



A Meeting of the Care Inspectorate Board is to take place at **10.30 am on Thursday 21 January 2021**.

In light of the guidance about minimising social contact issued by the Scottish Government in relation to Covid-19, the meeting will be held remotely by video-link. Arrangements are in place to enable members of the public to attend the meeting by this method and a public notice has been placed on the Care Inspectorate website.

AGENDA

PUBLIC SESSION

- | | |
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| 1. | Welcome and Introductions |
| 2. | Apologies |
| 3. | Declarations of Interest |
| 4. | Minute of Board meeting held on 17 December 2020 (paper attached) |
| 5. | Action Record of Board meeting held on 17 December 2020 (paper attached) |
| 6. | Matters Arising |
| 7. | Chief Executive's Update (oral report) |

STANDING ITEMS

- | | |
|-----|---|
| 8. | Identification of Risk |
| 9. | Board Schedule of Business 2020/21 (paper attached) |
| 10. | Any Other Competent Business |
| 11. | Close of Public Meeting and Date of Next Meeting: Thursday 25 March 2021 at 10.30 am by Teams video-call. |



BOARD ACTION RECORD

Item No	Title	Action	Responsibility	Timescale	Status/Comments
Actions from 17 December 2020					
5.0	MINUTE OF MEETING HELD 30 SEPTEMBER 2020	Add Board member G Dayer's name to item 17 of the minute, as working with OWD	ECSM	Immediate	Completed
11.0	HEALTH AND SAFETY ANNUAL REPORT AND STRATEGY – REPORT NO: B-48-2020	Approved strategy to kept under review. Add to Board agenda for June meeting	ECSM	Immediate	Added to Schedule of Business for June 2021 Completed
13.0	MONITORING PERFORMANCE Q2 – REPORT B-50-2020	<p>"Near Me" demonstration to be provided to members at future Board Development Event</p> <p>Reporting on Root Cause Analysis Review and British Isles Joint regulators' seminar to be added to agenda for Board meeting in March</p>	<p>ECSM/interim Head of Improvement Support</p> <p>CE/Directors and ECSM</p>	<p>Immediate</p> <p>Immediate</p>	<p>Plans to include at BDE on 11 Feb 2021 Completed</p> <p>Added to Schedule of Business for March 2021 Completed</p>

Item No	Title	Action	Responsibility	Timescale	Status/Comments
15.0	MINUTE OF AUDIT AND RISK COMMITTEE MEETING HELD 19 NOVEMBER 2020	Board member R Fraser to be added to the list of observers in the minute of committee meeting	ECMS	Immediate	Completed

CE: Chief Executive
 EDSI-DCE: Executive Director of Strategy and Improvement & Deputy Chief Executive
 EDSA: Executive Director of Scrutiny and Assurance
 EDCCS: Executive Director of Corporate and Customer Services
 iEDITD: Interim Executive Director of IT and Digital Transformation
 HFCG: Head of Finance and Corporate Governance
 ECMS: Executive and Committee Support Manager
 HOWD: Head of Organisational Workforce Development
 HLS: Head of Legal Services



BOARD

Schedule of Business 2020/21

BUSINESS TOPIC	7 May 2020 <i>(Special)</i>	18 June 2020	13 Aug 2020	30 Sept 2020	17 Dec 2020	21 Jan 2021 <i>(if req'd)</i>	25 Mar 2021
OPENING BUSINESS							
Chair's Report		✓	✓	✓	✓		✓
Chief Executive Report		✓	✓	✓	✓	✓ <i>(oral report)</i>	✓
Update on Covid-19 (within CE Report)	✓	✓	✓				
Covid-19 Activity report (including proposed evidence to SP Health & Sport Committee)			✓				
STRATEGY AND POLICY							
Approval of Care Inspectorate Strategies on a rolling/as required basis <ul style="list-style-type: none"> • Financial Strategy • Customer Service Strategy • Legal Services Strategy • ICT Strategy • Intelligence Strategy • Shared Services Strategy • Information Governance Strategy • Communications Strategy • Improvement Strategy • Health and Safety Strategy • Workforce Strategy 							

BUSINESS TOPIC	7 May 2020 (Special)	18 June 2020	13 Aug 2020	30 Sept 2020	17 Dec 2020	21 Jan 2021 (if req'd)	25 Mar 2021
Interim Review of Current Performance Measures				✓			
Revision of Corporate Plan				✓			✓
Financial Strategy				✓			✓
Scrutiny and Assurance Plan 2020-21 Update (in light of Covid-19)			✓				
Proposals for Scrutiny and Assurance Plan				✓			
Scrutiny and Assurance Plan 2021-22				✓			
Budget and Indicative Budget							✓
Strategic Risk Register 2020/21		✓		✓ (SR #8)	✓ (SR #1)		
Approval of Risk Appetite and Risk Policy							
Annual Review of Procurement Strategy				✓			
MONITORING AND GOVERNANCE							
Budget Monitoring (Report from MOWG: Budget Development to be presented to December and March Board)				✓	✓ (+ MOWG report)		✓ (+ MOWG report)
Monitoring our Performance Quarterly Report		Q4 ✓		Q1 ✓	Q2 ✓		Q3 ✓
Minute of Audit and Risk Committee		✓		✓	✓		✓
Complaints Activity Report		✓ (annual)			✓ (mid-year)		
Deferral of Continuation Fees	✓						
2020/21 Financial Position Update	✓	✓					
Finance and Staffing Update			✓				

BUSINESS TOPIC	7 May 2020 (Special)	18 June 2020	13 Aug 2020	30 Sept 2020	17 Dec 2020	21 Jan 2021 (if req'd)	25 Mar 2021
Annual Report and Accounts - Audit Committee Annual Report to the Board - Draft Annual Report and Accounts 2019/20 - Combined ISA260 Report to those Charged with Governance and Annual Report on the Audit				✓			
Board Membership Changes	✓						
Health and Safety Annual Report		Deferred to September		Deferred to December	✓ (and Strategy)		
Code of Corporate Governance		✓					
Changes to Reservation of Powers & Scheme of Delegation (arising from annual Board Governance Review)			✓				
Board Self-Evaluation Action Plan (arising from annual Board Governance Review)							✓
UN Convention on the Rights of the Child – report		✓					
Equality Duty Reporting – Annual Progress Report							✓
Corporate Parenting Report and Action Plan							✓
Annual Review of the Care Inspectorate's Financial Regs		✓					
CAPA 2 Programme Final Report		✓					
Best Value Report 2019/20 (to 1 st Quarter meeting of Board)		Deferred to Sept		Submitted to Audit and Risk Committee instead			
Annual Accounts 2019/20 Progress Report (to 1 st Quarter meeting of Board)		✓					

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Board and Committee Cycle – 2021/22 draft dates				✓			
Annual Procurement Performance Report				✓			
CI Wellbeing strategy (Presentation)				✓	✓		
Shared Services Update Report		✓		✓			✓
OPERATIONAL							
Digital Programme Update Report		✓		✓ (including outline business case, Phase 2)			✓
Independent Review of The New School Butterstone			✓				
Transformation Programme Update Report		Update within CE report		✓			
HR Annual Report		Deferred to Sept		✓			
Root Cause Analysis – Report and Action Plan							✓
British Isles Regulators' Seminar							✓
Approval of Pay Remit for submission to Scottish Government (tbc)							
Update on Significant Organisational Restructures <i>(when required)</i>							
Estates Update <i>(when required)</i>							
Approval of Compensation Payments <i>(when required)</i>							
STANDING ITEMS							
Identification of Risk	✓	✓		✓	✓	✓	✓
Schedule of Board Business		✓	✓	✓	✓	✓	✓

BUSINESS TOPIC	7 May 2020 <i>(Special)</i>	18 June 2020	13 Aug 2020	30 Sept 2020	17 Dec 2020	21 Jan 2021 <i>(if req'd)</i>	25 Mar 2021
CONFIDENTIAL/PRIVATE ITEMS							
CI Employee Relations Appeals <i>(to be standing item, when required)</i>				✓ (none to report)	✓		✓
Independent review of the New School Butterstone			✓				
Digital Transformation Update (see above)				✓			
Market Oversight				✓			
CI's Powers of Enforcement				✓			
OTHER INFORMATION TO BOARD							
Policy/Parliamentary Tracker and Timetable <i>(email briefings in advance of Board meetings)</i>							
Work and Policy Direction of UK Regulators <i>(email briefings in advance of Board meetings)</i>							
Scottish Government Programme for Government <i>(email briefing)</i>							

Forward Planning for first meeting of 2021/22 Cycle (June)

- Health, Safety and Wellbeing Strategy (review of strategy as recommended by Board on 17.12.20)