

**MINUTES OF THE SWIA MANAGEMENT BOARD MEETING**  
**2.00 pm, THURSDAY 31<sup>st</sup> MAY 2007**  
**SWIA OFFICES, LADYWELL HOUSE, EDINBURGH**

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

1. Introductions

- 1.1 Alexis Jay began the meeting by introducing Marc Hendrikson, acting Depute Inspector. Marc would be covering the Depute post which was to be vacated by Alistair Gaw when he left SWIA at the end of June to take up a post with Fife Council as Head of Children and Families.

2. Minutes of the meeting held on 1<sup>st</sup> March 2007

- 2.1 The minutes were agreed.

3. Matters arising from minutes

- 3.1 Andrew Wilkinson updated the Board on progress on the redevelopment of the SWIA website. A test site had been constructed and the likely go-live date was end-July early August.
- 3.2 Action Point 2 - Andrew Wilkinson advised the Board that he had spoken with Social Work Services Policy (SWSP) colleagues about possible capacity to undertake research into the impact of inspection. SWSP had recruited a part-time researcher who may have some capacity in the future but who currently was engaged producing an audit of data available to inform the Changing Lives evaluation. Andrew had reaffirmed SWIA's interest and agreed to keep in touch.

More generally, the Board discussed the potential impact of SWIA inspections on social inquiry reports and the positive findings in the external review of the multi-agency Inspections.

- 3.3 Action Point 4 - The proposed communications event had been put on hold due to other activities. This item was discussed more fully under agenda item 7.
- 3.4 Action Point 5 – No comments had been forwarded to Gill Ottley on the risk management paper.

- 3.5 Paragraph 4.2 – David Cumming advised that the Turning Point Scotland Governance Review was progressing quite quickly. The Board were also advised that the Youth Justice Inspection was progressing well with a proposed report due in March/April 2008.
- 3.6 Paragraph 4.3 – Alistair Gaw updated the Board on the progress with the Criminal Justice Inspection Programme Summary Report. The draft was being worked on with a proposed publication date in August/September. The findings in the Summary would be announced at a Criminal Justice Conference in October.
- 3.7 Paragraph 6.1 – Alexis Jay advised the Board that apart from some senior management team members attending one of the Seminars arranged by the Crerar Review team there was no further update.
- 3.8 All other action points were completed.

#### 4. Draft annual report and accounts

- 4.1 Andrew Wilkinson advised the Board that the 2006/07 annual report and accounts were on target to be finalised and laid before Parliament at the end of June. The latest draft, complete apart from minor drafting amendments, was submitted for the Board's approval. Andrew explained that, ordinarily, the Board would consider the report after the Audit Committee had seen and agreed it but the Audit Committee meeting could not be arranged until 4 June. Audit Scotland had confirmed that it was content with the accounts and the content of the report.

The Board suggested a number of drafting amendments and agreed that Marc Hendrikson and Andrew should incorporate these. Subject to these amendments the Board was content with the document.

**Action Point 1 (May 07)** – Marc Hendrikson and Andrew Wilkinson to finalise the annual report and accounts.

#### 5. Possible future Board agenda items

- 5.1 The Board discussed future agenda items and information that should be provided to the Board. It was agreed that the next Board agenda should include a general discussion around the Board's remit. It was agreed also that a basket of possible metrics and information that routinely could be provided to the Board should be produced, including items such as analysis of inspection feedback questionnaires; activity levels and costs; balanced scorecard, etc.

Additionally, the Board agreed that future Board papers should include an appropriate cover sheet.

**Action Point 2 (May 07)** – Anne Travers to add Board remit to the next Board Agenda and include a cover sheet with future Board papers.

**Action Point 3 (May 07)** – Andrew Wilkinson to produce metrics and information for the next Board meeting.

6. Learning and development strategy

- 6.1 The Board discussed the strategy, noting that the timetable and cost were too optimistic for 2007/08. Some prioritisation would be required. David Cumming advised that this was an ongoing piece of work which was being overseen by the Learning and Development Committee. SWIA also had ten quality groups that would feed in to the strategy and two training days had been arranged for August. The Board agreed that SWIA was in a clearer position on staff training needs following the completion of the training needs analysis. It was agreed that a progress report should be provided at the next Board meeting.

**Action Point 4 (May 07)** – David Cumming to provide an update on the Learning and Development Strategy at the next Board meeting.

7. EFQM self assessment activities

- 7.1 Alexis Jay explained that SWIA had worked with Quality Scotland to carry out a self-assessment exercise using the European Foundation for Quality Management (EFQM) business excellence model in January 2007. This had generated a number of improvement actions being taken forward by groups of staff and monitored by a committee chaired by Alexis. The Board had been sent, for information, a copy of the status report document submitted by each staff group to the monitoring committee.

8. Stakeholder event

- 8.1 Preparatory work on the key objectives of a stakeholder event had still to be completed. It was agreed that it was important to maintain strong stakeholder communication but also to ensure that any event was properly conceived and effected. Consideration would be given to holding an event towards the end of the year but early agreement, including dates, would be needed to ensure optimum attendance. It was suggested also that SWIA should continue to pursue a policy of participation/collaboration in events arranged by others. Further discussions would be held by the SWIA Senior Management Team.

**Action Point 5 (May 07)** – Anne Travers to add the stakeholder event to the next SMT Agenda.

9. Risk register

- 9.1 Andrew Wilkinson reminded the Board that the Risk Register was regularly reviewed by the Risk Management Group. Audit Scotland had recommended that team registers were also needed and work was underway to produce

corporate services, finance and inspection support risk registers. The Board suggested that risk five could be incorporated into risk one and that it would be helpful for the text to be larger.

**Action Point 6 (May 07)** – Andrew Wilkinson to modify risk register.

10. Finance and staffing
  - 10.1 The Board reviewed and noted the finance and staffing reports.
11. Glasgow Performance Inspection
  - 11.1 Gill Ottley updated the Board on the progress with the Glasgow inspection report.
12. AOB
  - 12.1 There was no other business.
13. Date of the next meeting – 30<sup>th</sup> August 2007, venue to be confirmed.