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## Transfer of Social Workers to Social Work England (SWE)

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### Executive Summary

This paper provides an update on the progress of the project to manage the transfer of the regulation of Social Workers to Social Work England (SWE). The key achievements and focus of activity since the last Council meeting in September have been:

- Infrastructure Projects Authority (IPA) readiness gateway review resulting in a Green/Amber rating
- Internal Audit of HCPC Social Workers transfer project resulting in a Green/Amber rating.
- Ministerial approval of commencement legislation and regulations confirming that Social Work England will take over the regulation of Social Workers on 2 December 2019.
- Completion of two dress rehearsals in readiness for commencement of data extraction and transfer on 21 November.
- Ongoing communication collaboration between HCPC and SWE including an article in Community Care article explaining the transfer and the impact on registrants.
- Preparation of final go-live communications with registrants and other key stakeholders.
- Continued co-working to facilitate the transfer of 'work in progress' FTP cases, this includes undertaking substantive order and interim order reviews to avoid SWE having to undertake reviews immediately upon transfer.
- Confirmation of employees who will be leaving the organisation immediately following the transfer.
- Submission and approval by the DFE of the 6<sup>th</sup> grant claim.

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| Previous consideration | It was previously agreed that project progress update reports be provided to Council each time it meets. The last update was provided on 25 September. An update for the period up to 20 November is provided at Appendix 1. A further verbal update will be provided at the meeting. |
| Decision               | The Council is invited to discuss the progress update report at Appendix 1.   |
| Next steps             | Following the completion of the transfer on 2 December 2019, the project will focus on the transfer of fee income in January and preparation for data deletion.   |

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Strategic priority Strategic priority 3: Ensure the organisation is fit for the future and is agile in anticipating and adapting to changes in the external environment

Risk The Social Worker Risk Register and Risk Treatment plan reflects current and recent levels of risk recognised by risk owners related to the project to migrate Social Workers to Social Work England.

A review of all the risks within the project risk register has been completed. The completion of the IPA readiness review, our own internal audit and completion of dress rehearsals has meant that many of the risks have been reduced. The Social Worker Risk Register and Treatment Plan was presented to the Audit Committee at its meeting on 5 November 2019.

The risk appetite is minimal as the project relates to ensuring ongoing compliance with the law, regulations and standards in place to protect the public in relation to Social Workers to the point of transfer and for the remaining 15 professions pre and post transfer.

Financial and resource implications Costs associated with the transfer of the regulation of Social Workers are being called off against the previously agreed DfE Grant. Following negotiations with the DfE the grant has been extended to £3.5m.

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## Appendix 1

### Regulation of Social Workers Project Update

This report provides a summary update on the Regulation of Social Workers project up to 20 November 2019.

#### 1. Executive Summary

- 1.1. The main developments since the last update provided by Council in September 2019 are:
- The Infrastructure Project Authority (IPA) completed a readiness gateway review of the project to establish Social Work England. The IPA gave the project a Green/Amber rating. HCPC contributed to the IPA review.
  - Following the IPA review, a transfer date of 2 December 2019 has been confirmed, with the commencement order and associated regulations receiving ministerial approval.
  - An internal audit of the HCPC Social Workers transfer project has been completed. The project received a Green/Amber rating. The audit report was received by Audit Committee at its meeting on 5 November 2019.
  - On 4 November, the Chair and Interim Chief Executive attended a review meeting convened by the PSA which was also attended by SWE, DFE and DHSC. The meeting was positive and reflected how well HCPC and SWE have been working together, and a joint desire to develop the working relationship post transfer.
  - Dress rehearsals for the data transfer have been completed. The outcomes of these have informed the development of an hour by hour migration plan for the data transfer process to ensure there is sufficient time for HCPC to extract data from its systems, for the data to be exported and for SWE to translate and ingest the data into their systems. This process has identified where activities can be done in parallel to reduce the overall data transfer time.
  - The transfer is scheduled to commence on 21 November, with colleagues working over the weekend to ensure successful conclusion. From this date, the Social Worker records on our systems have been 'locked down' to protect the integrity of the data. Manual systems have been put in place to ensure regulatory continuity up to 2 December 2019. Information captured manually will be transferred immediately prior to 2 December 2019.

- Regular case conference meetings are taking place with SWE to agree the management and transfer of cases, in particular those cases where the ICP has made a case to answer decision and we will not be able to conclude at a final hearing before the transfer date.
- Interim Orders and substantive Orders have been reviewed, and extended where necessary, to ensure none are due to expire immediately after the point of transfer.
- There has been preparation of final go-live communications with registrants and other key stakeholders, with a final letter being sent to all registrants.
- There has been close collaboration between HCPC and SWE communication teams which have informed articles published in Community Care.
- Those employees leaving the organisation immediately at the point of transfer have been confirmed. All the affected employees are in fixed term contracts. We thank them for their hard work and commitment to HCPC.
- The 6<sup>th</sup> grant claim has been approved by the DFE.

## **Detailed Update**

### **2. Project Governance**

- 2.1 The HCPC project board continues to meet, with weekly checkpoint meetings between the Interim CEO and Head of Projects. Liaison between the SWE and HCPC project teams has increased in intensity as we progress towards the transfer date.

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

- 3.1 Dress rehearsals for the extraction, transfer, translation and ingestion into SWE systems has been completed. This process has helped to inform the detailed migration plans and mitigation of previously unforeseen issues, for example the impact of automatic system updates during the extraction process.
- 3.3 HCPC has continued to work with SWE flexibly and collaboratively to meet additional requests which were not originally in scope, for example in respect of hearings information held on the HCPTS website and transfer of hearings logs.
- 3.5 Regular case conferences are taking place with SWE to discuss the management and transfer of FTP cases and ensure regulatory continuity. Particular attention is

being paid to those cases where the Investigating Committee have recently made a case to answer decision, and the case will not be concluded before transfer.

3.6 Attention is now turning to arrangements for the deletion of information from our systems post transfer.

3.7 The internal audit has been completed resulting in a green/amber rating. The report as received by the Audit Committee at its November meeting.

#### **4. Grant update**

4.1 The 6<sup>th</sup> grant claim has been submitted and approved.

#### **5. Stakeholder Engagement**

5.1 HCPC has implemented a robust Stakeholder management plan. Meetings with key internal and external stakeholders continue including SWE communications counterparts. A SWE communications plan and interim consultation update has been shared with relevant colleagues.

5.2 A final bulk communication to all registrants is being sent in the week commencing 18 November 2019 and there has been ongoing collaboration between HCPC and SWE communications teams. This has included inputting into a series of articles published by Community Care.

#### **6. Risks**

6.1 A review of all the risks within the project risk register has been completed. The completion of the IPA readiness review, our own internal audit and completion of dress rehearsals has meant that many of the risks have been reduced. The Social Worker Risk Register and Treatment Plan was presented to the Audit Committee at its meeting on 5 November 2019.