

Paper for the
Social Work England Board

Sponsor
The Chair

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Reviewed by
The Chair

This paper is for
Assurance and Noting

Associated Strategic Objective
SO9: We will establish robust infrastructure, systems and processes that promote trust and confidence.

Impact: Risk Type and Appetite
Operational delivery - Open

1. Summary

The actions below provide an audit trail of items closed since the last meeting on 19 November 2021 and those, still in progress or yet to complete since the last meeting are listed on the log that follows.

Closed actions recorded at and following the last meeting:

- Action 22: Executive Director, People and Business Support to prepare an overview people performance report for the Board. This was scheduled as part of People Report for 19/11/2021 agenda. **Action closed.**
- Action 27: Executive Director Strategy, Policy and Engagement to enable the Board's review and approval of the finalised AMHP and AMCP standards. Executive Director Strategy, Policy and Engagement updated that the DHSC timeline for the review and approval of the finalised AMHP and AMCP standards by the Board would likely slip significantly. The action was closed with a view to reopening when the timeframe was published. **Action closed.**
- Action 29: Executive Leadership Team to conduct a 'what if' scenario relating to Employment Tribunal. The action was closed with a view to reopening if necessary. **Action closed.**

- Action 30: Executive Director, People and Business Support to update the assurance framework map. Progress was reported to ARAC 5 November and referenced in ARAC Chair report to the Board. **Action closed.**
- Action 32: Executive Director People and Business Support and Executive Director Registration, Quality Assurance and Legal to consolidate the non-financial and financial delegations into one overall scheme of delegation. Executive Director Registration, Quality Assurance and Legal updated at the meeting. Work in progress on describing the different schemes is aligned within the ongoing work on the assurance framework. **Action closed.**
- Action 34: Board to discuss the approach for setting KPIs for 2022/23. Setting KPIs for 2022/23 discussed at October strategy days and an update included in the Chief Executive's report 19 November 2021. **Action closed.**
- Action 35: Head of Business Planning and Improvement to update performance reporting with actuals compared to forecast profiles. Head of Business Planning and Improvement updated the quarterly performance reporting for 19 November 2021 meeting to include actuals compared to forecast profiles. **Action closed.**
- Action 37: Head of Business Planning and Improvement to update the business planning timeline with Board inputs and updates. Head of Business Planning and Improvement updated the business planning timeline, as included in the Chief Executive's report for the 19 November 2021 meeting. **Action closed.**
- Action 42: Mark Lam to make recruitment suggestions to the Executive Director, People and Business Support. Mark Lam provided suggestions. **Action closed.**
- Action 43: Executive Office Lead to correct the typographical error in the 5 November ARAC Chair's report. 20/12/21 Corrected to read "Employees whose contract does not include a confidentiality clause. This was in hand and the CEO was confident would be completed by year end." Re-published to Board Intelligence. **Action closed.**

Updates on the open actions discussed are noted in the action log that follows.

2. Action required

The Committee is asked to note the progress against the actions.

Social Work England Board

Action Log

Action no.	Date of Meeting	Action	Owner	Due By	Update	Next review	Status
4	18/12/2020	Regional meet and greet opportunities to be scheduled alongside the Board meetings.	All Board members and Executive Office Lead	31/10/21	We are working on the assumption that face to face meet and greet sessions will take place from April 2022. Regional meet and greet opportunities to be scheduled alongside the Board meetings. in Sheffield city-region May 2022 and in London October 2022. The details for 19/20 May 2022 would be brought to the Board at the 21 January 2022 meeting, pending any changes in coronavirus restrictions. Provisional arrangements are in progress.	19/11/21	Open
17	21/05/2021	The Executive Office Lead to support the Chair and Chief Executive in re-instating regional engagement opportunities and shadowing programme with Regional Engagement Leads.	Executive Office Lead	31/12/21	Pending continued easing of restrictions. Planning for financial year 2022/23. Approach for buddying / shadowing with Regional Engagement Leads and the National Advisory Forum would be brought to the board for at the 21 January 2022 meeting, pending any changes in coronavirus restrictions.	19/11/21	Open
33	02/07/2021	Executive Director, Registration, Quality Assurance and Legal and Executive Director People and Business Support to lead the review of the draft Framework Document with ELT and circulate the Framework	Executive Director, Registration, Quality Assurance and Legal	21/01/22	Executive Director, Registration, Quality Assurance and Legal to update at next meeting. The latest iteration of the Framework Document had been circulated to the Board and discussed at the private strategy meeting 19 November. Planned to be approved at 21 January 2022 Board meeting.	21/01/22	Open

Action no.	Date of Meeting	Action	Owner	Due By	Update	Next review	Status
40	19/11/2021	New committee terms of reference to be brought to the 21 January 2022 meeting for approval.	ED People and Business Support, ED Strategy, Policy and Engagement, ED Fitness to Practise, Executive Office Lead	21/01/22	Scheduled on the agenda.	21/01/22	Open
41	19/11/2021	2020/21 The Professional standards authority annual performance review to be updated at 21 January meeting.	IQI Manager, Executive Office Lead	21/01/22	Scheduled on the agenda as part of Chief Executive's report.	21/01/22	Open
44	19/11/2021	Executive Office Lead and Participation Officer to arrange a face-to-face meeting between NAF and Board members.	Executive Office Lead, Participation Officer	31/12/2021	Working with changes in coronavirus restrictions, Andrew McCulloch to attend NAF meeting 14/01/22; follow up 'share space' meeting, or series of meetings virtual / face to face to be followed up.	21/01/22	Open