

**Minutes of the SWIA Management Board Meeting**  
**2.00 pm Wednesday 3 June 2009**  
**SWIA Offices, Ladywell House, Edinburgh**

Present: Alexis Jay, Chief Inspector  
Gill Ottley, Depute Chief Inspector  
David Cumming, Depute Chief Inspector  
Marc Hendrikson, acting Depute Chief Inspector  
Gerry Hart, acting Depute Chief Inspector  
Andrew Wilkinson, Corporate Manager  
Hamish Hamill, External Independent Advisor  
Sandra Nutley, External Independent Advisor  
Anne Travers (minutes)

1. Minutes of the Meeting held on 4 March 2009
    - 1.1 The minutes were agreed.
  2. Matters arising from Minutes
    - 2.1 Item 3.2 the Board noted that there had been no progress on finalising business models for the new scrutiny body.
  3. New ScrutinyBody Update
    - 3.1 Alexis Jay circulated a schematic showing the structure of implementation work teams and a timeline for the changes. She advised the Board that the Public Services Reform Bill had been published on 28 May 2009. The Bill did not address issues such as a inter-country adoption, fostering and adoption or looked after children which would have to be included in a later stage. Lawyers had already asked for amendments to be considered.
    - 3.2 Alexis informed the board that the Programme Board now included a member of the Care Commission's board and that it was hoped that one of SWIA's Independent Advisors could also be a member. Hamish Hamill volunteered to take a place if it was offered. Alexis would take this forward and advise Hamish of the outcome.
- Action Point 1 (June 2009) – Alexis Jay to pursue SWIA Board representation on the Programme Board.**
- 3.3 The board was updated on business continuity and staffing issues discussions with Scottish Government Human Resources. It was hoped that agreement could be reached on a common citizenship arrangement for the first two years after April 2011 to allow SWIA (and HMIE) staff

access to Scottish Government advertised posts. A further meeting with the Head of Human Resources was arranged for 29 June and the project implementation team's staff Q & A brief would not be issued until after the meeting had taken place.

#### 4. SWIA Inspection Methodology

- 4.1 Marc had provided the board with a paper outlining progress on the new methodology. He confirmed that two pilot initial scrutiny level assessments (ISLAs) had been carried out successfully. Volunteers had been sought from local authorities and eleven responses had been received. Briefing events had been held with staff, councils, carers and service users from which feedback had been positive. The first five ISLAs would commence in July and staff were finalising the model detail.
- 4.2 Since the last Board meeting there had been discussion around whether the ISLA process was compatible with Audit Scotland's Shared Risk Assessment (SRA) . It was clear that there were no compatibility issues although terminology might need to be adjusted.
- 4.3 The moderation two-stage process would ensure thorough quality assurance before ISLA findings were fed into SRA discussions and shared with councils. An initial check would confirm that the process was operating effectively before a final moderation similar to that employed for performance inspection reports
- 4.4 There was a need for more targeted reporting and it had been suggested that a Chief Inspector's Annual Report could be published. This would have to be agreed with policy colleagues as there was a need to keep Ministers advised.
- 4.5 Marc agreed to provide a work plan, linking in with current work, for the next Board meeting.

#### **Action Point 2 (June 2009) – Marc to provide updated paper for the next Board meeting.**

- 4.6 The Board heard that the role of the link inspector was being considered in terms of providing supported self-evaluation. The service would be offered to all local authorities without charge.

#### 5. Jersey Inspection Update

- 5.1 The board was advised that Alexis, Gill and Marc had visited Jersey and met with members of the Jersey Health and Social Services Department at the beginning of May. There were some legal issues around the status

of SWIA's inspectors whilst carrying out an inspection in Jersey that Gill would discuss with SG solicitors. It was hoped that the Jersey Assembly would agree to SWIA's involvement by the end of June. The involvement of a member of the Jersey Health Department in the Renfrewshire inspection appeared to have influenced positively the decision to involve SWIA.

5.2 The Board would be kept updated with progress.

## 6. Annual Report and Accounts 2008/09

6.1 Andrew Wilkinson advised the Board that the Annual Report and Accounts for 2008/09 submitted for the Board's formal approval was unchanged from that provided to the Audit Committee the previous week. The minor comments provided by the Audit Committee would be taken on board.

6.2 The Board approved the Annual Report and Accounts 2008/09.

## 7. Self-evaluation Briefing

7.1 The board was updated on progress with SWIA's self-evaluation guides. It was agreed that there needed to be consistency between the three guides. The Commissioning Guide would be the first to be published. The Board agreed that a launch event was not necessary but the guides should be highlighted in the SWIA newsletter and on the website. There had been a lot of interest shown by external stakeholders. SWIA staff were also working with IRISS to provide an e-tool which could be accessed by local authorities.

7.2 The Board noted the progress with the self-evaluation guides.

## 8. Communication Strategy

8.1 Andrew provided a draft communication strategy for the Board's information and comment. The previous strategy had been delivered.

8.2 The Board agreed that the draft communication strategy was comprehensive but perhaps could be shorter and punchier. Other suggestions included ensuring a balance between business continuity and transition to the new scrutiny body; making best use of data from inspection activity; breaking the content down into themed chunks; and enhancing the international content.

8.3 Andrew agreed to provide a revised draft for the next Board meeting.

**Action Point 3 (June 2009) – Andrew Wilkinson to provide a revised**

**communication strategy for the next Board meeting.**

9. Performance Reporting

- 9.1 The Board was provided with an updated version of the SWIA performance metrics and information. Andrew explained that staff changes had caused difficulties in producing the information and this had resulted in some gaps and issues with the graphs. Arrangements were in hand to simplify the process to minimise the impact of any future staff changes.
- 9.2 The Board agreed the information provided was useful and suggested that the customer satisfaction report would benefit from numbers rather than percentages.

10. Risk Register

- 10.1 The Board reviewed and agreed the risk register.

11. Finance and Staffing

- 11.1 The board noted the finance and staffing reports.

12. AOB

- 12.1 There was no other business.

13. Date of the next meeting - 27 August 2009, Ladywell House.