observer) (by Teams link)  
 Lynn Boag, Care Inspectorate staff observer (by Teams link)
- Apologies:** Keith Redpath – Board member

Item	Action
<b>1.0 WELCOME AND INTRODUCTIONS</b>	
<p>The Chair welcomed everyone to the meeting, noting that this was the last meeting for Board member Gavin Dayer, whose term of office was due to end on 28 February. On behalf of the Board, the Chair thanked him for the valuable insight and contribution he had given to the work of the Board over the previous eight years.</p>	
<b>2.0 APOLOGIES</b>	
<p>Apologies were received, as noted above.</p>	
<b>3.0 DECLARATIONS OF INTEREST</b>	
<p>Board member Maria McGill declared an interest in respect of item 8, as a member of The Promise Oversight Board. Board member Sandra Campbell declared an interest in respect of the private meeting with Dame Sue Bruce of the Independent Review of Inspection, Scrutiny and Regulation.</p>	
<b>4.0 MINUTES OF BOARD MEETING HELD ON 15 DECEMBER 2022</b>	
<p>The minutes of the Board meeting held on 15 December 2022 were <b>approved</b> with amendments to be made as follows:</p>	
<ul style="list-style-type: none"> <li>• Correction to Sandra Campbell’s surname</li> <li>• Wording within the last paragraph under “General Comments” of item 10, to be changed from “final approval” to “final review”.</li> </ul>	<b>E&amp;CSM</b>
<b>5.0 ACTION RECORD OF BOARD MEETING HELD ON 15 DECEMBER 2022</b>	
<p>The Board reviewed the action record and received updates as follows:</p>	
<p>In respect of “Quality Conversations”, the Chief Executive clarified that the Board would be kept informed of dates of future events and the topics to be covered.</p>	
<p>It was noted that the slides from presentations referred to in the Chief Executive’s December report had not yet been circulated to the Board for information and this would be followed up.</p>	<b>E&amp;CSM</b>
<p>Under the action relating to legal definitions covering regulation of tele-care, it was agreed that the Head of Legal Services would arrange for a briefing note to be circulated to members.</p>	<b>HoLS</b>

**6.0 MATTERS ARISING**

There were no matters arising.

**STRATEGY AND POLICY**

**7.0 DRAFT SCRUTINY AND ASSURANCE DIRECTORATE STRATEGY AND PLAN 2023/24 - REPORT NO: B-46-2022/23**

This item had been discussed earlier that morning, in private session with the Board. It was noted that the Board had **approved** the draft Scrutiny and Assurance Directorate Strategy and Plan, subject to minor amendments, and the plan would be submitted to Scottish Government Ministers for final approval.

**EDSA**

The Chair thanked the Executive Director of Scrutiny and Assurance and his team for the quality of the work undertaken in the production of the documentation, and also to Board members for their input.

**OPERATIONAL ITEMS**

**8.0 KEEPING THE PROMISE – AN OVERVIEW OF ACTIVITY 2021/2022: REPORT NO: B-47-2022/23**

The Executive Director of Scrutiny and Assurance presented the report, which provided the Board with information on the work that had been completed, in progress or was planned, directly related to the Care Inspectorate’s corporate commitment to keeping the Promise, and with the anniversary having recently been reached of the publication of the original Promise report in 2020.

The Board was pleased to note the Care Inspectorate’s approach to raising organisational awareness through internal governance, communication channels and collaborative relationships across directorates, working towards a common understanding of what the Promise meant to staff colleagues in their daily roles. It was also noted that there are some specific Promise workstreams which are outward facing.

The Board welcomed the detailed report and there was some discussion on how the impact, including emotional impact, of Promise-related work could best be monitored and evaluated, so that the Board was well-sighted on progress and resource requirements. The Chief Executive and Chair agreed to discuss this matter further and identify options for impact evaluation.

**CE/Chair**

Members expressed an interest in the number of Care Inspectorate staff who had taken part in bespoke online learning sessions and asked if this figure could be further broken down into types of staff groups.

**A Nicol  
(Strategic  
Inspector -  
CYP)**

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In response to a question about the Care Inspectorate giving consideration to care experience being treated as a protected characteristic, the Board was advised that this conversation had emanated through a combination of Promise-related work and the Care Inspectorate's response to the United Nations Convention on the Rights of the Child.

The Board noted the report and the Chair agreed to consider with the Chief Executive the plans for fuller discussion on the Promise at a later Board meeting.

## **9.0 STRATEGIC WORKFORCE PLAN – REPORT NO: B-48-2022/23**

The Board was invited to approve the draft strategic workforce plan covering the period 2023-26, which had been developed to support delivery of the 2022-25 corporate plan.

Board member Audrey Cowie had worked closely with staff colleagues in Organisational Workforce and Development and was pleased to note the plan's measure of progress and focus on the future and commended the plan to the Board.

Members sought clarification on specific timescales to enable monitoring of progress and were advised that a next-level operational plan with details of timings and named leads would be forthcoming, noting that an annual update would be presented to the Board.

The Board also noted that, as part of ongoing staff engagement, a full survey of staff took place every two years, with a pulse survey being carried out in between, the next one due in May 2023. Through the survey, a number of themes had been identified including development of leaders and managers to help support staff.

The Board also expressed interest in how the Care Inspectorate attracted care experienced people to work within the organisation and noted that the plan intended to increase opportunities for a wider range of volunteers and secondments, and also would explore student placement options.

The Board **approved** the three-year Strategic Workforce Plan.

## **10.0 BUDGET DEVELOPMENT MEMBER/OFFICER SHORT-LIFE WORKING GROUP**

Board member Ronnie Johnson, the Chair of the member/officer working group, provided members with a verbal update of the last meeting of the group. The group had considered areas of the Care Inspectorate's activity which it might be possible to modify and therefore impact the current budget position.

Officers were engaged in discussions with the sponsor department at Scottish Government in relation to finalising the position for 2023/24.

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Discussions were ongoing and remained confidential to officers and Board at this stage. The next meeting of the member/officer working group was on 23 February 2023.

The Board noted that there was no immediate impact to the Care Inspectorate, but remained a matter of the highest priority, and agreed that, through the member/officer working group, it would provide as much support to the organisation as possible.

## **STANDING ITEMS**

### **11.0 IDENTIFICATION OF RISK**

No additional risks were identified.

### **12.0 BOARD SCHEDULE OF BUSINESS 2022/23**

The Board noted the schedule of business 2022/23, and that the governance review due to be held on 30 March was a separate session to the public Board meeting and would be taken as a development event.

### **13.0 ANY OTHER COMPETENT BUSINESS**

On the matter of Board Development Events, the Chair thanked the members for their feedback on suggested topics that might be covered during the next cycle.

### **14.0 CLOSE OF PUBLIC MEETING AND DATE OF NEXT MEETING**

The Board noted the date of the next Board meeting as Thursday 30 March 2023 at 10.30 am in Compass House, Dundee

Signed:

Doug Moodie, Chair