

Social Work England Board Meeting

14 June 2019 – 12.30 p.m. to 2.30 p.m.

Archbishops Room, Millbank House

AGENDA

Members: Lord Patel of Bradford - Chair
 Dr Andrew McCulloch – Non-Executive Director
 Baroness Tyler of Enfield – Non-Executive Director
 Dr Helen Phillips - Non-Executive Director
 Jonathan Gorvin – Non-Executive Director
 Mark Lam – Non-Executive Director
 Colum Conway – Chief Executive, Social Work England
 Adnan Bashir - Executive Director Finance, Social Work England

Attendees: Sarah Blackmore, Executive Director Standards, Social Work England
 Philip Hallam, Executive Director Registration and Quality Assurance, Social Work England
 Jonathan Dillon, Executive Director Fitness to Practice, Social Work England
 Tracy Watterson, Assistant Director, Social Work England
 Amy Soar, Head of Policy
 Rosie Kirk, Executive Assistant to Colum Conway
 Sherife Hasan – Head of Governance/Board Secretariat, Social Work England

	Item	Board Action	Presented by
1.	Chair's welcome and note of apologies	To note	Lord Patel
2.	Declaration of Interests	To note	Lord Patel
3.	Minutes of previous meeting	For approval	Lord Patel
4.	Action Log - matters arising from minutes of previous meeting	To note progress	Lord Patel
5.	Draft Rules and Standards	For approval	Sarah Blackmore
6.	Innovation Groups Update	To note	Chairs of Innovation Groups
7.	Project Implementation Report	To note	Colum Conway
8.	Update on Data Transfer from HCPC	To note	Colum Conway
9.	Finance Report – 2019/20 Annual Budget	For approval	Adnan Bashir
10.	Grant in Aid and Delegated Financial Authority	To note	Adnan Bashir
11.	Governance Framework Review	To note	Adnan Bashir
12.	Feedback on Audit and Risk Committee Meeting held on 10 June 2019	To note	Dr Andrew McCulloch
13.	Any Other Business		All
14.	Date of Next Meeting	To note	Lord Patel

Meeting	Social Work England Board Meeting
Agenda Item	2
Date	14 June 2019
Title	Declaration of Interests
Executive Director/Lead	Lord Patel, Chair
Author	Sherife Hasan, Head of Governance/Board Secretariat
Contact Details	Sherife.hasan@socialworkengland.org.uk

SUMMARY

The Declaration of Interests are presented to the Board to be noted.

SUPPORTING PAPERS

Declaration of Interests (see below attached)

RECOMMENDED ACTION

To be noted.

Key implications or risks for any of the following:

Financial	
Legal	
Workforce	
Governance	X
Regulatory	
Service users/carers	

Social Work England Board – Register of Interests

Name of Member: Professor Lord Patel of Bradford OBE

Appointment and length of term: 19 March 2018 – 19 March 2021

Organisation in which interest exists	Nature of interest
England & Wales Cricket Board (the ECB)	Senior Independent Board Director
British Board of Film Classification	Vice President
Royal Society for Public Health	President
Indian Business Group	Chairman
Breaking Barriers Innovations	Chairman

Name of Member: Dr Helen Phillips

Appointment and length of term: 10 August 2018 – 10 August 2021

Organisation in which interest exists	Nature of interest
Chesterfield Royal Hospital NHS Foundation Trust	Board Chair
Legal Services	Board Chair
Mount St Mary's College, Spinkhill	Chair of Governors
Sheffield Business School	Advisory Board Member

Name of Member: Baroness Tyler of Enfield

Appointment and length of term: 10 August 2018 – 10 August 2021

Organisation in which interest exists	Nature of interest
Making Every Adult Matter (MEAM)	Chair
British Board of Film Classification	Member, Advisory Panel of Child's Viewing
National Children's Bureau (NCB)	President
Relate	Vice President
Step up to Serve Campaign	Member of Advisory Council
Centerpoint	Ambassador
Co-Chair	All Party Parliamentary Group on Social Mobility
Vice Chair	All Party Parliamentary Group on Mental Health
Vice Chair	All Party Parliamentary Group on Children
Vice Chair	All Party Parliamentary Group on Wellbeing Economics

Name of Member: Jonathan Gorvin

Appointment and length of term: 10 August 2018 - 10 August 2021

Organisation in which interest exists	Nature of interest
Royal Institution of Chartered Surveyors	Head of Regulatory Policy and Development
Science Council	Trustee

Name of Member: Dr Andrew McCulloch

Appointment and length of term: 10 August 2018 - 10 August 2021

Organisation in which interest exists	Nature of interest
GMC Services International	Chair
Healthwatch England	Board Member
McCulloch and Muijen Associates	Principal

Name of Member: Mark Lam

Appointment and length of term: 11 January 2019 – 11 January 2022

Organisation in which interest exists	Nature of interest
Barnet, Enfield and Haringey Mental Health NHS Trust	Chair
Openreach Limited, owned by BT Group plc	Former Chief Technology and Information Officer

Name of Member: Colum Conway, CEO

Date of Appointment:

Organisation in which interest exists	Nature of interest
Nil Return	

Name of Member: Adnan Bashir, ED Finance

Date of Appointment:

Organisation in which interest exists	Nature of interest
Nil Return	

Social Work England

Board Meeting

3 May 2019

- Attendees:**
- Lord Patel of Bradford - Chair
 - Baroness Tyler of Enfield - Non-Executive Director
 - Dr Helen Phillips - Non-Executive Director
 - Dr Andrew McCulloch - Non-Executive Director
 - Mark Lam - Non-Executive Director
 - Jonathan Gorvin – Non-Executive Director
 - Colum Conway – Chief Executive, Social Work England
 - Adnan Bashir – Executive Director Finance, Social Work England
- In Attendance:**
- Alison McKinna - Executive Director Corporate Services, Social Work England
 - Philip Hallam - Executive Director Registration and Quality Assurance Practise, Social Work England (in attendance for agenda item 5.5)
 - Sarah Blackmore – Executive Director Standards, Social Work England (in attendance for agenda item 5.6)
 - Amy Soar – Head of Policy, Social Work England (in attendance for agenda item 5.6)
 - Liz Howard – Social Work Strategic Engagement Lead, Social Work England (in attendance for agenda item 5.6)
 - Rosie Kirk, Executive Assistant to Colum Conway, CEO, Social Work England
 - Sherife Hasan – Head of Governance/Board Secretariat, Social Work England
- 1. Welcome and introductions**
- 1.1 Lord Patel welcomed attendees to the meeting and the three members of the public observing the meeting (Pete Bentley, Nagalro, and Mark Whiting and James Penry-Davey, Capsticks Solicitors). Lord Patel noted that there were no apologies.
- 2. Declarations of interest**
- 2.1 The declaration of interests of the Board members were presented and noted. An update was requested by Mark Lam to his declaration of interest.
- Action: Sherife Hasan**
- 3. Minutes of previous meeting – 08/03/2019**
- 3.1 The minutes were approved as an accurate record.

- 3.2 The status and progress of the action points were noted. Any matters arising were discussed within the agenda items below.
- 3.3 The data transfer programme was raised. It was confirmed that the transfer scheme and data sharing agreements were still not signed, which was delaying the data transfer programme and raising its risk profile. It was requested by Board members that data transfer and IT functionality are added to the Action Log to ensure they are regularly reviewed at Board meetings.

Action: Sherife Hasan

4. Finance Report – Financial Year End March 2019

- 4.1 The management accounts for the financial year end March 2019 were presented to the Board by Adnan Bashir, Executive Director Finance, to be noted.
- 4.2 The Board discussed and noted the finance report. An underspend was recorded for the year end primarily due to changes in phasing for recruitment and spend on IT development. It was acknowledged that there are challenges for budget forecasting during the setup phase of the organisation.
- 4.3 The Board noted the underspends and discussed the need for an operating model around recruitment as part of the overall strategic plan that will be developed in the Autumn. This would ensure that recruitment and staffing (including volume and types of staffing) are aligned with the strategy, which is essential to ensure that high quality, skilled staff are recruited to the right roles. It was agreed that there would be an update on the recruitment plan and the operational structure of the organisation at the 26 July Board Meeting in Sheffield.

Action: Colum Conway

5. Finance Report – Annual Budget 2019/20

- 5.1 The annual budget 2019/20, including the forecast position, income and capital programmes were presented to the Board to be noted.
- 5.2 The Board discussed and noted the annual budget. The Board also noted the need for further discussions on future budgets to ensure that the organisation will achieve its ambitions and full potential. The development of the strategy will help to achieve this, as resource allocation will be an important part of the development of the strategy for Social Work England.
- 5.3 It was agreed that, once completed, the work of the Innovations Groups would be triangulated with financial forecasts in order to bring the ambition of the organisation together within the Strategic Plan.
- 5.4 Once the Innovation Groups have been completed, a Board Away Day will also be set up to discuss the outcomes, next steps and the development of the strategic plan.

Action: Sherife Hasan

6. Programme Implementation Status Report

- 6.1 The programme status report was presented, and the Board were asked to note the current position.
- 6.2 The overall implementation programme continues to progress positively. While the development of the IT systems within Social Work England is progressing well, the main area of concern continues to be the data transfer programme with HCPC. This is a high-risk area and Social Work England are awaiting the legal sign off to facilitate the transfer of the data. Once the legal document has been signed, Social Work England staff will have access and can begin work on the transfer of data.
- 6.3 The Board requested that an update is sent to the Board by correspondence to confirm that Social Work England have access to the data and on the quality of the data, once staff have had the opportunity to review it.

Action: Colum Conway

7. Innovation Groups Update

- 7.1 The dates for all the Innovation Groups meetings have now been established. The Chair thanked the Board members for their commitment to these groups.
- 7.2 Terms of Reference have been drafted for each group and it was agreed that these would be finalised by each Board member chairing the group and the Executive Director or staff member acting as the lead for the group.

Action: Chairs of Innovation Groups

8. Presentation on Registration and Education and Training Quality Assurance

- 8.1 Philp Hallam, Executive Director Registration and Quality Assurance provided a presentation on the current activity and progress in relation to the development of Social Work England's education quality assurance and registration functions.
- 8.2 A number of areas were discussed, including:
 - **Inspectors and Inspection Teams** – including the skills required, the independence of Teams, the flexibility required by Teams, but also the systems and process needed to assure the organisation of the quality of their work.
 - **The needs of adults and children** – the importance of covering the full age ranges within the Registration and Education and Training process was acknowledged and the importance of having Inspection Teams with the appropriate skills mix.
 - **Working with other Regulators** – this is being considered and discussed with other regulators in order to avoid duplication and to develop a clear approach.
 - **Feedback on Rules and Standards** – the feedback from the consultation process is currently being reviewed and will help to set Social Work England's approach.

- **Outcome focused** – there is a need to develop a balance between being a robust and rigorous regulator, but also having a focus on outcomes, and it is important to prepare the sector and to also take them on this journey. The feedback from the consultation process will help to inform this.
- **Links to NASS** – appropriate links to NASS and other relevant frameworks are currently under consideration.
- **Legislative issues** – it is important that Social Work England is up-to-date with any legislative issues and changes that may have an impact on the social work or education sectors or regulators.
- **Collection of data** – the importance of appropriate data collection was highlighted.
- **Continued Professional Development (CDP)** – the approach to CPD is under consideration.
- **Fees** – the organisation’s approach to fees was highlighted in the consultation process and the feedback is currently under review.

8.3 The Board thanked Philip Hallam for his presentation and report. They requested that he continues to share relevant information with the Board as the work develops, so they can provide appropriate support and help, as required.

9. Standards and Rules Consultation Update

9.1 The presentation by Amy Soar, Head of Policy and Liz Howard, Social Work Strategic Engagement Lead, included an update on the expert groups, including people with lived experience and feedback on the consultation on Standards and Rules.

9.2 A number of areas were discussed, including:

- **Success of consultation events** – all the events were oversubscribed, and an additional event was held in Sheffield and spaces were increased at the other events, where possible.
- **Children and young people** – specific work was carried out to appropriately engage with children and young people.
- **Social Worker Workloads** – a discussion was held on how to minimise the burdens on social workers who will need to demonstrate they are meeting standards.
- **Employer issues** – while not part of the remit for Social Work England, the organisation is engaged with the LGA and others in this area.

9.3 The Board thanked Amy Soar and Liz Howard for the presentation and asked that their thanks are passed onto the team for the impressive amount of work that had already been carried out.

10. High-Level Risk Report

- 10.1 The High-Level Risk Report was presented to the Board. The report provided an update on progress since the last meeting and the Board were asked to note the current position in relation to the high-level risks.
- 10.2 The data transfer from HCPC continues to be a key risk issue. Other key risks include reputational management and communication risks, and the need to be able to clearly communicate how Social Work England is developing the unique features of its approach to regulation.
- 10.3 The Board members felt it was important to reframe these risks within the development of the strategy and an assurance framework.

11. Business Plan 2019/20

- 11.1 The Business Plan 2019/20 was presented to the Board for approval. Social Work England is currently awaiting feedback from DfE.
- 11.2 The Board noted the work that had been carried out on the Business Plan. However, it was agreed that the Business Plan would not set the framework for the development of the strategic plan, which should be developed along key strategic themes. Work on the strategic plan is now underway and will include core values and engagement with key stakeholders, including people with lived experience.

12. Review of Business Plan 2018/19 Performance

- 12.1 The Board was presented with a report providing them with an end of year 18/19 review of achievements against the objectives set out in the 2018/19 Business Plan.
- 12.2 The Board noted the current position in relation to the achievement of the 2018/19 Business Plan objectives and asked that their thanks are passed onto all the staff who have achieved so much within a short space of time.

13. Board Code of Conduct and Ethics

- 13.1 A draft policy paper for the Social Work England Board on the Code of Conduct and Ethics was presented to be noted.
- 13.2 The Board noted the paper but wanted more consideration as to how this fitted with wider policy work within the organisation.

14. Work Plan

- 14.1 The work plan was presented to the Board. The Board noted the updates in the work plan.

15. Any Other Business

- 15.1 The consultation feedback meeting on the 15 May for Board members is cancelled and this will now be held on same date as the next Board meeting.

16. Date of Next Meeting

- 16.1 The next meeting will be held on 14 June 2019 in London. Details of location and timings will be sent out to Board members in due course.

Social Work England

Action Log – from Board Meeting 3 May 2019

	Date of Board Meeting:	Actions:	Owner:	Status/Due Date:
a.	08/03/19	Draft strategic plan to be presented to the Board	Colum Conway	Following Innovation Groups, the strategic plan will be presented to Board in the autumn
b.	08/03/19	Innovation Groups report to be presented in July	Sherife Hasan	Report to be prepared in July
c.	03/05/19	Update Declarations of Interest	Sherife Hasan	Completed
d.	03/05/19	Review of Data Transfer and IT Functionality	All Board Members	Ongoing
e.	03/05/19	Update on recruitment plan and operational structure	Colum Conway	Scheduled for 26 July Board Meeting
f.	03/05/19	Following completion of Innovation Group, a Board Away Day to be set up	Sherife Hasan	To be completed
g.	03/05/19	Update to be send to Board via correspondence that legal agreement with HCPC has been signed and staff have access to data	Colum Conway	Update to be provided at 14 July Board Meeting (agenda item 8)
h.	03/05/19	Agreement on Innovation Groups ToRs by Chairs and lead Executive Directors	Chairs of Innovations Groups	Completed – update to be provided on all Innovation Groups by Chairs at 14 July Board Meeting (agenda item 6)

Meeting	Social Work England Board Meeting
Agenda Item	5
Date	14 June 2019
Title	Draft Rules and Standards
Executive Director/Lead	Sarah Blackmore, Executive Director, Standards Jonathan Dillion, Executive Director, Fitness to Practice Phillip Hallam, Executive Director, Registration and Quality Assurance
Author	
Contact Details	sarah.blackmore@socialworkengland.org.uk

SUMMARY

Following the Board workshop on the outcome of the consultation on the draft Rules and Standards for Social Work England the members of the Board will consider the papers tabled at the meeting which have arisen from the workshop. The consideration is with a view for approval for the rules to be submitted to the Departments for Secretary of State review and the Standards to be submitted to the Departments for Secretary of State approval.

SUPPORTING PAPERS

To be tabled.

RECOMMENDED ACTION

For consideration and approval.

Key implications or risks for any of the following:

Financial	
Legal	
Workforce	X
Governance	
Regulatory	X
Service users/carers	X

Meeting	Social Work England Board Meeting
Agenda Item	6
Date	14 June 2019
Title	Innovations Group Update
Executive Director/Lead	Colum Conway, Chief Executive
Author	
Contact Details	colum.conway@socialworkengland.org.uk

SUMMARY

A verbal report will be provided by all the Innovation Group Chairs on the progress of their groups.

SUPPORTING PAPERS

None

RECOMMENDED ACTION

To be noted.

Key implications or risks for any of the following:

Financial	
Legal	
Workforce	X
Governance	
Regulatory	
Service users/carers	X

Meeting	Social Work England Board Meeting
Agenda Item	7
Date	14 June 2019
Title	Project Implementation Report
Executive Director/Lead	Colum Conway, CEO
Author	Andy Leverton, Head of Business Planning and Improvement
Contact Details	andy.leverton@socialworkengland.org.uk

SUMMARY

This paper is presented to the Board to be noted. The report provides Board members with an overview of progress towards delivery of the critical path projects in the Social Work England Implementation Programme.

SUPPORTING PAPERS

Programme Status Report June 2019

RECOMMENDED ACTION

To be noted

Key implications or risks for any of the following:

Financial	
Legal	x
Workforce	x
Governance	
Regulatory	x
Service users/carers	

Social Work England
Programme Status Report
June 2019

Purpose

1. This paper provides the Social Work England Board with a summary of the status of the Social Work England Implementation Programme.

Process

2. Every two weeks, project leads complete status updates which detail the progress that was made in the previous two weeks and the planned activity for the next two weeks. In the status updates, project leads rate the likelihood of their project progressing as planned.
3. The project management office collates the project status update reports and produces a programme status report outlining the notable variations from planned activity.
4. In the programme status update, the project management office assigns an overall progress rating for the programme.
5. The Executive Leadership Team regularly reviews the programme status report alongside the overall programme plan.

Progress

6. The Social Work England Implementation Programme is on track to go-live as planned in 2019. Further reassurance will come from ongoing progress in IT development and data transfer.
7. The Data Sharing Agreement and Transfer Scheme were signed by all parties on 17th May 2019. This provides the legal basis for HCPC to share data with Social Work England. Datasets from HCPC have been received and initial testing has commenced.
8. A full day readiness review meeting took place on 14th May. The critical path projects, and other interdependent projects and thematic areas were reviewed in depth by all directors and heads of functions to assess our ability to go live in 2019 as planned.

Key issues for consideration:

9. **IT system development** – efforts are ongoing and focused on obtaining consensus as soon as possible that all requirements have been captured and that the developers have the capacity to deliver the essential functionality for go-live
10. **Data testing** – testing is underway, but in its early phase. Further testing is needed to provide reassurance of data quality and to test the transfer process.
11. **Approval of rules and standards** – activity progresses as planned but some uncertainty remains due to the potential for changes in parliament to threaten timescales for the approval process.

12. Included below are more detailed progress updates for the critical-path projects within the programme.

Project Name	Transfer Programme
Purpose	• Transfer of all relevant regulatory data from HCPC systems to Social Work England systems for the areas of Registration, Fitness to Practise and Education • Transfer live regulatory cases, applications and assessment • Manage the transfer of live FTP cases, Registration applications and Education programme provider assessments at their different stages of their respective regulatory process
Project Status	Initial testing on available data completed by Social Work England. Issues with data quality and completeness have been identified and raised with HCPC, pending resolution. Concerns remain around the quality of data. Complete data sets for all directorates not yet received, expected by end of June.
Project Progress	• The transfer scheme and data sharing agreement signed by HCPC, DfE, and Social Work England on 17th May 2019. • HCPC successfully extracted the data from their systems in preparation to transfer to Social Work England • First test, extract, transfer, and load process commenced, due to be completed on 19th June • Datasets have been received and testing of data has commenced. Some errors in the extract have been identified and are currently with HCPC for assessment • Staff trained as data testers including GDPR training • First pass at transfer testing on raw data completed by Social Work England, issues fed back to HCPC • Internal requirements change on registration data agreed
Planned Key Activities	• Submit a registration data change request to HCPC • Complete integrated planning to ensure ongoing alignment of CDS and Social Work England project plans • Ensuring data received from HCPC can be uploaded into our systems • Agree the process exchanging and processing direct debit data • Continued testing of data to identify further issues to allow the earliest possible resolution

Project Name	CRM – Customer Relationship Management
Purpose	Delivery of the website and IT systems required to register as a social worker, search the register of social workers, annotate the register of social workers, file a concern, and upload continual professional development evidence
Project Status	Confidence remains high that the CRM project will be delivered on time and achieve all core deliverables required to function as a regulator as well as additional functionality to improve processes and reduce risk.
Project Progress	• The 9th development cycle was completed on 17th May 2019 and covered updates to FtP case management process, inclusion of ability for Social Work England to change registrant details in the back-end system, and improvements to the raising a concern form. • Transitioned into the second development phase, focusing on improving functionality and adding additional content • Weekly project reviews continue, attended by representatives from multiple Social Work England departments • A supporting project to manage the creation of web content is underway, coordinated by the communications team. • An IT Demand Prioritisation (ITDP) group has been established to ensure that requirements across the organisation are captured in planning for ongoing IT development. • The ITDP creates a space for regular communication between directorates to ensure work is prioritised in line with business need and with resource availability to ensure readiness for go-live
Planned Key Activities	• Continued user testing of system • Testing the system with data from HCPC • The 10th and 11th development cycles will be completed by the end of June • Ongoing testing of Registration, FtP, and Education data • Finalisation of system requirements and prioritisation of workload

Project Name	Rules Making and Standards Setting
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Purpose	Setting the rules and standards that will dictate how we function as a regulator and developing the rules and standards transparently including multiple public consultations.
Project Status	Confidence remains high that the Rules and Standards will be approved prior to the commencement of the Parliamentary summer recess.
Project Progress	• The consultation on rules and standards concluded on 1st May 2019. All responses have been reviewed and categorised. • Analysis of feedback is complete, and a first draft of all rules and standards has been submitted to the DfE • Consultation headlines report published on the Social Work England website on 31st May
Planned Key Activities	• Incorporating findings as appropriate into revised Rules and Standards • Continue to work with the DfE to obtain approval for subsequent revisions • Approval of final version by Board • Submission of the Rules for review and Standards for approval by the Secretary of State • By 31st July, we will publish our official consultation response alongside the final set of rules and standards

Project Name	Recruitment
Purpose	Provide a full, end to end, efficient and effective recruitment process that is fully auditable and supports organisational strategy
Project Status	Confidence remains high that recruitment has the systems and resources required to ensure vacant posts will be filled within planned timescales.
Project Progress	• Recruitment continues as planned. Plans and associated contingency remain under regular review. • Social Work England will have 67 employees (including secondees from DfE) in position as of 31 May 2019 with a further 8 staff due to start during June • A small number of positions have experienced a lack of suitable candidates, recruitment agencies appointed to assist with sourcing candidates • Recruitment of all FtP, Registration, and Education Quality Assurance contracted decision maker roles were launched by 29th April 2019 • Applications for all contracted decision makers closed on 28th May 2019. Sifting is in progress and interviews have been scheduled throughout June and July. Applicant numbers received are high and the teams are confident in their ability to recruit quality staff.

	• Advertisements for the key legal roles have closed, with strong applications received. Offers have been made for several roles, with further interviews scheduled during June.
Planned Key Activities	• Ongoing recruitment activity in the Fitness to Practice and Registration and Education Quality Assurance directorates • Further engagement through recruitment evenings, job fairs local universities, colleges, government apprenticeship schemes, job centres and other regulatory bodies including HCPC. The last recruitment evening is scheduled for 26th June 2019 • Launch of new recruitment software to streamline the administration of recruitment activity. • The work to tailor the software for Social Work England has been more in-depth than first anticipated, so the launch date has been pushed back to ensure the end product is fit for purpose. • Interviews for registration advisors scheduled on 06 June 2019. Interviews for EQA roles start 10 June 2019 and interviews for FtP roles start 24 June 2019 • Investigate option for recruitment of interim data protection and information manager for Legal to be recruited via agency to support legal team with high workload until start of permanent hires.

Board Action

13. To note the current position in relation to progress made on the Social Work England Implementation Programme.

Andy Leverton

Head of Business Planning and Improvement

07 June 2019

Meeting	Social Work England Board Meeting
Agenda Item	8
Date	14 June 2019
Title	Data transfer status report
Executive Director/Lead	Colum Conway, CEO
Author	Guy Oliver, Project Delivery & Improvements Manager and Greg Ross-Sampson, Assistant Director Coordination
Contact Details	guy.oliver@socialworkengland.org.uk, greg.ross-sampson@social-workengland.org.uk

SUMMARY

This paper is presented to the Board to be noted. The report provides Board members with an overview of status of the data transfer from HCPC to Social Work England.

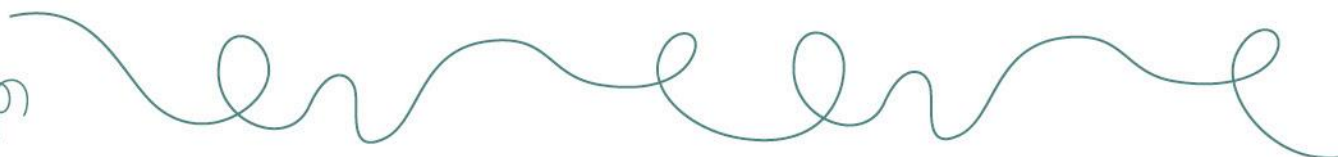
SUPPORTING PAPERS

RECOMMENDED ACTION

The Board is asked to note the current status of the data transfer from HCPC to Social Work England.

Key implications or risks for any of the following:

Financial	x
Legal	x
Workforce	x
Governance	
Regulatory	x
Service users/carers	



Data transfer status report

Executive summary

- A late start to the Data Transfer work has reduced the programme plan
- There are five datasets HCPC are to transfer
- User Acceptance Testing is being undertaken at the moment with real but old data
- Production data will only be used during final Dress Rehearsals from September
- A complete set of data has not yet been received therefore it is difficult to determine the total quality picture
- Quality of Registration & Education related data received is good
- FTP data received to date is of poor quality
- Once data quality is assured we will move to testing the transformation and cleanse process associated with integrating the data into our CRM
- Data quality and responsiveness from HCPC will drive our ability to ensure we have enough complete data to regulate

Detail

Dataset types

Broadly speaking there are five datasets for the Health and Care Professions Council (HCPC) to transfer to Social Work England.

	Regulatory function	Data storage type	Volume	NOTES
1.	FTP	CRM	847,000 files	
2.	FTP	SharePoint	TBA	Accessed via CRM
3.	Education	CRM	TBC	
4.	Education	SharePoint	TBA	Accessed via CRM
5.	Registration	CRM	130,000 files	All data stored in CRM

In FTP, the CRM data is the most important because it contains the most up-to-date FTP information whereas the SharePoint information contains primarily historical FTP cases HCPC inherited from the GSCC.

In Education, the CRM data is the most important as it contains the essential information concerning the education programmes HCPC has approved.

All of the Registration data is important to allow us to populate the Social Work England Register.

Social Work England received the datasets as follows:

- | | | |
|----|----------------------|--------------|
| 1. | FTP CRM | 21 May 2019 |
| 2. | FTP SharePoint | Not received |
| 3. | Education CRM | 21 May 2019 |
| 4. | Education SharePoint | Not received |
| 5. | Registration CRM | 21 May 2019 |

Data currently received by Social Work England is not production data but User Acceptance Data from HCPC. This data will not be the latest and will have a 'snap shot' date from between July last year and May this year.

Data quality

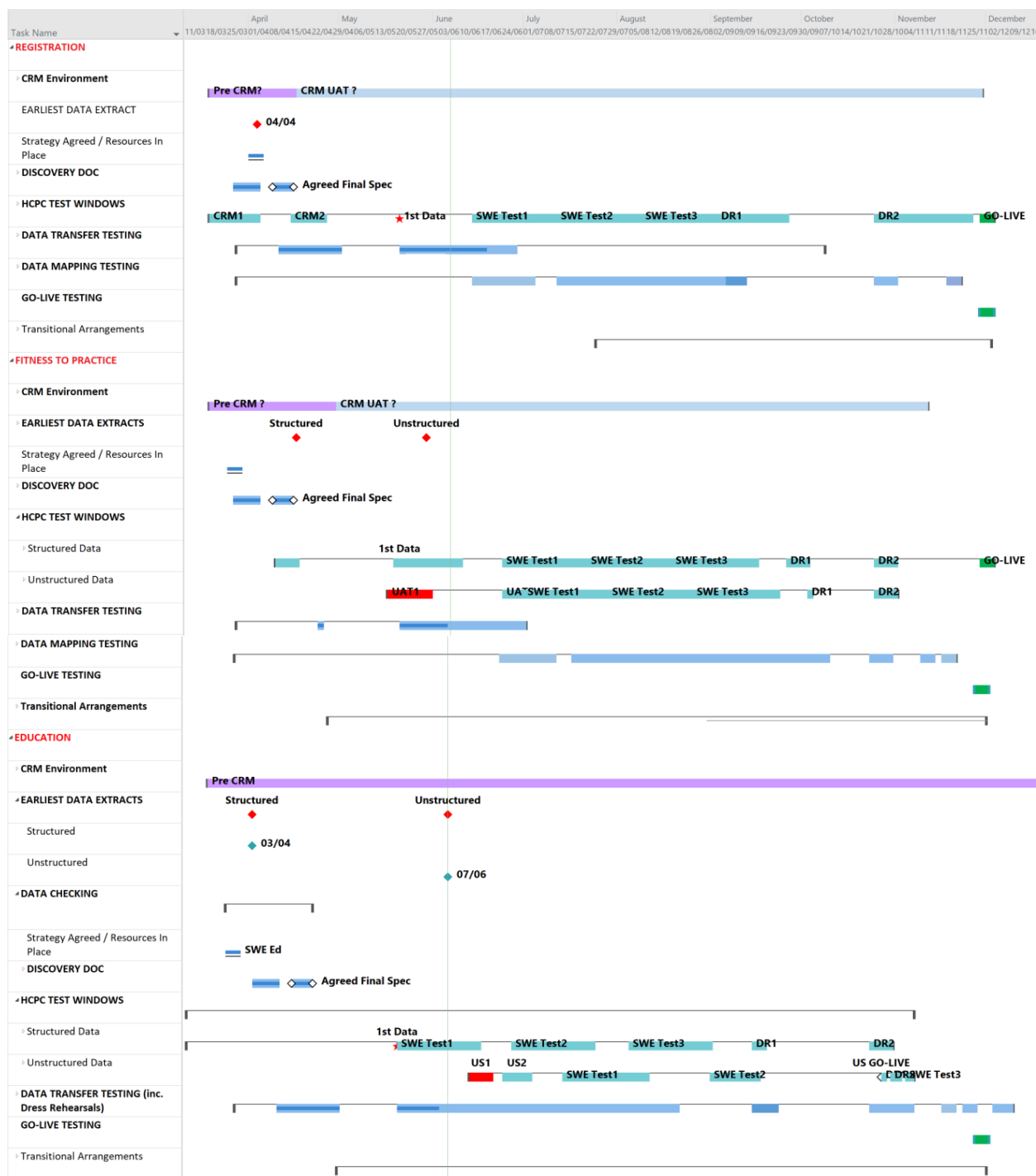
Social Work England are currently testing the raw datasets received and will continue as part of multiple Joint Testing & Dress Rehearsals. A summary of the current view of the quality of the data is below:

Dataset type	REASON
FTP CRM	50% of records missing attachments and issues with linkage between cases and associated adjudication information (case and container issues) Critical field checking has been performed by Social Work England on samples of the complete raw data we have received.
FTP SharePoint data	No data received
Education CRM data	Still some outstanding questions of the dataset however data suitable to use in current form. Data checking has been successfully performed by Social Work England on approved education programmes, Assessments, Contacts & organisations.
Education SharePoint data	No unstructured data received on assessments
Registration CRM data	Still some outstanding questions of the dataset as well as Pass lists missing. Data checking has been successfully performed by Social Work England on data volumes as well as sample checks of the data. Issues found have been raised with HCPC.

We have also requested additional information on education details in relation to registrants. We have highlighted the data quality issues with HCPC it is our understanding that they are currently working to address the issues with the data by the end of June.

Timescales / Milestones

Social Work England's delivery plan continues to be pushed to the right reducing the available time to test and verify the datasets. It is likely that any joint testing phases will need to be reduced from three to one. It is for this reason that Social Work England is testing HCPC's incomplete datasets now to provide feedback to HCPC as early as possible. The Gantt chart below shows the overview testing plan to support the ongoing data quality checking, fixing of issues and risk mitigation.



Key Challenges

- Challenge:** HCPC User Acceptance Testing (UAT) cycles with their suppliers is behind schedule. HCPC are still finding bugs in the extraction tools for FTP and Registration datasets. Multiple deliveries from suppliers has not fixed the errors. Further delays reduce Social Work England testing time and increase risk by squeezing us against the go-live date.
 Mitigation: Social Work England are involved in early testing of HCPC's UAT data to find issues early and also to start the transformation of data into our own system.

- Challenge:** Incomplete or poor quality of delivered data.

Mitigation: Social Work England have a resourced plan with multiple data testing phases including production data up to and including go-live to ensure quality of data. Early visibility of HCPC's UAT data is mitigating the late start of testing.
- Challenge:** Resolve any issues quickly.

Mitigation: HCPC have confirmed that they have contractual arrangements in place with their suppliers to perform this work quickly as part of the project. Changes to Social Work England requirements will need to be managed via a change request process which could take longer and will therefore need special attention.
- Challenge:** Ensuring data consistency and quality whilst transforming the data into Social Work England's system.

Mitigation: A Data Testing Strategy is in place that will test the transformation of the raw data received to the data seen within Social Work England's new system. Currently we are ahead of plan with this and have 125,179 Registrant records transformed into our CRM ready to start testing on 17 June.
- Challenge:** The complexities of FTP data mean that it is the high-risk area for data transfer and transformation

Mitigation: Early visibility of data and early involvement with both Social Work England teams and HCPC to address issues during HCPC's UATs. Mitigation plans around the areas of most concern including testing without Social Work England systems (if late). Ultimately if HCPC can't extract the data successfully we would have to have transitional arrangements in place with access to their systems or delay the go-live. These discussions are already taking place.

Conclusion

Overall our main concern on our ability to be ready to receive, transform and consume the final cut of data is being reduced as we receive and process more data from HCPC. We are confident that we are still on target with the data transfer programme however it is clear that the longer it takes HCPC to provide complete datasets, the less time available to develop the processes to utilise it. We are in constant contact with HCPC and we are continuing to peruse the delivery of data the quality required to keep our transfer programme on track.

Meeting	Social Work England Board Meeting
Agenda Item	9
Date	14 June 2019
Title	Finance Report – 2019/20 Annual Budget
Executive Director/Lead	Adnan Bashir, Executive Director, Finance
Author	Adnan Bashir, Executive Director, Finance
Contact Details	Adnan.Bashir@socialworkengland.org.uk

SUMMARY

Social Work England's Annual Budget 2019-20.

SUPPORTING PAPERS

2019-20 Annual Budget and Financial Analysis Report

RECOMMENDED ACTION

The Board is asked to approve the content of the 2019-20 Annual Budget.

Key implications or risks for any of the following:

Financial	X
Legal	
Workforce	
Governance	X
Regulatory	
Service users/carers	

Social Work England

Finance Report

2019-20 Annual Budget and Financial Analysis Report

1. Executive Summary

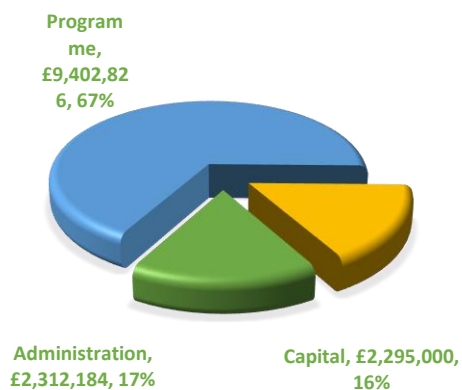
- 1.1 Social Work England's Annual Budget 2019-20 has been developed to reflect the part year transition by the entity to undertake full regulatory responsibility for the Social Work sector. The point of transition cannot be fully identified at this early stage of the financial year, conservative assumptions have been applied during the development of the 2019-20 budget.
- 1.2 The overall budget provides for a total revenue cost base of £11,715k and a capital commitment of £1,706k.
- 1.3 The overall net costs for Social Work England for the financial year 2019-20 will be £10,571k, excluding depreciation and amortisation.
- 1.4 The annual budget has been approved by the sponsorship team at the Department of Education. Subsequently, we have received confirmation of our grant allocation (GIA) and delegated financial authority for 2019-20.

2. 2019-20 Annual Budget

The table and charts below provide a high-level view of the 2019-20 Annual Budget for Social Work England which is defined by expenditure categories and directorate area.

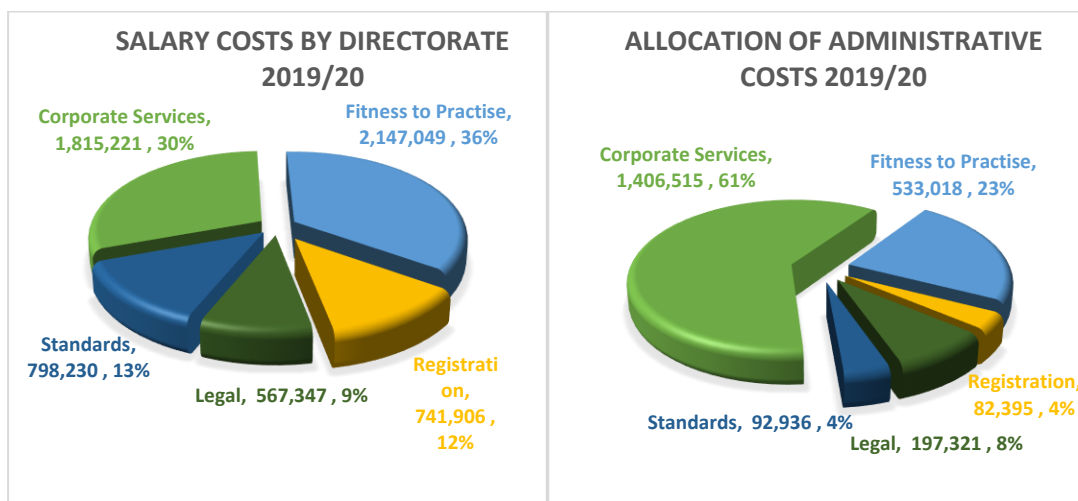
2019-20 Annual Budget	
ADMIN	
Corporate Services	1,406,515
Fitness to Practise	533,018
Registration	82,395
Legal	197,321
Standards	92,936
Total Admin Costs	2,312,184
PROGRAMME	
Corporate Services	2,832,397
Fitness to Practise	4,539,966
Registration	1,099,114
Legal	482,997
Standards	448,353
Total Programme Cost	9,402,826
Total Admin and Programme Costs	11,715,010
CAPITAL	
IT infrastructure	350,000
Digital	991,000
Premises	365,000
Total Capital	1,706,000
Total Costs	13,421,010
REVENUE	
Registration Income	- 2,850,000
NET COSTS	10,571,010

ALLOCATION OF COSTS 2019/20



ALLOCATION OF PROGRAMME COSTS 2019/20





3. Financial Planning Assumption

3.1 The development of the 2019-20 annual budget has required a significant number of planning assumptions and estimates regarding costs and timings. The key assumptions are identified below:

- 3.1.1 Administration and programme cost allocations have been agreed with the DfE for the 2019-20 year and will be subject to a part year realignment.
- 3.1.2 Staff costs are predominately based upon bandings agreed with HM Treasury and are inclusive of a 1.5% inflationary uplift, 2% bonus (excluding executive) and employment costs. Staff costs have also been phased to reflect the recruitment profile of the various directorates within Social Work England.
- 3.1.3 The annual budget does not include any additional income or costs for any cases from HCPC above the estimated volume already provided for within the model.
- 3.1.4 Capital costs are a continuation of the capital business cases submitted in the prior year. The focus of expenditure for 2019-20 will be upon the implementation and continuing development of the Client Relationship Management (CRM) system. A revised capital plan will be submitted during the 1st quarter of 2019-20 defining our in-year and future period needs.
- 3.1.5 All costs are assumed to be inclusive of VAT

Meeting	Social Work England Board Meeting
Agenda Item	10
Date	14 June 2019
Title	Grant in Aid and Delegated Financial Authority
Executive Director/Lead	Adnan Bashir, Executive Director, Finance
Author	N/A
Contact Details	Adnan.bashir@socialworkengland.org.uk

SUMMARY

Confirmation of Social Work England's budget allocation and delegated financial and non-financial authority for the financial year 2019-20 by the Department for Education.

SUPPORTING PAPERS

Grant in Aid Letter (inclusive of objectives and deliverables) 2019-20

Delegation of Financial Authority 2019-20

RECOMMENDED ACTION

To be noted

Key implications or risks for any of the following:

Financial	X
Legal	
Workforce	
Governance	X
Regulatory	X
Service users/carers	



Department for Education

Colum Conway
Chief Executive
Social Work England
1 North Bank
Blonk Street
Sheffield
S3 8JY

9 May 2019

Dear Colum

SOCIAL WORK ENGLAND: GRANT ALLOCATION 1 APRIL 2019 TO 31 MARCH 2020

I am writing to you in your capacity as the Accounting Officer for Social Work England to confirm your budget allocation for the financial year 2019-20. I also set out the key high-level deliverables that both the Department for Education (the Department) and the Department of Health and Social Care (DHSC) expect you to deliver over this period.

The Department is to provide an agreed resource budget up to a limit of £11.301m for 2019-20 (as set out in [Annex A](#)) in order for you to deliver agreed activities. Grant-in-Aid will be provided to you on a monthly basis to reflect the above budget.

As the Accounting Officer for Social Work England, you have personal responsibility for maintaining sound internal financial controls in support of the achievement of your objectives and remit. You are also responsible for safeguarding the public funds and assets of Social Work England's office, for which you are personally responsible.

As you will appreciate, it remains a very challenging financial climate and I therefore expect you to explore opportunities for achieving operational savings and to maximise the effective use of the budget in establishing Social Work England and in the delivery of its regulatory functions.

There are some specific matters to draw your attention to:

A. Framework Document

The Interim Framework Document for Social Work England, published in January 2019, sets out the responsibilities of your organisation and of the Department, as well as the way that the relationships will be managed with DHSC, who jointly

fund Social Work England. It is a summary of obligations that are further detailed in HM Treasury (HMT)'s '*Managing Public Money*' guidance.

The Interim Framework document will be subject to a full review and update prior to the point at which Social Work England commences regulation of the social work profession. This review will be led by the Department's Senior Sponsor, Deputy Director Social Work Reform, working closely with colleagues in DHSC, and co-ordinated by the Departmental Sponsor Team.

B. Transparency

The Government remains committed to greater transparency within the publicly-funded sector, so that the public can hold politicians and public bodies to account. I expect you to publish relevant data and to co-operate with transparency requests from the Department, DHSC, HMT, or Cabinet Office, ensuring data is submitted to deadline and in the required format. I recognise that the level and frequency of information requested can sometimes be a challenge to a small organisation. However, I would encourage you to meet all reasonable requests and to raise any concerns over practicalities with the Departmental Sponsor Team.

C. Administration budgets

Administration budgets for non-departmental public bodies are met from the Department's own overall administration allocation. The Department has provided Social Work England with detailed guidance on the types of spending that are considered to be administrative activity. It is important that Social Work England works closely with the Department to ensure that this guidance is followed.

D. Efficiency Controls

Financial, commercial and management controls – that the Efficiency Reform Group in Cabinet Office has asked all Departments to implement – will apply to Social Work England. These are designed to ensure that only cost effective and necessary activity is undertaken by Government Departments and organisations funded by Government. Further detail about these controls can be found in the accompanying letter of delegated financial authority.

E. Governance and Risk

Social Work England should have a governance and risk management framework and system of internal control. It is vital that Social Work England has in place robust processes to help identify difficulties that might arise and could hinder delivery. Social Work England should work with the Department, via the Sponsor Team, to make sure there are appropriate external checks on its delivery. I expect Social Work England to raise any potential problems related to delivery immediately with the Department, including any arising from organisations with which Social Work England is working.

Further detail about how this will work in practice is included in the Interim Framework Document, including the frequency and contact of regular meetings and performance reviews undertaken by the Department and DHSC.

The Department, DHSC or Social Work England can propose amendments to this letter and the Interim Framework Document in-year, provided that all parties are in agreement. Any changes may be subject to HMT and Cabinet Office approval.

Officials in the Departmental Sponsor Team will act as a first point of contact, to provide support and advice on issues or actions requested by the Department, while respecting your independence. Jonathan Bacon will be your lead senior point of contact in the Sponsor Team and can be contacted at jonathan.bacon@education.gov.uk.

I look forward to continuing to work with you as you establish Social Work England as the new regulator for all social workers and ensure the successful delivery of its functions.



Katy Willison
Director
Children's Social Care, Workforce and Practice

ANNUAL RESOURCE ALLOCATION – SOCIAL WORK ENGLAND 1 APRIL 2019 TO 31 MARCH 2020

For the Financial Year 2019-20, the agreed resource budget for Social Work England is £11.301m. Details are shown below:

<i>£million</i>	2019-20
a) Administration (exc depreciation)	£ nil
b) Programme	£8.865m
c) Capital	£1.706m
d) Depreciation (Admin)	£0.730m
Total	£11.301m

Net Funding Requirement (Grant-in-Aid)

In the event that income (net of Grant-in-Aid) is less than (or more than) the figure stated, the resource expenditure will need to be reduced (or may increase) in line with any variation from the figure.¹

Reconciliation

Grant-in-Aid can be reconciled to the Resource Budget as follows:

Total net Resource Budget = a+b+c+d = £11.301m

Grant in Aid = (a+b+c+d)-d = £10.571m

Grant in Aid is the 'cash' funding required for financing the activities. It removes the non-cash items from resource figures (i.e. depreciation, provisions) and assumes there are no changes to the working capital (i.e. level of receivables/payables).

¹ Assuming there are no changes to the level of Debtors and/or Creditors in the Balance Sheet.

SOCIAL WORK ENGLAND KEY OBJECTIVES AND DELIVERABLES 2019-20

The objectives and deliverables set out below should form the basis of Social Work England's business plan for 2019-20. Social Work England will continue to work in close partnership with the Sponsor Team, particularly during the remainder of the set-up phase, to ensure any emerging issues are reported and addressed in a timely manner.

The Department and DHSC will use the deliverables in the business plan to hold Social Work England to account for delivery. Performance review meetings will be held every two months.

In addition, Social Work England's readiness to take over the regulation of social workers in England will be assessed in 2019-20 through a further 'readiness review', which should take place six months before Social Work England takes over responsibility for regulating the profession. The review should be led and delivered by Social Work England, in partnership with the Senior Sponsor and Sponsor Team.

Business Plan, Corporate Strategy and Framework Document

- Ensure, by end-June 2019, Social Work England has agreed (with the Department and DHSC) and published a business plan for 2019-20 with KPIs, including: objectives, appropriate delivery timelines, success measures/ indicators and costs where appropriate.
- Ensure, by early 2020, Social Work England has agreed (with the Department and DHSC) and published a corporate strategy for 2020-22, setting out the vision for Social Work England and outlining its longer-term strategic aims and objectives.
- Ensure, by January 2020, Social Work England has agreed (with the Department and DHSC) and published a final version of the Framework Document.

Consultations and reviews

- Undertake a consultation on social worker registration fees to enable a revised fee structure to be implemented from September 2020.

Governance and organisational design

- Ensure Social Work England is a well-managed and appropriately structured organisation that supports and develops its staff to enable delivery of its objectives. This includes ensuring the right staff, structure, culture and working practices are in place to deliver Social Work England's objectives effectively and efficiently.

- Ensure Social Work England has the right governance structures and systems in place to support the CEO, Chair and Board in the discharge of their duties; and the delivery of Social Work England's objectives. This includes ensuring the Board is compliant with the principles of good governance for Non-Departmental Public Bodies in line with Cabinet Office guidance, and ensuring that Social Work England has appropriate systems of risk management and audit in place.

Workforce

- Build sufficient capacity in Social Work England by the time regulation begins to enable it to deliver its regulatory functions, ensuring that appropriate staff are appointed, trained and supported.
- Ensure Social Work England is able to work collaboratively and effectively with the Health and Care Professions Council (HCPC) to facilitate the smooth and safe transfer of data and regulatory functions.
- Ensure that all appropriate HR and recruitment policies are in place, are fit for purpose are kept under review.
- Undertake an employee satisfaction survey for Social Work England staff during early Autumn 2019. Ensure survey findings are analysed and communicated to staff and any appropriate action is taken.

Infrastructure

- Ensure that Social Work England has appropriate facilities management, IT infrastructure, equipment, telephony and support systems for its workforce, and all required infrastructure to support operational and regulatory activities by October 2019.

IT digital

- Effectively manage the digital supplier to deliver the suite of digital services required to enable Social Work England to carry out its regulatory role.
- Ensure a functional test version of the digital service is delivered by May 2019.
- Ensure an operationally ready and fully tested digital service is in place by the time Social Work England commences regulatory responsibilities.

HCPC transition

- Deliver transition plans with HCPC to ensure a smooth, safe and seamless transfer of data and functions to Social Work England. Detailed transitional plans for each functional area to be in place by July 2019.
- Ensure, by end-November 2019, data is transferred and loaded on to Social Work England's IT platforms to enable it to regulate.

- Ensure the transfer and test of social worker data is managed safely and in line with the General Data Protection Regulation legislation.
- Ensure that any issues relating to transition are escalated to the Department as soon as possible, so that these can be addressed through DfE-HCPC grant management processes.

Communications

- Engage widely and proactively with the sector to promote Social Work England's vision and objectives, and to ensure the profession is clear on what the move from HCPC to Social Work England means for them.
- Work in partnership with the Department and DHSC, as appropriate, to co-ordinate and maximise the impact of communications activity; and work with stakeholders to ensure any information gaps are addressed.



Department for Education

Colum Conway
Chief Executive
Social Work England
1 North Bank
Blonk Street
Sheffield
S3 8JY

9 May 2019

Dear Colum

DELEGATION OF FINANCIAL AUTHORITY – SOCIAL WORK ENGLAND

1. As the Director of Children's Social Care, Workforce and Practice, the Department's Accounting Officer has given me delegated authority to exercise a range of financial and non-financial authorities and to sub-delegate these as appropriate. I am writing to you to set out your delegated authority for 2019-20 as detailed below and at Annex A.
2. In delegating this authority to you, I direct your attention to the matters of principle and responsibility documented in the Interim Social Work England Framework Document, which covers aspects such as Governance and Accountability; Engagement; Annual Report and Accounts; Audit; Risk; Management and Financial Responsibilities; Corporate and Business Plans; Budgeting Procedures; Grant-in-Aid and Ring-fenced Grant; Reporting Financial and non-Financial performance; and Staff. A final version of the Framework Document will be agreed when Social Work England commences its regulatory responsibilities.
3. By accepting this Delegation of Financial Authority (DFA), plus your responsibility as Chief Executive and Accounting Officer of Social Work England, you assume full accountability and responsibility for ensuring that any public funds under your control are managed in an economic, efficient and effective manner.
4. You have delegated authority to commit, certify and authorise expenditure and payments for grants, grant-in-aid, and the purchase of goods and services, and to raise invoices, collect and accept receipts of monies for fees and charges, appropriations-in-aid, and the sales of goods and services, against budgets you are accountable and responsible for administering, or against allocations made to your post from other budgets for the primary purpose of delivering your contribution to Departmental plans, policies and priorities.
5. All income and expenditure should withstand scrutiny against the principles of HM Treasury (HMT) and Cabinet Office's requirements, including Managing Public

Money guidance, and demonstrate value for money. You must retain all records of receipts and spending and any related decision-making documents for internal/external audit review(s).

6. This DFA is effective from 1 April 2019 until 31 March 2020. It will be reviewed at this point and re-issued. These delegations are for the totality of Social Work England's work based on business planning carried out by your staff in conjunction with the Department for Education (the Department) to ascertain the level of resource needed to deliver your responsibilities. I expect you to make the most efficient use of the resources whilst continuing to deliver against your objectives.
7. This DFA is applicable to your current post. In addition to the conditions set out above, you are required to adhere to the policies, procedures and guidance issued by the Department and/or published on its GOV.UK website. This includes all financial matters relating to accounting, budgeting, estimates, contracting, procurement, purchasing and sales, including matters of corporate governance, fraud avoidance, and risk management. You are also required to carry out an annual review of the internal controls, financial and otherwise, operating within your area of responsibility and to sign a formal statement to that effect in support of the Department's Governance Statement.
8. Your budget allocations for 2019-20 are summarised below and I expect you to manage within them.

	Delegated Budget £m
Admin	£0.730
Programme	£8.865
Capital	£1.706
Total	£11.301

9. There are some specific matters which you will be personally held accountable for ensuring that they are complied with in full and in line with HMT's guidance. These are set out below.

i. Spending Reviews, Budget Allocations and Transfers

As part of any Spending Review process which will set future funding allocations, your active engagement is required in determining the resource planning requirements for your area of business. Following this, your agreed and detailed budget allocations will be formally delegated to you by me, necessarily being reviewed and updated, from time to time, principally as a result of the Main and Supplementary Estimates process. However, you may choose to exercise your authority to manage your combined resources more flexibly and to transfer budgets between programme lines within your plans and policies but, in all such cases, you must first seek and receive my prior agreement, before any budgets, records and systems are formally updated.

ii. Transfer Limitations

HMT's [Consolidated Budgeting Guidance](#) places limitations on both the nature and types of possible transfer between different budgets. You should note that it is not possible to transfer from Annually Managed Expenditure (AME) to Departmental Expenditure Limits (DEL), from Ring-fenced to Non-Ring-fenced budgets, from Capital to Resource DEL, or from Programme to Admin without a derogation or specific authority from HMT and, in all such cases, you should first seek and receive my agreement before any such budget transfer. It is, however, possible to transfer funds in the other direction (for example, Admin to Programme), but in all such cases, you should first seek and receive my agreement before any such budget transfer. Where a transfer is permissible within the Department's overall budget and my DFA, I should be able to accommodate your request but, outside of these tolerances, I would have to seek and receive formal approval from HMT.

iii. Forecasting

You are responsible for the preparation and accountable for the production of your budget profile for the financial year and for providing accurate and consistent monthly cash management and accruals based forecasts, based on your best estimates, reflecting the changing nature of your business area. I expect this requirement, together with the general stewardship of the resources under your control, to be reflected in your annual performance and assessment review. Moreover, Social Work England's Senior Sponsor in the Department, Deputy Director for Social Work Reform, will hold regular bilateral meetings with you to discuss your forecast outturns, risks and opportunities and emerging pressures and priorities, the outcome of which will help inform our update to the Management Board of the Department's overall financial position. The schedule of these meetings is set out in Social Work England's Interim Framework Document.

iv. Losses, Special payments, Acceptance of Late Claims, Waiving/abandoning of Claims and Donation of Gifts

You have no authority to make special payments (including compensation and ex-gratia payments), waive claims or to donate any gifts. In all cases, you must seek and receive my formal approval to your proposal before proceeding with any action about these matters. You have delegated authority for small losses and write offs as per [Annex A](#) up to the value of £1,000. However, where you have low value/high volume transactions or a regular requirement to perform such tasks, you may apply to me for an additional and specific delegation in this regard.

v. Lending, Guarantees, Indemnities, Letters of Comfort and Contingent Liabilities

You do not have delegated authority to engage in the provision of loans, guarantees, indemnities or letters of comfort or to enter into any transactions that may give rise to a contingent liability. For such cases, you must seek and receive my formal approval, and that of HMT (where necessary) via the

Finance Business Partner and Sponsorship team, to your proposal before proceeding with any action on these matters. In addition, dependent upon the specific circumstances, Parliament may also need to be informed. The provision of interest-free loans to staff that are consistent with current HR policies are valid and reasonable. These loans will be, for example, for the purchase of bus/train season tickets, and pedal bicycles. As they are an advance of salary and part of normal business, this is different from the reference to loans above.

vi. Novel, Contentious or Repercussive Proposals

You do not have delegated authority for these. My formal approval and that of HMT should be obtained before incurring any expenditure or receiving any income from any activity or for any purpose which is, or might be considered, novel, contentious or repercussive.

vii. Cabinet Office Controls

For the avoidance of doubt, you must comply with the provisions of the [Cabinet Office's Efficiency & Reform Group Controls](#). Any case requiring HMT's formal approval must be submitted to the Department's Finance Business Partner and Sponsorship team, who in turn will work with the Department's Financial Governance Team, to obtain the relevant approval/s.

10. Finally, I know you will appreciate that any breach of the conditions laid down in this, and any sub-delegated, Letter of Financial Delegation will be taken seriously and could result in disciplinary action being taken against you and any other members of staff associated with the chain of authority.



Delegation made by:

Katy Willison
Director
Children's Social Care, Workforce and Practice

Acknowledged/signed by: Colum Conway

Chief Executive Officer, Social Work England

Delegations for Social Work England

Nature of Delegation		Social Work England
Policies and programmes agreed and announced at the Spending Review	Resource DEL	Delegated up to the limits set out in this letter and the annual budget allocation letter, apart from the specific restrictions set out overleaf. All proposals for additional spend related to this category must be submitted to DfE for consideration and approval (may also require HMT approval) before additional spend and/or commitment can be made. Social Work England should discuss these issues with its sponsor team in any case where it is unclear whether a new delegation authority is required.
	Capital DEL	As above.
All new announcements, policies and programmes creating one off or on-going expenditure	Resource and Capital DEL	£0m. Not delegated and Departmental approval required (may also require HMT approval).
Operational expenditure	Resource DEL	Delegated up to the limits set out in the annual budget allocation letter issued by the Department.
Spending commitments beyond 19-20	All expenditure	£0m. Not delegated and Departmental approval required.
Internal funding allocations	Resource and Capital	£0m. Not delegated. This relates to the restrictions set out in (9ii) above on the transfer of funding between different categories of expenditure, not to the distribution of funding within those categories of expenditure.

Write offs and losses (9iv)	All expenditure	To cover small amounts up to a maximum value of £1,000 per case individual case (provided these do not fall into the novel, contentious and/or repercussive category) and within a total ceiling in any one financial year of £10k. Anything above this will require Departmental approval.
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Meeting	Social Work England Board Meeting
Agenda Item	11
Date	14 June 2019
Title	Governance Framework Review
Executive Director/Lead	Adnan Bashir, Executive Director, Finance
Author	
Contact Details	Adnan.bashir@socialworkengland.org.uk

SUMMARY

A verbal report will be provided on the Governance Framework Review

SUPPORTING PAPERS

None

RECOMMENDED ACTION

To be noted

Key implications or risks for any of the following:

Financial	
Legal	X
Workforce	
Governance	X
Regulatory	
Service users/carers	

Meeting	Social Work England Board Meeting
Agenda Item	12
Date	14 June 2019
Title	Feedback on ARC Meeting held 10 June 2019
Executive Director/Lead	Dr Andrew McCulloch, Chair, ARC
Author	
Contact Details	

SUMMARY

A verbal report to feedback on the ARC meeting held on 10 June will be provided by the Chair, Dr Andrew McCulloch.

SUPPORTING PAPERS

None

RECOMMENDED ACTION

To be noted

Key implications or risks for any of the following:

Financial	X
Legal	X
Workforce	
Governance	X
Regulatory	
Service users/carers	