

**SCOTTISH SOCIAL SERVICES COUNCIL**

**Unconfirmed minutes of the Scottish Social Services Council held on  
Tuesday 23 January 2018 at 1:30 pm in Compass House, Dundee.**

**Present:** Professor James McGoldrick, Convener  
Dame Anne Begg, Council Member  
Audrey Cowie, Council Member  
Paul Dumbleton, Council Member  
Linda Lennie, Council Member  
Andrew Rome, Council Member  
Harry Stevenson, Council Member

**In attendance:** Anna Fowlie, Chief Executive  
Maree Allison, Director of Fitness to Practise  
Kenny Dick, Head of Shared Services  
Phillip Gillespie, Head of Learning and Development  
Susan Peart, Head of Corporate Governance and Hearings  
Nicola Gilray, Head of Strategic Communication  
Audrey Wallace (minute taker)

**Observing:** Three members of staff

**1 Apologies for absence**

- 1.1 Apologies for absence were received from Paul Edie, Professor Joyce Lishman, and Forbes Mitchell, Council Members.

**2 Declaration of interest**

- 2.1 Audrey Cowie declared an interest in item 18 as a member of the General Teaching Council.

**3 Minutes of meeting of 31 October 2017**

- 3.1 The minutes of the meeting held on 31 October 2017 were approved as a correct record.

**4 Matters arising**

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

**5 Involving people who use social services and carers in our work**

- 5.1 Following discussions which had taken place at a recent meeting of the Policy Forum, Nicola Gilray presented report 01/2018 which set out the current approach to involving people using social services and carers in our work and which also set out proposals for development and improvement in this area.
- 5.2 The report outlined a proposal suggested following further discussions by the

Executive Management Team (EMT) as well as an alternative proposal. It was recognised that developing this area of work is important to the Council and that Members require further reassurance that we have proportionate and appropriate involvement of people who use services and carers in our work and in developing the organisation.

5.3 Members fully discussed the content of the discussion paper. A number of the issues discussed were

- key to the inclusion of people who use services and carers is to look at their lived experience of social services
- investment in resources and a secured budget is necessary to carry out comprehensive engagement
- is what the SSSC is doing at the moment proportionate and meaningful?
- we can do more structured work with the Care Inspectorate's Involving People group to facilitate a two-way process with ideas coming in as well as questions being put
- officers sought further information on what measures or output the Council would like to see which would give Members assurance that useful engagement is taking place
- it was recognised that it is often the same people who get involved in service user and carer groups.
- it's important to avoid service user and carer engagement becoming tokenistic.

5.4 The Council considered both the proposals outlined in the report and compromises and different scenarios were discussed.

5.5 The Council

1. considered the EMT proposal set out in section 2 of the report
2. considered the alternative proposal set out in section 3 to the report
3. agreed
  - a. to improve coordination across the organisation of our involving people work
  - b. to increase involvement with the Care Inspectorate's Involving People group
  - c. to investigate further the possibility of the creation of a post to be filled by a secondment or accessing someone from a voluntary organisation to coordinate this work
  - d. that there should be a trial period of around one year for this work/position
  - e. that a funding package be put in place for the work and included within the draft budget proposal for 2018/19.

## **6 Budget monitoring report as at 31 October 2017**

6.1 Kenny Dick presented the budget monitoring report as at 31 October 2017 which had been considered by the Resources Committee in December. He spoke to the particular nature of this budget which is being adapted to accommodate the two-year digital transformation strategy, with any underspend being proposed to be added to the budget for the digital transformation proposals.

6.2 Audrey Cowie confirmed that the Resources Committee was keeping under review the items detailed in the report as areas for specific attention.

6.3 The Council:

1. considered and approved the budget monitoring report for submission to the sponsor.

## **7 Convener's report**

7.1 The Convener presented report 03/2018 which summarised his appointments on behalf of the SSSC and the discussions which took place at the Council Members' away days on 7 and 8 December 2017.

7.2 Particular mention was made of the work of the Disability and Carers Benefits Expert Group Scrutiny Workshop and proposals to use values-based recruitment.

7.3 The Council:

1. noted the information contained in the report.

## **8 Chief Executive's report**

8.1 Anna Fowlie presented report 04/2018 which provided Members with updates on key developments in the SSSC since the Council met in October 2017. She commented on the welcome increase in cross-organisation working. Particularly noted were the development of the 'SSSC Way' reference tool, which was in its early stages, the trial of the revised staff appraisal system, the process of the Health and Safety Audit and the outcome which includes a cross organisation Health and Safety working group.

8.3 The Council:

1. noted and commented upon the content of the report.
2. agreed that Fiona Duncan be invited to present a development session on the Care Review, to the Council.

## **9 Corporate Governance report**

9.1 Susan Peart presented report 05/2018 which provided an update for the meeting cycle of 2020/21 and on the review of the SSSC's corporate governance arrangements.

9.2 Susan explained that there was an ongoing review of the meetings cycle and also an ongoing review of the Scheme of Delegation, in tandem with the Financial Regulations and these matters would be reported to the next meeting of the Council in March. She further confirmed that the review of the internal governance arrangements would be concluded in February.

9.3 The Council:

1. noted the update on the review of meetings dates for 2019/20
2. noted that the review of the Scheme of Delegation and Financial
3. Regulations would be reported to the meeting of the Council in March 2018
4. noted that the review of the governance processes would be concluded in February.

## **10 Draft budget 2018/19**

10.1 Kenny Dick gave an update on the draft budget submitted to the sponsor. He advised that a number of changes were being requested to accommodate ongoing development work such as the digital transformation, as well as funding required to accommodate the lift on the public sector pay cap.

10.2 The Council

1. noted the ongoing process.

## **11 General Data Protection Regulation (GDPR)**

11.1 Maree Allison presented report 06/2018 which provided Members with assurance that the SSSC was progressing satisfactorily towards compliance with the General Data Protection Regulation. Maree confirmed that there were good arrangements in place, that a number of key areas of work were in progress or completed and that in some areas of work GDPR compliance had been pre-built into the system, such as the Open Badges Scheme.

11.2 One of the challenging areas for consideration which was noted is the retention of data and how to manage the migration of data to the new digital systems. It was noted that one of the options available is to maintain the old system as a repository of data for a period.

11.3 Maree confirmed that there will be processes put in place to advise Registrants of the SSSC's compliance with the Regulations.

11.4 The Council:

1. noted the content of the report
2. noted the risk of the high level of fines which could be imposed by the Information Commissioner's Office for a breach of the Regulations.

## **12 NES/SSSC Partnership update**

12.1 Phillip Gillespie presented report 07/2018 which provided Members with an update of the partnership work between NHS Education for Scotland (NES) and the SSSC, a summary of the existing work between NES and SSSC and also a summary of the joint NES/SSSC development session which was held in August 2017.

12.2 Particular mention was made of the revised Memorandum of Understanding and the agreement reached consolidating the next three years' partnership.

- 12.3 Members discussed
- the strength of the relationship between the bodies
  - the integration of the learning technologies
  - that the two bodies are key players in a programme of work supporting the education and learning and development needs of the health and social services workforce in Scotland
  - progress on the Promoting Excellence dementia programme.

12.4 The Council:

1. noted the actions that emerged from the development session in August 2017
2. noted the updates in relation to the SSSC/NES projects undertaken during 2017/18.

**13 Committee minutes - unconfirmed**

**13.1.a Resources Committee 6 December 2017**

13.1.a.1 Audrey Cowie, Chair of the Resources Committee, presented the unconfirmed minutes of the Resources Committee meeting of 6 December 2017. It was noted that Linda Lennie attended and should be added as an observer.

13.1.a.2 An update was given by Susan Peart on the progress and revised timescale for introducing a paperless meetings system.

**13.1.b Audit Committee 6 December 2017**

13.1.b.1 Andy Rome, Vice-Chair of the Audit Committee presented the unconfirmed minutes from the Audit Committee meeting of 6 December 2017. It was noted that the meeting was inquorate and no decisions were made. It was also noted that Linda Lennie attended and should be added as an observer.

**14 Identification of risks**

14.1 Professor McGoldrick commented on and thanked Kenny Dick for facilitating the development session on the Strategic Risk Register which was held earlier in the day.

1842 The risk identified during this meeting was the risk of a large fine for non-compliance with the General Data Protection Regulations.

**15 AOCB**

15.1 There was nothing raised.

**16. Date of next meeting**

16.1 The date of the next Council meeting is Tuesday 27 March 2018 at 1.30 pm.

**17 Confidential items**

17.1 Items 17, 18, 19.a and 19.b and 20 were minuted separately.

**Council 23 January 2018**  
**Start time: 1.30pm**  
**Finish time: 3.15pm**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Professor James McGoldrick**  
**Convener**