

**Minutes of the SWIA Management Board Meeting  
12.30 pm, Thursday 26 November 2008  
SWIA Offices, Ladywell House, Edinburgh**

Present: Alexis Jay, Chief Inspector  
David Cumming, 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: Gill Ottley, 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 the review of the inspector recruitment campaign earlier in the year. The review had been deferred to incorporate the views of the newly recruited inspectors. The revised, inspector-specific assessment centre had worked well but the new advertising arrangements had not delivered a significant increase in applicants and the diversity spread had not improved. A questionnaire was to be issued through SSSC to identify perceived barriers to applying.
- 2.2 Item 5.2 The future inspection methodology was progressing swiftly with an updated paper expected at the Senior Management Team meeting in early December.
- 2.3 External quality assurance – the earlier Audit Committee had discussed internal auditors' recommendation that SWIA introduce a measure of external quality assurance and had raised the subject for discussion by the Board. Audit Committee members had noted that the recommendation was not to be pursued in light of the move to a proportionate, risk-based methodology but suggested it might be incorporated within the new methodology. External independent advisors already provided some external quality assurance. The Board agreed that Andrew Wilkinson should discuss further with internal auditors and agree a revised response to the recommendation accepting it in principle subject to further consideration once social work scrutiny and methodology has been established.

The Audit Committee also had discussed members receiving full copies of audit reports. The Board agreed this.

**Action Point 1 (November 08) – Andrew Wilkinson to seek further clarity on quality assurance from internal auditors and reword the recommendation response.**

**Action Point 2 (November 2008) – Andrew Wilkinson to arrange for audit reports to be copied to Audit Committee members.**

3. Crerar/scrutiny body announcement update

- 3.1 Alexis Jay advised the board that following the Scottish Government's announcement in early November of a new care and social work scrutiny body, SG was putting together a team to deliver the restructure. Shane Rankin would head the team. SWIA had offered a B1 and C2 to be assigned to the team and a B1 had been requested. Expressions of interest were being sought. Feedback from external stakeholders had been supportive.
- 3.2 It was clear already that the status of the new organisation would be key. Each of the affected bodies had been asked to provide a brief statement detailing their perspective on status issues. This would be discussed by Chief Executives. The Board agreed that SWIA's statement should be copied to Hamish and Sandra.

**Action Point 3 (November 2008) – Andrew Wilkinson to arrange a copy of the SWIA restructure status issues paper for Hamish and Sandra.**

- 3.3 David Cumming advised that scrutiny co-ordination work with Audit Scotland now was progressing with more purpose. A draft work plan had been prepared and responsibility for delivery would be allocated.

4. Corporate Plan 2009/11

- 4.1 The Board previously had agreed a draft corporate plan for 2008-11 and this had been submitted to Education and Lifelong Learning for comment/ agreement. The uncertainty created by the scrutiny review had prevented this being taken further. More recently, agencies had been asked to ensure that corporate plans were closely aligned to the Scottish Government's five strategic objectives.

A revised SWIA corporate plan for 2009-11 had been prepared including specific reference to the five strategic objectives. The announcement of the new care and social work scrutiny body provided sufficient certainty for a two-year planning horizon. It was important that SWIA had something in place by April 2009. The Board discussed the draft plan and agreed that the international strategy section could be enhanced and more specific examples of SWIA's contribution to the five strategic objectives provided. Board members agreed to forward suggested amendments to Andrew. Hamish and Sandra provided annotated copies of the plan.

**Action Point 4 (November 2008) – Board members to pass suggested amendments/additions to the draft corporate plan to Andrew Wilkinson.**

5. Inspection Planning Team briefing

- 5.1 Andrew Wilkinson advised the Board that this paper was part of series of briefings on wider policies, procedures and the work of sub-groups being brought to the Board for information/discussion.
- 5.2 The Board discussed the paper, noting the complexity of the process. The Board was content with the report.

6. Performance reporting

- 6.1 The Board considered the November 2008 performance management report and commentary. Andrew advised the Board that the performance reporting tool was beginning to take shape and would begin to show comparative, historical data as each month's data was added.
- 6.2 The Board agreed that a clear structure was emerging. Sandra suggested that it would be useful to follow up the original letter to education/research bodies informing them of the inspection data availability to see what use, if any, it had been put to.

**Action Point 5 (November 2008) – Andrew Wilkinson to arrange for a follow up letter of use of inspection data.**

7. Risk register

- 7.1 The Board reviewed the updated risk register and Andrew Wilkinson advised that following the Scrutiny Review announcement some of the risk scores and mitigating actions had been revised. The Board acknowledged this but suggested that the scores perhaps should be moderated by the mitigating actions that had been put in place since the scores were assessed originally Andrew agreed to take this forward through the Risk Management Group.
- 7.2 The Board noted the risk register.

**Action Point 6 (November 2008) – Andrew Wilkinson to arrange a review of the risk scores by the Risk Management Group.**

8. Finance and staffing

- 8.1 The Board noted the finance and staffing reports.

9. AOB

- 9.1 Andrew Wilkinson advised that the next issue of the SWIA newsletter was due to be issued imminently.

- 9.2 The Board agreed it would be appropriate to seek Hamish and Sandra's views on their role in the inspection moderation process. It was agreed that Andrew would co-ordinate these.

**Action Point 7 (November 2008) – Andrew Wilkinson to collate Hamish Hamill and Sandra Nutley's views on the moderation process.**

10. Date of the next meeting – 4 March 2009, Pentland Room, Ladywell House.