

**Agenda Item 9**

**Enclosure 6**

**Health and Care Professions Council  
06 December 2018**

**Transfer of Social Workers to Social Work  
England**

**For discussion**

**From John Barwick, Executive Director of  
Regulation**

Council, 6 December 2018

Transfer of Social Workers to Social Work England (SWE)

Executive summary

### **Introduction**

The HCPC project to manage the transfer of the regulation of Social Workers to Social Work England (SWE) has now been formally initiated and has progressed to the build phase.

It was previously agreed that project progress update reports be provided to Council each time it meets. A project update report for the period up to 21 November 2018 is provided at Appendix 1.

### **Decision**

The Council is invited to discuss the project progress report at Appendix 1.

### **Background information**

- In January 2016, the then Secretary of State for Education and the Health Secretary of State announced that, as part of Government's social work reform programme, Government would establish Social Work England as a new, specialist regulator for social workers in England. The Children and Social Work Act 2017 made provision for establishing Social Work England.
- A project to establish Social Work England is being jointly led by the Department for Education and Department for Health and Social Care. The current publicly stated position is that the SWE will be operational not before April 2019.

### **Resource implications**

A Senior Project Manager has been appointed to lead MP92 Regulation of Social Workers project. A grant of £2.4m has been agreed with the Department for Education (DfE) to cover the costs associated with the transfer of the regulation of Social Workers to SWE.

### **Financial implications**

Costs associated with the transfer of the regulation of Social Workers will be called off against the previously agreed DfE Grant of £2.4m.

## **Appendices**

Appendix 1 – Regulation of Social Workers Project Update

### **Date of paper**

21 November 2018

## **Appendix 1**

### **Regulation of Social Workers Project Update**

This report provides a summary update on the Regulation of Social Workers project up to 21 November 2018.

#### **Executive Summary**

- 1.1 The MP92- Regulation of Social Workers project was formally initiated by the Senior Management Team on 25 September 2018 and is now in the build phase. A series of data discovery/ analysis workshops have been completed. HCPC is now preparing to finalise a data transfer agreement with Social Work England (SWE) before the end of 2018.
- 1.2 A governance process is in place to manage the Grant call-off and engagements have started between the HCPC and Social Work England (SWE) to define transitional processes and data transfer requirements.
- 1.3 HCPC is managing communications with its Suppliers of the key HCPC IT systems for FTP, Registration and Education and working collaboratively to achieve a data transfer agreement with SWE.
- 1.4 The Project Board has taken ownership of the Risk Register and the mitigation plans for each Risk are being reviewed between the Project Manager and the Risk owners at the project board meetings.
- 1.5 In July, Marc Seale attended an assurance review of the joint DfE and DHSC SWE project conducted by the Infrastructure and Projects Authority.
- 1.6 Meetings between the Executive, DfE, DHSC and SWE have commenced to discuss and agree our approach to the data transfer and how we work collaboratively with SWE.
- 1.7 Meetings with the PSA and Project Board leadership have commenced on a monthly basis to provide an opportunity to share updates on the project. Representatives from SWE will also be invited if required.

## **Detailed Update**

### **2. Project Governance**

- 2.1 The project board has now agreed to meet on a fortnightly basis based on the speed/progressive nature the project. All impacted functional areas (FTP, Registration, Finance, Communications, HR and IT) are represented on the board and representatives in attendance where the Heads of Unit are unable to attend.

### **3. Transitional process and data export progress**

- 3.1 HCPC developed a number of transitional arrangement's documents which define and agree the transitional process arrangements between HCPC and SWE; for Registrations, Billing, Education and FTP in the 12 months leading up to the transition to SWE. The documents have been submitted to SWE for their approval. These arrangements are designed to ensure the service quality does not degrade during the transition process, and to ensure clear agreements are in place regarding the transfer of responsibilities for key milestones, in each of the operational processes.
- 3.2 A Business Analyst from SWE completed a data discovery process with the support of representatives from FTP, Registrations, Finance and Education to map out the data requirements needed for SWE. Out of this process, a final data discovery report was developed and approved by SWE, and was submitted to HCPC on 6 November 2018.
- 3.3 The report was shared, and formed the basis of the scope of discussions, with the HCPC IT System suppliers, and has been used as a point of reference in building individual work plans and Statement of Works (SoW), which will outline the approach to data transfer by the anticipated GO-live date of 30 Sept 2019.
- 3.4 The aim is to ensure all supplier documentations, inclusive of the Business Analyst report, accurately capture the key steps to data transfer and will be converted into a Data Transfer Agreement with SWE.
- 3.5 A series of meetings and activities have also taken place with SWE's Head of IT, SWE's IT consultants and HCPC IT system suppliers. The purpose was to achieve an overall view of the best possible approach to the data export and to ensure the activities were also aligned to the transitional arrangements for each HCPC function connected to the project.
- 3.6 All HCPC suppliers have provided detailed work plans which outlines the approach to data transfer before the GO-live date. HCPC is currently reviewing individual Statements of works (SoW) from each supplier with the aim to sign all contractual agreements before the end of 2018.

3.7 A meeting between the Executive, SWE and DfE took place on 19 November 2018. The meeting received an update from SWE on their readiness including recruitment and design and build. SWE indicated that a review of their readiness was scheduled for 27 November 2018. The meeting also considered the approach to the data transfer, the approving of the transitional arrangements and communications strategy, including the importance of communicating the GO-live date as soon as this is confirmed. It was also agreed to move to holding joint meetings of the HCPC and SWE project boards on a monthly basis, starting in December.

3.8 SWE continues to recruit its executive members and regular meetings with HCPC and SWE’s Head of IT and Data have now commenced on a weekly basis.

**4. Grant update**

4.1 HCPC submitted a revised Grant Spend profile to the DfE, which was approved by project board. The profile document outlines the original budget vs the forecast data and will be used as a point of reference when making any future grant claims to the DfE. Funds for Grant submission 1 (£236,464.93) were received from the DfE on 11th Oct. The DfE has been advised that the next grant claim will be made in December for the period of August to November 2018.

**5. Stakeholder Engagement**

5.1 HCPC has implemented a robust Stakeholder management plan and currently meeting with a number of internal and external clients across various governing bodies, government organisations and with SWE.

<b>Stakeholder</b>	<b>Category</b>	<b>Purpose of Engagement</b>	<b>Frequency</b>
SWE/ DfE/ DHSC	External	Discussion on project deliverables across HCPC and SWE Discussions and approvals on work processes, data transfer dates, legalities, finance and any contractual agreements	Every 3 months
PSA	External	Providing updates to PSA on project status and seeking advice on governmental decisions	Monthly

Joint Project Board SWE & HCPC	External	Ensuring all parties are involved in the aligning of project work processes and decision making	Monthly <i>(First meeting to take place on 11 December 2018)</i>
Joint project management team meeting (SWE & HCPC)	External	Ensuring all parties are involved in the aligning of project work processes and decision making	Monthly
HCPC Project Board	Internal	Review of project work, approvals and decision making on all actions, risks, issues and project milestones/ activities.	Fortnightly
HCPC and SWE IT project team meetings	External	HCPC and SWE's Head of IT and Data have now commenced on a weekly stand-up meetings to discuss Data transfer/ export activities	Weekly

## 6. Future activities

<b>Future Activities (up to Jan 2019)</b>	<b>Due Date</b>
Meeting with HCPC, SWE's executives and the DfE to discuss the following: <ul style="list-style-type: none"> <li>• The progress on announcing SWE's GO-live date and associated communications</li> <li>• Confirming the transfer date and impact of any slippage to the transfer timetable</li> <li>• The reviewing and approving of the transitional arrangements between HCPC and SWE for Registration, FTP and Education</li> <li>• PSA liaison/ Oversight</li> <li>• Grant Call off and re-profiling exercise</li> </ul>	19 Nov 2018
SWE's to approve all transitional arrangements document for all three functions at HCPC	30 Nov 2018
HCPC conducted a full scale Data Privacy Impact Assessment and is to have further engagements with its GDPR team on approving the DPIA and discussions	30 Nov 2018
HCPC has advised the DfE that the next grant claim will be made in December 2018 for the period of August to November 2018.	01 Dec 2018

<p>HCPC to schedule a workshop by 2nd week of December, with HCPC suppliers/ SWE IT Consultants/ WCWIO IT/ David Bates and CDS to discuss final preparations and the start of data export activities.</p>	<p>w/c 10 Dec</p>
<p>Joint Project board meeting with SWE and the DfE – to discuss final arrangements and decisions for the data transfer and work to commence from Jan 2019.</p>	<p>11 Dec 2018</p>
<p>HCPC has ongoing talks with its legal advisers as part of preparations for obtaining the Transfer Order.</p>	<p>Ongoing</p>

## 7. Update on top risks

Ref	Name / Description / Impact	Mitigation Plan / Update	Impact	Likelihood	Score	RAG Impact
S.11.5	SWE / DfE may change date for transition to SWE. Resources and people would have already been reassigned to other professions	<p><b>UPDATE:</b> Engagements with SWE's Executive members have commenced to discuss SWE's announcement of the official GO-Live date. A push to make a final decision will be discussed at the next SWE/HPCP/DHSC meeting taking place on 19 Nov 2018</p> <p>SWE will have a meeting on 27 Nov as part of its Readiness Review in order to assess their readiness to act as the new regulator on and after the GO-live date of Sept 2019.</p>	Significant	Unlikely	Medium	Overall
S.5.3	HPCP may not transfer all of the data required by SWE. This may cause reputational damage to the HPCP.	<p><b>UPDATE:</b> A series of meetings and activities have concluded to ensure the approach to data transfer is in place, ahead of the GO-live date of Sept 2019. HPCP is to finalise its Data transfer agreement with SWE by Dec 2018.</p> <p>An approved Business Analyst (BA) report was submitted to HPCP by SWE and will form part of the DTA. SWE and HPCP are developing and are to agree on a number of principle documents which cover the migration policy and GDPR policy.</p>	Significant	Possible	Medium	Overall
S.5.5	SWE may change their data requirements after tool has been created/ HPCP process are set in place with suppliers	SWE BA assigned to workshop requirements with HPCP teams, and HPCP will run a series on workshops with suppliers to review report, map out an export plan and a DTA before Dec 2018	Significant	Possible	Medium	Overall