



Comhairle nan Eilean Siar

**Duty of Candour Annual Report**

For the Financial Year 1 April 2023 to 31 March 2024

**(Part 2 of the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016)**

All providers of health, care and social work services in Scotland have a duty of candour. The duty applies when an unintended or unexpected incident occurs which results in the death of, or serious harm to, a service-user. The provider must ensure that the people affected understand what has happened and receive an apology. The provider must also consider how to improve its services for the future.

As a Scottish local authority, we provide care and social work services in fulfilment of our statutory obligations. Those services cover a wide range of areas including home care, residential care, housing support, and child and adult social work services. The duty of candour therefore applies to us.

An important part of the duty is that we provide an annual report on how we have applied the duty of candour during the previous financial year. The law requires that we address certain matters in the report as set out below.

**Information about the number and nature of incidents to which the duty of candour has applied**

In this financial year, there were no incidents to which the duty of candour has applied.

**An assessment of the extent to which the Comhairle carried out the duty of candour**

As no relevant incidents occurred, no assessment was required.

**Information about the Comhairle's policies and procedures in relation to the duty of candour, including procedures for identifying and reporting incidents, and support available to staff and to persons affected by incidents**

We have a Duty of Candour Policy Statement & Procedural Guidance which explains the circumstances in which the duty is activated and what steps we will then take to meet our obligations. That document is published on our website, but since a cyberattack which occurred in November 2023 the document is located on our temporary website at [Duty of Candour – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](https://www.cne-siar.gov.uk).

Through the adverse event process, we determine if there are factors that may have caused or contributed to an event, which helps us to identify if it is an incident to which the duty should apply. As part of our overall approach to managing incidents, all relevant staff receive mandatory training on the duty of candour.

**Information about any changes to the Comhairle's policies and procedures as a result of incidents to which the duty of candour has applied**

As no relevant incidents have occurred, no changes have been required.

**Other information**

As required by law, this report will be published and will then be submitted to the Care Inspectorate.

If you would like further information regarding this report or the duty of candour, please contact the Monitoring Officer, whose responsibility it is to compile the report:

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20 June 2024