

**ANGUS COUNCIL****SOCIAL WORK COMMITTEE..... 19 August 1997****REGISTRATION AND INSPECTION UNIT -  
ANNUAL REPORT 1996/97****REPORT BY THE DIRECTOR OF SOCIAL WORK****ABSTRACT**

This report accompanies the Registration and Inspection Unit's Annual Report, which is presented to the Social Work Committee for approval. The report has been considered by the Registration and Inspection Advisory Committee at its meeting held on 11 August 1997. The report will be forwarded to the Scottish Office in accordance with Social Work Services Group Circular No 7/96.

**1 RECOMMENDATION**

It is recommended that the Social Work Committee:

- (I) approves the contents of the Registration and Inspection Unit Annual Report; and
- (II) instructs the Director of Social Work to make the report available to registered and inspected providers; organisations and groups with an interest in registration and inspection matters; and the public libraries in Angus.

**2 INTRODUCTION**

Reference is made to Report No 424/96, which was submitted to this Committee at its meeting of 28 May 1996. The report informed the Committee of the guidance issued by the Scottish Office in a Circular SWSG 7/96, '*Local Inspection of Residential and Other Establishments*'.

The guidance states that "*The local authority must publish an annual report describing the work of the Inspection Unit .... The report should be produced by the Director of Social Work*". The report should be

presented to the local Registration and Inspection Advisory Committee for consultation and comment prior to its submission to the Social Work Committee and the Scottish Office. The Advisory Committee which was set up in terms of the same SWSG Circular (refer to Social Work Committee Report No 593/97) has considered the contents of the annual report at its meeting of 11 August 1997, and agreed, that with their comments, the report can be forwarded to this Committee for approval.

### 3 ANNUAL REPORT

The annual report provides an opportunity for the local authority to demonstrate the effectiveness of local inspections. The SWSG guidance recommends that annual reports should be comprehensive and easy to read. It also requires the following minimum contents to be supplied for the reports. These include:-

- *description of the unit's work over the previous 12 months*
- *assessment of the unit's performance*
- *summary of the findings of inspections*
- *summary of action taken and action not taken*
- *details of the numbers and types of homes visited*
- *frequency of visits*
- *details of staffing and training provided*
- *patterns and trends from inspections, and workload indicators*

In addition, these reports should describe:-

- *the standards achieved by all sectors*
- *the methods of inspection*
- *the degree to which the service user had been involved in the inspection process*
- *arrangements to ensure the independence of the unit*
- *methods used to publicise reports and details of the take-up of reports*
- *the mechanisms implemented by the local authority to ensure effective follow up action to reports on its own homes*
- *monitoring arrangements.*

Copies of the annual report will be circulated to all registered and inspected providers of services; organisations and groups with a relevant interest in registration and inspection matters, and public libraries within Angus Council area. A copy will be forwarded to the Social Work Services Group at the Scottish Office.

#### **4 FINANCIAL IMPLICATIONS**

There are no financial implications arising directly from this report.

#### **5 CONSULTATION**

The Chief Executive, the Director of Law and Administration and the Director of Finance have been consulted in the preparation of this report.

#### **6 CONCLUSION**

The Social Work Committee has been presented with the Registration and Inspection Unit Annual Report for the period 1 April 1996 - 31 March 1997. This report has outlined the basis on which the report is prepared, and the process of preparation and consultation on its contents.

(Date)

W B Robertson  
Director of Social Work

#### **NOTE**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

