

minutes Rota Visits Review Group

Wednesday, 4 January 2012 at 2.00pm

Membership

• absent

Councillors

Ged Clarke (Chairman)

John Clarke

Barrie Cooper

Jim Creamer

Vincent Dobson

Geoff Merry

Mel Shepherd

Brian Wombwell

Officers

Martin Gately - Scrutiny Coordinator

Ruth Rimmington - Governance Officer

Others in attendance

Elaine Bond - Service Manager Residential Services

Lisa Swift - Business Support Officer Adult Social Care and Health

Guy Edgar - National Management Trainee

Steven Heales - Programme Officer CFCS Transformation Programme

1. Election of Chair

Councillor Ged Clarke was elected to Chair the Review Group.

2. Membership

The membership of the Review Group, as set out above was noted.

3. Apologies for absence

None

4. Declarations of interest

None

5. Rota Visits Scoping Report

The purpose of the meeting was to undertake scoping for a review of Rota Visits. The group had been established due to a notable reduction in the number of visits completed in 2010/11; since they were not a statutory

requirement and issues identified with the current Rota Visits process and associated governance arrangements.

Elaine Bond Service Manager Older People circulated a briefing note to members for consideration as part of their scoping exercise. It was explained that rota visits by elected members to residential and day care establishments across the county had been carried out on an annual basis, for many years. This was a joint exercise between members accompanied by an officer, usually responsible for the establishment.

Preliminary officer discussions had identified a number of key issues with the Rota Visits;

- the assessment form was deemed inflexible and did not capture qualitative information, especially from service users.
- Governance arrangements were currently unsuitable. The absence of a clear follow up procedure meant that member's recommendations were not clearly recognised or actioned.
- The alignment with other existing quality assurance and inspection procedure, duplication could be occurring.

Options for going forward included:-

- The cessation of visits.
- An assessment and redesign of the pro-forma
- To understand the purposes of other existing inspections to create a more focussed purpose for Rota Visits that was complimentary and without duplication.
- To establish a governance framework for visits, where, for example, recommendations could be reported to the Nottinghamshire Safeguarding Adults Board
- To explore links to existing Corporate and departmental priorities.

During the discussion the following comments were raised:-

- It was felt that the existing pro-forma was a duplication of work elsewhere.
- Reporting back to a committee has had been the case under the previous structure had provided an opportunity to raise matters of concern and check that officers had dealt with these.
- A reason for the decline in visits was due to the small number of members undertaking those (5 members to 160 premises). Visits were time consuming.
- Perhaps visits should be made compulsory and carried out by the local members.
- Visits were seen as invaluable and important in the future. Staff also valued the visits.
- It was also important to pay attention to those private homes funded by the County Council.

- Members agreed that some form of visits should continue with a refreshed pro-forma, tailored to suit particular establishments. They felt that it would be useful to establish what other agencies and authorities were doing including the Care Quality Commission.

Following discussion the Group agreed:-

1. That an existing assessment pro-forma be sent to members of the group for discussion at its next meeting.
2. That a list of residential homes by district, showing location (County Council run and private) day centres and other establishments be compiled for the Group's members (colour copy).

The meeting closed at 3.07pm.

CHAIR