

Minutes

- Meeting:** Policy Committee
- Date:** 3 March 2015
- Time:** 10.30 am
- Venue:** Room 0.24, Compass House, Dundee
- Present:** Paul Edie, Chair (Convener of Committee)
Mike Cairns
Anne Haddow
Anne Houston
- In Attendance:** Annette Bruton, Chief Executive
Karen Anderson, Director of Strategic Development/Depute
Chief Executive
Robert Peat, Director of Inspection
Gordon Weir, Director of Corporate Services
Kenny McClure, Head of Legal Services
Anne Forsyth, Directorate Support Officer
- Apologies:** David Wiseman, Board Member

Item		Action
	The Chair welcomed everyone to the meeting.	
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 PREVIOUS MEETING HELD ON 28 NOVEMBER 2014	
	The minute of the meeting held on 28 November 2014 was submitted and approved as a correct record.	

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4.0 ACTION RECORD OF MEETING HELD ON 28 NOVEMBER 2014

The action record of the meeting held on 28 November 2014 was noted and updated.

5.0 MATTERS ARISING

There were no matters arising.

6.0 A QUALITY IMPROVEMENT STRATEGY FOR THE CARE INSPECTORATE REPORT NO: P-01-2015

The Director of Strategic Development/Depute Chief Executive presented the report which provided a proposed new Quality Improvement Strategy for the Care Inspectorate.

The development of this strategy had been the first jointly-led initiative between Board members and officers. The Committee noted that the group had developed stage-by-stage and all processes had gone well, accumulating in the production of the final report and strategy. The Board members involved had found the joint working to be a stimulating and worthwhile experience and thanked the officers concerned.

The Committee noted that the strategy outlined the Care Inspectorate's role and actions to:

- Support building the capacity of the care sector in improving care in Scotland.
- Target the Care Inspectorate's improvement resources at individual service, corporate provider and strategic partnership level where scrutiny had identified area for development.
- Build a culture of continuous improvement across all business activities so that the Care Inspectorate evidenced its public and added value through efficiency and effectiveness.

During discussion, the following points in particular were noted:

- That the purpose of the strategy was to support the achievement of the Care Inspectorate's Corporate Plan 2014/18 vision and its six strategic objectives.
- That there was specific focus on organisational culture and that behaviours and attributes for employees and managers had been identified, to ensure that the skills and behaviours of the workforce underpinned the values of the organisation.

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- That the strategy would be delivered through three quality ambitions that had been sub-divided into goals and interventions:
 - People.
 - Partnership.
 - Performance.
- That each of the ambitions, goals and interventions were broken down into measureable details within an Action Plan that was dynamic and responded to changing operational requirements.

The Committee:

- Noted the following amendments to the strategy in terms of:
 - Inclusion of volunteer involvement, recognising that this stakeholder group needed to be part of developing the organisational culture.
 - That work would be carried out in a 'different' way in respect of the environment the Care Inspectorate worked in rather than necessarily trying to do more with less.
 - That the strategy needed to be 'future-proofed' to enable it to have a longer shelf-life.
 - That consistency of scrutiny within the Performance ambition' needed to be clearer.
 - That the process of systematic quality assurance contained in the Action Plan needed to be given more clarity.
- Agreed to recommend to the Strategy to the full Board subject to the above amendments.
- Noted the dynamic action plan which would be updated on a quarterly basis.
- Noted that the action plan may identify strategic risk which would be placed on the strategic risk register.

DoSD/DCE

7.0 REGULATORS' STRATEGIC CODE OF PRACTICE MADE UNDER THE REGULATORY REFORM (SCOTLAND) ACT 2014 REPORT NO: P-02-2015

The Head of Legal Services brought to the attention of the Committee the laying before Parliament of the Regulators' Strategic Code of Practice made under the Regulatory Reform (Scotland) Act 2014, and advised the Committee of the implications of the Code for the Care Inspectorate and the work required to give effect to the Code and ensure continued compliance with it.

The report set out the implications for the Care Inspectorate through its regulatory functions in contributing to achieving sustainable economic growth.

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Through full discussion, a number of points were noted. It was agreed that a Board Development event would be held to discuss issues of particular relevance. In the meantime the following was noted:

- That the Code's main specific requirements were as follows:
 - Regulators are Enablers.
 - Risk and Evidence.
 - Understanding the Regulated and Acting Accordingly.
 - Clear and Effective Communication.
- That it would be of interest to seek the SPSO's opinion on links with the complaints process.
- That the Code would be given consideration within the National Care Standards development.
- That any legal implications was highlighted to Board members within the Chief Executive's quarterly report to Board.
- That the new methodology supported the Code better than previously, in as much as the new focus would be much stronger in supporting improvement
- That Inspector Managers and Inspectors would receive additional training in respect of the Code, as soon as the implementation date was known.

The Committee:

- Noted the laying of the Code, its implications and the measures required for implementation and compliance.
- Requested that a policy position was established and a discussion arranged with Sponsor.
- Agreed that a session at the Board Development Event on 26 March 2015 would take place to discuss the Code and to advise all Board members of the position.

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8.0 CARE INSPECTORATE INTELLIGENCE FRAMEWORK REPORT NO: P-03-2015

The Director of Strategic Development/Depute Chief Executive presented the report which advised the Committee of the content and context of the Care Inspectorate's Intelligence Framework and action plan.

The report built on the Intelligence Review previously discussed at Committee (Report No: P-14-2014), and set out a framework and Action Plan to further develop and strengthen the Care Inspectorate's intelligence function. The following points in particular were noted:

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- That the Framework built upon the National Review of Intelligence commissioned by the Accounts Commission Strategic Scrutiny Group and the Care Inspectorate's internal review of intelligence activities.
- That the approaches undertaken by partner bodies in developing their intelligence plans and activities, as well as the Scottish Government National Information and Intelligence Strategy for Health and Social Care had also been taken into account.
- That the Framework and Action Plan aimed to identify the critical role that intelligence held in being proportionate, targeted, evidence-based and risk-informed in all aspects of the Care Inspectorate's scrutiny and improvement.
- That the Framework supported delivery of all of the Care Inspectorate's strategic objectives.
- That the Framework contained a set of principles that underpinned the Care Inspectorate's approach to how it gathered, analysed, shared and used data and information, viz:
 - Responsive.
 - Relevant.
 - Credible.
 - Robust.
 - Efficient.
 - Outcomes-focussed.
- That the Framework focussed on the following three main areas of priority to support the implementation and delivery of the Care Inspectorate's intelligence activities:
 - Risk.
 - Quality.
 - Performance.
- That it had been recognised that there may be significant resource implications as the Framework was implemented around systems development and career pathways which would be brought forward to the Executive Team and the Resources Committee.

The Committee:

- Noted that there had been progress with the SSSC in terms of information sharing and work was underway to determine how to best access both systems.
- Considered and agreed the Intelligence Framework and dynamic action plan to enable quick wins to be achieved.
- Noted that significant work was required on resource implications for future ICT development and a Resources Committee paper would be presented to a future Policy/Audit/Resources Committees for decision on recommendations to Board.

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- Noted that the Board may need to consider the structure of the organisation and the budget over the 2016/18 period.

**9.0 POLICY/PARLIAMENTARY TRACKER
REPORT NO: P-04-2015**

The Director of Strategic Development/Depute Chief Executive presented the report which updated the Committee on policy and parliamentary developments, as well as potential implications for the Care Inspectorate and the services it regulates and inspects. The following key areas of interest were highlighted:

- Human Trafficking and Exploitation (Scotland) Bill.
- Assisted Suicide (Scotland) Bill.
- Criminal Justice (Scotland) Bill.
- Future Model for Community Justice in Scotland on which there would be a future report for Board.
- Strategic Commissioning Plans Guidance on which the Care Inspectorate had worked closely with Healthcare Improvement Scotland and Audit Scotland.
- Statutory public inquiry into historic abuse of children in institutional care.
- Call for evidence on educational attainment gap.
- Evidence from SPSO and call for 'unified complaints system' under integration.
- Mental Health (Scotland) Bill, particularly in reference to waiting times.

The Committee:

- Commended the Policy Team for the excellent report.
- Agreed that that the Policy/Parliamentary Tracker would be presented on a quarterly basis.
- Agreed that the report would be forwarded to all Board members following each presentation of the tracker.
- Noted the information within the report.

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**10.0 DEVELOPMENT OF NATIONAL CARE STANDARDS IN SCOTLAND BRIEFING
REPORT NO: P-05-2015**

The Director of Strategic Development/Depute Chief Executive presented the report which informed the Committee of the up-to-date position on the future development of the National Care Standards in Scotland. The following points were noted:

- That at the January 2015 meeting of the National Care Standards Project Board meeting, it was agreed that the Care Inspectorate, in partnership with Healthcare

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Improvement Scotland should lead on the development of the specific standards including the generic and over-arching principles.

- That it was agreed that a National Care Standards Development Group (NCSDG) would be set-up to progress the work and liaise with their network of members and constituents. This group would report into the National Care Standards Project Board.
- That the NCSDG would develop the new standards reflecting the views gathered through engagement and consultation previously undertaken and continue to engage with those who participated in the consultation exercise and other relevant stakeholders.
- That the standards would remain ‘Scottish Government standards’.
- That there was shortly to be a formal Ministerial announcement on the outcome of the consultation exercise that took place between June – September 2014, together with a statement in respect of the role of the Care Inspectorate and Healthcare Improvement Scotland’s involvement in leading the development of the new standards.
- That it was envisaged that the standards would come into place from April 2017.
- That the development of the Care Inspectorate’s new methodology dovetailed with this work in respect of how inspection, regulation and enforcement action were carried out.
- That the NCSDG would recommend how the Care Inspectorate ensured that social care and health services not regulated or scrutinised either by itself or Healthcare Improvement Scotland, complied with the new standards.
- That there would be significant resource implications for the Care Inspectorate which would need to be scoped, together with seeking appropriate financial support from Scottish Government.

The Committee:

- Noted the current position on the future development of the National Care Standards in Scotland detailed in the briefing paper.
- Noted and agreed that further work was required to identify resource implications.
- Agreed that an update briefing would be submitted to the Board for its June 2015 meeting.

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11.0 SCHEDULE OF COMMITTEE BUSINESS

The Committee noted and updated the schedule, with one standing item to be included:

- National Care Standards Development Update.

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12.0 AOCB

There was no other competent business.

13.0 DATE OF NEXT MEETING

The date of the next meeting was noted as 27 May 2015 at 10.30 am, Compass House, Dundee.

Signed:

Paul Edie
Convener