



## Duty of Candour Report for 2023-2024

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Limited by guarantee, registered in Scotland, number SC036524.

Registered Scottish Charity, number SC011330, regulated by the Scottish Charity Regulator (OSCR)



## Capability Scotland\_Duty of Candour Report for 2023-2024

All health and social care services in Scotland have a Duty of Candour. This is a legal requirement which means that when things go wrong and mistakes happen, the people affected understand what has happened, receive an apology, and that organisations learn how to improve for the future.

An important part of this duty is that we provide an annual report about the Duty of Candour in our services and schools. This report describes how our service and schools have operated the Duty of Candour during the time between 1 April 2023 and 31 March 2024.

### 1. How many incidents happened to which the Duty of Candour applies?

In the year 2023-24, there have been no incidents to which the Duty of Candour applied.

### 2. Information about our policies and procedures

Where something has happened that triggers the Duty of Candour, our staff and management report this to the Director of Adult Services & Business Development who has responsibility for Duty of Candour within Capability Scotland.

The Director of Adult Services & Business Development will ensure that the Duty of Candour incidents are recorded and reported as necessary and that the relevant procedures are followed as noted in Capability Scotland Duty of Candour Policy and Procedure. This includes providing an apology, undertaking meetings and reviewing the incident in order that we can learn from experience.

All new staff learn about the Duty of Candour during their induction period and all staff are required to complete online learning annually. We have an employee assistance scheme in place for our staff should they be affected by a Duty of Candour incident.

As required, we have submitted this report to the Care Inspectorate but in the spirit of openness we have placed on our website at <http://www.capability.scot>

We have also attached our Duty of Candour Policy and Procedure below for information.



Duty of Candour  
Policy and Procedure

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