

**MINUTES OF THE SWIA MANAGEMENT BOARD MEETING
2.00 pm, THURSDAY 1st MARCH 2007
SWIA OFFICES, ABBEY BUSINESS CENTRE, GLASGOW**

PRESENT: Alexis Jay, Chief Inspector
Alistair Gaw, Depute Chief Inspector
Gill Ottley, Depute Chief Inspector
David Cumming, Depute Chief Inspector
Andrew Wilkinson, Corporate Manager
Hamish Hamill, Non Executive Director
Sandra Nutley, Non Executive Director
Anne Travers, (Minutes)

1. Minutes of the Meeting held on 30th November 2006

1.1 The minutes were agreed.

2. Matters arising from Minutes

2.1 Andrew Wilkinson updated the Board on revisions to the SWIA website. Out of date items had been removed and initial proposals to improve the site in pursuance of the communications strategy had been produced by Union. These included further improvements to the site's navigation and layout.

2.2 The Board noted that the most recent newsletter had been issued in December 2006. A tender process was underway to secure delivery of future newsletters. It was agreed that Non Executive Directors should be added to the email circulation list.

Action Point 1 (March 07): Andrew Wilkinson to arrange for the Non Executive Directors to be added to the newsletter email circulation list.

2.3 Alexis Jay confirmed that Social Work Services Policy Division (SWSPD) had recently appointed a statistician who might have some capacity to take forward research into the impact of inspections.

Action Point 2 (March 07): Andrew Wilkinson to investigate SWSPD statistician capacity to undertake inspection impact research.

2.4 The Board was updated on the Senior Management Team's (SMT) review of the inspection programme to ensure an appropriate balance between delivery and quality. David Cumming advised that the 2007/08 timetable had been reduced from 10 inspections to 8. SMT had further agreed that the quality control process should be enhanced through the engagement of a sessional inspector(s) to review reports for consistency. Sandra Nutley pointed out that programme changes should be kept to a minimum and the importance of taking local authorities' requirements into consideration. Alexis Jay confirmed that only 2 local authorities had been affected, substantial notice of the change and the opportunity to discuss had been given. Sandra Nutley

commented also on the importance of the quality assurance process being seen as consistent and continuous. She suggested that it would be helpful, as a Board Member, to receive more detail on what sits under the SWIA processes.

Action Point 3 (March 07): Andrew Wilkinson to provide Sandra Nutley with details of SWIA's quality assurance process.

- 2.5 Andrew Wilkinson advised the Board that the submission to PS/ED on multi-agency inspection resourcing had not yet been sent. A number of other funding issues around additional work-streams needed to be incorporated. The Board agreed that the submission should be sent shortly.
- 2.6 Alexis Jay explained that the planned 'Communications Day' could not be organised for 21 March and now was planned for mid to end August. Apologies were given to the Non Executive Directors for the lack of notice. They would be advised as soon as the new date was finalised.

Action Point 4 (March 07): Alistair Gaw to ensure the Non Executive Directors are advised of the date of the rearranged 'Communication' event.

3. Risk Management paper

- 3.1 Gill Ottley tabled the Risk Management paper highlighting the need to mitigate the increasing risk to SWIA's reputation from an incident/accident or a conflicting evaluation from another scrutiny body occurring after a SWIA inspection. The Board discussed various options to mitigate the risk. Board members were asked consider the paper and forward any further comments to Gill Ottley.

Action Point 5 (March 07): Board members to forward comments on risk management paper to Gill Ottley.

4. New work areas (Youth Justice and voluntary sector inspections)

- 4.1 Alexis Jay advised the Board that SWIA had been asked by Ministers to carry out an inspection of Local Authority Youth Justice Services along with HM Inspectorate of Constabulary and Audit Scotland. Alistair Gaw stated that Ministers had requested that the focus of the inspection be on services for the persistent and 'hard end' of youth offenders and were keen for the inspection to proceed quickly. SWIA was planning to report by the end of 2007. PS/ED had acknowledged the need for additional resources.
- 4.2 Ministers had agreed also to the inspection of the governance arrangements of a voluntary sector organisation. The inspection had been requested by the organisation's Chief Executive. Alexis Jay advised that SWIA was uniquely placed to carry out this work and had recommended to Ministers that SWIA accept the proposal. Although this was a relatively small piece of work it had significant internal interest within the Scottish Executive. The inspection was

expected to take six months involving one inspector and one member of Audit Scotland.

- 4.3 Alistair Gaw informed the Board of a further piece of work in connection with the Criminal Justice Performance Inspection Programme. A Summary Report was being produced to be published in June/July. A meeting had been arranged with Valerie Macniven and Elizabeth Carmichael of the Scottish Executive's Justice Department to discuss taking the work forward.

5. Cabinet Delivery Group discussions

- 5.1 Alexis Jay provided feedback to the Board on her recent attendance at the Cabinet Delivery Group meeting on the Changing Lives recommendations. The meeting had been attended by several Ministers. Feedback from the meeting had been very positive with a lot of interest in SWIA's findings from the Performance Inspections. The Ministers had been very constructive and the discussion positive.

6. Crerar Update

- 6.1 The Board was advised that SWIA had received no further communication from the review team since the last Board meeting. It was understood that the expected interim report was now due to be available at the end of March. Sandra Nutley advised that she was a member of an expert group looking at research in this area and acting as a 'sounding board'. A seminar for academia was being arranged in April.

7. Annual Report Format

- 7.1 Andrew Wilkinson asked the Board for views on the format of the Annual Report and Accounts for 2006/07. Various suggestions were made, including the use of quotes from stakeholders involved in Performance, Multi-agency and Criminal Justice Inspections. It was agreed that a single annual report and accounts should be produced. The report was to be presented to Parliament by the end of June and a draft version would be available for the next Board Meeting on the 31st May.

Action Point 6 (March 07): Andrew Wilkinson to have the draft Annual Report available for the next Board Meeting.

8. Finance and Staffing

- 8.1 Andrew Wilkinson commented on the finance report and confirmed that the end year spend forecast had been reduced to £3.8m largely due to staffing vacancies. The submission to PS/ED would include SWIA's funding bid for 2007/08. Hamish Hamill confirmed that the financial information appeared appropriate. Sandra Nutley queried the significant number of creditors. Andrew Wilkinson explained that SWIA's accountant had produced the list as part of the end-year preparations to clarify projected spend and possible accruals.

- 8.2 Andrew advised the Board that two new inspectors would be joining SWIA in April from the recent recruitment campaign. This was a disappointing outcome given the volume of applications received.
9. AOB
- 9.1 Communications Strategy – Sandra Nutley suggested that SWIA should consider putting a selection of good practice examples on a website database.
10. Date of the next meeting – 31st May 2007, Ladywell House, Edinburgh.