

**Board meeting**  
Public minutes of the meeting  
24 May 2019

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## Minutes of the Board meeting, 24 May 2019

### Present

George Jenkins (Chair)  
Alan Clamp (Chief Executive)  
Moi Ali  
Frances Done  
Renata Drinkwater  
Tom Frawley  
Marcus Longley  
Antony Townsend

### In Attendance

Christine Braithwaite  
John McDermott  
Mark Stobbs  
  
Jessica Myint (Secretariat)  
  
Observers:  
Rosie Chapman (Campbell Tickell)

## 1. Welcome and Introductions & Declarations of Interest

- 1.1 The Chair opened the meeting at 10:50 am and welcomed everyone to the meeting including members of staff and observers.
- 1.2 Rosie Chapman (Campbell Tickell) attended as observer.
- 1.3 FD and MA informed that updates to their profiles and declarations of interests have been made in writing via email to Secretariat. The Chair acknowledged this and will review to approve so that updates can be made on the Authority's website.

There were no other declarations of interests.

**Action:** Chair to approve updates of FD and MA profiles and Secretariat to update PSA website.

## 2. Apologies

- 2.1 There were no apologies for absence.

## 3. Minutes of meeting held on 20 March 2019

- 3.1 The minutes of the last Board meeting held on 20 March 2019 (Paper 1) were confirmed and approved as true and correct records.

#### 4. Matters arising from meeting held on 20 March 2019

4.1 The Director of Scrutiny and Quality reported on Item 11.1 of the minutes relating to the oversight of Social Work England's (SWE) consensual disposal process. It was noted that the Authority have sent a proposal to SWE suggesting a mechanism that allows the Authority to conduct scrutiny of case examiner consensual disposals until formal amendment can be made to the Authority's legislation. SWE have not yet provided a formal reply, but have requested a meeting to discuss the matter. Informal discussions thus far have suggested that there may be legal issues in achieving the proposed mechanism. We have not yet taken formal legal advice, but it may be that it would not be possible for the Authority to provide oversight without a change in statute.

4.2 The Board advised that the Chair should write to the Department of Health & Social Care (DHSC) and relevant Ministers stating that if no workaround option for oversight exists there is a significant public safety risk and the issue should be addressed immediately to provide a resolution.

**Action:** The Chair to write to DHSC and Ministers (following the upcoming PSA/SWE meeting) on oversight of SWE's consensual disposal process.

4.3 All matters arising and action points are covered in the agenda items below or in discussions during the strategic session of the Board on 23 May 2019.

#### 5. Chair's report

5.1 The Chair updated that he has been spending some time on work relating to SWE and other regulators which will be covered in the Private meeting of the Board.

#### 6. Executive report

6.1 The Chief Executive highlighted the key areas of the Executive report (Paper 2).

6.2 Annex B: Performance review against the Business Plan, will be updated incorporating the comments received at the strategic session of the Board on 23 May 2019 along with narrative on related areas of work. The Board and Executives are also requested to consider the areas of assurance to be included in the Performance review. The updated version of the Performance review against the Business Plan will be submitted to the Board at the 17 July 2019 Board meeting.

**Action:** The Chief Executive and Directors Group to report on the updated Performance review against the Business Plan at the 17 July 2019 Board meeting.

6.3 Annex C: 9 April 2019 letter from the Privy Council on the appointment of the Chief Executive as PSA's Accounting Officer was noted. The letter states for 'the Accounting Officer to take into considerations the principles set out in Chapter 3 of "Managing Public Money" ', which is consistent with the Authority's current practice.

It was noted that the National Audit Office (NAO) has also been supplied with a copy of the letter. The NAO does not consider the letter to be the official accounts direction and the Privy Council is currently reviewing the process. The Board will be informed when new information and advice is received from the Privy Council. The Authority will carry out the management of accounts as per usual practice until further instructions are received from the Privy Council.

**Action:** The Chief Executive and Directors Group to report on the accounts direction.

- 6.4 The Director of Scrutiny and Quality updated on the S29 cases. It was noted that two additional cases (one NMC case and one HCPC case) were being referred to court. The NMC case was highlighted as a case where although agreed, the NMC had failed to set the Authority's original appeal before a review panel. The Authority will liaise with the NMC to determine the cause and seek assurance to prevent it from happening again.
- 6.5 The Director of Standards and Policy highlighted on the success of the PSA Scottish seminar which was held on 13 May 2019 in Edinburgh, in collaboration with Scottish legal organisations and professionals. It was well attended including the attendance of Chief Executives from the regulatory bodies. We have received good feedback with attendees welcoming the Authority holding such discussions in Scotland.
- 6.6 The Director of Governance and Operations highlighted Item 4.13 of the Executive Report (Paper 2) that at the end of 2018/19 we have an underspend, hence we could be returning funds to the regulatory bodies in the 2020/21 fees consultation.
- 6.7 The Director of Governance and Operations also reported that Ashim Bhauggerutty has been appointed as our permanent ICT manager.
- 6.8 The Board noted the Executive report (Paper 2) and its annexes.

## **7. Audit and Risk Committee Report Finance update**

- 7.1 The Chair of the Audit and Risk Committee highlighted Item 6.5, Head of Internal Audit opinion and Annual Report in the Unapproved Minutes of the Audit and Risk Committee meeting held on 2 May 2018 (Paper 3). It was noted that based on the internal audit work carried out, the framework of governance, risk management, and control of the Authority is scored as being 'Moderate' in its adequacy and effectiveness. This reflects the judgments which we received in various other audit reports. Although some improvements are required to enhance the adequacy and effectiveness, 'Moderate' is acceptable.

- 7.2 The Board noted the Unapproved Minutes of the Audit and Risk Committee meeting held on 2 May 2019 (Paper 3).

## 8. Risk register

- 8.1 The Director of Governance and Operations presented the updated Risk Register (Paper 4). It was noted that since the last Board meeting held in January 2019, the risk register has been completely redrafted to take account of the detailed discussions at the Board and Audit and Risk Committee in January 2019. Each individual member of staff is also aware and will take ownership of the relevant risk(s).
- 8.2 It was also noted that the Audit and Risk Committee will also review the Risk Register at its next meeting on 6 June 2019.
- 8.3 The Board noted the updated Risk Register and suggested for the directions of risks be highlighted; to reference the devolved regions when engaging with NHS and other stakeholders; and to include a narrative of the key risks on the next reporting of progress against the Business Plan to the Board.

**Action:** The Chief Executive and Directors Group to update the risk register to highlight directions of risks, to reference the devolved regions when engaging with stakeholders and to include a narrative of the key risks when next reporting of progress against the Business Plan to the Board.

## 9. Board travel and expenses policy

- 9.1 The Director of Governance and Operations presented the revised version of the Authority's Board travel and expenses policy (Paper 5).
- 9.2 The Board noted the revised version Board travel and expenses policy and discussed the revisions made following a direction from HMRC. The Board requested a detailed explanation of the changes in the process with case studies. The Board will consider the revised version of the Authority's Board travel and expenses policy at the next Board meeting.

**Action:** The Director of Governance and Operations to provide a detailed explanation of the process with case studies. The Board to review the Authority's Board travel and expenses policy at the next Board meeting on 17 July 2019.

## 10. Any other business

- 10.1 The Board noted the proposed meeting dates for the Board and its Committee in the year 2020. The Board agree that the May 2020 Board meeting be held at same venue of Cumberland Lodge but if possible to be held on dates avoiding the Bank Holiday weekend. The Secretariat to research if the availability of the chosen venue and present to the Board.

**Action:** The Secretariat to seek available dates of Cumberland Lodge for May 2020 Board meeting.

- 10.2 The proposed dates of the Committees will be agreed at their respective meetings.
- 10.3 The Secretariat will circulate a new updated list of meeting dates for 2020 once all dates are agreed and scheduled.

**Action:** The Secretariat to circulate confirmed meeting dates for 2020.


10.4 There was no other business discussed.

**11. Questions from observers**

11.1 There were no questions from the observers.

**12. Private session of the Board**

12.1 The Board went into the private session of the meeting.

Signed by Chair.......... Date.....17/07/2019.....

