

SCOTTISH SOCIAL SERVICES COUNCIL

**Unconfirmed minutes of the Scottish Social Services Council held on
Tuesday 31 October 2017 at 1:30 pm in Compass House, Dundee.**

- Present:** Professor James McGoldrick, Convener
Dame Anne Begg, Council Member
Audrey Cowie, Council Member
Paul Edie, Council Member
Professor Joyce Lishman, Council Member
Forbes Mitchell, Council Member
Andrew Rome, Council Member
Harry Stevenson, Council Member
- In attendance:** Anna Fowlie, Chief Executive
Maree Allison, Director of Fitness to Practise
Lorraine Gray, Director of Strategic Performance and Engagement
Kenny Dick, Head of Shared Services
Phillip Gillespie, Head of Learning and Development
Iona Colvin, Chief Social Work Adviser
Diane White, Office of the Chief Social Work Adviser
Audrey Wallace, minute taker
- Observing:** Linda Lennie, newly appointed Council Member
Munwar Hussain, NHS Tayside
7 members of staff

1 Apologies for absence

- 1.1 Apologies for absence were received from Paul Dumbleton.

2 Declaration of interest

- 2.1 There were no declarations of interest which were not included within the annual declarations.

3 Minutes of meeting of 20 June 2017

- 3.1 The minutes of the meeting held on 20 June 2017 were approved as a correct record.

4 Matters arising

- 4.1 There were no matters arising which were not addressed elsewhere on the agenda.

5 Consideration of the 2016/17 Annual Report and Accounts

5.1 Annual Report and Accounts

- 5.1.1 Kenny Dick presented the Annual Report and Accounts 2016/17, and

confirmed that the Audit Committee had considered these in detail as well as Council having considered a previous draft version.

- 5.1.2 Forbes Mitchell commended the management team and all other staff involved in the compilation of the report and accounts. He commented on the efforts made to ensure the report and accounts were succinct and reader-friendly.
- 5.1.3 Paul Edie commended Anna Fowlie and staff for bringing the budget in within £34k of the projected expenditure.
- 5.1.4 The Convener also congratulated staff on the work throughout the year and on the compilation and presentation of the Annual Report and Accounts.

5.2 Combined ISA 260 report to those charged with governance and Annual Report on the Audit

- 5.2.1 Forbes Mitchell commented favourably on the content and the style of the Annual Report to the Accountable Officers, by the external auditors, Grant Thornton.

5.3 Audit Committee Annual Report to the Council

- 5.3.1 Forbes Mitchell presented the Audit Committee's Annual Report to Council which provided a summary of the work carried out by the committee during the year 2016/17, which included scrutinising the internal auditors' reports throughout the year, and ensuring accounting systems are robust and fit for purpose.
- 5.3.2 He further complimented the Audit Committee for their close scrutiny and their willingness to challenge both SSSC staff and auditors on any matters which were not satisfactory or transparent.
- 5.3.3 The Council
 - 1. noted the work of the Audit Committee
 - 2. noted the Committee's assessment of its performance and the plans to address development areas
 - 3. approved the draft 2016/17 Annual Report and Accounts
 - 4. agreed that it is appropriate for the Chief Executive as Accountable Officer to sign the Performance Report, Accountability Report and Statement of the Financial Position.

6 Consultation on management and supervisory qualification requirements for adult services

- 6.1 Phillip Gillespie presented report 44/2017 which provided details on the consultation exercise carried out on possible increases to management and supervisory requirements for workers in the adult social care sector. The consultation was approved by Council in October 2016.

- 6.2 The Convener confirmed that the consultation results had been discussed at a meeting of the Policy Forum.
- 6.3 Members supported option two in the report which is not to increase supervisory requirements, stating that the current level was appropriate to the jobs and given the support in the sector, supported the option to increase the minimum management requirement.
- 6.4 During discussion on the outcome of the consultation, the following issues were discussed
- qualification requirements should be an accurate reflection of job being carried out
 - possible impact on employers' ability to recruit and retain staff
 - time pressures for workers
 - clear need for adequate support and supervision for workers
 - continuing support for career progression
 - recurring theme of consultation was the quality of supervision citing insufficient time or resources.
- 6.5 The Council commended Robert Kelman on his work on this.
- 6.6 The Council
1. agreed that the full consultation report be published
 2. approved the adoption of option 2 in the report, not to increase the qualification requirements for supervisors
 3. approved the change to the qualification requirements for managers in adult care services (as set out within the report).
- 7 Amendments to Scottish Social Services Council (Fitness to Practise) Rules 2016**
- 7.1 Maree Allison presented report 45/2017 which sought authority to amend the Fitness to Practise Rules to provide for Legally Qualified Chairs (LQCs) of fitness to practise panels. Maree advised that the LQCs were due to be in place from 1 December 2017, following a successful recruitment exercise.
- 7.2 There were a number of small changes required to enable this variation as well as a few minor changes to deal with anomalies in the current version of the rules. Maree highlighted that, if required, the lay member on the fitness to practise panel would have the casting vote.
- 7.3 The Council
1. agreed to the amendment of the Scottish Social Services Council (Fitness to Practise) Rules 2016
 2. delegated authority to the Convener to approve the final wording of the Rules once consent from Scottish Ministers was obtained
 3. requested that a report be submitted to Council in due course on the

implementation of the introduction on LQCs.

8 Corporate Governance report

- 8.1 Maree Allison presented report 46/2017 which addressed a number of Corporate Governance issues including the appointment of members to the fitness to practise panel as Legally Qualified Chairs (LQCs), the proposed new appointments to the Fitness to Practise Committee, the proposed reappointment of members of the Fitness to Practise Committee and proposals for reporting and review of operational policies.
- 8.2 Members heard that the interview process for LQCs was complete and due to the timing of the new rules coming into force, authority was being sought for appointments to be delegated to the appropriate Council Members and the Chief Executive.
- 8.3 The Council
1. delegated authority to the Convener, Chair of Resources Committee and Chief Executive for the appointment of new members to the Fitness to Practise Committee in the capacity of chair
 2. deferred consideration of the appointment of new members to the Fitness to Practise Committee to the confidential part of the meeting
 3. approved the reappointment of existing members to the Fitness to Practise Committee
 4. noted the process for reporting on the review of operational policies.

9 Budget monitoring report as at 31 July 2017

- 9.1 Kenny Dick presented the budget monitoring report as at 31 July 2017.
- 9.2 The main issues highlighted were
- projected planned overspend of £643k on base budget
 - award of transitional funds of £700k (practice learning fees £271k and additional working capital £429k) would result in a net underspend of £57k
 - main areas of risk are staffing and spend on the relet of Sequence
 - the projected reserve balance is £467k which is 2.3% of gross expenditure and is a healthy financial position.
- 9.3 The Council
1. considered and approved the budget monitoring report for submission to the sponsor.

10 Convener's report

- 10.1 The Convener presented report 48/2017 which summarised his appointments on behalf of the SSSC and the discussions which took place at the meeting of the Policy Forum on 20 September 2017.

10.2 The Council

1. noted the content of the report
2. agreed that papers relating to the joint NES/SSSC meetings be placed on basecamp.

11 Chief Executive's report

11.1 Anna Fowlie presented report 49/2017 which provided members with updates on key developments in the SSSC since the Council met in June 2017. She emphasised the greater focus on cross-organisation working which was emerging, as well as the big ticket items which included opening another part of the register and bringing in Legally Qualified Chairs to fitness to practise hearings.

11.2 During discussion of the work of the SSSC issues mentioned were

- the holistic and collaborative approach to work
- publication of the Workforce Skills report
- favourable comments on our approach by the Professional Standards Authority
- a number of other bodies are coming to the SSSC to learn from our processes.

11.3 The Council

1. considered and commented on the information in the report.

12 Resources Committee Annual Report to Council

12.1 The Convener introduced this item, which is part of a new procedure whereby the Resources Committee makes an annual report to Council on its work, to be consistent with the Audit Committee.

12.2 Audrey Cowie presented the report which summarised the work of the Resources Committee for the year 2016/17.

12.3 The Council

1. noted the content of the report the wide range of work covered by the committee.

13 Strategic and operational performance management arrangements

13.1 Lorraine Gray presented report 50/2017 which informed members of the arrangements being developed for the reporting of operational performance measures, she further advised on the proposals for future monitoring through the management teams and onward reporting to Council.

13.2 Issues discussed were

- new timetable for surveying registrants
- progressing EFQM and excellence model
- timetable for reporting to Council

- 13.3 • ongoing work on gathering feedback from people who use services.
The Council
1. noted the developing arrangements to manage operational performance and demonstrate progress delivering the SSSC Strategic Plan outcomes and priorities.

14 Stakeholder engagement report

- 14.1 Lorraine Gray presented report 52/2017 which summarised the SSSC's recorded stakeholder engagement from 1 April to 21 September 2017. It was noted that most of the engagement activities were in the central belt and there was some discussion surrounding what engagement activities would be held in other areas including Aberdeen and surrounding district and the highlands and islands.
- 14.2 The Council commented on the extensive and useful information gathered and it was noted that this information was now centrally collected.
- 14.3 The Council
1. noted the report.

15 Introduction of the fitness to practise model update

- 15.1 Maree Allison presented report 53/2017 which updated Council on the implementation of the fitness to practise model of regulation which was brought in on 1 November 2016. At that time assumptions were made on the number of referrals, the numbers of high risk cases and possible numbers of health related cases.
- 15.2 The Council heard that the predictions were largely accurate. It was noted that in future, reporting of these statistics would come to Council through the monitoring of the operational performance report (MOPR), therefore this would be the final dedicated report on the transition. A fuller report examining the impact of the transition in more detail was being planned.
- 15.3 The Council
1. noted the report.

16 Quarterly information governance report

- 16.1 Anna Fowlie presented report 54/2017 which provided statistics on data breaches, freedom of information requests and data protection training as well as workforce intelligence queries received.
- 16.2 The Council
1. noted the report
2. noted that the information reported was being reviewed to ensure relevant data was reported.

17 Committee minutes confirmed and unconfirmed

17.1.a Resources Committee 7 June 2017

17.1.a.1 Audrey Cowie, Chair of the Resources Committee presented the confirmed minutes of the Resources Committee meeting held on 7 June 2017. Particular mention was made of the course on 'Finance for non-finance managers' which was attended by three members of the Committee and the risk presented by the uncertainty over the funding for the Voluntary Sector Development Fund (VSDF). Lorraine Gray updated Council on the current position regarding the contract for the website and it was noted that discussions were ongoing with the new providers of Sequence, to combine this into the Sequence /MySSSC upgrade.

17.1.b Resources Committee 27 September 2017

17.1.b.1 Audrey Cowie also presented the unconfirmed minutes of the Resources Committee meeting of 27 September and highlighted that an update would be reported on the Salary Protection Policy following further discussions with Unison and also that Kenny Dick had given an assurance regarding the cyber resilience of the Council with an action plan to be published by Scottish Government.

17.2.a Audit Committee 7 June 2017

17.2.a.1 Forbes Mitchell, Chair of the Audit Committee presented the confirmed minutes from the meeting of 7 June 2017. Forbes mentioned that the meeting had been the trial of the paperless system which had not worked terribly well during the meeting and he confirmed that other systems were now being researched.

17.2.b Audit Committee 27 September 2017

17.2.b.2 Forbes Mitchell also presented the minutes of the meeting of the Audit Committee of 27 September and confirmed that there were no particular matters to highlight other than the Annual Accounts which had been approved earlier in the meeting.

18 Identification of risks

18.1 The risk identified during this meeting was

- introduction of Legally Qualified Chairs (LQCs) would be considered by EMT and recommended to be added to the Strategic Risk Register if thought appropriate.

18.2 Council noted that a development session on the Strategic Risk Register was being organised.

19 AOCB

19.1 Audrey Cowie advised that the Workforce Skills Report 2016/17 was published today.

20. Date of next meeting

20.1 The date of the next Council meeting is Tuesday 23 January 2018 at 1.30 pm.

21 Confidential items

21 Items 8.3.2, 21 and 22 were minuted separately.

Council 31 October 2017
Start time: 1.30pm
Finish time: 3.25pm