

**Minutes of the SWIA Management Board Meeting
2.00 pm, Wednesday 4 March 2009
SWIA Offices, Ladywell House, Edinburgh**

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

Apologies: David Cumming, Depute Chief Inspector
Gerry Hart, acting Depute Chief Inspector

1. Minutes of the meeting held on 28 August 2008
 - 1.1 The minutes were agreed.
2. Matters arising from minutes
 - 2.1 Item 2.1 Andrew Wilkinson updated the Board on progress with the Scottish Social Services Council questionnaire. Only six responses had been received and the exercise had not provided much in the way of useful additional information.
 - 2.2 Item 6.2 Andrew confirmed that a follow up letter had been issued on the use of inspection data. Responses were being collated.
3. Crerar/scrutiny body announcement update
 - 3.1 Shane Rankin and Linda Gregson of Scottish Government's Scrutiny Improvement Implementation Team attended for this item to provide the Board with an overview of progress to date.
 - 3.2 Shane detailed the very tight timescale that the Scrutiny Improvement Implementation Team was working to in order to introduce the Public Services Reform Bill to the Scottish Parliament in May 2009. He explained the key tasks and structures to deliver this and advised that his team would be engaging with stakeholders over the following few months. A periodic information bulletin providing information about the changes and progress to date was in preparation with the first issue imminent. This first bulletin would not include any proposed name for the new body as this was being discussed by Ministers and had not been agreed. Shane stated that the plan was to issue the bulletin on a six-weekly basis. The next practical task was the

finalising of business models for both the social work/social care body and the health body.

Action Point 1 (March 2009) – Andrew Wilkinson to arrange for the Scrutiny Improvement Bulletins to be sent to Hamish Hamill and Sandra Nutley.

4. SWIA Inspection Methodology

- 4.1 Marc Hendrikson provided the Board with the second draft of the new inspection methodology. Marc gave a brief run through of the document, explaining that it was still a work in progress and that the document, eventually, would become the basis for the new inspection Handbook with an accompanying staff manual. Mark confirmed that the methodology was consistent with the five inspection principles set out in the Crerar Review report and endorsed in the Scottish Government's response.
- 4.2 A draft timetable of inspections for the period 2009 – 2010 was handed out to the Board which Marc also talked through. Hamish Hamill commented that reviewing 32 councils every year looked a significant task. Alexis Jay explained that SWIA would be putting together two teams to take part in a dry run to confirm that the model was correct, enough resources were in place and the moderation process was sufficient. The proportionality of the new model was expected to reduce the volume of inspection work by around 50% for two thirds of councils.
- 4.3 The Board agreed that the working title of 'scrutiny improvement agreement' should be changed. The Board noted also the need to be aware of risk since the scrutiny environment was not data-rich; it was not clear where self-assessment fits into the model; and the model implied a greater level of transparency.

Action Point 2 (March 2009) – Marc Hendrikson to take forward testing and development of the methodology.

5. Moderation process – role of independent external advisors

- 5.1 Andrew Wilkinson provided a paper summarising Hamish Hamill and Sandra Nutley's comments on the SWIA moderation process. The Board discussed the paper and agreed there had been significant improvements in the quality of reports submitted for moderation. The external advisors were informed that SWIA inspectors found their involvement in the moderation process extremely helpful. The Board agreed that there was no requirement to change the performance inspection moderation arrangements but the paper contained points to be noted for the new methodology.

Action Point 3 (March 2009) – Marc Hendrikson to incorporate independent external advisor feedback in the new methodology moderation arrangements.

6. Strategic Priorities – possible thematic/multi-agency inspections

6.1 The Board discussed priorities on the thematic and multi-agency inspection activity planned for 2009/10. From the list provided the completion of the multi-agency inspection of high risk offenders, the multi-agency inspection of learning disability services and the multi-agency inspection of prison based social work services all had to be carried out during 2009/10. The Board noted the priorities and agreed that sessional inspector resource would provide useful flexibility.

7. Performance Management

7.1 Andrew Wilkinson advised the Board that the performance management system was evolving with robust data and commentary. The figures for December had been updated but the shortage of historical data meant that meaningful trend analysis was not possible.

7.2 The Board noted the improvement in the system and found the information helpful.

7.3 Alexis Jay updated the Board with the position with the Jersey inspection. SWIA was having talks with Scottish Government solicitors to ensure that all necessary legal process was observed.

8. Risk Register

8.1 The Board reviewed the updated risk register and Andrew Wilkinson advised that the register had been amended in line with advice received from the Audit Committee and Audit Scotland. As requested by the Audit Committee, the status of each risk had been reviewed and, where appropriate, rescored to take account both of the mitigating actions that had been put in place since the risk register was compiled originally and new risks such as the restructure.

8.2 The Board noted the risk register and agreed the new risk scores but suggested that some of the comments could be updated.

9. Finance and staffing

9.1 Andrew Wilkinson highlighted to the Board a significant underspend of £500k in 2008/09 due mainly to continuing under complement staffing. This was likely to continue into the early part of 2009/10 at least, with a possible underspend of £200,000 already having been communicated to Scottish Government finance staff in response to a request for indicative savings.

9.2 The Board was also advised that Alexis Jay's employment status would change on 6 April 2009 to a one year fixed term appointment extendable by a further year.

9.3 The Board noted the finance and staffing reports.

10. Self-evaluation briefing
- 10.1 The Board was provided with a paper on the self-evaluation approach and advised that the launch of SWIA's self-evaluation guide, attended by the Cabinet Secretary for Education and Lifelong Learning, Fiona Hyslop, had gone very well.
- 10.2 The Board noted the paper and the progress being made. It agreed to carry the paper forward to the next meeting when Gerry Hart would be present.
11. Date of the next meeting – 3 June 2009, Pentland Room, Ladywell House.