

**SCOTTISH SOCIAL SERVICES COUNCIL**

**Unconfirmed minutes of the Registration Committee held on Thursday  
27 September 2018, at Discovery Point, Dundee.**

**Present:** Audrey Cowie, Council Member  
Andy Rome, Council Member  
Anna Bowman  
Keith Carruthers  
Margaret Coutts  
David Cuthill  
Lol Goddard  
Joan Gowans  
Ruth Kelly  
Sean McGleenan  
Ian McDonough  
Alasdair MacMillan  
Janice Palmer  
Cathy Monteith  
Graham Monteith  
Graham Ross  
Bryan Smith  
Eileen Stewart  
David Tierney  
Isobel Townsend  
Ian Turner

**In attendance:** Charles Livingstone, fitness to practise committee member  
Paula Lowe, fitness to practise committee member  
Hannah Coleman, Head of Hearings  
David Kydd, Team Leader, Hearings  
Audrey Wallace, Team Leader, Corporate Governance  
Eilean Blair, Business Support Assistant

**1. Welcome**

- 1.1 Audrey Cowie welcomed everyone present to the meeting of the Registration Committee. Hannah Coleman had, earlier in the day, during the meeting of the Fitness to Practise Committee meeting, advised members on the changes to the organisational structure as well as the changes to the hearings processes which have taken place since the last meeting in 2015.

**2. Apologies for absence**

- 2.1 Apologies for absence were intimated on behalf of 45 committee members who were unable to attend.

**3. Declaration of interests**

- 3.1 Declarations of interest were made as registrants by all social service workers in attendance.

**4. Registration Committee - outcomes and disposals – report no 01/2015**

- 4.1 Hannah Coleman presented report 01/15 on the outcomes and disposals of the registration sub-committee meetings held between April 2016 to March 2017 and April 2017 to March 2018.

- 4.2 General discussion on hearings took place and some of the issues raised mirrored the discussion at the meeting of the fitness to practise committee earlier in the day. The main points raised were:

- are there statistics on how many hearings were cancelled; social service workers were concerned that they had asked for time off work, making things difficult for their managers
- was consideration being given to reviewing the fees and if so might this include fees for cancellations
- are there statistics on disposals where workers were present and where workers were not present or represented at a hearing
- can the SSSC do more to facilitate workers being represented; although it was noted that more workers in Registration cases tended to attend
- members are feeling that sitting on fewer hearings might impact on the cohesiveness of the panels and also on their expertise in dealing with cases.

- 4.3 Hannah Coleman responded to the issues raised particularly mentioning the following points:

- there has been some work carried out on fees benchmarking, however this was only a starting point and she will carry out the full review of fees to members
- there have been fewer hearings than anticipated recently however, another part of the register will be opening and more hearings are expected
- there was no plan to recruit more members in the forthcoming year
- Hannah will liaise with colleagues from other departments in considering how to continue raising awareness of codes of practice and impart to workers how important it is to embrace and adhere to these as well as how to ensure employers raise awareness with their workers
- regarding workers' attendance and engagement with the hearings process, she advised that any engagement with the SSSC was noted and viewed as positive, not necessarily only the attendance at a hearing but also engagement with the process
- communication between officers and members was important and this would partially be addressed with the introduction of regular

newsletters which could also contain information on changes to predicted numbers of hearings etc. if these are known.

4.4 Hannah confirmed that there would be no further registration sub-committee hearings as there were no registration cases outstanding.

4.5 The Committee resolved:

1. to note the outcomes and disposals
2. to note the work on-going in the SSSC with regard to reviewing fees as well as ensuring more regular communication
3. to note that information on outcomes and disposals is provided to the Council.

**5. Training programme for members of the fitness to practise panels**

5.1 Hannah Coleman presented report 02/2018 which had been presented to the Fitness to Practise Committee earlier in the day which set out the training provided to panel members and sub-committee members over the previous three years and also the proposals for the coming three years. Much of the future content is still to be decided and Hannah asked that any suggestions for specific training could be directed to her to consider.

5.2 Members commented on the proposed training, raising the following:

- the hearings appeared to have a more legalistic dimension and wondered whether this was a result of the introduction of Legally Qualified Chairs and whether the training programme needed to reflect this
- is there a process for quality assurance of decision making or review of panel members' performance
- should continued membership of the committee be contingent upon attending training sessions.

5.3 Hannah responded by confirming that she would consider whether there should be a condition regarding attending training sessions.

5.4 The Committee considered and noted the proposed training programme.

Signed.....  
Registration Committee

Date.....



<b>Title of report</b>	Registration Sub-committee outcomes and disposals
<b>Public/confidential</b>	Public
<b>Action</b>	For information
<b>Summary/purpose of report</b>	To inform the Registration Committee of the outcomes and disposals of the Registration Sub-committee meetings held between April 2015 and April 2018.
<b>Recommendations</b>	<p>The Committee is asked to:</p> <ol style="list-style-type: none"> <li>1. note the outcomes and disposals of the Registration Sub-committee meetings held between April 2015 and April 2018</li> <li>2. note that this information on outcomes and disposals will be presented at the next meeting of the Council.</li> </ol>
<b>Link to Strategic Plan</b>	<p>The information in this report links to:</p> <p>Outcome 1: The right people are on the Register.</p>
<b>Link to the Risk Register</b>	<p>The information in this report links to:</p> <p>Risk 1: That failures in our regime of registration or fitness to practise leads to public protection failure.</p> <p>Risk 2: The SSSC is not able to demonstrate to our stakeholders (including Scottish Government) that its operational activity is fulfilling its strategic outcomes.</p>
<b>Author</b>	<p>Hannah Coleman</p> <p>Head of Hearings</p> <p>Tel: 01382 207155</p>
<b>Documents attached</b>	Appendix 1: Graphs showing outcomes

## **1. INTRODUCTION**

- 1.1 The Registration Committee acts in terms of the SSSC (Registration) Rules and Registration Sub-committees (RSC) are convened to deal with business which had been referred, by way of requests for hearings from the Fitness to Practise department (FtP).
- 1.2 The RSC determines whether a worker should have their application for registration granted or refused.
- 1.3 In terms of the Council's governance processes, this report is presented to this committee to consider and is thereafter reported to Council.

## **2. CASES DEALT WITH BY REGISTRATION SUB-COMMITTEES**

- 2.1 The following paragraphs set out the outcomes decided by Sub-committees of the Registration Committee since the last meeting of the Registration Committee on 2 September 2015.
- 2.2 Attached at Appendix 1 are graphs which also show the below outcomes.

### **2.3 April 2015 – March 2016:**

39 cases were transferred to RSCs and concluded, with the following outcomes:

- 25 workers were registered
- 5 workers were registered with conditions
- 9 workers had their applications for registration refused.

#### **2.3.1 April 2016 – March 2017:**

38 cases were transferred to RSCs and concluded, with the following outcomes:

- 20 workers were registered
- 13 workers were registered with conditions
- 5 workers had their applications for registration refused.

#### **2.3.2 April 2017 – March 2018:**

1 case was transferred to RSC and concluded, with the following outcome:

- 1 worker had their application for registration refused.

## **3. RESOURCE IMPLICATIONS**

- 3.1 None.

#### **4. EQUALITIES IMPLICATIONS**

- 4.1 The outcome of this report will have no negative impact on people with one or more protected characteristics and a full Equality Impact Assessment is not required.

#### **5. LEGAL IMPLICATIONS**

- 5.1 RSCs for this period initially operated in accordance with the SSSC (Registration) Rules 2014. These were revoked by the SSSC (Registration) Rules 2016 which came into force on 7 March 2016, which in turn were revoked by the SSSC (Registration) (No. 2) Rules which came into force on 1 November 2016. These were revoked by the Registration (Amendment) Rules 2017 which came into force on 1 September 2017. These were revoked by the Registration (Amendment No.2) Rules 2017 which came into force on 2 October 2017 and remain in force.

#### **6. STAKEHOLDER ENGAGEMENT**

- 6.1 No stakeholder engagement was required as this is a statistical report.

#### **7. IMPACT ON USERS AND CARERS**

- 7.1 Registration and regulation of the social service workforce contributes to the protection of service users and carers.

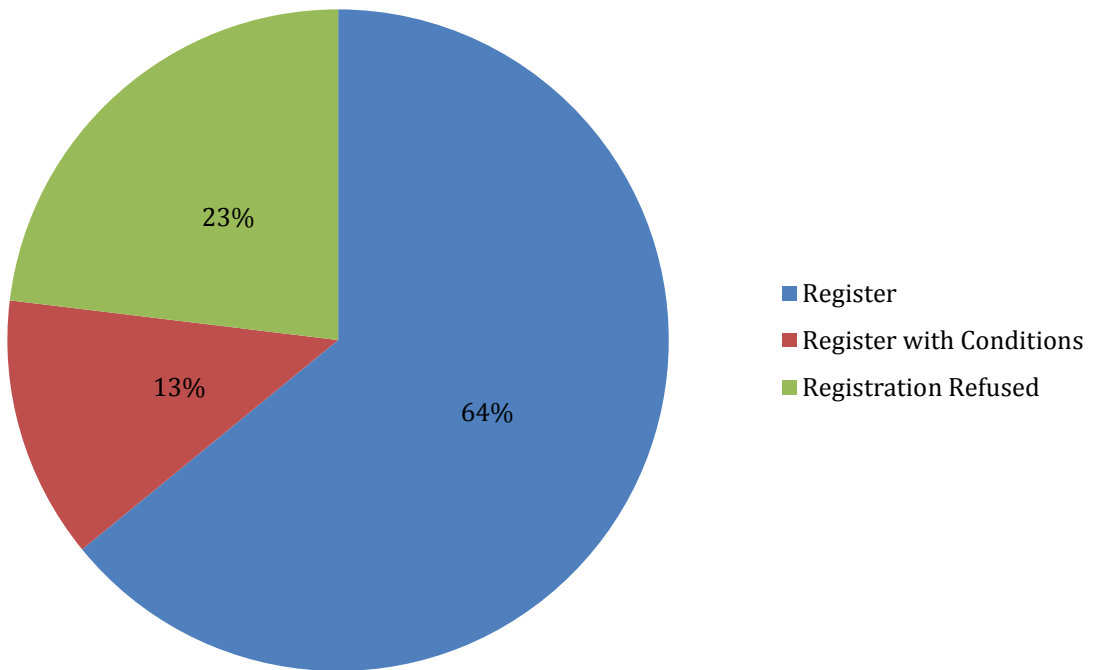
#### **8. CONCLUSION**

- 8.1 Registration Committee members are asked to note the outcomes and disposals of the RSCs and further note that this will be reported to the next meeting of the Council.

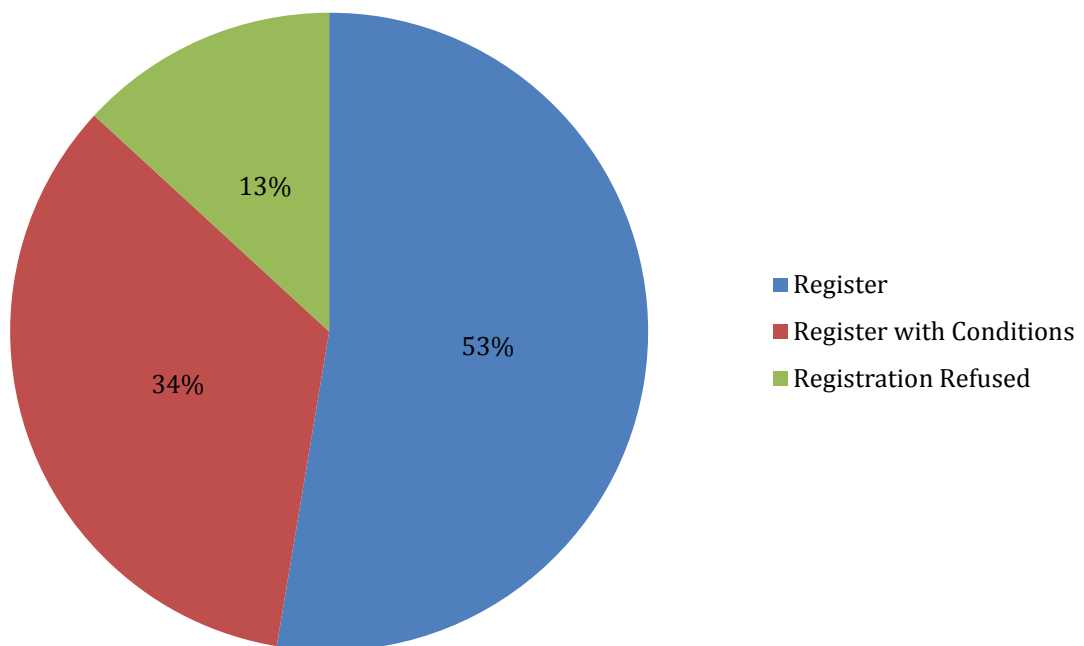
#### **9. BACKGROUND PAPERS**

- 9.1 None.

### **RSCs - 2015/2016**



### **RSCs - 2016/2017**





## RSCs - 2017/2018

