

Board meeting

Public minutes of the meeting

17 July 2024

Unapproved Minutes of the Board meeting, 17 July 2024

Present

Caroline Corby (CC - Chair)
Alan Clamp (AC - Chief Executive)
Marcus Longley (ML)
Frances Done (FD)
Juliet Oliver (JO)
Moi Ali (MA)
Tom Frawley (TF)
Nick Simkins (NS)
Ruth Ajayi (RA)

In Attendance

Rachael Culverhouse-Wilson
Suzanne Dodds
Oyinkan Onile-Ere
Dinah Godfree
Ryan Davison
Melanie Venables
Jane Carey
Graham Mockler
Douglas Bilton
Melanie Hueser (Secretariat)

Observers

See below

1. Welcome and Introductions & Declarations of Interest

- 1.1 The Chair opened the meeting and welcomed everyone to the Board meeting. Observers included members of staff and external observers: Sarah Barlow (GMC), Aveen Croash (HCPC), Nasia Nicou-Panayiotou (HCPC) and Terry Koranteng (NMC).

2. Apologies

- 2.1 There were no apologies.

3. Minutes of meeting held on 15 May 2024

- 3.1 The minutes of the last Board meeting held on 15 May 2024 were accepted as a true and correct record and approved.

4. Actions and Matters Arising from the meeting on 15 May 2024

- 4.1 **20 September 2023, Item 5.10 'Bring updates on the progress of the review to each SC meeting, and a final report to the September 2024 Board meeting on the Section 29 review.'** Due to capacity issues, the final report will not be completed by the September Board meeting, but an update will be on the agenda.
- 4.2 All other actions were complete or on track.

5. Chair's report

- 5.1 The Chair introduced the item. An introductory letter had been written from the Chair and Chief Executive to the new Secretary of State for Health and Social Care.
- 5.2 The Business Plan Review Committee had met for business planning and a draft business plan and budget will come to the September Board meeting.
- 5.3 Interviews for the new Board member took place on 5 July and a candidate had been identified.
- 5.4 The Nominations Committee asked the Board to approve its recommendation of a change to the term length for Board members from two times four years to two times three years (subject to reappointment). The Board **approved** the recommendation.
- 5.5 The Chair had met with the regulator Chairs for a roundtable meeting. An update will be given to the Board in the private session.
- 5.6 This was the last meeting for Frances Done, who was stepping down at the end of July. The Board would be saying thank you and goodbye later in the day.
- 5.7 The Board **noted** the report.

6. Executive report and project dashboard

- 6.1 The Chief Executive introduced the item. The project manager for the website development work had now started. It was still planned to have this work finalised by the end of the calendar year.
- 6.2 The reform guidance will be published in September.
- 6.3 The first parliamentary bulletin was planned to go out at the end of the week.
- 6.4 The Annual Report and Accounts were ready to be laid, the team was just waiting for confirmation of the date, which was likely going to be 25 July.
- 6.5 The NMC culture report had been a focus since its release and the PSA will continue to be involved in the response and will develop an enhanced programme of monitoring of the NMC. There is also the opportunity in the review of the Standards of Good Regulation to decide whether to include internal culture, governance, and leadership and management.
Action: GM to bring an update on the work with the NMC to a separate Board session in September.
- 6.6 It was confirmed that the NMC issue will be added to the risk register.
- 6.7 The new Head of Accreditation had started in the role.
- 6.8 A consultation on the standards review will be published later in the year.
- 6.9 A new Head of Legal will be recruited, with interviews scheduled for the following week. The contract for a temporary lawyer had been extended to cover the transition period, and some work will be outsourced. During this transition period the Section 29 review work will be scaled back and the final report will be somewhat delayed. An update will be provided at the September Board meeting.

- 6.10 It was confirmed that work was continuing to increase the number of panel members for Section 29 cases, to decrease the number of statutory deadline decisions as planned by the end of the year.
- 6.11 The Quality Mark campaign had launched, using varied channels to raise the use of the Accredited Registers by practitioners.
- 6.12 The SRM was expected to launch by the end of July.
- 6.13 The Board queried the wording for the point around GMC legislation, asking whether this was referring to the legislation itself or the GMC's implementation. It was confirmed that it was both, but also that under the new government changes to regulatory reform were likely and no further discussion of this issue had yet taken place.
- 6.14 The venue for the research conference on 17 October had been booked – the Abbey Centre in Great Smith Street. The content will centre around the Witness to Harm project. Additional content from stakeholders had been requested with a deadline in early August.
- 6.15 Work was continuing on the General Teaching Council for Scotland commission. An extension had been requested by them and work was on schedule.
- 6.16 Two sessions for the Sexual Misconduct project had been scheduled and DB confirmed that the Board will be invited soon.
- 6.17 There had been a large number of recruitments and a few additional ones since the papers had been issued.
- 6.18 Recruitment for the new Board members was underway and the agency had been instructed.
- 6.19 The new HR and payroll system had been implemented and was fully up and running.
- 6.20 The EDI Manager had emailed the Board regarding the EDI self-assessment.

7. Finance report

- 7.1 The Director of Corporate Services introduced the item. Due to the early issuing of the papers and because this report was covering the first quarter there was only limited data included.
- 7.2 It was pointed out that the supposed deficit shown for the Accredited Registers Programme was due to the Board approving to use reserves for an additional Accreditation Officer for one year.
Action: JC to request that the Finance team include the previous year's figures for future Finance reports.
Action: JC to find out whether the new HR and payroll system could be capitalised.
- 7.3 It was confirmed that considerations had started on how to more accurately forecast the budget. An update will come to the Board at the next meeting.
- 7.4 The Board **noted** the report.

8. Committee updates

8.1 **Audit and Risk Committee:** The Committee had focused on the Annual Report and Accounts during the last two meetings. The Committee Chair thanked the team for their hard work during a challenging time and expressed her contentment with the process and result.

8.2 **Audit and Risk Committee annual report:** The report gave assurance to the Board and Accounting Officer that all was in order and the accounts could be signed. The Board approved signing of the accounts.

8.3 **Nominations Committee:** At the June meeting the Committee focused on Board recruitment. It was expected that the process will be completed within the agreed timeframe. In all of the recruitment an emphasis will be placed on, as far as possible, competencies in governance and social work/social care.

8.4 The Board queried whether it would be useful to have the Devolved Administration Board member who was leaving on the panel for their replacement.

Action: CC to check with the independent panel member whether the incumbent DA Board member being on the panel for their replacement would be permissible.

Action: JC to confirm whether applications for Board positions can be accepted from former social workers in the Devolved Administrations (since the PSA does not oversee social work regulation there).

8.5 **Scrutiny Committee:** The Committee Chair had already given a verbal update on the last meeting which was held on 2 May, and the Board **noted** the paper.

9. Board workplan 2024/25

9.1 The Board **noted** the workplan.

10. Any other business

10.1 There was no other business discussed.

11. Questions from Members of the Public

11.1 There were no questions.

11.2 The Chair thanked the observers for their interest in the PSA.

Signed by Chair..... **Date**.....

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Action Log

On track (including not started) Delayed (or medium risk of delay for projects) Overdue (or high risk of delay for projects) Complete

| Mtg. Date | Item No. | Action point | Owner | Date required | Action progress | Status |
|-------------------|----------|--|-------|----------------|---|----------|
| 20 September 2023 | 5.10 | Bring updates on the progress of the review to each SC meeting, and a final report to the September 2024 Board meeting on the Section 29 review. | GM | September 2024 | Ongoing – an update will be provided to the Board in September 2024 | On track |
| 15 May 2024 | 6.8 | Bring an update on the progress of the Section 29 review and the learning points review to the September Board meeting. | GM | September 2024 | Complete - On agenda | Complete |
| 15 May 2024 | 6.11 | Bring a forecast of likely numbers of appeals to the January 2025 Board meeting. | GM | January 2025 | | On track |
| 17 July 2024 | 6.5 | Bring an update on the work with the NMC and the standards review to a separate Board session in September. | GM | September 2024 | Complete - Scheduled for 18 September | Complete |
| 17 July 2024 | 7.2 | Request that the Finance team include the previous year's figure for future Finance reports. | JC | September 2024 | Complete | Complete |
| 17 July 2024 | 7.2 | Find out whether the new HR and payroll system could be capitalised. | JC | September 2024 | Complete | Complete |
| 17 July 2024 | 8.4 | Check with the independent panel member whether the incumbent DA Board member being on the panel for their replacement would be permissible. | CC | September 2024 | Complete | Complete |
| 17 July 2024 | 8.4 | Confirm whether applications for Board positions can be accepted from former social workers in the | JC | September 2024 | Complete | Complete |

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| | | Devolved Administrations (since the PSA does not oversee social work regulation there). | | | | | |
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