



Review of Methodology for Joint Strategic Inspections of Health & Social Work Services for (Adults/Older People) -

High Level Advisory Group (HLAG) - Terms of Reference:

1. Purpose

The purpose of the HLAG is to provide advice and guidance to Healthcare Improvement Scotland (HIS) and the Care Inspectorate (CI) on the development and implementation of revised inspection methodology for the joint strategic inspections of health and social work services for adults/older people.

2. Role

The primary role of the HLAG will be to provide comment and offer advice and guidance on the proposed inspection model, including its overall purpose and scope, and on the more detailed inspection methodology as it is being developed and implemented.

It is also expected that members of the HLAG will share information on the development and implementation of the revised inspection methodology within their own partnerships, organisations and professional groups, in order to gather the views of others to inform the development work, and to raise awareness of the methodology review and the outcomes from it.

3. Membership

The HLAG will be drawn from a range of health and social work professionals and relevant stakeholders from other organisations.

HIS/CI Short-life Review Group, which was established to lead the development and implementation of revised inspection methodology for the joint strategic inspections of health and social work services for adults/older people, is co-chaired by a non-executive director from both HIS/CI Boards. The HLAG will be co-chaired by the same two a non-executive directors.

4. Meetings

The HLAG will meet at roughly 4 to 6 weekly intervals. It is expected that meetings will be held over a period of approximately 6-9 months until completion of the

development work and implementation of the revised methodology. Any requirement for extending this period will be discussed and agreed with members of the HLAG.

Members of the HLAG who are unable to attend a meeting may nominate a representative to attend on their behalf. Where possible, the same representative should attend to help ensure consistency in the membership of the HLAG and continuity of the work.

Agendas, minutes of meetings and any advanced reading materials will be circulated in advance of meetings. HLAG members should be prepared to provide verbal and/or written comment at or prior to meetings when requested to do so.

5. Communication

All communications with members of HLAG will be through the Chairs unless agreed otherwise. However, informal communication between members and their representative groups is encouraged and is at the discretion of each member, unless there is a specific request by the Chairs for confidentiality.

6. Opportunities, Impacts and Benefits

Participation in the HLAG will support the development and implementation of the revised inspection methodology for the joint strategic inspections of health and social work services for adults/older people. It will also promote a shared understanding of the overall purpose and scope of the inspections and openness and transparency of the inspection methodology.

22 February 2016