

Minutes

Meeting title:	Jersey Care Commission Board	
Meeting date and time:	Wednesday 18 May 2022, 9:30 to 12:40 pm	
Meeting location:	1 st Floor, Capital House, 8 Church Street, St Helier	
Meeting chair:	Glenn Houston (GH)	Chair
Those present:	Alison Allam (AA) Lesley Bratch (LB) Jackie Hall (JH) Noreen Kent (NK) Angela Parry (AP) Siân Walker-McAllister (SW)	Commissioner Commissioner Commissioner Commissioner Commissioner Commissioner
Attendees:	Becky Sherrington Bradley Chambers Mandy Thorne (MT) Alaistair Jerrom-Smith (AJS)	Chief Inspector (CI) Head of Governance, Policy and Standards (HGPS) Meeting Minute Taker Project Manager – Marbral (for item 5)
Apologies:	None	

Documents presented:	<ol style="list-style-type: none"> 1. Agenda 2. Draft Minutes of Board meeting (29 March 2022) 3. Draft Minute Summary of Board meeting (29 March 2022) 4. Chair's Report 5. Chief Inspector's update 6. Medical and professional registrations evaluation and digital rebuild PowerPoint presentation 7. Budget Summary 8. Projects Update Report 9. Integrated Risk Register 10. 2021 Annual Report 11. Framework Agreement 12. Constitution 13. Forward Look 2022
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PART A – PUBLIC SESSION

1.	Welcome, Apologies and Declarations of Interest.	
	The Chair welcomed everyone to the meeting and asked if any of the Commissioners wished to declare any new conflicts of interest. None were declared. There were some changes to the Declarations of Interest record which had been advised to HGPS prior to the meeting.	

2.	Minutes of last meeting and Matters Arising	
	<p>The minutes of the meeting of 29 March 2022 (document 2) were agreed as an accurate record.</p> <p>NK proposed, and SW seconded acceptance of the minutes.</p> <p>The Board reviewed the action points arising from the previous Board meeting:</p> <ul style="list-style-type: none"> • Action P1: The transition to the new email system has completed. • Action P2: MT advised that Modernisation and Digital (M&D) have advised there is no Board pack solution available, but a meeting has been arranged to scope out if there is the ability to provide the functionality that Commissioners are requesting. • Action P3: This will be discussed in item 7. • Action P4: The annual report is complete. • Action P5: The work is complete. • Action P6: The work is complete. • Action P7: The Chair clarified that if a ‘public interest disclosure’ is made to the Commission by staff working in a regulated activity, this may be considered a ‘whistle blowing’ disclosure and should be treated differently from a complaint. Currently there is no Public Interest Disclosure Law in Jersey. A Whistle Blowing Policy is required (Action P3). <p>It was agreed that actions P1, and P3 to P6 be closed.</p> <p>An amendment was proposed to the summary of the minutes (document 3) that the wording in item 8 should read ‘Sara is an independent communications specialist who is supporting the Commission to devise a communications plan.’ This change was agreed.</p> <p>It was agreed that the minute summary is of limited utility and that this would be discontinued. However, it was agreed that a plan is required to make the minutes more accessible, and CI will meet with Sara Felton (SF) the Communications consultant and with LB to devise a proposal for consideration by Board (Action P3).</p>	

3.	Chair’s Report	
	<p>The Chair tabled a Report (document 4) and highlighted:</p> <ul style="list-style-type: none"> • He has met with Veronica Dempsey (VD) to discuss the representation panel for complaints, and her advice is that the staff team provide the representation panel, and that Commissioners have oversight of the process from a governance perspective. CI will ask VD to undertake a revision of the representation panel procedure for the September board (Action P4). • He, along with CI, met with Tom Walker (TW), Director General for Strategic Policy, Planning and Performance (SPPP), Charlotte Littleboy (CL), Head of Governance for SPPP, Michala Bell (MB), Senior Human Resources Business Partner and Tracy Duncan (TD) Head of Finance Business Partnering on 17 	

	<p>May. There has been no final report on the review of fees received from Contact Consultancy, and it is likely that any such report may arrive too late for the 2023 fees to be amended.</p> <ul style="list-style-type: none"> • He met Suzanne Wylie (SWy), the new Government of Jersey (GoJ) Chief Executive earlier on the day of the Board meeting. <p>Items discussed:</p> <ul style="list-style-type: none"> ○ Services for children ○ Services for older people ○ General Hospital services. <p>SWy has been invited to attend the Board meeting in September 2022.</p>	
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4.	Chief Inspector (CI) Update	
	<p>CI tabled an Update (document 5) and highlighted:</p> <ul style="list-style-type: none"> • She had met with Tammy Fage (TF), Director of Health and Safety • There is a need to stabilise the Commission’s staffing arrangements. The existing vacancy and the recent resignation of a Regulation Officer will limit the capacity of the Commission to undertake any new roles beyond its existing responsibilities. Recruitment is ongoing and it is anticipated that the Commission will have filled all staff vacancies by the end of Quarter 3. • She has written to the Director of Medical Health and to Primary Care regarding the registration of Yellow Fever Vaccination Centres to determine the most appropriate model of registration pertaining to these services; also highlighting the need for them to consider future training provision. • Two articles about the role of the Commission and of the Chief Inspector have recently been published in two different publications. • A letter has been sent to the Minister for the Environment regarding the domiciliary care provision (care at home) and a proposed survey of hospital users. As the island is in purdah due to the forthcoming election, and as the Minister is not standing for re-election, he has advised the CI that he will ensure that the new Minister for the Environment is informed about the issues impacting on home care provision. • The Picker Institute have agreed to support the Care Commission in providing a survey of Health and Community Services (HCS) users, jointly badged with the Commission. The current timetable is that the survey will be ready in July, with the report issued later in 2022. A discussion took place about how best to capture the views of a wide cross-section of the public. A communication plan will be created. An overview of the plan has been circulated to the board • CI has identified gaps in the management structure of the team. There is a need to create two new roles and to adapt the role of HGPS as part of this restructure. Job descriptions have been written and the roles are currently being evaluated and graded. <p>SW queried if the Commission should have bank inspectors, and CI advised that a person who could fill that role had been identified and had verbally confirmed their willingness to be trained into that role.</p>	

5.	Medical and professional registrations evaluation and digital rebuild	
	<p>AJS provided a PowerPoint presentation (document 6) on the requirements for alterations to the current database to enable it to be used for professional registrations under the proposed new Registration Law. He is working with Modernisation and Digital and Prosperity 24/7 to prepare timelines and quotes, to enable a business case to be formulated with associated costs. There may be a requirement to follow a tendering process, depending on the cost of the final proposal. AJS advised it would be unlikely that any changes to the database would be in place before the renewal at the end of 2022.</p> <p>CI advised that AJS has also been assisting the Commission to map out the Standard Operating Procedures (SOP) which are required for the functioning of the administration team. As one experienced member of the administrative team has resigned, the SOPs are being created to capture her knowledge before she leaves.</p>	
6.	Budget Summary (February 2022)	
	<p>CI advised that the Budget Summary (document 7) does not include the agreed transfer of funds from Children, Young People, Education and Skills (CYPES), and TD has advised it is unlikely that the transfer will be approved at Ministerial level in the next three months, due to purdah. There are additional staff costs relating to a pay award and increments. Should the transfer be made, a year end underspend is predicted. CI is meeting with the Treasury monthly.</p> <p>There was some discussion as to whether the political changes might affect the transfer of the funds. CI advised that the Commission can be reasonably assured that the transfer will be made as intended. The issue was discussed at the meeting with TW on 17 May, where assurances were given regarding the transfer, and minutes of that meeting were made. The Chair reminded the Board that TW is the Accounting Officer with responsibility for the Commission, and carries responsibility for the overall budget allocation.</p>	
7.	Projects Update	
	<p>HGPS presented a Projects Update (document 8) and advised:</p> <p><u>Medical Practitioners Cleanse</u></p> <p>A good level of progress has been made, and the Commission is on schedule to complete this work by the end of May. The risk rating has been adjusted to green, and it is intended that the replenished register goes online in June.</p> <p>There was some discussion about maintaining the register of medical practitioners, once the cleanse is complete and it was agreed that a bi-annual return be requested until the new law is enacted, which will ensure that a formal renewal process is established.</p>	

	<p>The Chair requested that when the process is complete, the Commission write to advise TW that the register is once again live and for the need to require doctors to renew their membership of the register at regular intervals (Action P5).</p> <p><u>Standards for services new to registration (document 8)</u></p> <p>There is a need to draft ten sets of Standards associated with the regulation of statutory children’s services. Although most are in various stages of completion, none are yet fully complete. Although some limited consultation has been undertaken, each completed draft set of Standards will need to go through a robust consultation process. Therefore, the risk associated with each set of Standards would be graded as either amber or red. External assistance is being utilised.</p> <p>Board was advised that the Royal College of Psychiatrists had been asked to assist with the drafting of Standards associated with Child and Adolescent Mental Health Services (CAMHS), and that additional perspectives would be required as part of the consultation process.</p> <p>The Chair asked that the project be scoped to identify the work required in order that additional resources can be applied to complete this work (Action P6), and that the sets of Standards which are nearing completion are added to MS Teams for review by Commissioners (Action P7).</p>	
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8.	Integrated Risk Register	
	<p>HGPS presented the Integrated Risk Register (document 9).</p> <p>There was discussion whether the mitigation measures outlined for Project Governance had in fact reduced the risk, as the proposed recruitment had not yet taken place.</p> <p>It was agreed that the reduction in staff resource affects the risks around the regulation of Children’s Services.</p> <p>HGPS advised that a new risk had been identified because of the reduction in staff resource and of the requirement of Regulation Officers and other members of the Team to facilitate an induction process. The impact of this is that it may not be possible for the Commission to complete all of the inspections which are scheduled by the end of 2022; but the CI and HGPS advised they are monitoring this situation.</p> <p>Commissioners will review the schedule of inspections at the next Board and a briefing note should be prepared to enable this (Action P8).</p> <p>NK had identified some minor errors in the register; HGPS will send the latest version to NK, who will advise if any errors remain.</p>	

9.	Review of Framework Agreement and Constitution	
	<p>The Chair thanked the HGPS for his work on the Annual Report (document 10) and asked that it be sent to TW and CL, cc SWy and to the new Minister for the Environment, and that it be placed before the States Assembly when this becomes possible. The Report cannot be made public until it is formally laid before the States Assembly. TW has advised that this will not be possible until a new Executive is formed sometime after the June election.</p> <p>The Chair presented the Framework Agreement (document 11), which is subject to a bi-annual review, and outlined suggested alterations, which were agreed. HGPS to amend the document and seek views from TW and the Law Officers Department before sharing the agreed changes with Commissioners (Action P9).</p> <p>The Chair presented the Constitution (document 12), also subject to a bi-annual review, and reviewed a list of suggested amendments, which were agreed. The reference to a minute summary will be deleted. HGPS to amend the document and share it with Commissioners (Action P10).</p>	
10.	Forward Look	
	<p>The Chair presented the Forward Look (document 13) and suggested that a review of the Workshop with SF be added to the July board, that the invitation to the Minister for the Environment be delayed until September, and the Risk Register review be removed from the September Board agenda. These amendments were agreed.</p> <p>LB gave her apologies as she cannot attend the Board in September.</p> <p>GH will discuss succession planning with TW.</p>	
11.	Any Other Business	
	<p>No other business was raised. The meeting was concluded.</p> <p>Dates of forthcoming Board Meetings in 2022:</p> <ul style="list-style-type: none"> • 20 July • 14 September • 16 November 	

JERSEY CARE COMMISSION

Action Points

	Action Point	Owner	Status
P1	Query Board paper solutions with M&D.	MT	ongoing
P2	Investigate the need for the development of a Protected Disclosure 'Whistle blowing' policy.	HGPS	ongoing
P3	An investigation into the feasibility of making the Commission's minutes more accessible.	CI	
P4	Request Veronica Dempsey to undertake a review of the Representation Panel aspect of the Escalation, Enforcement and Review Policy for the September board.	CI	
P5	When the Medical Practitioner cleanse is complete, the Commission to advise TW that the register is once again live.	HGPS	
P6	The remainder of the work required to complete the Standards required for the new Regulations to be identified, to enable alternative resources to be purchased to complete this work.	HGPS	
P7	Standards close to completion be added to Teams to be reviewed by Commissioners.	HGPS	
P8	Briefing note to be prepared to enable the Commissioners to review the schedule of inspections.	HGPS	
P9	Amend the Framework Agreement with Tracked Changes and send to the Commissioners	HGPS	
P10	Amend the Constitution with Track Changes and send to the Commissioners.	HGPS	