



Sharing important information with Board members: a revised protocol

Report to: Board
Date: 19 December 2014
Report by: Rami Okasha, Head of Quality and Improvement
Report No: B-28-2014
Agenda Item: 13

PURPOSE OF REPORT

To clarify how important information about the Care Inspectorate will be shared in a timely manner, and to provide examples.

RECOMMENDATIONS

That the Board

1. Discuss and recommend the proposals for agreement.

Version: 3.0	Status: <i>Draft</i>	Date: 12/12/2014
--------------	----------------------	------------------

Version Control and Consultation Recording Form

Version	Consultation	Manager	Brief Description of Changes	Date
	Senior Management			
	Legal Services			
	Resources Directorate			
	Committee Consultation (where appropriate)			
	Partnership Forum Consultation (where appropriate)			

Equality Impact Assessment

To be completed when submitting a new or updated policy (guidance, practice or procedure) for approval.

Policy Title:	
Date of Initial Assessment:	
EIA Carried Out	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If yes, please attach the accompanying EIA and briefly outline the equality and diversity implications of this policy.	
If no, you are confirming that this policy will have no negative impact on people with a protected characteristic and a full Equality Impact Assessment is not required.	Name: Rami Okasha Position: Head of Quality and Improvement
Authorised by Director	Name: _____ Date: _____

Version: 3.0	Status: Final	Date: 12/12/2014
--------------	---------------	------------------

1.0 BACKGROUND

The Board considered a draft information sharing protocol on 27 June 2014 and noted the desirability of a protocol showing how officers would notify the Chair and Board members of particular events outwith committee cycles.

The Board requested that examples of different categories of information in the protocol be provided for clarity.

A revised protocol, with examples, is set out in Appendix 1.

2.0 RESOURCE IMPLICATIONS

There are no resource implications.

3.0 BENEFITS FOR PEOPLE WHO USE SERVICES AND THEIR CARERS

An informed Board, equipped with the necessary knowledge and information about the operations of the Care Inspectorate outwith its committee cycle, will lead to stronger and enhanced corporate governance of the Inspectorate, thus helping ensure that its work is focused on improving outcomes for people who use care services.

4.0 CONCLUSION

The Board is invited to discuss and agree the protocol.

LIST OF APPENDICES

Appendix 1 - Information sharing protocol

Version: 3.0	Status: Final	Date: 12/12/2014
--------------	---------------	------------------