

Minutes

Meeting: Board
Date: 18 December 2012
Time: 2.00 pm
Venue: Rooms 7 and 8 Compass House

Present: Frank Clark, Chair
Theresa Allison
Morag Brown
Mike Cairns
Denise Coia
Ian Doig
Anne Haddow
Douglas Hutchens
David Wiseman
Sally Witcher

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

Apologies: Garry Coutts, Board Member
Cecil Meiklejohn, Board Member
Gill Ottley, Director of Operations

Item

Action

The Chair welcomed everyone to the meeting including one observer.

The Board agreed that Report No: B-11-2012 would be taken in confidence.

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 6 SEPTEMBER 2012

The minute of the meeting held on 14 June 2012 was submitted and approved as a correct record.

4.0 MINUTE OF SPECIAL BOARD MEETING HELD ON 10 JULY 2012

The minute of the meeting of the Special Board held on 10 July 2012 was submitted and approved as a correct record.

5.0 MINUTE OF SPECIAL BOARD MEETING HELD ON 25 OCTOBER 2012

The minute of the meeting of the Special Board held on 25 October 2012 was submitted and approved as a correct record, subject to one amendment.

EA

6.0 MATTERS ARISING

6.1 Minute of Meeting Held on 6 September 2012

Item 8.0 – The Director of Strategic Development updated the Board in relation to the Children’s Services Inspection post-pilot work in Angus.

Item 10 – The Chief Executive updated the Board in relation to the Care Inspectorate Values which had been published, promoted and was being used in day-to-day work throughout the organisation.

6.2 Minute of Special Board Meeting Held on 10 July 2012

Item 4.1 – The Director of Strategic Development updated the Board that a submission had been made on the Children and Young People’s Bill consultation. Following analysis, members would be provided with a summary.

DoSD

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6.3 Minute of Special Board Meeting held on 25 October 2012

There were no matters arising.

7.0 REPORT FROM STRATEGY AND PERFORMANCE COMMITTEE OF 27 NOVEMBER 2012

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

The Board:

- Noted the report and considered the undernoted points in detail.

7.1 Monitoring our Performance Q2 2012/13

- That there were a number of actions in place to support inspection targets.
- That there had been an increase in the number of complaints, partly due to publicity and joint work with the SSSC. This was welcomed.
- That registration targets had been considerably exceeded.
- That in relation to variations, an update would be provided to members.
- That CIPFA's draft report in relation to Financial Viability of Regulated Care Services had been received and that a meeting with key staff would be arranged for early 2013. There was a need to be clear about what it was that could be reasonably expected of the Care Inspectorate and that the right actions were being taken.
- A full updated report would be circulated to members when finalised.

DoSD

7.2 Intelligence and Risk Action Plan

- That members were satisfied with the key deliverables and encouraged that most were on target.
- That members were satisfied with the manner in which the dashboard format was presented and welcomed the assurance that this was how progress would be reported in the future. It was seen to be a helpful way to focus on performance.

7.3 Lay Assessor Involvement

- That members welcomed the progress on the numbers and role of lay assessors and were pleased that a more structured approach was being taken.

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7.4 Role of the Care Inspectorate in Scrutiny of Commissioning

- That members were aware of the issues in the complex area of strategic commissioning.

8.0 REPORT FROM RESOURCES COMMITTEE OF 3 OCTOBER 2012

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 were noted:

- That the Care Inspectorate could be facing significant investments in ICT to meet future business needs and that in light of Health and Social Care Integration, there was a need to look at requirements. This should be carried out in partnership with other scrutiny bodies.
- That work in partnership with other scrutiny bodies should be maintained in relation to the continuing work on the development of the new Care Inspectorate Award. Apart from meeting SSSC requirements, possession of such an award enhanced the credibility of inspectors.

The Board:

- Noted the report.

9.0 REPORT FROM AUDIT COMMITTEE OF 3 OCTOBER 2012

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 were noted:

- That there had been a move towards a different form of reporting in respect of pension disclosure and bad debt provision/write-off.
- That Board minutes, agendas and papers were on the website and that the proposal to the Board to appoint a Deputy Chair would be considered at item 16.0.

The Board:

- Noted the report.

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10.0 REPORT FROM REMUNERATION COMMITTEE OF 14 NOVEMBER 2012

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

- That the pay remit 2013/14 was required to be returned by 18 February 2013.

The Board:

- Noted the report.

11.0 ANNUAL HEALTH AND SAFETY REPORT REPORT NO: B-12-2012

The Director of Corporate Services presented the report which advised the Board of the health and safety performance of the Care Inspectorate for 2011/12 and detailed the progress of health and safety matters for 2012/13. The following points in particular were noted:

- That the Board had approved the Health and Safety Policy in June 2011.
- That the National Health and Safety Forum monitored and reviewed health and safety performance throughout the year.
- That there had been a reduction in the number of accidents and incidents.
- That there had been a full update provided to the Resources Committee.
- That the completion rate for risk assessment was 100%.
- That all offices had received a minimum of one premise inspection.
- That a disabled evacuation exercise had taken place and that there were improved procedures and processes in place.
- That there had been positive developments with the SSSC and OSCR in respect of Service Level Agreements.
- That a Carbon Management Plan had been developed and approved by the Carbon Trust which was in addition, including joint work with the SSSC and OSCR.
- That the Care Inspectorate was proactively promoting employee welfare through the voluntary forum, Change Champions, that had explored health, healthy living and mental health.

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- That other sections members would like to be included in future reports were 'Healthy Living' and 'Corporate Responsibilities'.

The Board:

- Noted the health and safety performance for 2011/2012 and the summary health and safety progress for the Care Inspectorate 2012/13 and were encouraged to reflect on the report and suggest any further items to be included in future.

Members

12.0 APPOINTMENT OF INTERNAL AUDITORS REPORT NO: B-13-2012

The Director of Corporate Services presented the report which sought Board approval for the Audit Committee's recommendation on the appointment of Internal Auditors. The following points were noted:

- That consideration should be given to what the External Auditor's view was in respect of any future change of Internal Auditor.
- That the resource implication related to the Care Inspectorate - the SSSC was separate.

The Board:

- Approved the Audit Committee's recommendation that Moore Stephens, who operated as Scott-Moncrieff were appointed to provide internal audit services to the Care Inspectorate.

13.0 AUDIT COMMITTEE ANNUAL REPORT TO THE BOARD REPORT NO: B-14-2012

The Convener of the Audit Committee presented the report which represented a summary of the work of the Audit Committee and gave the Committee's opinion on the assurance that the work provided.

The Board:

- Noted and thanked the Committee for its work during year.
- Noted the Committee's assessment of its performance and the plans to address development areas.
- Agreed that it placed a strong reliance on the Committee which reflected its effectiveness.

14.0 FINANCIAL VIABILITY IN REGULATED CARE SERVICES

As discussed at Item 7.0.

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ITEMS TAKEN IN CONFIDENCE

15.0 CHIEF EXECUTIVE'S REPORT REPORT NO: B-11-2012

The Chief Executive presented the report which provided an update on key developments since the 6 September 2012 Board meeting.

The Board:

- Noted the testing, but deliverable inspection of regulated services target.
- Agreed that it would like to hear from the children involved in the new interaction website 'involve to improve'.
- Noted that the newly appointed Communications Manager would commence on 14 January 2013.
- Noted the information contained in the report.

DoSD

16.0 ARRANGEMENTS FOR CHAIR APPOINTMENT

The Chair updated the Board on the arrangements to date in respect of the new Chair appointment.

The Board:

- Noted that the proposed date for the announcement of the new Chair would be 18 March 2013.
- Noted the update.

17.0 DESIGNATION OF DEPUTY CHAIR

Following full discussion, the Board:

- Approved the Chair's recommendation that that Douglas Hutchens be designated Deputy Chair.

18.0 AOCB

There was no other competent business.

19.0 DATE OF NEXT MEETING

The date of the next meeting was noted as 18 January 2013 at 10.30 am, Compass House, Dundee.

Signed:



Professor Frank Clark CBE

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