

## SCOTTISH SOCIAL SERVICES COUNCIL

### Confirmed Minutes of the Scottish Social Services Council Held on 12 December 2006 at Compass House, Dundee

**Present:** Morag Alexander, Convener  
Professor F Clark  
Dr Anne Haddow  
Margaret McKay  
Kate Pryde  
Ian Doig  
Mike Kirby  
Judith Midgley  
Professor B Williams

**In Attendance:** Carole Wilkinson, Chief Executive  
Geraldine Doherty, Registrar  
Val Murray, Legal Adviser  
Tom Waters, Director of Finance & Administration  
Nicky Scott, Communications Manager  
Nicky Anderson, Accountant  
Edith Wellwood, Workforce Development Manager  
Daniel Stoddart, Learning and Development Adviser  
Norma Mackenzie, Committee Administrator  
Diane White, Policy Division, Scottish Executive

**Observers:** Five new members of staff and one member of the public

#### **1 Welcome**

1.1 The Convener welcomed everyone present to the meeting.

#### **2 Apologies for Absence**

2.1 Apologies for absence were submitted on behalf of Professor Bart McGettrick, Professor Cherry Rowlings and Mr Stan Smith.

#### **3 Declarations of Interest**

3.1 Professor Williams declared an interest in Item 8, given that he is on the Board of Governors of an independent school. He indicated that he would absent himself when this item was being discussed. Margaret McKay declared an interest in Item 10, given that her son is a student and receives a bursary from the SSSC. Kate Pryde declared an interest in Item 10, given her capacity as Chair of the Post-Qualifying Consortium. Margaret McKay and Kate Pryde would remain during the discussions for Item 10. They would not take part in any vote if this occurred.

#### **4(i) Minutes of Meeting of 12 September 2006**

4.1 The Minutes of the meeting of 12 September 2006 were agreed as a correct record.

- 4.2 It was agreed that the confidential Minutes of the meeting of 12 September 2006 would be taken at the end of the meeting in private.

#### **4(ii) Minutes of the extra-ordinary meeting 24 October 2006**

- 4.3 The Minutes of the extra-ordinary meeting of 24 October 2006 were agreed as a correct record.

### **5 Matters Arising**

- 5.1 In regard to the Minutes of 12 September 2006, Article 8.7, the Director of Finance and Administration confirmed that signatories of cheques had been approved and that delegated authority for authorisation of invoices within budget allowance for operational efficiency was approved and included in the revision of the Scheme of Delegation.

### **6 Convener's and Members' Report**

- 6.1 The Convener presented her report updating Council on various activities, events, meetings attended and Members' activities since the last meeting and forthcoming events. Professor Williams drew Members' attention to the Members' activity outlined at 4.15 within the report, that a new participating audience was evident with attendance from a cross-section of people, which was encouraging. The Chief Executive informed Members that the atmosphere of the conference was very positive.
- 6.2 The Convener was pleased to acknowledge in the formal setting of the Council meeting that the SSSC had been awarded Investors in People. She expressed her thanks to all involved in this and acknowledged the hard work, which had been undertaken to achieve this IIP status.

### **7 Chief Executive's Report – Report No 19/06**

- 7.1 The Chief Executive introduced her report which outlined the various activities undertaken by senior staff as part of delivering the SSSC objectives and promoting the sector. The report covered quarter 3 of the Corporate Plan Monitoring Report; an update on the online social care register (OSCAR); details of additional qualifications approved for workers in phases 1 and 2 of Registration; review of the risk register; relevant parliamentary questions and consultations; and updated Members on the development of Government Skills, the Sector Skills Council for Central Government.
- 7.2 Members asked for further details relevant to Phase 2 Support Workers in Care Homes for Adults, Diploma in Public Administration qualification and sought clarification on the relevance of this qualification. It was agreed that a briefing note would be sent to Members by email, following the meeting, for Members' information.

7.3 The Chief Executive informed Members that the SSSC (Registration) Rules 2006B had now received Scottish Ministers' consent and had been signed by the Convener on 7 November 2006. The amended Rules make provision for the opening of the parts of the register for day care of children service workers and other changes thought necessary as a result of operational requirements. Authority was requested for officers to undertake the recruitment exercise for Due Regard Members in the usual manner to ensure that the Registration and Conduct Sub-committees had Members who had experience and understanding of this area of social service work.

7.4 The revised Members' Register of Interests 2006 was appended to the report for Council to note. The three newly appointed Members' of Council declarations of interest included Dr Anne Haddow, Mr Stan Smith and Professor Bart McGettrick.

#### **7.5 The Council resolved:-**

- (i) to defer the decision to join Government Skills until more information was available as outlined in paragraph 2 of the report
- (ii) to note the progress in implementing OSCAR as outlined in paragraph 4 of the report
- (iii) to note the additional qualifications for workers in Phases 1 and 2 as outlined in paragraph 5 with the proviso of clarification on the Diploma in Public Administration listed to Phase 2 support workers in care home services for adults;
- (iv) to note that the SSSC (Registration) Rules 2006B have received Scottish Ministers' consent and were signed by the Convener on 7 November 2006
- (v) to note the intention to undertake research with UK colleagues on the Codes of Practice as outlined in paragraph 10 and remit oversight of this work to the Registration and Regulation Monitoring Committee
- (vi) to grant authority for officers to undertake the recruitment exercise in the usual manner for Due Regard members for the parts of the register for day care of children services workers.

Professor Williams left the meeting at this Point

### **8 Qualifications requirements for school care accommodation services - Report No. 20 /06**

8.1 The Workforce Development Manager, introduced the final report from a Learning and Development Adviser, on the work undertaken with the school care accommodation services sector. The report provided Council with information on the consultation and made recommendations on the qualifications criteria for these workers.

8.2 The qualification requirements for workers in three specific types of school care accommodation services were not included in the earlier consultation on qualifications for residential child care workers that were agreed by

Council in March 2003. Since April 2005, these three services, school hostels, residential special schools run by local authorities, and independent boarding schools, have been brought within the framework of services regulated by the Care Commission.

- 8.3 The SSSC consulted on the qualifications for workers in these services between 16 January 2006 and 7 April 2006 in preparation for the relevant parts of the register opening in 2009 following the passing of regulations by Scottish Ministers. Work on this consultation was reported to the Learning and Development Committee in April 2006. Following additional work carried out to ensure effective engagement of all the stakeholders in the sector final recommendations were made to the Learning and Development Committee on 2 November 2006 and were now before Council for approval.
- 8.4 The consultation on school care accommodation services took account of social service workers employed in the following three areas and the different type of services that were provided in each:
- a workers in school care hostels that accommodate children who are educated away from home;
  - b workers in independent schools;
  - c residential child care workers in residential special schools run by local authorities for children with a record of needs.
- 8.5 The Workforce Development Manager spoke to the report and requested that Council note the consultation process, its outcome and agree the qualifications outlined within the report. The Chief Executive informed Council of the discussions and meetings which had taken place with independent school managers and the steps taken, or to be taken, to ensure that there was a suitable management qualification available which was appropriate to satisfy registration purposes.
- 8.6 Section 2 of the report detailed the proposals for registration of the school care accommodation workforce and listed the recommended qualifications.
- 8.7 Appended to the report were the qualification requirements for residential child care workers, residential child care staff, residential child care workers with supervisory responsibilities for other residential child care workers and managers of residential child care services.
- 8.8 The Council resolved:-**
- (i) to note the results of the consultation undertaken within the sector;
  - (ii) to agree the qualifications criteria for three categories of worker in school care accommodation services as outlined in paragraphs 2.8; 2.9 and 2.10 and appendix A of the report;
  - (iii) to note that continuing work will be required with the Independent Boarding Schools and the Scottish Council of Independent Schools to

- promote registration and develop a qualification for registration that is appropriate to that sector and
- (iv) to note that the qualifications criteria, if agreed by Council, will be incorporated into the Registration Rules which require the consent of Scottish Ministers.

Professor Williams returned to the meeting at this point.

## **9 Draft Corporate Plan 2007/2010 – Report No. 21/06**

- 9.1 The Council had before it the draft Corporate Plan 2007/2010.
- 9.2 The Chief Executive spoke to the report and outlined the key areas within the Corporate Plan and summarised the key points and issues discussed by Members at their Strategic Planning Meeting before the Council meeting.
- 9.3 The draft Corporate Plan for the period 2007/2010 had been developed alongside the draft budget which was considered by the Finance and Resources Committee at its meeting on 27 November.
- 9.4 The draft plan largely followed the format agreed by Council in December 2005. Opportunities have been taken to review and update the action points and Key Performance Indicators, to link the SSSC's objectives to external policy drivers and initiatives and to identify the future challenges for the organisation. The format also incorporates the changes to the structure and management arrangements of the Learning and Development function. The plan was appended to the Chief Executive's report.
- 9.5 The Chief Executive outlined that the three main external policy drivers and initiatives were Changing Lives: 21<sup>st</sup> Century Social Work Review; the National Review of Early Education and Childcare; and Transforming public services – the next phase of reform. She would take forward and amend the plan taking into account the issues raised by Members at their Strategic Planning Meeting.

### **9.6 The Council resolved:-**

- (i) to consider and comment on the draft Corporate Plan for the period 2007/2010;
- (ii) to authorise the Chief Executive to submit the draft Corporate Plan to the Sponsor; and incorporate the proposals as summarised at Council, following its strategic meeting to discuss the plan.
- (iii) that subject to no significant changes following discussions with the Sponsor, to authorise the Chief Executive in consultation with the Convener to submit the draft Corporate Plan to the Minister for approval.

## **10 Budget Monitoring Statement as at 31 October 2006 – Report No. 22/06**

- 10.1 The Director of Finance and Administration provided the Council with information on the budget monitoring position as at 31 October 2006. Council noted that the appended report, and budget monitoring statement, tabled at the meeting, for the last year up to 31 October 2006 had been discussed and approved at the Finance and Resources Committee on 27 November 2006 for recommendation to Council.
- 10.2 Members were informed that overall current revenue estimates forecast a net underspend of £22k. This will increase the General Reserve contained in the 2005/2006 accounts of £197k. Managers are continuing to monitor budgets closely as the year progresses and in particular the Registrar is scrutinising the registration income as described in paragraph 3.1 of the report presented to the Finance and Resources Committee on 27 November 2006.
- 10.3 The Chair of the Finance and Resources Committee informed Council that the Director was requested to make maximum use of the year-end flexibility as discussed at the Finance and Resources Committee.
- 10.4 Tom Waters will be leaving the Council on 31 March 2007 and, although there will be another Council meeting in March 2007 before his departure, the Convener, on behalf of the Council, expressed her thanks to Tom Waters and acknowledged his contribution to the financial management of the organisation.

### **10.5 The Council resolved:-**

to approve the attached report and its submission to the Sponsor.

## **11 Communications strategy monitoring report (September – December 2006) – Report No. 23/06**

- 11.1 The Council had before it a report by the Communications Manager which reported that targets for communication activity were being met. She informed Council that the main communication highlights for this period had included production of the annual report, holding the annual conference and the launch of the Care Accolades 2007.
- 11.2 Appended to the report were the information statistics for the period 16 August – 15 November 2006, the media publicity report for the same period, and the events attended by members of staff.
- 11.3 Members found it encouraging to read the report and were especially pleased to read about the increased interest from stakeholders. The annual conference in October was very successful with positive comment received from delegates and an evaluation report of the conference was available from the Communications Manager. The future of annual

conferences and the best way of reaching stakeholders was under consideration.

11.4 The Convener expressed her thanks to the Communications Team for all the work that they had undertaken.

#### **11.5 The Council resolved:-**

- (i) To note the contents of the communications strategy monitoring report.

## **12 Committee Minutes and other Minutes**

### **12(i) Unconfirmed Minutes of the Finance and Resources Committee 27 November 2006**

12.1 The Minutes of the meeting of the Finance and Resources Committee 27 November 2006 were not yet available and key points would be informed to Council at Item 13.

### **12(ii) Unconfirmed Minutes of the Audit Committee meeting of 24 October 2006.**

12.2 Council had before it and noted the above Minutes. The following issues were raised by the Chair of the Committee and discussed and noted:

- The Annual Report and Annual Accounts had been fully discussed at Council 24 October;
- In regard to any progress with the Scottish Executive relevant to the format for NDPB annual reports for future years, the Chief Executive informed Council that in addition to the Annual Report for 2005/2006 it was proposed to publish a 5-year review on what the SSSC had achieved over the period October 2001 to March 2006 and, in future, they would capture this with an Annual Review to sit alongside the Annual Report .
- The Communications Manager agreed to circulate the draft of this 5-year review to Members for their consideration.

### **12(iii) Unconfirmed minute of the Registration and Regulation Monitoring Committee (RRMC) Of 6 November 2006.**

12.3 The Council had before it and noted the above minutes.

The Chair of the committee informed Council of the following issues discussed at the Committee:

- that there continued to be a slow rate of applications for the new part of the register opening, ie, Managers of adult day care centres, Managers of residential children's homes and Managers of adult day care centres.

- the position of number of Registration Sub-committees and Preliminary Proceedings Sub-committees held and the fact that one conduct hearing had been held resulting in removal of the Registrant from the Register;
- the review of doctors and other healthcare professionals consultation on the recommendations of the Donaldson and Fisher Reviews.

#### **12(iv) Unconfirmed minute of the Learning and Development Committee meeting of 2 November 2006**

12.4 The Council had tabled before it and noted the above minutes. The Chair of the Learning and Development Committee drew Members' attention to the following issues discussed at committee:

- the work in progress relevant to the Mental Health Social Work Award (MHSWA) and
- qualifications criteria for workers in school care accommodation services
- mainstreaming the work of the Scottish Practice Learning Project (SPLP).
- Council's attention was drawn to the event – Use of Technology in Learning – to be held on 29 January 2007 in the Glasgow Science Centre. This event was highly recommended to Council Members and it was agreed that promotional material informing of this event would be circulated to all Members.

#### **12(v) UK Alliance of Skills for Care and Development Minutes of meeting of 3 November 2006**

12.5 The Council had before it and noted the above minutes.

### **13 Issues to Raise at Council**

#### **13.1 Finance and Resources Committee 27 November 2006**

13.2 The Chair of the Finance and Resources Committee informed Members that the Senior Management Team (SMT) structure had been revised. The change sees an Executive Management Team which has an impact on Officers who have their remuneration fixed by the Remuneration Committee. The Remuneration Committee will now fix remuneration for the Registrar, the Head of Education and Workforce Development and the Legal Adviser. Council noted that the Remuneration Committee Terms of Reference would be amended to reflect the above.

- 13.3 The Committee at its meeting had discussed the Service Level Agreement and it was re-iterated at Council that the Director of Finance and Administration was an employee of the Care Commission. Following a review by the Care Commission the new structure would see a Director of Corporate Services which would be responsible for finance, administration, ICT and human resources functions with effect 1 April 2007.
- 13.4 The Convener of the Care Commission assured Council that he would not wish to see any reduction in the level of financial support and advice provided to the SSSC under the Service level agreement, and that arrangements are in place to ensure that the recruitment of a successful candidate is at the same level of professional support, which will be provided to the SSSC under the Service Level agreement.

**Observers and Officers excluding the Chief Executive left the meeting at this time**

**14 Any Other Competent Business**

**Confidential Unconfirmed Minutes of the Extra-ordinary Council meeting of 24 October 2006.**

- 14.1 In terms of standing order 14.1 and 14.2, on the motion of the Convener, Council considered item 14(ii) the confidential Council Minutes of 12 September 2006, item 8(ii) and item 14(ii) for the protection of confidence, be conducted in private.
- 14.2 The Council agreed the confidential Minutes as a correct record.

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 Morag Alexander, Convener  
 Scottish Social Services Council

Date: .....