Agenda Item 3

Minutes of the Social Work England Board Meeting

Friday 26 June 2020, by Videoconference

Board Members:	Lord Patel of Bradford (KPA)	Chair
	Colum Conway (CCO)	Chief Executive, Social Work England
	Dr Andrew McCulloch (AMC)	Non-executive Director
	Ann Harris (AHA)	Non-executive Director
	Baroness Tyler of Enfield (CTY)	Non-executive Director
	Dr Helen Phillips (HPH)	Non-executive Director
	Jonathan Gorvin (JGO)	Non-executive Director
	Mark Lam (MLA)	Non-executive Director
Social Work England staff in attendance (for agenda items)	Alison Edbury (AED)	Governance Manager
	Jonathan Dillon (JDI)	Executive Director, Fitness to Practice
	Greg Ross-Sampson (GRO)	Assistant Director, Corporate
	Leanne Clark (LCL)	Head of Finance
	Philip Hallam (PHA)	Executive Director, Registration and Quality Assurance
	Sarah Blackmore (SBL)	Executive Director, Strategy, Policy and Engagement
	Tracy Watterson (TWA)	Assistant Director, People and Business Support
Guests:	Felicity Allen (FAL)	Department for Education
	Mark Bennett (MBE)	Department of Health and Social Care
	Tom Sutton (TSU)	Department for Education
Public Observers:	Ahmina Akhtar	Regional Engagement Lead, Yorkshire and Humber, Social Work England
	Andy Leverton	Head of Business Planning and Improvement, Social Work England
	Representative	Professional Standards Authority
	Greg Lawton	Head of Data Protection and Information Governance, Social Work England
	Ian Crawford	Case Examiner Operations Manager, Social Work England
	Jane Marr	Senior HR Business Partner, Social Work England
	Jess McEwen	Regional Engagement Lead, East and West Midlands, Social Work England
	Katie Newbould	Policy Manager, Social Work England
	Morwenna Foden	Head of Strategic Engagement, Social Work England
	Rachel Smith	Principal Social Worker, North Lincolnshire Council
	Stacy Walker	Children's Workforce Practice Supervisor, North Lincolnshire Council
Minute taker:	Claudia Thompson (CTH)	Directors' Assistant, Social Work England
Apologies:	None	

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1. Welcome and Introductions

1.1 The Chair, Lord Patel (KPA) welcomed Board members, guests and observers to the meeting.

2. Declaration of Interests

2.1 Andrew McCulloch (AMC) declared that there is a live contract between GMC Services International, for which he is the Chair of the Board, and Social Work England. Mark Lam (MLA) declared that he became Chair of East London NHS Foundation Trust on 1 June 2020. No conflicts of interest were recorded.

2.2 The Chair declared there would be a reduction in his commitments and several amendments to his declarations. These will be sent to Alison Edbury as soon as possible.

Action: Kamlesh Patel to update Alison Edbury on his declaration of interests.

3. Regional Engagement Update

3.1 Regional Engagement Leads, Ahmina Akhtar and Jess McEwen, presented an update on engagement and the impact of COVID-19 on social work. They were joined by Rachel Smith, Principal Social Worker, North Lincolnshire Council and Stacy Walker, Children's Workforce Practice Supervisor, North Lincolnshire Council who described their work regarding virtual support and training, student placements, wellbeing consultation and recovery and transition planning out of COVID-19

3.2 The Board asked how students were being supported without placements due to COVID-19. It was explained that our Education Quality Assurance team are working with all education and training providers to ensure providers have contingencies in place for students for both study and placements. Sarah Blackmore (SBL), updated the Board on the work of the Education and Training Advisory Forum, and the student placement survey that is currently being analysed.

3.3 The Chair thanked Jess McEwen, Ahmina Akhtar, Rachel Smith and Stacy Walker for their presentation.

4. Minutes of the Last Meeting

4.1 The Minutes of the last meeting, Friday 21 February 2020, were approved.

5. Matters Arising

5.1 Actions not included on the Agenda, were updated.

- Action 8: Framework document; circulated by Alison Edbury 25 June 2020.

- Action 12: To be completed. Board members to undertake shadowing opportunity with Regional Engagement Leads over the next six months. Offered to Board members remotely

as part of the ongoing National Online Engagement sessions.
https://www.socialworkengland.org.uk/news/introduction-to-social-work-england-and-cpd/

- Action 13: Paused and to be rescheduled. Board members to view a demo of the digital capability of the CRM and Registration system (Forge).

- Action 14: Complete. Annual complaints report to be presented to the Board. Scheduled for ARAC meeting in April 2021 and Board in May 2021.

- Action 15: Paused. Regional meet and greet opportunities to be scheduled alongside the Board meetings. We are working on the assumption that face to face meet and greet sessions are unlikely to take place until the new calendar year.

6. Audit Risk and Assurance Committee Update

6.1 Ann Harris (AHA), Chair of ARAC referenced the report from the ARAC meeting on 19 June 2020. The Annual Report and Accounts and the External Audit Completion Report were submitted for sign off by the Board.

6.2 There were two outstanding comments on the ARA from Mazars, firstly, lack of sight of Haines Watts Internal Audit Annual Report 2019/20 and secondly, the Department for Education Service Level Agreement with Social Work England for Business Central Services. AHA confirmed that the Internal Audit Annual Report 2019/20 and opinion was presented at the last ARAC meeting. Colum Conway (CCO) reported the SLA had been received, so the external audit completion report has now been cleared.

6.3 The Board's queries on the accounts were settled and the comments about the implications of COVID-19 were noted for inclusion in next year's report.

6.4 The Chair thanked AHA and the non-executive ARAC members Jonathan Gorvin and Andrew McCulloch. The Chair also noted the excellent work of staff members, Leanne Clarke, Alison Edbury and Tracy Watterson.

6.5 The Chair set a deadline of 1 July 2020 for further comments on the Annual Report and Accounts 2019/20 and subject to there being no material changes the document was signed off by the Board.

7. Remuneration Committee Update

7.1 The Chair said the Remuneration Committee last met on Friday 21 February 2020 and that Mark Lam (MLA) is now the Chair of the Remuneration Committee. The next meeting is to take place immediately following the Board meeting, the agenda will include a review of the Terms of Reference.

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8. Board Evaluation 2019/20

8.1 The Chair thanked all Board members for engaging in the Board appraisal and evaluation process that identified the following areas for development:

- Succession planning for Board members and Executive Directors.
- Development opportunities for the Executive Directors
- A Board skills audit to ensure that the range of skills are fully utilised.
- Additional task and finish groups to build on from the strategy day.
- Further engagement for Board members with services, social workers and people with lived experience.
- A review of Board governance/administration to support efficiency and effectiveness.
- The Chair and CEO will produce a monthly report to update the Board on key operational and strategic issues.

Action: Alison Edbury to oversee the development plan for the Board.

9. Plans for returning to the office

9.1 CCO provided a brief overview of the plans for returning to the office for information. An update will be provided at the next meeting in September.

10. Pay Remit Business Case

10.1 CCO highlighted proposals contained within the Pay Remit to be submitted to DfE in July. The Board discussed the proposals within the context of the annual Pay Remit process but felt that a broader strategic view of workforce planning for the organisation is required. The Board agreed the proposals in the remit for July and recommended a strategic workforce planning process is initiated.

Action: Tracy Watterson to develop a strategic workforce planning process.

11. Equality and Diversity Inclusion (EDI) Strategy

11.1 Sarah Blackmore, (SBL) updated the Board on the EDI strategy. The first EDI Steering Group meeting was held on 24 June 2020. The Chair was in attendance and opened the meeting. At the meeting, a member of staff, Claudia Thompson, gave a presentation on anti-racism pioneers over the centuries. The draft EDI strategy is being reviewed and an EDI Manager is being recruited. Social Work England has joined the Employers Network for Equality and Inclusion (ENEI). The EDI group can use their logo, have access to training, consultancy, resources and have access to benchmarking tools. There is a dedicated equality, diversity and inclusion section on the Social Work England website with a statement to reaffirm our commitment to anti-racism and anti-oppression.

11.2 The Board discussed SBL's update and SBL agreed to present the draft copy of the EDI framework to the September meeting.

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Action: Sarah Blackmore to present at the September meeting.

12. Q1 Business Plan 2020/21 & Q4 Business Plan 2019/20 progress reports

12.1 CCO gave a brief overview of the progress reports. The Board discussed and noted the Business Plan progress updates. It was also noted that performance reporting is a work in progress and the Board would welcome further refinement, improved metrics and greater analysis from the executive leadership team including:

- Clearly stating performance targets we are working to and when they are 'live'
- Exception reporting – highlighting where performance is off target and explaining what actions are planned

Action: Executive Leadership Team to address feedback from the board and refine the performance report with MI data incorporated in Q2 report for 23 October board meeting.

12.2 The members of the Board noted the paper in relation to the quarterly reporting process for the Professional Standards Authority. It was agreed that the Chair and Chief Executive of the Professional Standards Authority should be invited to a future Board meeting.

Action: Alison Edbury to invite the Chair and Chief Executive of the PSA to future meetings.

12.3 The Board asked about the impact of COVID-19 on Fitness to Practise cases. Jonathan Dillon (JDI), said there has been a decline in employer referrals to Fitness to Practise in April and May 2020 but the number of concerns received in June had increased. The main challenge is the pausing of physical hearings for cases that cannot be held virtually and projecting a date to resume.

12.4 CCO reported that Social Work England had recently undergone a Gateway 5 review by the Infrastructure Projects Authority. While the formal report has not yet been received it can be reported that the overall rating outcome of the review was Amber/Green. The review assessed three key areas and rating them as follows: the operations following go live, green; the current and future governance arrangements, green; benefits realisation; amber/green. The review recommended that, while Social Work England should exit Government Major Projects, the organisation required ongoing government support for its benefits realisation and that the review team will return in a years' time to review progress in this area. The Chair thanked all those who had worked hard to prepare for the IPA review and in particular, Board members, AHA and AMC for their contribution.

13. Management Accounts to May 2020

13.1 The Management Accounts to 31 May 2020 were presented to the Board. Due to underspends, because of the impact from Covid-19, the first two months of the financial year is in surplus against the budget. Work is ongoing on reprofiling expenditure to take account of the surplus. The Management Accounts to 31 May 2020 were approved by the Board.

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14. Data Protection Officer's Annual Report 2019-20

14.1 CCO said the Data Protection Report was submitted to ARAC on 19 June 2020. Clarity on the definition and characterisation of a data breach was raised; Greg Lawton has reviewed and updated. Greg Lawton was thanked for the report.

15. Terms of Reference

15.1 The Terms of Reference for REMCO will be revised. DPO and the Head of Finance to be included on the ARAC Terms of Reference, with the DPO to have confidential access to members of ARAC.

16. Date and arrangements for Next Board Meeting

16.1 The next Board meeting is scheduled for Friday 18 September 2020.

16.2 The Chair thanked everyone and closed the meeting.

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TO NOTE: SUMMARY OF ACTIONS

1. Kamlesh Patel to update Alison Edbury on his declaration of interests.

2. Board members to undertake shadowing opportunity with Regional Engagement Leads over the next six months. Offered to Board members remotely as part of the ongoing National Online Engagement sessions. https://www.socialworkengland.org.uk/news/introduction-to-social-work-england-and-cpd/

3. Board members to view a demo of the digital capability of the CRM and Registration system (Forge).

4. Annual complaints report to be presented to the Board. Scheduled for ARAC meeting in April 2021 and Board in May 2021.

5. Regional meet and greet opportunities to be scheduled alongside the Board meetings. We are working on the assumption that face to face meet and greet sessions are unlikely to take place until the new calendar year.

6. Alison Edbury to oversee the development plan for the Board.

7. Tracy Watterson to develop a strategic workforce planning process.

8. Sarah Blackmore to present a draft copy of the Equality, Diversity and Inclusion Framework at the September meeting.

9. Executive Leadership Team to address feedback from the board and refine the performance report with MI data incorporated in Q2 report for 23 October board meeting.

10. Alison Edbury to invite the Chair and Chief Executive of the Professional Standards Authority to future Board meetings.