

Annual Reporting for Duty of Candour

Submission Date: November 12th 2019

Submitted By: November 12th 2019

Submitted To: FLF Board of Trustees and Care Inspectorate (CI)

1. Purpose of the Report:

This report is prepared and submitted to FLF's Board of Trustees and the CI as a requirement under the Health (Tobacco, Nicotine etc. & Care) (Scotland) Act 2016 and The Duty of Candour (Scotland) Regulations 2018.

2. About the Reporting Requirement:

As of April 2018, all organisations under the CI and SSSC are required to produce an annual report of their Duty of Candour (DoC) responsibilities even when no incidences occur within the reporting period.

3. Responsible Person(s):

This report has been drafted by FLF's Duty of Candour Responsible Person, Caryn Nicolson, CEO,

4. Reporting Period:

April 2018 to March 2019

5. Reporting of Incidences within the Year:

During the reporting year, there were no incidences reported which triggered the Duty of Candour process to be invoked.

Table One: Reporting of Incidences relating to clients within our care

Type of unexpected or unintended incidents	Number of times occurred
Someone died	No client died while in our care however, clients in accommodation may die within their own tenancy/occupancy. Having consulted with the CI this is not required to be reported.
Someone has permanently less bodily, sensory, motor, physiologic or intellectual capacity	0
Someone's treatment has increased because of harm	0
Someone's life expectancy becomes shorter because of harm	0
Someone's sensory, motor or intellectual function is impaired for 28days or more	0
Someone experienced pain or psychological harm for 28days or more	0
A person needed health treatment in order to prevent them dying	0
A person needed health treatment in order to prevent other injury	0

6. Actions Taken within the year:

This year, the Board instructed a review of safeguarding measures and policies. A full audit was undertaken with recommendations made. Actions taken forward are as follows:

- Formal procedures for Duty of Candour reporting were drafted.
- Named Responsible Person has been confirmed
- A review of related policies has been undertaken to ensure safeguarding practices are robust in recruitment, governance and training.
- Training has taken place for all registered staff and managers on their responsibility for taking forward Duty of Candour.

What has changed as a result of practice?

- Trustees are now more aware of their responsibility and the importance of Duty of Candour and effective practice for safeguarding.
- Managers and staff are aware of their DoC responsibility and duty.
- We identified actions to be carried forward to ensure there is ongoing developments of good practice with respect to safeguarding and taking a preventative approach.
- We identified that there is a need to establish a formal cycle of retraining to ensure all staff continue to be aware of their responsibility.

7. Recommendations/Concluding Statements:

As this is the first year of implementing DoC this report is submitted with FLF having made initial steps for robust practice. It is anticipated that a review of our current position will be undertaken to identify actions to be carried out in the forthcoming year.

For information about this report contact Caryn Nicolson, CEO of Frontline Fife Homelessness Services (e) caryn.nicolson@frontlinefife.co.uk