

Minutes

Meeting: Strategy and Performance Committee

Date: 21 December 2012

Time: 2.00pm

Venue: Room 0.24, Compass House, Dundee

Present: Frank Clark, Chair (Convener of Committee)
Theresa Allison
Mike Cairns
Anne Haddow
Douglas Hutchens
David Wiseman

In Attendance: Annette Bruton, Chief Executive
Karen Anderson, Director of Strategic Development
Gordon Weir, Director of Corporate Services
Kenny McClure, Head of Legal Services
Anne Forsyth, Executive Assistant

Apologies: Cecil Meiklejohn, Board Member
David Cumming, Director of Operations
Gill Ottley, Director of Operations
Pamela Hill, Secretary

Item	Action
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 INSPECTION AND STRATEGIC PLANNING 2013-14 REPORT NO: SP-20-2012

The Chair informed the Committee that the report provided the Care Inspectorate's inspection planning and related budgeted proposals for 2013-14 which drew on the clear steer from the Board Strategic Event that took place on 13-14 December 2012.

The Director of Operations (Planning, Assurance and Public Reporting) presented the report and the Committee considered the options and recommendations made by the Executive Team. The Committee was reminded that any suggestions for an increase of strategic inspections beyond that proposed would have to be discussed and agreed with Healthcare Improvement Scotland (HIS) and Education Scotland as well as other scrutiny bodies because of the workload implications and the associated impact on their budgets. In addition, if the Cabinet Secretary did not fully accept the Inspection Plan then the Plan would require to be brought back to Committee. The following points in particular were noted:

- That it would be useful to be provided with a paper setting-out risk factors in relation to the inspection of childminders.
- That research was continuing in relation to the effectiveness of the new complaint's process and this would be maintained as one of a range of quality assurance measures.
- That the Care Inspectorate would continue to review all regulated services inspection methodology to ensure efficient and effective practice.
- That following approval of the Inspection Plan by Ministers, arrangements for a re-drafting of the Risk Register and the associated KPIs and QIs would be mapped out and the output reflected in changes in the performance management system for 2013-14.

The Committee, after detailed questioning and discussion:

- Accepted the recommendation that six children's services inspections were scheduled for 2013-14.
- Accepted the recommendation that a maximum of three adult health and social care inspections were planned for 2013-14.
- Accepted the recommendation that large childminding services registered for eight or more children which were low risk and good performing were inspected on a frequency of once every 24 months; and large childminding services which were identified as high risk and poorly performing, would be inspected as a minimum once every 12 months.
- Accepted that small childminding services registered for eight or less children which were low risk and 'good or better' performing services were inspected once every 48 months;

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and small childminding services that were identified as high risk and poorly performing, were inspected as a minimum every 12 months.

- Accepted that childminding services reverted to the recommended frequency noted above after their first inspection rather than continue to be inspected for two years post-registration.
- Agreed to allocate 9.75 hours to all small childminders, which were continuing to be assessed as either low or medium risk; and 15.75 hours for all large childminders or small childminders which were assessed as high risk.
- Accepted the recommendation for defining minimum frequency that the Care Inspectorate would inspect once every 12 months, the services defined in the Public Services Reform (Social Services Inspections) (Scotland), Amendment Regulations 2012 (care homes; support services, care at home and secure accommodation). However, to ensure that services did not fall due for inspection at the same time every year, the date of the next inspection would be brought forward or delayed by up to three months. It was considered that this would meet the Ministerial intent when the minimum frequencies had been set and it was agreed that a detailed rationale for the proposed arrangement should be set out for Ministerial consideration.
- Reflected on the discussion that took place at the Board Strategic Event held on 13-14 December 2012 and approved all priority 1, 2 and 3 pieces of work set out under the five strategic objectives laid out in Appendix 4 and in that order of priority.
- Noted that initially only priority 1 items would be incorporated into the 2013-14 budget, with the remainder being kept under review during the year for implementation as resources permitted.
- Agreed that the annual review of the Corporate Plan should be submitted to the Committee on 5 March 2013 prior to Board consideration on 21 March 2013.
- Accepted the assurance that 57% of better performing services would be inspected as part of the proposed Inspection Plan and agreed that the practice of sampling a further 10% of better performing services should be discontinued in favour of targeting resources to supported improvement of poorly performing services.
- Accepted that the Care Inspectorate continued to provide additional user focus time as part of its inspection process for 2013-14 and noted the assurances from the Strategic Board event that a methodology had been developed which would ensure more effective input by people who used services and their carers and increased involvement of lay assessors in care service inspections in line with previous discussion.

- Agreed to make the above recommendations to the Resources Committee to allow budget provision to be made for 2013-14 and for the combination of the work of the two committees to be reflected in a submission to the Board at its meeting on 21 January 2013.

4.0 AOCB

There was no other competent business.

5.0 DATE OF NEXT MEETING

The date of the next meeting was noted as 5 March 2013 at 10.30am, Compass House, Dundee.

Signed:



Professor Frank Clark CBE, Chair