

Jersey Care Commission Meeting

Wednesday 17th March 2021

Meeting Summary

1.0 Welcome, Apologies, Introductions & Declarations of Interest

The Chair welcomed everyone to the meeting. There were no apologies. No new declarations of interest were raised.

The Commission Team attended the first part of the meeting. The Team reflected upon the challenges of the last twelve months which included a consideration of the impact of Covid-19 on regulated activities, people who use services, the wider public and Commission staff. It was agreed that a further discussion would be welcome, and a commitment was made to arrange this.

2.0 Minutes of the Last Meeting, Matters Arising and Review of Actions

The minutes of the January meeting were approved. Actions arising from the meeting were reviewed. Two actions had been completed; three actions were to be discussed as agenda items; one action was deferred to the May Board and one action was to be discussed in the confidential session.

3.0 Chair's Report

The Chair provided a written report and advised that:

- The next meeting with the Department for Strategic Policy, Planning and Performance (SPPP) was scheduled for 18 March 2021.
- A copy of the budget build document had been sent to the Director General of SPPP.
- The report on the Advisory Audit would be presented at the May Board meeting.

4.0 Chief Inspector (CI) Update

The Chief Inspector presented a written report and advised that:

- A significant number of on site and pre-registration visits had taken place since the January Board meeting.

- The emergency Covid-related amendments to legislation were due to expire at the end of April. It may be appropriate to suspend rather than repeal them due to the uncertainties associated with the pandemic.
- Inspection activity is continuing. There are currently 70 inspection reports on the Commission's website.
- A risk has been identified relating to the registration of Individual Care Workers (ICW's). The Team are in the process of reviewing all the existing registrations and seeking further assurances relating to ICW's fitness to practise.
- A meeting has taken place with both the Director General - Children, Young People, Education & Skills and the Director of Safeguarding and Care, regarding the regulation of statutory children's services. A new Regulation Officer will be recruited to the Commission who has specific experience in relation to children's services.
- The Commission has received independent legal advice in relation to two matters. An appeal made to the Royal Court by the Health Minister regarding a decision of the Commission in respect of a care home registration. Independent legal advice had also been sought regarding the sourcing of alternative office accommodation.
- The process of renewals for Piercing and Tattooing had been delayed. The sector has been severely impacted by the pandemic, and some of these businesses have since closed.

4.1 Children's Care Home Services Overview Report

The CI presented the Children's Care Home Services Overview Report.

The report is a summary of the existing inspection reports. There were several common themes emerging such as recruitment records and safe recruitment practices, staffing in relation to needs of individuals in the homes, and notifications of children going missing. CI noted that unpredictable or lengthy periods of children going missing represents an ongoing concern.

CI noted that there was a legal requirement for an independent person to visit the children's homes and produce monthly reports. CI expressed concern about the impact of the pandemic on the availability of the independent person, the quality of the reports, especially in relation to the depth of the analysis provided.

5.0 Head of Governance, Policy and Standards (HGPS) update

The Head of Governance, Policy and Standards presented seven documents:

5.1 Integrated Risk Register

It was agreed that several risks could be closed. New risks were identified which related to the integrity of the Team due to the need to recruit new staff; the registration of a Government of Jersey-run service; the need to obtain additional assurances relating to Individual Care Workers; the need for additional IT capacity and the support provided to Commission staff affected by the Covid-19 pandemic.

5.2 Draft Annual Report and Accounts for 2020

The draft document represents the Commission's second annual report. HGPS advised that, despite a challenging year, the Commission has not only remained intact and functioning, but has achieved much of what it set out to do. The report will be enhanced by the inclusion of both infographics and qualitative information (including comments from stakeholders). The final document will be presented to the May Board.

5.3 Monitoring Return (SPPP) as at December 2020

The Framework Agreement, which the Commission has with Government, requires that six-monthly reports be submitted to SPPP. Commissioners agreed that the report did not need to be considered at Board level and can be dealt with at an operational level in the future.

5.4 Budget Build 2021

This document sets out the Commission's financial requirements in 2021 and identifies a gap between the projected fee income for 2021 and the expenditure profile of the Commission. The document has been shared with SPPP.

Additional posts are required to enable the Commission to meet the demands associated with new legislation.

There is a need to source external professional expertise to enable the Commission to be able to regulate statutory children's services.

It is likely that the budget associated with sourcing independent legal advice will be exceeded.

5.5 Business Plan 2021/22

The amended draft Business Plan was presented. The strategic priorities have been adapted to become more measurable. New key performance indicators have been developed. The Board approved the Plan with some minor revisions.

5.6 Review of Complaints Policies and Leaflet

These documents were reviewed and the Commission agreed that they should remain unchanged.

A gap in policy was identified in that there is not a designated process to manage concerns or complaints about a registered professional. The Commission's responsibilities in relation to this will be further explored, and an associated guidance will be devised accordingly.

5.7 Budget Report: February 2021

It was agreed that this document could be taken as read on the understanding that a comprehensive discussion of the budget and forecast will take place at the May Board.

6.0 Charlotte Littleboy (CL), Head of Governance (SPPP)

CL was welcomed to the meeting. She introduced herself and explained that her role is to act as a bridge between central government and the Commission. Charlotte will support the extension of the Regulations and will represent the interests of the Commission.

7.0 Yemi Adekunle (YA), Finance Business Partner (Treasury)

YA was welcomed to the meeting. He provided an overview of the Commission's financial performance in 2020, advising that the year-end outturn (December 2020) had been an underspend of £26,000. The Commission's budget from fee income, had been £317,000, which meant that income had been underachieved by £31,000. There had been savings on total expenditure. This information will be included in the Commission's Annual Report and Accounts 2020

The Commission has developed a budget build for 2021. The opening position is a forecast overspend of £63k. This is mainly due to the additional costs associated with the proposal to move from Hill Street to suitable alternative office accommodation in the commercial sector. It is anticipated the gap will be closed through negotiations with SPPP.

8.0 AOB

No other business was discussed.

March 2021