

Replacing the Annual Report and Accounts with Two Separate Publications

Report to: Board

Date: 7 June 2013

Report by: Kenny Dick, Head of Finance and Corporate Governance
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Report No: B-11-2013

Agenda Item: 9

PURPOSE OF REPORT

To advise members of a method of replacing the Annual Report and Accounts with two separate documents, in order to communicate our strategic messages more effectively.

RECOMMENDATIONS

That the Board:

1. Notes the draft contents pages in this report.

Version: 3.0	Status: <i>Final</i>	Date: 21/06/2013
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Version Control and Consultation Recording Form

Version	Consultation	Manager	Brief Description of Changes	Date
	Senior Management			
	Legal Services			
	Resources Directorate			
	Committee Consultation (where appropriate)			
	Partnership Forum Consultation (where appropriate)			
Equality Impact Assessment				
To be completed when submitting a new or updated policy (guidance, practice or procedure) for approval.				
Policy Title:				
Date of Initial Assessment:				
EIA Carried Out			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, please attach the accompanying EIA and briefly outline the equality and diversity implications of this policy.				
If no, you are confirming that this policy will have no negative impact on people with a protected characteristic and a full Equality Impact Assessment is not required.			Name: Rami Okasha Position: Communications Manager	
Authorised by Director	Name: A Bruton		Date: 13 June 2013	

1.0 BACKGROUND

The Care Inspectorate's annual report must be laid before the Scottish Parliament each year. There is a limited readership to this report, although it contains some very important information. It is therefore proposed to revise the structure and content of the annual report, making it more focused. A second document will be produced to illustrate the work of the Care Inspectorate in a more accessible and qualitative manner.

2.0 ANNUAL REPORT AND ACCOUNTS: A NEW FORMAT

Much of the information required to be contained in the Annual Report and Accounts is specified by guidance. It is proposed that the next such publication, covering the financial year 2012/13, will be published by late 2013. A draft contents page, showing the proposed changes is provided at section 5.

3.0 REVIEW OF THE YEAR: A NEW PUBLICATION

It is proposed that, in addition to the Annual Report and Accounts, the Care Inspectorate publish a "Review of the Year" which will contain some of the information previously found in the annual report, but present it in a significantly different format. The purpose of the new report is to introduce people to the work of the Care Inspectorate, demonstrate what work we did to improve the standard of care people receive in Scotland, and show how effectively we performed.

Unlike the Annual Report and Accounts, The Review of the Year will be designed, with extensive use of colour, photos, and infographics. It will take a person-centred approach. Online presentation will be considered alongside printed materials. It will contain chiefly information that the Care Inspectorate wishes to highlight and assess our performance across a range of areas. A draft contents page is provided at section 6. It will report on some types of activity that we undertook in 2012/13 but no longer do; where this is the case, it will explain how similar work is being progressed in new ways.

4.0 LINKS BETWEEN THE TWO REPORTS

The production schedule for the Annual Report and Accounts is tightly fixed, requiring internal and external oversight at various points. Not having to meet any specific requirements, a Review of the Year has more flexible production deadlines.

Where possible, development of the Annual Report and Accounts and the Review of the Year will proceed together in order to ensure there is minimal, if any, crossover. The two documents do not require to be published simultaneously.

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It is therefore proposed to produce the two reports at the following times:

	Annual Report	Review of the Year
2012/3	Dec 2013	September / October 2013
2013/4	Dec 2014	May 2014
2014/5	Dec 2015	May 2015

5.0 DRAFT CONTENTS PAGE FOR ANNUAL REPORT AND ACCOUNTS (NEW FORMAT)

Section	Comments	Changes on 2011/12
1.1	Chief Executive's introduction	Updated text
1.2	Overview of the Care Inspectorate	Shortened considerably
1.3	How We Performed <i>Reporting on and consideration of KPIs</i>	Format may change
1.4	Principal Risks and Uncertainties	None
1.5	Stakeholder Relationships	Shortened but widened to include relationships with other regulators, young inspectors, associate assessors, public reporting, and our employees
1.6	Equality & Diversity	None
1.7	Financial Review	Information to be updated and shortened if appropriate
1.8	Sustainability Report	None
1.9	Property	None
2.0	Remuneration Report	None
3.0	Statement of Accountable Officer's Responsibilities	None
4.0	Governance Statement	None
5.0	Auditors Report	None
6.0	Financial Accounts	None
Ax 1	Accounts Direction	None
Ax 2	Board & Committees	None
Ax 3	Performance Indicators	None
Ax 4	Statistical Information	None

6.0 DRAFT CONTENTS PAGE FOR 'REVIEW OF THE YEAR'

Page	Content	CI performance measures	Sector performance measures
1	Cover		
2	Intro from Chief Executive		

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Page	Content	CI performance measures	Sector performance measures
3-5	Inspecting regulated care services	inspections completed against target announced v. unannounced inspections	Number of services by type
6-7	Social work inspections Child protection inspections Joint inspections	number of ISLAs completed number of CP inspections completed	
8	Who else we work with Future strategic development	Number of MOUs Inspections with joint partners (ES, HIS, MWC) Stats on shared service arrangements with SCCC (nr or staff working jointly etc)	
9	Childminders	Numbers of inspections we have carried out Numbers of registrations and cancellations of childminders	Number of childminders Longevity of active childminding services
10-11	How we inspect & what difference does it make?	Detail on Inspection Satisfaction Questionnaires	Grading over time, showing trends
12	Criminal justice	<i>TBC</i>	
13	What we do when things just aren't good enough (improvement and enforcement notices)	Number of enforcements by service Number of requirements (tbc)	
14	Registrations (half page)	Number of registrations completed in time Number of variations made	Trends of registered services over time
15	Complaints (page and a half page preceding)	KPI performance on complaints Nr of complaints about the Care Inspectorate	Nr complaints by sector per 1000 places Origin of complaints
16	Our chair writes – vision piece from Paul Edie		

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Page	Content	CI performance measures	Sector performance measures
17	Involving people	Nr of lay assessors Nr inspections with lay assessors Nr of people they spoke with Nr of strategic inspections with lay carer	Grades for involvement over time (TBC) Stats showing relationship between quality of care and quality of involvement (TBC)
18-19	Review of the year: 12 key announcements by month		
20	Accessibility (half page on translations and alternative formats) Spending the public's money wisely (half page)	Numbers requested Mix of income sources Invoices paid in 10 days	Methods of services paying fees
21	Publications (page and half)		
22	Research hub (Half page)		
23	Microsites and Meet Sid project		Nr of children in care in Scotland
19	Changes to staffing structure (half page) Values (half page)	Nr staff Split between operational / support Turnover stats	
20	Back page: infographic on the types of service we regulate	Numbers of each type of service	

7.0 RESOURCE IMPLICATIONS

The costs of production will be met from existing resources.

8.0 BENEFITS FOR PEOPLE WHO USE SERVICES AND THEIR CARERS

These two publications will allow people who use services to understand more readily the work that we do, how they can get involved in it, and how they can influence it. It will also allow people to understand how effectively the Care Inspectorate has performed against our targets.

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9.0 CONCLUSION

It is anticipated that this approach will result in a wider readership. Preliminary work is underway on both documents and is on schedule.