Social Work England Board Meeting

Friday 25th October 2019, 10.00 am – 11.00 am

Archbishop's Room, Millbank House, London SW1P 4RP

Board Members:	Lord Patel of Bradford	Chair
	Andrew McCulloch	Non-Executive Director
	Adnan Bashir	Executive Director, Finance, Social Work England
	Baroness Tyler of Enfield	Non-Executive Director
	Colum Conway	Chief Executive, Social Work England
	Jonathan Gorvin	Non-Executive Director
	Mark Lam	Non-Executive Director
In Attendance: (Social Work England)	Alison Edbury	Governance Manager
	Amy Soar	Head of Policy
	Jonathan Dillon	Executive Director, Fitness to Practise
	Nadine Pemberton	Executive Director, Legal
	Philip Hallam	Executive Director, Registration & Quality Assurance
	Sarah Blackmore	Executive Director, Strategy, Policy & Engagement
	Tracy Watterson	Assistant Director, Operations & Engagement
Apologies:	Ann Harris	Non-Executive Director
	Helen Phillips	Non-Executive Director
Observers (Guests):	Alan Clamp	Chief Executive, Professional Standards Authority
	Claire Armstrong	Deputy Director, Professional Regulation, Acute Care & Workforce Directorate, Department of Health and Social Care
	Jonathan Bacon	Assistant Director, Department for Education
	Jodie Moore	Safeguarding and Compliance Manager, Supply Care Solutions

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AGENDA

Item	Time	Topic	Paper	Board Action	Presented By
1.	10.00 am	1.1 Welcome 1.2 Declaration of interests 1.3 Minutes of the previous meeting 1.4 Action log	Verbal Paper Paper Paper	To note To note For approval To note	Lord Patel Lord Patel Lord Patel Lord Patel
2.	10.10 am	**Decisions and Discussions** 2.1 Framework document (working draft) 2.2 Our approach to setting the risk appetite 2.3 Corporate risk report	Paper Paper Paper	Progress update Progress update To note	Adnan Bashir Adnan Bashir Adnan Bashir
3.	10.20 am	**Management Reports** 3.1 IPA Report and readiness for regulation 3.2 Business Plan Quarter 2 update 3.3 Management Accounts Quarter 2, 2019/20	Paper Paper Paper	To note To note To note	Colum Conway Colum Conway Adnan Bashir
4.	10.50 am	**Board Governance** 4.1 Proposed meeting dates for remainder of 2019/20 and 2020/21 4.2 Gifts and Hospitality Policy	Paper Paper	To note To agree	Alison Edbury Adnan Bashir
5.	10.55 am	Any Other Business 5.1			

Social Work England Board Meeting

Meeting date	Friday 25th October 2019
Agenda item	1.2 Declaration of Interests
Executive Director/Lead	Adnan Bashir, Executive Director, Finance, Social Work England
Author	Alison Edbury, Governance Manager, Social Work England

Questions this paper addresses
Are all non-executives and executives business and pecuniary interests fully disclosed in line with good practice governance?

Summary
Board members interests are declared in the document.

Supporting papers
Social Work England Board – Register of Interests

Board engagement / input
☒ **Information** ☐ **Discussion** ☐ **Decision**
Explanation of requirement

Key implications or risks for any of the following (provide a brief explanation):	
Perspective	**Summary**
Financial	X
Innovation and learning	
Stakeholders	
Business processes	X
Explanation	

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: **1st September 2018**

Organisation in which interest exists	Nature of interest
Nil Return	

Name of Member: **Adnan Bashir, ED Finance**

Date of Appointment: **1st April 2019**

Organisation in which interest exists	Nature of interest
Nil Return	
Bramhope Associates Limited	Company Director

Social Work England Board Meeting

Meeting date	Friday 25th October 2019
Agenda item	1.3 Minutes of the previous meeting
Executive Director/Lead	Lord Patel of Bradford
Author	Rosie Kirk, Executive Assistant to the Chief Executive, Social Work England

Questions this paper addresses

Summary
The minutes from the previous meeting held on 26th July 2019

Supporting papers

Board engagement / input
☐ **Information** ☐ **Discussion** ☒ **Decision**
Explanation of requirement
The Board is asked to approve the minutes as a fair an accurate record of the meeting.

Key implications or risks for any of the following (provide a brief explanation):	
Perspective	**Summary**
Financial	
Innovation and learning	
Stakeholders	
Business processes	X
Explanation	

Social Work England Board Meeting Minutes

26th July 2019 10:30-13:00

Board Attendees:	Lord Kamlesh Patel (Chair LKP) Adnan Bashir (AB)	Dr Andrew McCulloch (AM) Colum Conway (CC)	Dr Helen Phillips (HP) Mark Lam (ML)
Board Apologies:	Baroness Claire Tyler of Enfield		
In Attendance: (for specific agenda items):	Philip Hallam (PH) (agenda item 2.2)	Sarah Blackmore (SB) (agenda items 2.3, 2.4 and 2.7)	Tracy Watterson (TW) (agenda item 2.1)
Observers:	Andy Gill (BASW) Angie Bartoli (BASW)	Anna Gupta (APSW) Dr. Pat Cartney (JUS-WEC)	Tom Sutton (DfE)
Minutes:	Rosie Kirk (RK)		

1. Welcome
   1.1. Lord Patel welcomed attendees and guests to the meeting. Apologies were received from Baroness Claire Tyler of Enfield. Rosie Kirk noted apologies from invited guests, Dr. Janet Melville-Wisemann, Co- Chair JUCSWEC and Prof. Gillian Ruch, Co-Chair APSW.

2. Declaration of interests
   2.1. The register of interests of the board members was presented. There were no conflicts of interest recorded.

3. Minutes of previous meeting 14 June 2019
   3.1. The minutes of the previous meeting were approved as an accurate record.

   3.2. The status and progress of actions was noted, matters arising were discussed and are reported as follows.

4. Organisational journey
   4.1. Tracy Watterson joined the meeting. She presented a paper detailing the progress on developing the organisational structure for Social Work England including the overall strategic approach to recruitment through the previous year, involving a range of recruitment methods.

   4.2. TW noted that a staff engagement survey will be launched in September after the largest intake of staff to date, with more than 30 people starting the week of 2 September.

4.3. Board members discussed the organisation's structure and noted how well the recruitment process had been delivered, meeting set targets. The work of the recruitment team was commended.

4.4. The board also noted the importance of having a flexible organisation structure. Approaches to retention, staff development and succession planning were highlighted as key considerations for the board going forward.

4.5. It was agreed that clarification would be sought from the Sponsor team in relation to the role of the board and the Secretary of State in the appointment of any future CEO.

Action: Colum Conway

5. Continuing Professional Development (CPD) consultation

5.1. Philip Hallam joined the meeting. His paper set out the key features of the consultation on CPD due to go live in the next two weeks and to run for 10 weeks. Feedback will help the team to develop guidance.

5.2. PH noted the need to strike a balance between having an impact on this important area for regulation and CPD, whilst ensuring a reasonable incremental approach is taken, supported by input from the profession.

5.3. The key features of the approach for this first year of registration with Social Work England are:

- CPD will be part of annual renewal;
- CPD will be recorded online and deferring will not be an option;
- social workers will be encouraged to consider submitting their CPD throughout the year;
- there will be no indication of specific requirements in terms of content or quality for CPD this year – just the requirement that some form of CPD is submitted. Next year Social Work England will work with the sector to develop more specific requirements for the years ahead and agree on what will support good quality CPD;
- changes resulting from consultation responses will be demonstrated and published in a similar way to the rules and standards consultation.

5.4. Board members supported the balance between an incremental approach and having an impact on ongoing professional competence through CPD. It was agreed that further discussion on this area will be included in the development of the three-year strategic plan.

Action: Colum Conway

6. Corporate strategy development update

6.1. Sarah Blackmore joined the meeting to give an update on the strategic planning process. She presented the four key themes identified as a guide for discussion:

- development of regulation;
- development of the organisation;
- development of the individual professional; and
- development of the profession.

6.2. The planning process for the development of the strategy will include workshops with key stakeholders over the coming months, involving social workers and people with lived experience of social work through regional events organised by the new team of regional engagement leads. A strategic workshop with the board is planned. A final draft of the strategic plan will be ready for the board meeting on 13 December.

Action: Colum Conway

6.3. The members of the board noted the process that is in place for the development of the first strategic plan for Social Work England.

6.4. SB then updated the board on the rules and standards consultation publication. She reported that the consultation process had been generally well received as a positive process. There was a good level of support and challenge from across the sector, including those with lived experience of social work. Following the consultation, an emerging themes document was published on 31 May; the full consultation response 'Reshaping standards, enabling change' will be published on Wednesday 31 July. Sarah presented the draft publication to the members of the board.

6.5. The board supported the style and content of the reports.

6.6. SB noted that a further consultation on guidance in relation to FtP and Registration and the approach to CPD will be launched in August with a 10-week consultation period.

7. Corporate strategy development update

7.1. Colum Conway updated the board on the recent IPA review. Papers relating to the review and the action plan responding to its recommendations were previously circulated to the members of the Board. IPA reviewers will return in October to review progress against the recommendations made in the report.

7.2. Each Innovation group Chair gave an update on progress:
- Engagement: SB noted that discussions have been helpful in shaping the future of Social Work England's engagement work, the regional engagement team will be instrumental to this work and to informing policy and regulation. Communication policies were also discussed as well as how to measure success.
- Standards: Andrew McCulloch noted that the group discussed the need for the new standards to make a difference within the sector and how the impact will be measured.
- IT & Data: Mark Lam reported that the group have been looking at setting the digital and data ambition for the organisation, data insight has the potential to provide a transformational change, through a user-focused experience.
- Information from all these working groups will be collated and used to inform the development of Social Work England's Strategy document.

8. Management reports

8.1. The Quarter 1 (Q1) finance report was presented by Adnan Bashir.

8.2. The board noted the operating surplus as part of Social Work England's current position, mainly due to phasing of the budget. It was noted that additional capital spend is required and a business case is being prepared for the Department Sponsor Team.

8.3. The business plan update was circulated prior to the meeting and presented by CC.

8.4. The board discussed and noted the current position.

9. Programme status report

9.1. CC presented the programme status report.

9.2. The board noted the current position. Two of the four critical pathways were discussed in detail and recorded as follows:
- Good progress achieved for data transfer and in general the working relationship with HCPC is positive. Unstructured data in relation to FtP remains the main challenge in this area.
- CRM build is progressing towards an agreed level of functionality for go live (02 December) and further development through to March 2020. Testing of both data and the CRM is continuing to improve with a strong project team in place to take this work forward.

10. Board governance

10.1. AB reported that the Annual Report and Accounts for 2018/19 were completed on Thursday 25 July and have been laid before parliament prior to recess. The office of the Comptroller and Auditor General had no queries or issues, other than a few minor advisory comments around presentation. It was confirmed at the meeting that Haines Watts are appointed as the new internal auditor.

10.2. AB reported Sherife Hasan's resignation as Governance Manager to take up a new position and that recruitment is underway to fill the vacancy. Members of the board commented on the excellent contribution Sherife had made in establishing the new board for Social Work England and it was agreed that Helen Phillips would write to Sherife thanking her.

Action: Helen Phillips

11. Presentation

11.1. The Chair introduced the next item and welcomed representatives from BASW, JUCSWEC, and APSW to a discussion on the membership of the Board of Social Work England.

12. AOB

There was no other business.

The board meeting concluded at 1.30pm.