

Meeting title:	Jersey Care Commission	
Meeting date & time:	Wednesday 03 July 2019 9:30 – 13:20 pm	
Meeting location:	The Safeguarding Partnership Board (SPB) Training Room, 23 Hill Street	
Meeting chair:	Glenn Houston (GH)	Chair
Those present:	Siân Walker (SW) Ann Abraham(AAb) Alison Allam (AAI) Lisa Jacobs (LJ)	Commissioner Commissioner Commissioner Commissioner
Attendees:	Bradley Chambers (BC) Mandy Bates (MB) Audrey Murphy (AM)	Head of Governance, Policy and Standards (HGPS) Meeting Minute Taker Chief Inspector designate (CId)
Apologies:	No apologies were received.	

Documents presented:	<ol style="list-style-type: none"> 1. Agenda 2. Minutes of the meeting held on 15 May 2019 3. Minute Summary of May minutes 4. Chair's Report July 2019 5. Six Monthly Report for Strategic Policy, Performance and Population (SPPP) 6. Authorisation of Inspectors 7. Care Experienced Inspectors Project – Update 8. Risk Register 9. Forward Look Agenda Items 2019-2021 10. Financial Update
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PART A – PUBLIC SESSION

1.	Welcome Introduction and Declarations of Interest.	
	<p>The Chair opened the meeting, welcomed everyone particularly the Head of Governance, Policy and Standards (HGPS), who began work this week, and the Chief Inspector Designate (CId) who was attending as part of her induction.</p> <p>The Chair asked whether there were any declarations of interest with the Agenda – none were raised.</p>	

2.	Minutes of last meeting, Matters Arising and review of Actions	
	<p>The minutes of the meeting of 15 May 2019 (document 2) were agreed as an accurate record, with the following amendments:</p> <ul style="list-style-type: none"> • BC be shown to be present for both parts of the meeting. • Action points are to be numbered with the ordinal number of the month that the meeting was held in, rather than the ordinal number of the meeting itself. The Action points to be renumbered accordingly. <p>SW proposed acceptance of the amended minutes, which was seconded by AAI. The amended minutes to be circulated.</p> <p>Review of Actions:</p> <ul style="list-style-type: none"> • Action 05/05/17 is complete and can be removed. <p>Matters Arising:</p> <ul style="list-style-type: none"> • The Board discussed the policies to be developed in action 02/05/17 (renumbered P1), and agreed with the HGPS that the two policies which should have priority are a policy for escalation, enforcement and representation, and a policy for inspection of registered premises and services. Draft policies should be brought to the September and November Board meetings, and the Forward Look should be so updated, the HGPS to prepare. • The Board agreed that in respect of action 01/02/2019 (renumbered P2) the Code of Practice for Registration under the Piercing and Tattooing (Jersey) Law 2002 should be scheduled for the January 2020 Board Meeting. The HGPS to research and prepare. • SW suggested that the Minute Summary (document 3) as produced for each meeting could be used as valuable engagement and will send a link to the Lambeth Council newsletter to the HGPS as an example. 	<p>BC</p> <p>BC</p> <p>SW</p>

3.	Chair's Report	
	<p>The Chair briefly covered the items detailed in his report (document 4), and advised that:</p> <ul style="list-style-type: none"> • he and the Cld had spent several days in Jersey over 24 to 26 June to conduct a de-brief with Christine Blackwood (CB) who had now retired as the Head of Professional and Care Regulation • he, the Cld and the HGPS met with Rachel Williams, Director of SPPP (RW), and Tom Walker, Director General of SPPP (TW), and also met with Matthew Berry, Legal Advisor, Law Officers on 02 July, and the introductions were very useful • the report from the Independent Care Inquiry Panel Review had not yet been released, and it was understood that the report may not be ready to be made available prior to the States of Jersey (SoJ) Summer recess, in which case, Commissioners should be aware that the publication date of the report may be close to the release of the Ofsted Inspection progress report. <p>Commissioners discussed the responsibilities of the JCC in respect of mental health services in the island, and concluded that mental health cannot be separated from</p>	

	<p>the care of adults or children, therefore the JCC holds a responsibility to be interested and active in the area of mental health provision, but, as cautioned by the HGPS, has limited resources, and capacity. The Board agreed that the Commission has the capacity to gather intelligence on mental health provision, and should therefore liaise with Caroline Langdon, Director General of Health and Community Services, Rob Sainsbury, Managing Director of Jersey General Hospital, and Richard Renouf, the Minister for Health.</p>	GH
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4.	Head of Governance, Policy and Standards (HGPS) Update	
	<p>The HGPS:</p> <ul style="list-style-type: none"> • explained to the meeting that at present it appeared that only one provider had not met the 30 June deadline to apply for registration. It is acknowledged that there are mitigating circumstances surrounding this delay and that the team remain in close contact with that provider • shared the headline budget figures (document 10) and explained that a deficit is predicted in the budget at the year end, and that RW and TW had been appraised, and had noted the position. • advised the Board of recruitment issues, as a staff member is leaving a part-time post in mid-July, and a secondment from social security continues on an indefinite basis, confirmation will be sought. The HGPS recommended acting quickly to fill the vacant posts, given the current pressure on the team to manage the applications that have come in, and explained that he has experience in recruiting for the Government of Jersey (GoJ). <p>The Board discussed the uncertainty about income in 2019, and the Chair advised that a GoJ rationalisation exercise may affect the team. The Chair will, if necessary, write to TW about any increase in the deficit at the beginning of quarter 4. It was felt that the figures provided did not help the Board to understand the financial position, and the HGPS will meet with Luisa Rodrigues, Financial Accountant, to review how the financial report is structured and whether it can be refined to better meet the Care Commission's requirements.</p> <p>The Board noted the pressures on the team, and the HGPS agreed to confirm whether current secondment could be extended or made permanent.</p> <p>The Chair advised that the consultation on the structure of the SPPP Directorate may impact on job roles, vacancies and recruitment.</p> <p>The CId explained that given the current pressure on the team, her recommendation was that inspections of registered care services be continued in accordance with the mandatory requirement of at least one inspection per annum and that new applications be processed accordingly.</p>	<p>BC</p> <p>BC</p>

5.	Six Month Report for SPPP	
	<p>The HGPS reported on the completion of the six monthly report required by SPPP (document 5). Amendments were agreed as follows:</p>	

	<ul style="list-style-type: none"> • p. 3 add the regulation of Piercing and Tattooing premises and practitioners, and laser premises • p. 5 remove 'response to Regulations yet to be drafted' from the last bullet point • p. 6 first section - the sentences: 'Pre-registration inspections will be carried out as part of the inspection process, but will not be published. Reports of announced and unannounced inspections once registered will be accessible on the Jersey Care Commission's website.' To be added after 'June 2019' • p. 6 remove the word 'Introduce' from the second heading • p. 6 amend the last sentence of section two to read 'However, applications for registration have been received for seven services.' • p. 6 third section, change the number 50 to 70. • p. 7 third section Add the sentence 'Commissioners visited several service providers in quarters 1 and 2 of 2019.' • p. 8 first section, change the last sentence to: 'This is ongoing and will be complete within the first year.' • p. 8 second section, change the last sentence to: 'Similarly data sharing agreements with the Adult Safeguarding Team and Board will be drafted.' • p. 8 Third section, change to: 'The new Chief Inspector will be in post by quarter 4, and is already engaged with staff and Commissioners, a process of induction is underway.' • p. 9 the section at the bottom of the page to be moved to the top. • p. 9 All answers to be replaced with the statement: 'This information will be produced in the Jersey Care Commission's annual report' <p>The Board approved the report subject to the agreed amendments, and asked that it be submitted by the HGPS and an updated copy be circulated via Egress.</p> <p>The Chair advised that the Memorandum of Understanding with SPPP was due for review in January 2020 and should be reviewed in the November Board meeting, and the Forward Look so updated.</p>	<p>BC</p> <p>MB</p>
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6.	Authorisation of Inspectors	
	The Board considered the Authorisation of Inspectors to Enter and Inspect Premises (document 6) and approved the paper, subject to the HGPS and the Cld meeting with Sandra Labey, Chief Pharmacist (SL) in due course.	BC

7.	Report on Progress with Children's Social Work Inspection Services	
	<ul style="list-style-type: none"> • The Chair advised that Mark Rogers, Director General of Children, Young People and Skills (MR) was not able to attend the meeting for item 7 today, and could not provide a deputy to attend in his stead, so he has provided the Board with a report on how the Children's Service is working towards the recommendations in the 2018 JCC inspection report. • The Chair noted that the Board was pleased to have received the report, and that it had taken considerable effort to produce. 	

	<ul style="list-style-type: none"> • SW advised the Board of her concerns in respect of Children’s Service employing a high number of new staff who are in the first year (Approved and Supported Year of Employment - ASYE) as those staff need a great deal of supervision and support. SW also expressed concern that the figures for supervision in the report, though they have increased, are still not good enough. • AAI advised that she had been in contact with Highlands College regarding tutoring opportunities on the new social work degree course. She advised that some aspects of infrastructure are not yet in place. SW reported that she has not received any further communication from the College in respect of the proposed governance arrangements for the new degree. • AAb was concerned that the rate of progress is too slow, and that there is no sense in the report of any ambition. • SW advised the Board that she could not see why health and education plans had not been put in place for the small number of children looked after off island. • The Chair noted that the campaign for more foster carers was positive. <p>The Chair will advise MR that the Report will be shared with Ofsted and will be included on the Commission’s website. He asked that Commissioners review the report and provide him with any comments by Friday 12 July, and we may invite MR to the November board.</p>	<p>GH ALL</p>
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8.	Young Care Experienced Inspectors Project – proposal update	
	<p>The report by Geoff Gurney (GG) (document 7) was reviewed by the Board in the absence of GG.</p> <p>The Board agreed with the report’s recommendation that young Inspectors should come in from outside Jersey.</p> <p>The report proposed that some young inspectors come to Jersey from Scotland in the week commencing 8 July, but the Board agreed that there was additional preparatory work to do before the young inspectors come over:</p> <ul style="list-style-type: none"> • pre-inspection reports need to be in place • work to find out the views of residents regarding the proposed visits needs to have taken place, and alternatives to face to face communication explored • the Children’s Rights Officer, Sheree Maher, should be involved – perhaps to run a focus group • GG has advised BC that he has written an indemnity required by Scotland, this must be reviewed and agreed • the method by which the findings of the Young Inspectors are reflected in the Inspection reports must be agreed • a mechanism needs to be in place for such things as if a resident discloses harm to a Young Inspector • the service needs to be aware that these Young Inspectors will be arriving. 	<p>BC BC</p>

	<p>The Board was conscious that they valued the 'lived experience' of residents, and do not want a lengthy delay to this process, so that work needs to be completed swiftly. If possible, the visits should be completed prior to the Ofsted Progress Inspection Report being published so that the voices of Young People could be included.</p> <p>The Board agreed what when the CId steps into her role as Chief Inspector, they are happy for her to take this forward if all the preparatory work has been completed. Meanwhile, depending on the communication GG has already made with Children's Services, the Chair will write to MR advising that the JCC is considering taking this path and would welcome help and support to make the scheme effective</p>	<p>AM</p> <p>GH</p>
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9.	Standing item: Review of Strategic Risk Register	
	<p>The risk register (document 8) was considered by the Board and the following amendments were made:</p> <ul style="list-style-type: none"> • Risk 1.3 can be removed • Risk 1.6: description to be amended to 'Risk we cannot complete all pre-registration inspections and processing of applications for new services.'; 'A plan is in place for Q3 and Q4' to be added to the controls; the impact score to reduce to 4. • Risk 2.2: 'Workshops and visits to Regulated Activities; to be added to the controls; the likelihood score to reduce to 2. <p>The HGPS is to develop an operational risk register for presentation at the September Board.</p>	<p>BC</p>

10.	Papers for Noting from Egress	
	<p>It was noted that Commissioners have all seen and discussed the three papers as follows:</p> <ul style="list-style-type: none"> • RSPH report on Regulation of Cosmetic Procedures • Commissioner for Children and Young People (Jersey) Law 201- • Minutes of Children's Strategic Partnership Board 	

11.	Any Other Business	
	<ul style="list-style-type: none"> • Given the amount of paperwork that registration under the Regulation of Care (Jersey) Law 2014 (RoCL) required, it was felt that service providers should receive thanks from the Board when their applications were complete, and the Chair will draft a letter. • The Chair advised that a policy officer had been appointed to work with both Jersey and Guernsey to facilitate the creation of a pan-island regulatory authority. • The Doodle Poll for 2020 dates will be reviewed so that Commissioners can organise their diaries • SW commented that when the Care Inquiry was reported on, the JCC was not in the public eye, as much as the Children's Commissioner, and we may need to raise our profile. 	<p>GH</p> <p>MB</p>

	<ul style="list-style-type: none"> It was agreed that the HGPS would be responsible for the creation of a Communication Development Strategy. 	BC
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12.	Dates of Next Meeting and forward look	
	<p>The Forward Look to be amended to reflect the Commission's decisions.</p> <p>Dates of next Board meetings:</p> <ul style="list-style-type: none"> Wednesday 4 September 2019 Wednesday 13 November 2019 (on hold, other dates being reviewed) 	

JERSEY CARE COMMISSION

Action Points

	Action Point	Status
P1	<p>Develop a suite of policies and procedures for the Care Commission to include the following:-</p> <ul style="list-style-type: none"> registration of the professional workforce inspection of registered premises and services escalation, enforcement and representation investigation of complaints or alleged breaches of regulations under the Regulation of Care (Jersey) Law 2014 voluntary closure policy 	ongoing
P2	The Piercing and Tattooing Code of Practice to be reviewed and consulted on.	not started
P3	The Head of Governance Policy and Standards to develop a document management system relating to Commission documents and minutes.	not started
P4	Prepare a report on the first six months of operation for Strategic Policy, Performance and Population (sponsor department)	agenda item