

**MINUTES OF
SOCIAL WORKERS REGISTRATION BOARD MEETING**

Physical meeting Friday 18 February 2022, 9.00am-5:00pm		
	Agenda Item	Action
Present		
	Shannon Pakura Chairperson RSW	
	Hori Ahomiro RSW (Zoom)	
	Rose Henderson RSW (Zoom)	
	Andrea Nichols RSW	
	Adam Davy Lay Member	
	Paula Rose Lay Member (Zoom)	
	Jeff Sanders Lay member	
Apologies		
In attendance		
	Sarah Clark Chief Executive	
	Paul Kirby Registrar	
	Hohepa Patea Chief Advisor Māori Development	
	Catherine Hughes Chief Advisor Social Work	
	Liz Jones Workforce Planning & Policy Manager	
	Mary Weddell Business Operations Manager (BOM)	
	██████████ SLT Coordinator (HR)	
In attendance for relevant agenda items		
	██████████ BDO	
	██████████ Deputy Registrar	
	██████████ Senior Financial Advisor	

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

Register with no conditions.

		Decision deferred subject to further information.
3	Policy	
	<p><u>3.2 Carbon Emissions Plan report</u></p> <p>The Board received and noted the contents of the paper.</p> <p>The Board noted that the development of this plan may be a cost that is able to be shared with other Crown Entity organisations. There was a question of whether social worker fees are the only way to fund the carbon emission plan, or whether other funding avenues from government could be explored.</p> <p>The Board noted that carbon emissions planning can be allocated as Crown costs in accounts, [REDACTED]. The Business Operations Manager advised that inter-agency collaboration has been discussed.</p> <p>The report will be loaded to Sharepoint for Board feedback.</p> <p>For consideration, savings made from staff not commuting while working from home should be noted as a carbon saving in the plan.</p>	Board to provide feedback on Carbon emission Plan.
4	Information	
	<p><u>4.1 Chief Executive Report</u></p> <p>The Board received and noted the contents of the paper.</p> <p>The CE gave an update on funding from MSD: An email had been received to advise that the SPE has been presented and is with the Minister.</p>	

<p>The Board sought clarification on the number of Practicing Certificate’s not declared in this quarter. The CE advised an employer’s portal is being developed to help with staff monitoring, and to encourage more active engagement with the register.</p> <p>The website will be a main channel to keep the sector informed.</p> <p>██████████ joined the meeting (via Zoom) at 1.21pm.</p> <p>The Board noted concern over the estimated volume of contact that may occur during the upcoming Practicing Certificate round and whether there is adequate resource to respond in a timely manner.</p> <p><u>Fit and Proper references</u></p> <p>The Board received and noted the contents of the paper and areas for operational improvement. The Board agreed that should the Registrar have a view that there is an exception to the policy, then this matter is to be brought to the Board’s attention for discussion. The Board requested a progress update from the Registrar at the next Board meeting.</p> <p>██████████ left the meeting.</p> <p><u>Update on PCC/Tribunal</u></p> <p>The Board given an update on PCCs and the Tribunal. They requested that the table be updated to show status of PCC’s/Tribunals.</p> <p>The Board requested further information on which law firms will be used for investigations.</p> <p>It was noted that the Secretariat are testing timeframes and expectations from complaints committees, including reviewing timeframes of other regulators and will report back to the Board on progress.</p> <p>The Board sought clarity regarding a statement in the report that there is “less direct oversight over externally managed PCC’s.” It was confirmed that there is monthly reporting provided by external legal advisors on costs and progress.</p>	<p>Board to be provided with a paper outlining different scenarios for Section 13.</p> <p>Registrar will update Fit and proper references policy as per Board discussion.</p> <p>Update table to show status of PCC’s/ Tribunals.</p>
--	---

<p>The Board suggested that its members are contacted for suggestions of lay people when recruiting further PCC members.</p> <p>████████████████████ left the meeting at 2.05pm.</p> <p>4.3 <u>Chief Advisor Social Work Report</u></p> <p>The Board received and noted the contents of the paper.</p> <p>The Chief Advisor Social Work gave an update on the ethnicity breakdown within the existing applications, which is currently unable to be captured through iMIS. This data is being extracted directly from applications.</p> <p>The Board requested Appendix 5 of the report be circulated to Rose Henderson, Shannon Pakura, Hori Ahomiro, and Andrea Nicholls.</p> <p>The CE informed the Board that SWRB had expressed the Board’s appreciation of ██████████ contribution to the Section 13: Experience Pathway work and her ongoing contribution to the complaints work.</p> <p><u>Re-Recognition – Bethlehem Tertiary Institute</u></p> <p>The Board received and noted the contents of the report.</p> <p>Decision: Agree to BTI recognition until 2026, and that if changes are required due to the review of the PRS, these are reviewed by NZQA alongside a SWRB staff member.</p> <p>Unanimous.</p> <p>4.4 <u>Chief Advisor Māori Development</u></p> <p>The Board received and noted the contents of the report.</p> <p>The Chief Advisor Māori gave an update on the upcoming Wall Walk which may move to a virtual meeting considering the current Covid environment. Kahui meetings are going ahead face to face, with the option to Zoom.</p> <p>Paul Kirby left the meeting at 2.20pm.</p> <p>4.5 <u>Policy and Workforce Planning Manager Report</u></p> <p>The Board received and noted the contents of the report.</p>	<p>Information to be provided to Board re law firms and timeframes from complaints committees.</p> <p>Send Appendix 5 of report to the Board</p>
---	--

	<p>Paul Kirby re-entered the meeting at 2.24pm.</p> <p>The Policy and Workforce Planning Manager advised that the Māori regulatory framework is being integrated into the organisation, and that the Board will be updated on work in this area as it progresses.</p> <p>There was a question regarding a policy on equity within recruitment of Secretariat staff. The Business Operations Manager advised that a paper on gender and diversity equity is being worked on.</p>	
5	Governance (continued)	
	<p><u>5.1 Delegation for Education programme recognition standards definition (5.2 on agenda)</u></p> <p>The Board received the contents of the paper. The Board has been asked to consider and agree to the draft terms of delegation for the current Programme Recognition Standards.</p> <p>The Board noted that (a) and (b) are in the wrong order in the paper. The Board requested that (b) be updated to state that reporting will take place at the next Board meeting after the decision/delegation is made.</p> <p>Decision: The Board agreed to the terms of the delegation.</p> <p>Unanimous.</p> <p>Discussion: Management will confirm lead for the delegation and reporting with the Board the, with respect to the Programme Recognition Standards.</p> <p>██████████ entered the meeting at 3.17pm.</p> <p><u>5.2 Work programme 2021-22 update (continued from item 5.1 on agenda)</u></p> <p>The Board received and noted the contents of the paper.</p> <p>The Board noted that our position is still vulnerable due to having not yet received funding from MSD.</p> <p>The Board requested that additional information sent from the CE to FAR on 17 February be added to the minutes as an addendum.</p>	<p>Update (b) to state that reporting will take place at the next Board meeting after the decision/delegation is made.</p>

	<p>The Board requested a separate Specific Disclosures for the Professional Standards Subcommittee, and to include a hyperlink for any interests noted in full Board minutes to corresponding subcommittee Specific Disclosures.</p> <p>Add note on Professional Standards Specific Disclosures to the full Board Specific Disclosures.</p> <p>It was noted that Specific Disclosures can be removed at the end of the fiscal year if the interest no longer applies.</p>	<p>Make changes to Specific Disclosures Register.</p>
6.4	Delegations Register	
	<p>The Board requested to add the delegation for Education programme recognition standards definition.</p> <p>Hohepa Patea entered the meeting at 3.52pm.</p> <p>The meeting closed at 3.54pm.</p>	<p>Add delegation for Education programme recognition standards definition.</p>

**MINUTES OF
SOCIAL WORKERS REGISTRATION BOARD MEETING**

Physical/Online meeting Friday 8 April 2022, 9.00am-2:00pm		
	Agenda Item	Action
	Present	
	Shannon Pakura Chairperson RSW (Online) Rose Henderson RSW (Online) Andrea Nichols RSW Paula Rose Lay Member (Online) Jeff Sanders Lay member	

Apologies		
	Adam Davy	Lay member
	Hori Ahomiro	RSW
In attendance		
	Sarah Clark	Chief Executive
	Paul Kirby	Registrar
	Hohepa Patea	Chief Advisor Māori Development
	Catherine Hughes	Chief Advisor Social Work
	Liz Jones	Policy and Workforce Planning Manager (Online)
	Mary Weddell	Business Operations Manager (BOM)
In attendance for relevant agenda items		
	[REDACTED]	BDO
	[REDACTED]	Senior Financial Advisor
	[REDACTED]	Strategy, Planning and Performance Lead
	[REDACTED]	Senior Advisor Social Work
	[REDACTED]	Senior Advisor Social Work
	[REDACTED]	Senior Advisor Social Work, Māori
Quorum		
	Yes, as per Schedule 1, Section 37 of SWR Act	
Meeting Minutes		
	The Board Secretary was unavailable, so the Board agreed that the meeting be recorded to enable management to capture the meeting minutes accurately. The recording is not an official record. Following completion of drafting the recording will be deleted, and management will inform the Board when the recording has been deleted.	
1	Subcommittees	
	[REDACTED] entered the meeting at 9:50	
	1.2 FAR Committee	
	The Board received and noted the contents of the FAR Committee papers.	

It was noted that the funding from MSD to the SWRB has been received. The closing balance as of 28 February is \$574K.

The draft SPE budget was presented for the next 3 years showing reserves increase to meet the Boards direction of three months operating expenditure by FY24/25.

[REDACTED]

The Board asked that the Secretariat provide a position paper on the reserves including the recommended size of the reserve.

The Board discussed the potential impact of those social workers who may be considering retirement over the next few years and coming off the register.

[REDACTED]

Board requested a special meeting to discuss the budget before the June meeting. The budget will be provided to a special meeting of FAR and then a special meeting of the Board.

Decision:

The Board approved that FAR committee to be given delegation to determine the investment of free cashflow until an investment policy is developed.

Unanimous

[REDACTED] left the meeting at 10:22am

1.3 Complaints and Notifications Sun Committee

The chair of the subcommittee gave a brief update and asked if the Registrar could provide a comparison of the numbers of complaints from previous years in the consolidated report.

Secretariat to provide a position paper on the Reserves.

Secretariat to setup special meeting of FAR and the Board to discuss the 2023/24 and out year's budget.

		<p>Registrar to provide a comparison report on complaints numbers to the next Board meeting. This can be included in the consolidated report.</p>
2	Governance	
	<p>2. 1 Annual Report 2020/21</p> <p>Two minor proof changes were identified by the Board.</p> <p>Decision: The Board approved, in principle, the text and layout of the Annual Report subject to the final report coming to the Board in June with the financials.</p> <p>Unanimous Liz joined the meeting online</p> <p>2.2 DRAFT Statement of Performance Expectations (SPE) 2022/2023</p> <p>It is noted that the SPE is an early draft and will not be the only opportunity for further Board feedback. There are still some areas that need some work such as the workplan and the Outcomes Framework. Section 1 and 2 will be adjusted to align with our whakatauki and the He Arapaki framework.</p> <p>The Board provided feedback on aspects of positioning with the sector, and to ensure that we manage expectations around the extent of our role.</p>	

<p>Decision: Agreement in principle to the content of the draft SPE. The FAR committee approve the draft budget for the purposes of providing the draft to the Minister.</p> <p>Unanimous Note: The Board Chair holds the proxy for Hori Ahomiro and Adam Davy</p> <p>It was noted that the whole Board will be presented with the final draft budget at June Board meeting.</p>	<p>A closer to final copy of the SPE will be brought to the June Board meeting for sign off prior to publication on the SWRB website as soon as practicably possible /prior to the start of the new financial year ie by 30 June 2022.</p>
3 Registration Approval Items (was agenda item 4)	
<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 15%;"></div> <div style="background-color: black; height: 15px; width: 35%;"></div> <div style="background-color: black; height: 15px; width: 15%;"></div> <div style="background-color: black; height: 15px; width: 48%;"></div> <div style="background-color: black; height: 15px; width: 58%;"></div> <div style="background-color: black; height: 15px; width: 25%;"></div> <div style="background-color: black; height: 15px; width: 8%;"></div> <div style="background-color: black; height: 15px; width: 30%;"></div> <div style="background-color: black; height: 150px; width: 100%;"></div>	<p>3.1 Register with conditions.</p>

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

3.2 Register with conditions.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

3.3 Register with
no conditions.

[Redacted text block containing multiple lines of blacked-out content]

Register

Provisional decline with an opportunity to make submissions to the Board.

	<p>[REDACTED]</p>	
4	Education Decisions (agenda item 5)	
	<p>4.1 <u>Nelson Marlborough Institute Technology (Mid cycle)</u></p> <p>The Board noted that there were [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The Board:</p> <ul style="list-style-type: none"> a) received and noted the contents of the paper. b) Agrees the NMIT Bachelor of Social Work have met the requirements of the 2018 re-recognition and extend re-recognition until 31 December 2023 when the unified degree being developed by Te Pūkenga replaces the current BSW degree. <p>Unanimous.</p> <p>4.2 <u>Massey University (Mid Cycle)</u></p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The Board:</p> <ul style="list-style-type: none"> a) received and noted the contents of the paper. b) Agrees the Massey University Bachelor of Social Work and Master of Social Work degrees have met the requirements of the 2018 re-recognition and extend re-recognition until 31 December 2023. <p>Unanimous.</p>	<p>Massey University to provide feedback on progress against the recommendations by the end of the calendar year. students.</p>

	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>It was noted [REDACTED]. This was providing a more rigorous risk assessment of education providers and highlighting issues relating to the PRS in a more robust manner.</p>	
5	Information/Discussion (agenda item 3)	
	<p>2.3 Chief Executive Report (consolidated)</p> <p>The Board received and noted the contents of the paper.</p> <p>The Board noted that the report was an improvement on the various reports in the past and showed a united SLT with a focus on the outcomes [REDACTED].</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>PRS Progress</p> <p>CASW updated the Board on the progress of the PRS wananga and the request for a Pacific caucus once the six wananga are completed. The Board asked for assurance that NGOs were represented and what options were there is their voice was not heard.</p> <p>CPD Audit</p> <p>The Board sought advice on the numbers of social workers who did not provide their CPD for the audit. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] was noted that a review of the audit process is being undertaken currently.</p> <p>Tribunal</p> <p>The issue of the servicing of the Tribunals was discussed and a paper will come back to the Board with recommendations.</p>	<p>Performance reporting added to the next CE's Report</p> <p>Ombudsman report to be sent to Board</p> <p>[REDACTED]</p>

	<p>The Board also suggested that new appointments to the Tribunal are required to declare availability as part of the recruitment process.</p> <p>Budget Bid</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Policy</p> <p>The Board asked that the Return to Practice and Supervision policies be reviewed and updated. It was noted that these are on the Operational Policy priority. The P&WFP Manager will review their priority in light of other demands and the potential barrier to entry though the WF lens</p> <p>PCCs</p> <p>The Board expressed an aspirational view on getting some clarity around timeframes for PCCs. This is noted.</p> <p>The Board receives and accepts the CE’s Report.</p> <p>Unanimous.</p>	<p>Paper on servicing of the Tribunals to next Board meeting.</p>
<p>6</p>	<p>Administration</p>	
	<p>6.1 Draft Minutes and Action Points</p> <p>The minutes were accepted as a true and correct record subject to minor amendments.</p>	

	<p>Unanimous.</p> <p>The Board requested an updated paper on part payment. The Board would hold a special meeting to discuss this.</p>	<p>Provide the Board with an updated Part-payment paper</p>
6.2	Interest Register	
	<p>[REDACTED]</p> <p>The Chair noted that she is the Iwi representative for the review of the Family Court.</p>	<p>Make changes to the Interest Register.</p>
6.3	Specific Disclosures Register	
	<p>[REDACTED]</p>	<p>Make changes to Specific Disclosures Register.</p>
6.4	Delegations Register	
	<p>Delegations were noted.</p> <p>Hohepa Patea entered the meeting at 1:55 pm.</p> <p>The meeting closed at 2:00pm.</p>	

**MINUTES OF
SOCIAL WORKERS REGISTRATION BOARD MEETING**

<p>Online meeting</p> <p>Wednesday 20 April 2022, 5.15pm</p>	
Agenda Item	Action
Present	

reduce with active management and analysis of the categories. [REDACTED]

The Board discussed the importance of clear sending message to the sector. That those who have outstanding debt with SWRB will not have access to the part payment option until debt is cleared.

Board members suggested that as part of advice in future that it would be useful to include information on estimated costs (cost/benefits). It was recognised that the transition to mandatory with the resulting aged debtors has resulted in significant work for the secretariat. [REDACTED]

The Board discussed the proposed recomedations and agreed subject to amended wording:

Agrees to extend the part-payment for social workers paying the Annual Practising Certificate through the 2022/23 year *for those who do not have an outstanding debt for PC and/or fee*

Agrees to end part-payment as an option for the start of the 2023/24 year

Unanimous

The Board discussed whether the implementation of removal of the part-payment option could be brought forward. Management will investigate and provide the Board with options, following the PC round.

The Board also expressed an interest in receiving advice on possible flow on effects where the employer making a payment on PC fees directly to the Board, and whether this may undermine the regulatory obligations on the individual, and afford rights to the employer. Management will seek external legal advice on the question, working with interested Board members to hone wording in advance of the brief being sent.

Meeting closed at 6.30

SOCIAL WORKERS REGISTRATION BOARD MEETING

3 JUNE 2022



MINUTES

Physical meeting		
Friday 3 June 2022, 9.00am-4:00pm		
Agenda Item		Action
Present		
Shannon Pakura	Chairperson RSW	
Rose Henderson	RSW	

Paula Rose	Lay Member
Jeff Sanders	Lay member
Adam Davy	Lay member
Apologies	
Andrea Nichols	RSW
Hori Ahomiro	RSW – Proxy delegated to Shannon Pakura
In attendance	
Sarah Clark	Chief Executive
Paul Kirby	Registrar
Hohepa Patea	Chief Advisor Māori Development
Catherine Hughes	Chief Advisor Social Work
Liz Jones	Policy and Workforce Planning Manager
Mary Weddell	Business Operations Manager (BOM)
██████████	Senior Executive Coordinator
In attendance for relevant agenda items	
██████████	BDO
██████████	Senior Financial Advisor
██████████	Strategy, Planning and Performance Lead
██████████	Senior Advisor Social Work
██████████	Senior Advisor Social Work
██████████	Senior Advisor Social Work, Māori
██████████	Deputy Registrar
██████████	Senior Advisor Social Work
██████████	Senior Legal Advisor
██████████	Director, Rice Speir
██████████	Partner, BDO
Quorum	

	Yes, as per Schedule 1, Section 37 of SWRB Act	
--	--	--

New Staff

The Board were introduced to new staff members: [REDACTED]
[REDACTED]

1 Subcommittees

[REDACTED] joined the meeting.

1.4 FAR Committee

The FAR Committee met on 17 May 2022. The Board received and noted the contents of the FAR Committee papers.

Financials at the end of March (\$615k actual vs budget \$544k). The projected Year End position is an expected deficit of -\$113k and equity (Reserves) of \$574k.

The primary focus has been on the 2022/23 Budget, forecasting for out-years, and the development of the Reserves Policy [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Board noted the Reserves Policy in principle, and recommended it come back to the next Board meeting for formal approval.

Management expressed that they were confident in being able to deliver the work programme. Noting prioritisation would be needed for any new areas of work.

The Board asked that Management provide amanchdvice for consideration on future fee consultations including options around timing for undertaking the work and implementation, in order to make a more considered decision. Initial discussion suggested January 2024 may be considered as part of the development.

The Board asked for additional information to inform the outyear budget:

- [REDACTED]

[REDACTED]

[REDACTED]

Decision:

The Board approved the 2022/23 Budget, and its inclusion in the SPE (with Shannon and Adam delegated to sign-off on behalf of the Board).

Unanimous

[REDACTED] left the meeting.

1.5 Complaints and Notifications Sub Committee

Apologies received from the Chair of the subcommittee. Rose Henderson provided the update. There had been two meetings of the subcommittee since the last Board meeting, with 10 cases over that period.

Noted that some are quite old before they get to the subcommittee, but budget resource may assist with that. Conflict themes are being analysed so that learnings and trends can be disseminated to the sector.

The committee are keeping a list of issues in order to raise with the OT Chief Social Worker.

The Board requested that management plan to undertake an audit on the status of the information recorded in the database, noting that there would be legacy issues from transferring data from the previous database. It was recommended to see how other regulatory bodies ensure data integrity.

The Board recommended that a reminder be placed in the next newsletter for Social Workers to check their status and contact us if there was any doubt.

The Board requested an update on the database broad audit at the September meeting.

1.6 Remuneration Sub Committee

The Remuneration Committee met on 17 May. Once a new Board member is appointed, a skills assessment will be undertaken to create a board development plan. The suggestion was made to use an independent contractor to undertake a gap analysis and ascertain what development needs are required.

REM: Board skills gap analysis and response plan.

Chairs: Undertake ToR reviews.

	<p>Board fees increase of 10%. were approved from 1 July 2022</p> <p>Brief discussion was undertaken on what the Public Service Guidelines on pay restraint means for SWRB, in particular managing the retention of our capable and professional workforce.</p> <p>The Board expressed their appreciation to undertake Governance (G-Reg) training. Board members reported the training was relevant to the Director role and accountabilites.</p> <p>Chairs of subcommittees were asked to undertake a review of the Committee's Terms of Reference at their next meeting and inform the Board of any recommended amendments at the next Board meeting.</p>	
2	Governance	
	<p>2. 1 Statement of Performance Expectations</p> <p>The SPE and Budget 22/23 were approved at the meeting. Unanimous</p>	
3	Being an Effective Regulator	
	<p>Keith Manch, Chief Executive of the Civil Aviation Authority (CAA) joined the meeting.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
4	Information/Discussion	
	<p>4.1 <u>Chief Executive Report (consolidated)</u></p> <p>The Board received and noted the contents of the paper. [REDACTED] joined the meeting.</p>	

The Board noted the table outlining Practising Certificate renewal volumes, which will now be included in all CE consolidated reports. The Budget 2022/23 makes assumptions on volumes, and this table gives the Board insight into trends and assumptions. The staggered approach taken with communications to the sector has enabled us to deal with a smaller quantity of queries for unforeseen issues that have arisen and has improved our ability to respond quickly. This was acknowledged as a positive move.

Management confirmed that the unintentional IMIS restrictions issue experienced by Social Workers with outstanding debt has been resolved with a manual intervention.

CPD information is personal, and under the Privacy Act is not able to be released by SWRB to employers [REDACTED]

[REDACTED]
[REDACTED] The secretariat will look at associated policies, purpose of audit, simplification, compliance education, and information campaigns. It will also investigate what other regulators do if CPD logs are not completed. Prioritisation of this work will come to the Board.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Clarification was sought on the KPI for responding to sector queries, and it was confirmed that they are prioritised with interim responses where necessary – and the team undertake weekly reviews of outstanding items.

Advisory Ropu met in Auckland on 23 May. A written summary is being produced and will feed into the draft education programme recognition standards.

The Board requested an update on the earthquake rating of the building (red and yellow book).

[REDACTED]
[REDACTED]
[REDACTED]

The Board indicated an interest in visibility of potential reporting from IMIS and were advised this data is where SWRB are wanting to drive the dashboard from.

	<p>Drafting the KPI's have been delayed due to staff absences. Snapshot is available as a module.</p> <p>A key deliverable is going to be our communications and engagement plan in the new mandatory environment. This will come back to the Board.</p> <p>The new Board appointment appointment has been delayed [REDACTED]</p> <p>The Workforce survey is going well, with 60% of the Social Workers who renewed their Practising Certificate also having completed the survey – 6% up from last year.</p>	
5	<p>Approach to District Court Appeal</p>	
	<p>The Board received and noted the contents of the paper. [REDACTED] joined the meeting.</p> <p>The Appeal has been granted, and a date set down for August. As noted in the paper, there are three key legal elements, [REDACTED]</p> <p>There will be parallels within the test of law that applied at the time of the Tribunal decision versus now (with our current scope), and we will provide an affidavit to the Court so they can see that there is a slightly different test now than what was applied at the time of the Tribunal decision.</p> <p>This case will enable the Court to offer observations on the current legislative scope.</p> <p>Decision: The Board was satisfied with the Appeal approach as outlined. Unanimous</p>	<p>Legally Privileged watermark to be added to papers.</p>
6	<p>Registration Approval Items</p>	
	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

- [Redacted]
- [Redacted]

3.1 Register with no conditions.

3.2 Register with no conditions.

The findings from the hui held will be presented to the Te Kahui next week, on the context of what we did, how we did it, and in terms of what the standards could look like.

It was noted that we will need to have an idea of costs and be aware of future costs when we do a review of the standards in the future. Care will be taken regarding how responsiveness to the Te Tiriti o Waitangi. Noting SWRB is a Crown Agency.

Implementation plans and timeframes will be developed once the standards are complete. Changing compliance standards will require a period of running a dual system (see below). Equally, consideration has been given to how the degree may be delivered differently over time, and that the standards remain flexible enough to meet the different pathways.

Re-Recognition Timetable

While the unified degree is being developed by Te Pūkenga for delivery across the 10 ITPs' the Board are asked to approve the reversion back to the original SWRB re-recognition schedule (as it stood prior to the changes voted in by the Board in December 2022).

If current degrees maintain their recognition for the next 8 years maximum, this will achieve the requirements set out in Institutions Programme Regulations as well as allowing students to transition through the teach out.

Noted that mid-cycle review is a follow up and a lighter 'peer review' approach, which has been well received by providers. There is opportunity with the new standards and the monitoring framework to make considered decisions on recognising the differences between universities and polytechs. We note that these entities have different reporting mechanisms.

The Board welcomed the opportunity to review the proposed standards in future and asked that consideration be given to their meeting with Programme Recognition standards hui participations at the end of the PRS process.

Decision:

The Board agreed to revert back to the original timetable; they noted the re-recognition process for Te Pūkenga; and agreed the delegation to the Chief Social Worker to adjust the timing of re-recognition and mid-cycle visits to fit with SWRB timeframes, Te Pūkenga's implementation, and availability of the 10 ITP's while the current programmes are being taught out.

Unanimous

8 Administration

8.1 Draft Minutes and Action Points

The minutes of 8 April 2022 were accepted as a true and correct record subject to minor amendments, including: correcting the mark-ups; notation of proxy's given to the Chair; and [REDACTED]

Agreed. Unanimous.

The minutes of the Special meeting of 20 April 2022 were accepted as a true and correct record subject to minor amendments, including: turning off track changes; and making an action point out of "Employers have an increased role if they paid their Social Worker's fee".

Agreed. Unanimous.

8.2 Interests Register

[REDACTED]

8.3 Action Points

- 322 – now to the July Board meeting (Operational Work Programme)
- 328 – Delegations Report
- 316 – Board feedback on carbon emissions plan. Check with Tim about Teams (if Diligent used broader)
- 304 – Privacy Policy. Update at next meeting.
- 284 – Note we uploaded our submission. Regulations Review Committee.

8.4 Delegations Register

Add Chief Social Worker delegation item as noted above in minutes: Re-Recognitions timetable.

Delegation to Education – close.

8.5 Report from the Chair

[REDACTED]

Register: [REDACTED]

Sec: Update Actions Register and reorder; clean up Closed items.

Chair to update SWRB Work Force Planning & Policy Manager.

	Board dinner evening of Thursday 7 July – venue to be advised.	
--	--	--

The meeting closed at 4:00pm.

Appendix enclosed.

Appendix 1: Keith Manch briefing

Keith Manch, Chief Executive of the Civil Aviation Authority (CAA) joined the meeting.

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

SOCIAL WORKERS REGISTRATION BOARD MEETING



8 JULY 2022

MINUTES

Physical meeting		
Friday 8 July 2022, 9.00am-4:00pm		
Agenda Item		Action
NB: some items were dealt with out of order of the agenda – but have been minuted in line with the original agenda.		
Present		
Shannon Pakura	Chairperson RSW	
Rose Henderson	RSW	
Paula Rose	Lay Member	
Jeff Sanders	Lay member	
Adam Davy	Lay member	
Andrea Nichols	RSW	
Hori Ahomiro	RSW	
Apologies		
In attendance		
Sarah Clark	Chief Executive	
Paul Kirby	Registrar	
Hohepa Patea	Chief Advisor Māori Development	
Catherine Hughes	Chief Advisor Social Work	
Liz Jones	Policy and Workforce Planning Manager	
Mary Weddell	Business Operations Manager (BOM)	
██████████	Strategy, Planning and Performance Lead	

In attendance for relevant agenda items		
	BDO	
	Senior Financial Advisor	
	Senior Advisor Social Work	
	Senior Advisor Social Work	
	Senior Advisor Social Work, Māori	
	Deputy Registrar	
	Senior Advisor Social Work	
	Senior Legal Advisor	
Quorum		
Yes, as per Schedule 1, Section 37 of SWRB Act		

1.	Board only time
	<p>The Board were introduced to new staff members: [REDACTED] [REDACTED]</p>
2.	Te Pūkenga
	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Refer Appendix 1 for more detail.</p>
3	Education Standards Developments Update (PRS Review)
	<p>[REDACTED] joined the meeting and gave a status overview of the work being undertaken in drafting the PRS – the themes and four pou; This work takes account of ROVE; emerging social work education; the legislative mandate; obligations for Māori and other diversity groups, embracing Te Tiriti. Noted He Arapaki used as a basis for this work.</p> <p>Substantial consultation with the sector and Advisory Ropu was undertaken. Discussion also touched on code of ethics, values, historical understanding of social work uniqueness; legislation; competencies; and timelines (requiring transition programme to ensure providers are compliant).</p> <p>Next steps: completion of the draft; internal SWRB review; submission of proposed standards to the September Board meeting; and public consultation on the draft PRS.</p>
4	Subcommittees
	<p>[REDACTED] joined the meeting.</p> <p>4.1 <u>FAR Committee</u></p>

The FAR Committee met on 16 June 2022. The Board received and noted the contents of the associated papers. The FAR highlighted that;

- Audit NZ: has completed the 2021 audit, and we await final version to seek Board approval. Sign off will be electronic.
- Spotlight Report:SWRB a strong position as at the end of April, with a surplus to date of \$471k – with full YE projected position deficit of \$113k. Total equity expected to trend down to 30 June.
- Crown funding: noted the tension caused by low funding for Crown statutory obligations. The Financial modelling has identified an accumulated amount at the end of two years. The Secretariat will continue to refine the actual costs.

Reserves Policy

Overview provided of the key findings from the BDO modelling undertaken on the proposed Reserve's Policy – over 3 years, based on May month (lowest month each year – then taking into account the database replacement).



Decision:

The Board approved the equity cash reserves range as proposed, based on calculations of the lowest month revenue plus an accumulative allowance for the database, and it was agreed to reach the Reserve targets over time.

Unanimous

Risk Register

Is a live document this is regularly reviewed by SLT. There are no material changes to note for the Board.

- Covid risk was highlighted and will be discussed further at the next SLT.
- Noted there is cross over between risk mitigation and business continuity requiring management judgement (with risks brought to the Board for mitigation strategy).
- Covid protocols, including vaccine mandates for visitors, are reviewed regularly.
- Confirmation of collecting data on vaccinations and boosters of staff (and Board).

Request to format Risk Register: (i) new items have an alternative (red) font colour to stand out; (ii) use borders to indicated separation of lines; (iii)

4.2 Complaints and Notifications Sub Committee

The Board received and noted the update from the CAN Chair.

- A large number of complaints have been received. Are logged to IMIS but reporting is not yet set up.

[Redacted]

- Delays have been noticed, albeit praise given for the quality of recent reporting to the Board. Request to see more trends and themes in a visual dashboard style.
- The Board discussed the appropriate use of social media by social workers.

4.3 Remuneration Sub Committee

The Board noted that the REM Committee had not met since the last Board meeting: 3 June .

BOM: Format Risk Register

Registrar: complaints trends dashboard

Registrar: explore complaints systems of other regulators

CE: investigate a joint statement from SWRB and ANZASW on the use of social media and the relationship to te code of conduct and the code of ethics.

5	Governance	
	<p>5.1 Board Governance Manual: Health & Safety Charter</p> <p>The Board received and noted the Health and Safety Charter papers. The Business Operations Manager gave an overview of the updates made to the H&S Charter.</p> <p>Noted that due to circumstances including staff changes, the bi-annual review of the other sections of Governance Manual is delayed. This work is now being prioritised. Visibility was requested on review dates for policies, with approval of updates at Board meetings.</p> <p>Decision: The updated Health & Safety portion of the Charter was approved by the Board, noting that other sections of the Governance Manual will also be updated in due course. Unanimous</p>	<p>BOM: Develop Master List of Policies and dates for review`</p>
6	Information/Discussion	
	<p>6.1 <u>Chief Executive Report (consolidated)</u></p> <p>The Board received and noted the contents of the report.</p> <p>Registration: The work of the registration team was acknowledged, particularly in light of the changes experienced this year, and impacts of Covid and illness on staffing levels. Further focus is being applied to tidying up the reminder process for APCs and any delays on issuing receipts.</p> <p>Concern raised about whether the repeal of s13 (in February 2024) was widely understood and fully known in the sector, and the impacts that it may have on the Board deciding on future s13's. Management noted that there has been a delay on s13's and they are taking a project approach which will cover legal opinion, lead in times, communications, and identify resource to clear the backlog.</p> <p>Official Information Act Requests Brief discussion on OIA's received by SWRB. CE confirmed that where an OIA might have reputational risk associated, full details will be provided to the Board. In addition a summary of all OIAs will be included in the consolidated report on the theme of OIA's.</p> <p>Disciplinary Tribunals</p>	<p>Registrar: review IMIS options for comparison reporting</p> <p>Legal: opinion of impacts of s13 repeal (on Board timing of decisions)</p>

[Redacted]

Professional Conduct Committee

Approximately 20 attendees were at the recently held PCC training (May). Legal will report on any upcoming training sessions for PCC members as and when they are coordinated.

Māori Development

The Board acknowledged the increasing visibility of SWRB’s responsiveness to Māori and the contribution of the Chief Advisor Māori Development and the Senior Advisor Māori Development. Discussion on the Board’s policy for commitment to Te Tiriti will be held at the September Board meeting.

Royal Commission

Decision:

Due to tight deadlines, the Board agreed that the Royal Commission Inquiry into Abuse in Care submission be approved by the Board Chair, with a copy of the response to the Board.

Unanimous

Dashboard – SPE measures and Service Indicators

The Board agreed the priority measures they wish to see reported on include: Finance SPE targets; staff measures; and customer service measure/targets.

They requested additional reporting on:

- Education: including measures on number of graduates by institution.
- Human Resources: gender, ethnicity, lwi, salary

7 Registration Approval Items

[Redacted]

Registrar: options on ‘less serious’ historical offending

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

8 Education: Auckland University Re-recognition

The Board received and noted the contents of the papers.

	<p>[REDACTED]</p> <ul style="list-style-type: none"> Due to Covid impacts, the University of Auckland 2021 re-recognition date was rescheduled to 2022. SWRB carried out a desk audit prior to the onsite visit of 23 March 2022. Questions from that audit were collated for exploration during the one-day re-recognition process. <p>[REDACTED]</p> <p>The panel also recognised that UA had areas of high achieved including teaching quality, and g aspects of the curriculum being provided.</p> <p>The Programme Recognition Standards (PRS) Review will include a review of the cost and functions or re-recognitions and mid cycle revs and will provide the Board with advice on a proposal to change the fee. It is also expected that funding for other education and training related activities will be included in the wider Education Framework review.</p> <p>Decision: Timetable of re-recognition of Auckland University’s Bachelor of Social Work and Master of Social Work be re-recognised 31 December 2026. Unanimous</p>	
9	Operational Policy Work Programme	
	<p>9.1 Operational Policy Work Programme</p> <p>The Board requested additional status overview and timelines be added to the reporting. Priority to be placed on clarity of supervision, particularly with regards to timing and frequency.</p>	
10	Administration	
	<p>10.1 Draft Minutes and Action Points</p> <p>The minutes of 3 June 2022 were accepted as a true and correct record subject to minor amendments, including:</p>	

(i) Minor change to title (ii) 1.2 complaints themes (not conflict themes); (iii) Second para – integrity of Reg put note on Reg on contacting the registrar’s; (iv) Chief Social Worker needs to be changed on 1.2 is it one or both with [REDACTED]

Agreed. Unanimous.

10.2 Action Points

Request to change formatting to reflect Diligent view (font size in particular)

10.3 Specific Disclosures

The Board agreed that all items noted are for an annual period (going forward) – and that after one-year items can be removed and archived. All current items can now be archived.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

10.5 Delegations Register

No update.

10.5 Report from the Chair

Verbal update.

The meeting closed at 3:05pm.

Appendix enclosed.

Appendix 1: Te Pūkenga Briefing

Angela Beaton, Te Pūkenga DCE of Delivery and Academic, [REDACTED]
 [REDACTED] joined the meeting via Zoom.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Further updates to the SWRB will be provided in due course, as progress is made on the unified degree.

SOCIAL WORKERS REGISTRATION BOARD MEETING



16 SEPTEMBER 2022

MINUTES

Physical meeting		
Friday 16 September 2022, 9.00am-4:00pm		
Agenda Item		Action
<i>NB: some items were dealt with out of order of the agenda – but have been minuted in line with the original agenda.</i>		
Present		
Shannon Pakura	Chairperson RSW	
Rose Henderson	RSW	
Jeff Sanders	Lay member	

Adam Davy	Lay member	
Andrea Nichols	RSW	
Moses Faleolo	RSW	
Apologies		
Paula Rose	Lay Member – Feedback and vote casting provided in advance	
Apologies noted from Jeff Sanders – one hour absence at 1.30pm.		
In attendance		
Sarah Clark	Chief Executive	
Paul Kirby	Registrar	
Hohepa Patea	Chief Advisor Māori Development	
Catherine Hughes	Chief Advisor Social Work	
Liz Jones	Policy and Workforce Planning Manager	
Mary Weddell	Business Operations Manager (BOM)	
██████████	Strategy, Planning and Performance Lead	
Tracy Ford	Senior Executive Coordinator	
In attendance for relevant agenda items		
██████████	Senior Financial Advisor	
██████████	Deputy Registrar	
██████████	Intermediate Legal Advisor	
Guests		
██	re Education Standards	
██████████	Chief Executive, Barnardos	
Quorum		
Yes, as per Schedule 1, Section 37 of SWRB Act		

1.	Board only time
	<p>Items discussed in Board only time:</p> <ul style="list-style-type: none"> • Introductions with Moses Faleolo • Agenda • Chief Executive’s Key Performance Indicators.
2	Sub Committees
	<p>2.1 Finance and Audit Committee</p> <p>Chair of the FAR Committee provided a verbal overview; noting that a link was available the FAR Committee papers.</p> <p>2.1.1 Year End Result</p> <p>The end of year financial position to 30 June 2022 was satisfactory, with a YTD Actual position of -\$65k – a positive variance against the forecasted YTD deficit of -\$115k.</p> <p>Whilst cash equity was below our newly set reserves target range minimum it was nonetheless a great result. Subject to audit review and any adjustments to be made to the debtors provisioning, the result should remain satisfactory.</p> <p>[REDACTED]</p> <p>Action: Discuss delays of invoice payments by Authorised Employers at a FAR meeting.</p> <p>2.1.2 Debtor Report</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>he FAR Chair would continue to work with the Senior Financial Advisor to simplify some of the complexities in the reporting and clarify the terminology used.</p> <p>Decision:</p> <p>The Board noted and received the papers.</p> <p>The Board agreed to write off [REDACTED] in bad debts, including [REDACTED] for practising certificates and \$ [REDACTED] for registration applications.</p> <p>The Board noted that FAR Committee were within their delegation to manage FY21/22 doubtful debts provisions as outlined in recommendations c) and d).</p>

	<p>2.1.2 The FAR Chair noted that the Reserves target would be added to the Risk Register as a separate line item, given this is fundamental to the future success of the organisation.</p> <p>The Board noted the Risk Register and noted that the colour coding was helpful.</p> <p>2.2 Complaints and Notifications Committee</p> <p>The Chair of the Committee updated the Board on Committee meetings. This included the Registrar discussing an internal project on improving complaints outcomes and process – noting that whilst complaints are dealt with efficiently there are some opportunities to improve outcomes for public safety and enhance professionalism.</p> <p>The Board supported the further investigation.</p>	
3	Governance – Future Funding and Reserves	
	<p>At FAR Committee in May 2022, a target range for Reserves was agreed to. In June, subsequent projections show that Reserves would be achieved only at the lower end of the range. The organisation has a legislative requirement to be financially responsible, and management were asked to propose how to bring Reserves into the middle of the range, and the paper tabled provided four options.</p> <p>Robust discussion was undertaken on the options tabled for the timing of consultation and implementation of CPI fee increases.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Decision: The Board agreed Option One from the Future Funding Reserves paper. Vote passed with five members in agreement [REDACTED]</p>	
4.	Regulatory – Education Standards Development	

[REDACTED] joined the meeting.

It was outlined that significant features of the Standards Development included a principled framework developed from a Te Tiriti informed engagement process. Governance and curriculum were balanced with inclusion of 'the student journey'.

The Board was advised that where the current standards were still relevant, these were retained with strengthened language and greater transparency regarding s100 and competencies, with demonstrable criteria built in. Also included was recognition and inclusion of mana whenua status, matauranga Māori and indigenous perspectives; with Te Tiriti modelling of leadership, engagement and development.

It was noted that the presenters had developed a second Appendix which was not included in the papers. Papers copies were made available. The tabling of this paper at the Board meeting prevented the Board being able to provide considered feedback. There were other areas that required further clarity.

The Board requested that the additional information be provided. The Board did not want to unduly delay the process, indicating that online was possible (not having to wait for the next Board meeting). They were mindful of both timeliness of feedback to the sector advisory group and of the timeline for Te Pukenga's finalisation of their degree.

Decision:
The Board agreed to pause briefly in favour of seeking further information before agreeing in principle to the draft standards progressing.

[REDACTED]

5. Pay Equity Update

Mike Munnely, Barnardos Chief Executive joined the meeting to update progress on the Pay Equity Claim. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

	<p>[Redacted content]</p>	
6	Governance	

6.1 Update on development of Annual Report 21/22

The Board noted the paper, and the advice that SWRB has an obligation as a Crown Entity to design and formally print their Annual Reports.

Decision:

With some minor wording suggestions, the Board agreed to the proposed draft outline of the 21/22 Annual Report outline and contents.

6.2 Proposal to engage a Māori Mentoree

The Board noted the paper, advising this item had been signalled in their Board Only time. The purpose of the paper was to discuss the concept of developing tangata whenua to be supported into governance roles. This raised a larger question around Māori representation at the table as Board members.

There was unanimous support to have more diversity, particularly, Māori voices, around the Board table, noting the Board goal of at least two tangata whenua as appointed Board members.

Decision:

The Board requested the Chief Advisor Māori Development investigate further the concept of Māori Mentoree and SWRB’s position and timing of appointing Board members.

6.3 Updated MOU with ANZASW

Engagement is underway with the Aotearoa New Zealand Association of Social Workers (ANZASW) to update and sign off on an updated Memorandum of Understanding to strengthen working relationships and i encourage more collaboration between the two agencies.The MOU does contain a termination clause should the MOU be breached.

Decision:

The Board agreed to the updated Memorandum of Understanding and delegated sign off authority to the Board Chair and Chief Executive.

6.4 He Arapaki: Te Reo titles for Board

The Chief Advisor Māori Development outlined the recent engagement with contractor [REDACTED] and the work undertaken on waiata and the translation of titles into Te Reo as part of building our cultural framework.

Board	Paewhiri
Board Chair	Tūmatahuki
Complaints and Notifications Committee	Kāpui Nawe Whakjaatu
Finance, Audit and Risk Committee	Kāpui Turaru Arotake Rawa

MOU to be signed by SWRB Chair and ANZASW President

	<p>Remuneration Committee Kahui Māori</p> <p style="text-align: right;">Kāpui Whakaea Kāhui Ringa Rehe</p> <p>Decision: The Board noted the contents of the paper and approved the use of the Te Reo titles.</p>	
7	Information / Discussion	
	<p>7.1 Chief Executive’s Consolidated Report</p> <p>The Board noted the papers.. Updates were provided.</p> <p>Pay Equity rollout: Further to the presentation by Mike Munnelly earlier, [REDACTED]</p> <p>Oranga Tamariki Budget Initiative: We are making progress towards appointing someone to undertake the project scope of this work.</p> <p>Public Trust in the Sector: We have commissioned an agency to undertake survey work of the public trust in the social worker sector. They will report back in March 2023.</p> <p>Kāhui Māori (Kahui Ringa Rehe): Chief Advisor Māori Development is proposing that Kahui Ringa Rehe meet with the Board on day one of the November board meeting (24th). Feedback was sought from the Board to agreement. Note that Graeme Warren stepping down from Chair role but remaining on the Kāhui. Mahanga Maru taking over Chair role.</p> <p>Registration data: Registrar was asked to provide interpretation of the data provided (comparable information on previous year). Noted the previous year was artificially high. Explanation was also provided on the number for declared not-practising APC’s as accumulative historically (which can include those currently overseas; who may have left the profession; or who have passed away). Work is underway on communicating with all social workers currently non-declared.</p> <p>Social Workers Day: To be celebrated 21st September Board members provided feedback on the approach to publicising the day, and the social work members were photographed to be included in the OnBoard newsletter</p> <p>Staff Engagement Survey: Staff are meeting in facilitated groups (without managers) to review feedback on what we do well, and what we do not. Initial</p>	

results are positive for leadership and organisational culture. An action plan from staff feedback will be developed.

Board Software Update:

[Redacted]

Response to Royal Commission: Our response has been loaded to the Resource Centre of Diligent for information and emailed to Board.

Dashboard: Draft of what the data might look like has been developed, with legal team consulted on privacy issues. A sample has been sent to MOH this week, and we are awaiting their response.

CPD Audits: Feedback provided is that there is some dissatisfaction with acknowledgement (or lack thereof) of receipt of data being provided. Guidance is for management to ensure that the requirements of CPD audit 'reflections' are not cumbersome on social workers.

Appeal: The Board noted the outcome of the Appeal. to the Board thanks the Senior Legal Advisor and the external legal firm acting for the SWRB for their work on behalf of the Board.

8 Registration Approval Items

[Redacted]

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

[Redacted]

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

[Redacted text block]

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

[Redacted text block]

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

[Redacted text block]

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

[Redacted text block]

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

[Redacted text block]

9	Regulatory – Education Reports	
	<p>9.1 ARA Institute of Canterbury</p> <p>The Chief Advisor Social Work advised the Board that an early draft of the report had been inadvertently loaded. The Board noted that there are no material changes. The assessment was a joint monitoring visit by SWRB and NZQA.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Decision:</p> <p>The Board agreed that ARA Institute of Canterbury to be recognised to 14th July 2027.</p> <p>Unanimous</p>	
10	Administration	
	<p>10.1 Board Dates for 2023</p> <p>The Board noted the expiration of the following member’s terms in June: Paula Rose: no term rollover available however the Crown Entity Act provides the ability to remain a member until Board member replacement process is completed. Adam Davy and Jeff Sanders: term rollover available.</p> <p>Decision:</p> <p>The Board accepted the dates as proposed for Board meetings in 2023.</p> <p>Unanimous</p> <p>10.2 Draft Minutes and Action Points</p> <p>The minutes of 8 July 2022 were accepted as a true and correct record subject to:</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Agreed. Unanimous.</p> <p>10.3 Action Points</p> <p>Noted that all items nominated for update in September were either still in progress or had now been completed (coded green, and which will now be removed). Positive feedback received on the colour coding making the table easier to read.</p> <p>10.4 Specific Disclosures</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>10.5 Interests Register</p>	<p>Chair: Discuss 2023 availability with Moses Faleolo</p>

<p>[REDACTED]</p> <p>10.6 Delegations Register No changes.</p> <p>10.7 Report from the Chair [REDACTED] [REDACTED]</p> <p>Noting quorum numbers required, the Complaints and Notifications subcommittee to discuss member numbers and quorum levels at a Committee meeting.</p>	
---	--

The meeting closed at 4.30pm.

SOCIAL WORKERS REGISTRATION BOARD MEETING



7 NOVEMBER 2022

MINUTES – SPECIAL MEETING

Online meeting	
Monday 7 November 2022, 10.30am – 11.00am	

Present	
Shannon Pakura	Chairperson RSW (online)
Rose Henderson	RSW (online)
Adam Davy	Lay member
Andrea Nichols	RSW
Apologies	
Paula Rose	Lay Member.

- (a) The sector didn't have the standards available to them when SWRB engaged with them in the information gathering first round, and would now be offered the opportunity to consult on the proposed standards directly; and that
- (b) As a government agency, there are expectations of what constitutes consultation, and this would need to be wide, including regulators and other agencies, beyond the social work sector engagement to date. The Registrar also advised the Board that formal consultation would align with our legislative obligations under the Act. It was also noted that SWRB have not tested the proposed standards in the new legislative framework environment – and management wanted to ensure that their advice to the Board was fit for purpose.

The Board acknowledged the requirement for additional consultation beyond the social sector, and directed that management undertake this in the normal robust way.

It was noted that internal resource would be allocated to manage the consultation, and that a discussion document and communication plan will be drafted to support the consultation process on the draft education standards.

Decision:

The Board noted and received the contents of the paper.

The Board approved the draft Education Standards be progressed to consultation stage.

Unanimous

There was discussion on how the standards address competence, and whether this should be a matter for the Board to consider in future.

[Redacted]

[Redacted]

[Redacted]

<p>Decision:</p> <p>The Board agreed that it would retain the section on competence assurances in the draft standards and await feedback from consultation prior to further discussion or decision.</p> <p>Unanimous</p> <p>Chief Advisor Social Work joined the meeting, with apologies.</p>	
---	--

The meeting closed at 11.00am.

SOCIAL WORKERS REGISTRATION BOARD/PAEWHIRI MEETING



MINUTES 25 NOVEMBER 2022

Physical meeting		
Friday 25 November 2022, 9.00am-3.50pm		
	Agenda Item	Action
	<i>NB: some items were dealt with out of order of the agenda – but have been minuted in line with the original agenda.</i>	
	Present	
	Shannon Pakura Chairperson RSW	
	Rose Henderson RSW	
	Paula Rose Lay Member	

	Adam Davy	Lay member	
	Jeff Sanders	Lay member	
	Andrea Nichols	RSW	
	Moses Faleolo	RSW	
Apologies			
In attendance			
	Sarah Clark	Chief Executive	
	[REDACTED]	Senior Executive Coordinator	
In attendance for relevant agenda items			
	Paul Kirby	Registrar	
	Hohepa Patea	Chief Advisor Māori Development	
	Catherine Hughes	Chief Advisor Social Work (online)	
	Liz Jones	Policy and Workforce Planning Manager	
	Mary Weddell	Business Operations Manager (BOM)	
	[REDACTED]	Strategy, Planning and Performance Lead	
	[REDACTED]	Senior Financial Advisor	
	[REDACTED]	Deputy Registrar	
	[REDACTED]	Senior Legal Advisor	
Quorum			
	Yes, as per Schedule 1, Section 37 of SWRB Act		

1.	Board only time		
	Items discussed in Board only time:		
	[REDACTED]		

	<ul style="list-style-type: none"> • [REDACTED] 	
2	Sub Committees	
	<p>2.1 Finance and Audit Committee Chair of the FAR Committee and the Senior Financial Advisor provided an overview:</p> <p>2.1.1 Q1 Spotlight Report (July – September 2022) Overall, the organisation is in a surplus position of \$19k for the quarter. This result is artificially inflated by the \$170k unspent Crown funding from the Oranga Tamariki (OT) budget initiative. Without this unspent funding, the Q1 result is a deficit of \$98k. The OT budget initiative funding is expected to be fully spent in Q2-Q4 FY22/23.</p> <p>[REDACTED]</p> <p>Our current reserves result is below the minimum target, although is expected to get close by financial year end, with outyears expected to hit minimum targets.</p> <p>The Chair noted that as part of sharing our story, it should be communicated that we would be closer to our maximum reserve targets if not for helping the sector 2 years ago (\$750k).</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The Board extended their thanks and appreciation to the Senior Financial Advisor upon the news that she was departing SWRB for a career progression opportunity.</p> <p>2.1.2 Draft FY21/22 Financial Statements The FY21/22 financial statements were presented to the November FAR Committee. [REDACTED]</p> <p>[REDACTED]</p>	<p>Board Chair and Chair of Complaints Comm to discuss representation on Committees offline and update Board</p>

	<p>[REDACTED]</p> <p>2.1.3 Risk Register Updated Risk Register was reviewed [REDACTED] [REDACTED] Noted that although a fresh wave of Covid was being experienced, the mitigations being utilised were still relevant.</p> <p>The Board made a series of recommendations to update the Risk Register, which the Secretariat will action offline.</p> <p>Decision: The Board noted and received the papers.</p> <p>2.2 Complaints and Notifications Committee</p> <p>Chair of the Committee updated the Board that they had held 3 Committee meetings since the September Board meeting. A level of flexibility has been required in order to ensure quorum. Of priority is to progress the MOU with Oranga Tamariki. Information being provided in relation to complaints against Social Workers is inconsistent.</p> <p>The Chair noted she was mindful that in the departure of Hori Ahimiro, there was no tangata whenua representation on the Committee. Diversity for the Board and Committees was being worked through with MSD and Minister.</p> <p>2.3 Remuneration Committee</p> <p>Chair of the Committee advised that they had not met since the last Board meeting, with their next meeting scheduled in the New Year. Nonetheless they had been involved in discussions regarding Pay Sector Pay Adjustment and were in support of SWRB opting in.</p> <p>Noted that the current Chair's term expires in 2023 with no roll over available. Representation on Committee's is under discussion, with early recruitment and appointment required for quorum purposes.</p>	
3	Governance – Annual Report 2021/22	
	<p>As noted from the FAR Committee report, the financial statements are on track to meet our statutory timing requirements. Whilst we are providing some clarification on a few questions from the Auditors, there are no substantive changes anticipated.</p>	

	<p>The draft text and narrative have followed the structure as outlined and agreed at the September Board meeting; is currently being proofed; and has been peer reviewed by MSD.</p> <p>[REDACTED]</p> <p>Final feedback from the Board was noted in detail and will be incorporated into the final Annual Report.</p> <p>Decision: The Board agreed in principle to the draft Annual Report text for 2021/22, and to delegate sign off of the text to the Board Chair and Chair of the Finance, Audit and Risk Committee.</p> <p>Unanimous</p>	
4.	Strategic Communications and Engagement Plan	
	<p>A refresh of the Strategic Communications and Engagement Plan has not been undertaken since the move to the mandatory environment. Whilst communications are becoming more nuanced, the introduction of an organisation wide project management approach has also meant more intentional and proactive discussions on how communication interacts, and in identifying key messages and audiences.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The Board provided their feedback on the Communication and Engagement Strategy for incorporation into the next draft to be presented to the March 2023 meeting. The updated paper will focus on the strategy, rather than action plan.</p> <p>Decision: The Board received and noted the paper. An updated paper is to be brought to the March 2023 Board meeting.</p>	
5	Information / Discussion	
	5.1 Chief Executive’s Consolidated Report	

Additional verbal overviews on key items were provided:

Pay Equity: The Cabinet paper has been released and outlines that SWRB will undertake some project working looking at the non-registered social work workforce, in conjunction with a number of other agencies. [REDACTED]

Disciplinary Hearings: From the recent two hearings held, substantial costs have been awarded to SWRB, however management is not confident in recovering those costs. The Board highlighted the value of personal indemnity insurance being promoted to the wider sector, and is provided through membership of ANZASW. Management will work with ANZASW to highlight this with the sector.

Education reports and sector engagement: It was noted that another eight education reports are being finalised. The Board requested these be provided through online means rather than be kept in bulk for the March 2023 Board meeting. The Board confirmed that any issues raised on any of those reports, requiring deeper input or decision from the board, can then be discussed at the March meeting.

Business operations: Reporting on staff turnover is in line with the Public Service, [REDACTED]

Staff engagement survey: a session was held with staff this week to take an initial look at the draft action plan formulated from the survey results [REDACTED]

Board and Committee membership: As noted under Committee, discussions are underway with MSD and the Minister to complete recruitment processes early.

Board Governance Manual: Clarification was given that our legislative requirements are included in the current manual, making it fit for purpose – but that the document needs to be re-ordered and culled of operational material.

Financial Statements 2021/22: Ad discussed, are in the final stages of audit, and will be shared with the Board via online voting, requesting that delegation for sign off be delegated to the Chair and Chair of FAR Committee.

Legislative changes: Work is progressing well, and MSD are providing advice on the potential to extend s13 for 2-4, in light of anticipating there may be additional demand with the pay equity settlement. The legislation is likely to

	<p>be introduced in March/April 2023 and to Select Committee before the election.</p> <p>Regulatory: On advice from the Registrar, and with a focus on addressing the current backlog of applications, the assessor process has been streamlined [REDACTED]</p> <p>[REDACTED]</p> <p>CPD Audits: [REDACTED]</p> <p>[REDACTED] Management will use the feedback to inform the process for next year, in combination with the review of the CPD process undertaken earlier this year.</p> <p>Professional Conduct Committees: SWRB are in the final stages of recruiting and training members to our PCCs. Management noted that they were pleased with the high calibre of successful candidates. (11 Social Workers and 7 lay persons). Diversity was a focus in recruitment.</p> <p>Te Kahui Ringa Rehe: Proposal to build Te Kahui Ringa Rehe by two members to ensure robust discussions and diversity for the group. It is anticipated to do this within current budget lines. When new members have been identified, recommendations will come to the Board for approval.</p> <p>Decision: The Board received and noted the papers The Board agreed to the recommendation to build Te Kahui by two members. Unanimous</p>	
--	--	--

6	Registration Approval Items	
	<p>The Board received and noted the contents of the papers: Fit and Proper x1. Applicant Requiring a Fit and Proper Decision</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

Decision:

The Board agreed that Unitec be recognised through to 25 December 2027, subject to a mid-cycle review to address the requirements noted in the paper.

Unanimous

7.3 Northtec

[Redacted]

Decision:

The Board agreed that Northtec be re-recognised through to 31 December 2028, subject to a mid-year 2023 report back, with another by the end of 2024, a mid-cycle review in 2025 – and their meeting the specified requirement and recommendations.

[Redacted]

Unanimous

General discussion was also held on the report sizing, noting that a shorter template is now in use for assessment against the standards. If an educational provider can demonstrate they meet the standards, then theoretically their graduates should be competent against the standards. Where they are not compliant, eventually we will not gazette that educational institution.

It was noted that SWRB are currently not fully cost recovering the education reviews, but it was acknowledged that there is a considerable time investment into producing the reports. While there are multiple benefits, including in our ability to recognise the good work undertaken and the success of students there will be an opportunity to adapt our process in future. This is linked to the monitoring framework to accompany the education standards review, and the fee structure is likely to alter as a result. However there may also be opportunities for other efficiencies in the interim.

8	Request for Exemption to Policy	
---	---------------------------------	--

[REDACTED]

Whilst the Board were open to further future discussion on opportunities and pilot models, they nonetheless noted that the new draft standards (if agreed) may open the opportunity for an educational institution to set the parameters of RPL requirement – which would need to be supported by appropriate policy and be sighted by SWRB. Current standards require a minimum of 50% academic oversight.

[REDACTED]

The Board discussed the exemption request specific to the relaxation of the standards around the RPL 50% and indicated their concern at pre-empting sector consultation without proper process. The Board additionally requested written clarification be sought to formalise their other requests for consideration.

Decision:

[REDACTED]

[REDACTED] RPL; agreed to seek additional clarity on their work placement exemption needs; and noted that the Registrar to reinforce that s13 remains available.

Unanimous

9 Administration

10.1 Draft Minutes and Action Points

The minutes of the Special Board Meeting of 7 November 2022 were accepted as a true and correct record.

10.2 Draft Minutes and Action Points

The minutes of the Board meeting of 16 September 2022 were inadvertently not uploaded to Diligent and are still to be progressed via online.

Decision:

The Board agreed to provide feedback and to vote on accepting the minutes of the Board meeting of 16 September 2022 via online vote.

Unanimous

10.3 Action Points

Secretariat to review the Actions List further and nominate Board dates [per subject] for updating to the Board.

10.4 Specific Disclosures

No new items were noted.

Noted that after one-year items can be removed and archived.

10.5 Interests Register

Updates have been provided for three Board members. Follow up offline to be undertaken with others.

10.6 Delegations Register

No new Delegations to advise.

10.7 Symposium Report

The Report was tabled for information and taken as read

The three partner organisations (Barnardos, ANZASW, and SWRB) have agreed to maintain the partnership and the investment and are to meet in February 2023.

The working group will discuss a range of subjects, including sharing around the leadership of future symposiums'; use of whakatoki (Ngai Tahu or other); and the possibility of group bookings to become available; amongst other subjects.

The Board recorded their thanks to the Chair.

The meeting closed at 3.50pm.

SOCIAL WORKERS REGISTRATION BOARD/PAEWHIRI MEETING



MINUTES 3 MARCH 2023

Physical meeting Friday 3 March 2023, 9.00am-4.00pm		
Agenda Item		Action
Present		
Shannon Pakura	Chairperson RSW	
Rose Henderson	RSW	
Paula Rose	Lay Member (online from 1.00pm)	
Adam Davy	Lay member	
Jeff Sanders	Lay member	
Andrea Nichols	RSW	
Apologies		
Moses Faleolo	RSW	
██████████	Deputy Registrar	
In attendance		
Sarah Clark	Chief Executive (from 1.00pm)	
██████████	Senior Executive Coordinator	

	In attendance for relevant agenda items	
	Hohepa Patea	Chief Advisor Māori Development
	Catherine Hughes	Chief Advisor Social Work (online)
	Liz Jones	Policy and Workforce Planning Manager
	Mary Weddell	Business Operations Manager (BOM)
	[REDACTED]	Strategy, Planning and Performance Lead
	[REDACTED]	Senior Financial Advisor
	[REDACTED]	Senior Legal Advisor
	Quorum	
	Yes, as per Schedule 1, Section 37 of SWRB Act	

	<p>The Chairperson discussed the obligation and expectation that directors of a Crown Entities to be politically neutral and refrain from making public political comments/communications. Directors also received a copy of the 2023 General Election Guidelines for their information.</p> <p>The Board received and noted the papers.</p>	
--	--	--

2 Sub Committees

2.1 Finance and Audit Committee

Chair of the FAR Committee and the Senior Financial Advisor provided an overview, and summarised financial status and information.

Financials for the 6 months to 31 December 2022

For the six months ending 31 December 2022, SWRB achieved an operating surplus of \$258k, which is \$170k above budget. This result arose due to a mix of unbudgeted Crown funding for Pay Equity (\$█ – timing issue), Tribunal costs awarded (\$█), Interest received (\$█k) and expenditure control.

The Crown funding referred to is for the ‘social work-like’ project from the Pay Equity Cabinet decision where SWRB has been commissioned for additional advice alongside work being undertaken by the Public Service Commission.

Concerns were expressed that:

- ageing debtors (\$320k) and the potential for ongoing cumulative effect – management provided assurance that this is a priority focus
- Tribunal awarded costs (\$53k) which may prove difficult to collect (note the independent Tribunal awards costs as they see appropriate; SWRB then invoice the practioner and offer multiple payment solution avenues)
- SWRB responsibility as a regulator is if a ‘debtor’ social worker practices in an unsafe manner without a current PC.

█

Of note is that for reserves equity, SWRB fell just below the minimum set, albeit forecasting shows that it will increase. SWRB is in a strong cash position, however additional debtors, inflation, or unknown expenses can negatively impact.

Debtors Report

█).

Xero debtors have reduced with the focus currently being applied. Debt collection options and strategies are being developed. █

█

█

Historical Practicing Certificate debt

█

June Board agenda:
Debtor collection options and strategies.

	<p>[Redacted] Additional advice was sought on the approach management are taking to ensure that new debt is not established as part of the upcoming PC round.</p> <p>[Redacted]</p> <p>Timeliness of PCC finalisation/closures</p> <p>With 23 open PCC's, we have three pending allocation to staff. There is a balance between ensuring PCCs are not dragged out and fair timelines, and ensuring staff are not overwhelmed with the work allocation.</p> <p>Risk Register</p> <p>Updated Risk Register was reviewed, noting that any changes from the last update were coloured in red. Closed items were there for Board noting and will now be removed. The paper, and explanation to Board highlighted:</p> <ul style="list-style-type: none"> [Redacted] [Redacted] [Redacted] [Redacted] <p>Mitigations for reducing debtors to be outlined. It was noted that Risk Register goes to SLT on a regular basis for review.</p> <p>The Board received and noted the papers.</p> <p>2.2 Complaints and Notifications Committee</p> <p>Thanks were extended to Andrea Nichol (first Chair of the Committee); a welcome extended to Moses Faleolo in joining the Committee; with thanks extended to the Board Chair for her availability to assist the committee through these transitions.</p> <p>13 new complaints being considered (5 mandatory, plus 9 others from multiple sources).. Outcomes included 7 with 'no further action'; 3 were referred to a PCC; 2 were deferred to seek additional information before a decision could be made; and 1 had a provisional outcome seeking a voluntary declaration to not practice under s47(d) – fitness to practice for physical or mental health reasons.</p> <p>Several observations were noted within the paper; and an actions register is being developed for the subcommittee.</p>	
3.	<p>Education Standards Review</p> <p>A discussion document has been created, and further engagement with the sector is planned to ensure that their feedback and information has been appropriately captured within it. Wider formal consultation will be</p>	

	<p>undertaken beyond the social sector to provide for a public contribution. Scoping of the next phase of the project will include:</p> <ul style="list-style-type: none"> • Communications plan providing guidance on our engagement across a range of audiences • Identifying approaches to assessment and monitoring (noting sector suggestions) • Benchmarking our approach against that of other regulators/jurisdictions • Legal advice on the application of our function and authority • Advice on the cost recovery aspect if implementing the education standards, including how and when to undertake consultation on any fee changes. <p>One of the themes from the original wananga engagement round was co-governance. As a Crown entity, SWRB has no authority to enter a co-governance arrangement, and caution was encouraged in the use of “co-governance” terminology or in setting expectations of co-governance. The Board asked for management to address.</p> <p>The Board received and noted the papers.</p> <p>Decision: The Board approved the sharing of the Discussion Document, and that an online survey be released for comment.</p> <p>Carried. Unanimous.</p>
--	---

4	Social Worker Workforce Report and Education Provider Report
----------	---

	<p>The Annual Social Worker Workforce Report 2022 is developed from the analysis work undertaken on the SWRB’s annual Social Worker Workforce survey – conducted in concert with the annual Practising Certificate (PC) renewal round (closed July ‘22).</p> <p>The survey is a significant tool used for the Lead Agency role for Social Worker Workforce Planning, to build the knowledge and evidence base and supports our range of ongoing data sets, providing trend data over time.</p> <p>47% of social workers who renewed their PC’s completed the survey. Participation was voluntary in 2022. We are looking at the methodology of collecting this data to reduce duplication of work, and ideally make it compulsory as part of the practising certificate round from next year (and believe we have the mandate to do so).</p> <p>Headline findings for the Annual Social Workers Report 2022 cover:</p> <ul style="list-style-type: none"> • Workforce composition; workforce sustainability; knowledge and skills development; employer support and supervision; and standing of the profession. <p>Key results included:</p> <p>35% worked for Oranga Tamariki; almost 30% worked for non-government organisations, with 22% reported to work in the health sector. Social Workers were most commonly aged between 40-59 years and identified as NZ European. 19% identified as Māori, and 8% as Pacific peoples. Most common earnings were around \$70k-\$80k, with those in NGO’s averaging less. Nearly 15% of the workforce are</p>
--	--

planning to leave the sector, with the most common reason given as 'retirement'.

Around 50% of participants said employers provided them with professional reflection supervision, relevant training and skill development, with a safe and supportive work environment. Approximately 80% confirmed their employers paid for SWRB registration and Practising Certificate fees. Almost 60% stated that the status and standing of the profession had improved with the shift to mandatory registration.

The biggest challenges highlighted for the sector were recruitment and retention of social workers and pay equity.

The Board noted that, anecdotally, with only 50% of social work students graduating, there will be future issues in terms of workforce supply – and already employers are forced to look at other recruitment options. This will require a multiagency response that is beyond the scope of SWRB role. There is a cross-sector agency hui scheduled for 21 March, and some of these issues will be raised.

The Annual Education Providers Report 2021 provides a high-level overview of the SWRB's recognised social work education programmes, for each academic year. The survey is sent to all social work education providers who deliver SWRB recognised social work degree programmes that lead to a prescribed social work qualification.

Headline findings for the Annual Education Providers Report 2021 cover:

- Student demographics/composition; student attrition and retention rates; and student placements

Key results included:

13% increase in enrolment (from 2088 students in 2020 to 3014 students in 2021); largest age groups included the 24yrs and younger, and the 30-39 year olds; a 3% drop in students enrolled in placements; 85% of students identified as female and 15% as male; completion rate is at 50%; 465 students eligible to graduate (showing a 15% decrease in graduate numbers); 27% of students identified as Māori, and 20% as Pacific peoples. 29% do not enrol in year 2 courses, 13% do not enrol in year 3 courses; and 22% do not enrol in year 4 courses. Estimated 83% of those eligible to graduate become registered.

The work stages are:

Stage 1 KNOW (undertaking knowledge building activities including data analysis.

Stage 2 GROW (build on our initial base by developing further activities and insight through further surveys and enhancing those we already have in train; and

Stage 3 DEVELOP (build from our knowledge base and existing relationships to shift into the wider coordination/conduit role envisaged for the Lead Agency

	<p>and provide support for the cross-sector development of a Social Worker Workforce Strategy Action Plan.</p> <p>Decision: The Board approved the delegated authority to the Chair to publish the complete and final Annual Social Worker Workforce Report 2022, and the Annual Education Providers Report 2022, once they are available.</p> <p>Moved: Andrea Nichols. Seconded: Adam Davy.</p> <p>Carried. Unanimous.</p> <p>The Board received and noted the reports.</p>	
5	Communications and Engagement Strategy 2023-24	
	<p>Following feedback from the last Board meeting, the paper has been revised to highlight the strategic positioning, with the action section removed to form a separate operation plan for the Comms function. The communication paper is framed around He Arapaki – the SWRB’s Māori Development Strategy, and considers:</p> <ul style="list-style-type: none"> • Shapes how we start to do things, and considers our different audiences • Outlines where we sit in the picture of regulators • Considers who’s influencing us, and who we have influence on <p>Due to financial restrictions and resource capacity, engagement will be targeted and subtle, scaling back on some expectations. It was suggested that the next focus of engagement might be employers directly.</p> <p>Discussion included that SWRB is less active on FaceBook than previously, as it is not directly our audience (general public). ONBOARD is targeted and good at reaching and sharing messages with registered Social Workers.</p> <p>The Board received and noted the paper.</p>	

6	CE's Consolidated Report	
	<p>High level discussion from the Consolidated Report included:</p> <p>CPD Audit: Last year the Board questioned the need to do the CPD reflections – and the basis and value on which we request them – and asked that a regulatory lens be applied and seek advice from the Registrar on the current the requirement and value (some social workers express that there is value) .</p> <ul style="list-style-type: none"> • it was noted that assessment/judgement on reflections can cause tension for some in the sector (especially Māori), and internally it is resource heavy to process. • SWRB has undertaken a review of the process, which identified that additional work be undertaken ahead of the next round. <p>Customer experience / response times: Discussion took place on the 9% call abandonment rate as being high (albeit driven due to staff absences) and questioned mitigations.</p> <ul style="list-style-type: none"> • SWRB are looking at system issues and a review of the phone system and will make recommendations later in the year. <p>Tribunal Decisions: [REDACTED]</p> <p>Section 13 Pakeke Pathway: clarification that the Chief Advisor Māori Development is leading the engagement and relationship work in the project planning phase.</p> <p>Staffing / resignations: have been driven by a buoyant market (with staff stepping into more senior roles/able to gain salary increases), [REDACTED]. Exit interviews are offered to all staff and inform our monitoring of organisational culture and performance and subsequent action plans.</p> <ul style="list-style-type: none"> • Impacts on the business are mitigated as possible, and recruitment prioritised as appropriate (including for the Registrar role). • Demographics of some of those exiting are monitored for trends. SWRB continues to recruit for diversity, noting the tight employment market. <p>Risks / OIA / Parliamentary questions: more context and information was requested by the Board on the OIA reporting.</p> <p>Policy Advice: SWRB have been able to demonstrate the shortfall of social workers in New Zealand [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Changes to the Social Workers Registration Act: The proposed changes to the Act are predominantly minor and at the drafting stage.</p> <p>Taradale EIT Campus: Were reviewed last year. They have now advised that they have had to shut their campus due to Cyclone Gabrielle damage and will teach online.</p>	

PCC Update table: Concern was expressed at delays of PCCs, with some referral dates back to 2020. Need an understanding on what actions or redress will aid in progressing faster (albeit understanding that we await a new Registrar).

[Redacted]

[Redacted]

[Redacted]

The Board received and noted the papers.

7 Education Reports

7.1 Options for Education Reviews

The paper informed the Board of the work plan in relation to the four education standards reviews planned for 2023 and sought agreement on how education standard visits be undertaken. Discussion was undertaken on the six options provided (with benefits and risks of each outlined in the paper) and included:

[Redacted]

Decision: The Board agreed to a 'light touch' Option 2 with an amended panel consisting of Māori / tangata whenua representative (lay person, not necessarily social worker qualified).

Moved. Carried. Note: Paula Rose abstained from the decision.

7.2 Te Wānanga o Aotearoa mid-cycle review (TWOA) report

[Redacted]

[Redacted]

[Redacted]

Decision:

The Board agreed that Te Wānanga o Aotearoa be recognised to September 2024 and be scheduled for an education review at that time. [Redacted]

[Redacted]

[REDACTED]
Carried. Unanimous

7.3 Toi Ohomai education review report

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Decision:

The Board agreed that Toi Ohomai be scheduled for an education review visit in August 2027, with a mid-cycle review in 2025.

Carried. Unanimous

The meeting closed at 3.55pm.

**SOCIAL WORKERS
REGISTRATION
BOARD/PAEWHIRI MEETING**



MINUTES

28 APRIL 2023

Physical meeting		
Friday 3 March 2023, 9.00am-4.00pm		
Agenda Item		Action
Present		
Shannon Pakura	Chairperson RSW	
Rose Henderson	RSW	
Paula Rose	Lay Member (online from 1.00pm)	
Adam Davy	Lay member	
Jeff Sanders	Lay member	
Andrea Nichols	RSW	
Apologies		
Moses Faleolo	RSW	
In attendance		
Sarah Clark	Chief Executive (apologies from 2.30pm)	
██████████	Senior Executive Coordinator	
In attendance for relevant agenda items		
Hohepa Patea	Chief Advisor Māori Development	
Catherine Hughes	Chief Advisor Social Work (online)	
Liz Jones	Policy and Workforce Planning Manager	
Mary Weddell	Business Operations Manager (BOM)	
██████████	Strategy, Planning and Performance Lead	
██████████	Deputy Registrar	
██████████	Senior Financial Advisor	

	Senior Legal Advisor	
	Quorum	
	Yes, as per Schedule 1, Section 37 of SWRB Act	

1	Administration	
	<p>1.1 Draft Minutes: 3 March 2023 The minutes of the Board Meeting of 3 March 2023 were accepted as a true and correct record. Moved: Paula Rose. Seconded: Jeff Sanders. Unanimous.</p> <p>1.3 Action Points Secretariat will remove current 'closed items' from the Actions List.</p> <p>1.4 Specific Disclosures [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]</p> <p>The Board considered that these interests and agreed can be managed. Board members can raise potential conflicts at any time.</p> <p>1.5 Interests Register [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]</p> <p>1.6 Delegations Register No new delegations noted.</p>	

2	Sub Committees	
	<p>2.1 Finance and Audit Committee Chair of the FAR Committee gave a brief overview of the Spotlight Report, indicating that it was in line with the Board’s expectations. Unusually, there had been no FAR meeting held before this Board. Consequently, the Risk Register was not presented to the April Board.</p> <p>Risk Register The Board requested the register be on each Board agenda.</p> <p>2.2 Complaints and Notifications Committee Chair of the Complaints Committee provided an overview and summarised that they had met three times since the March board meeting:</p> <ul style="list-style-type: none"> • A new Complaints Assessor and the new Registrar have been appointed (Hamish McDouall) has been appointed. [REDACTED] has been appointed into the new Deputy Registrar role. • The Committee has considered 14 new notifications, plus 4 cases with additional information and 3 PCC determinations. Of the 14 new notifications, 3 were mandatory, 10 were from the public, and 1 was a self-notification. • Of the total 18 new notifications (14 new and 4 additional), the outcomes were: 12 x NFA, 5 x deferred for more information, and x1 referred to PCC. • Of the 3 PCC determinations, 2 were NFA and one recommended supervision and training. <p>[REDACTED]</p> <p>The Board received and noted the papers.</p>	<p>Risk Register to be included in Board papers even where no FAR meeting held.</p>
3.	Research NZ presentation: Public Trust in Social Workers	
	<p>[REDACTED] from Research NZ joined the meeting and presented their research findings.</p> <p>The purpose of the research was undertaken to establish (a) a baseline of the public’s current trust in social workers (in order to be able to monitor over time); (b) to benchmark trust in social workers against trust in other caring professions, such as counsellors and therapists; and (c) to identify what the public’s trust is based on and what can be done to raise the public’s trust (should that be required).</p> <p>The results found that the general public have a relatively low level of trust and confidence in social workers. Most people recognize that social workers have a ‘code of conduct’ but many are unsure about whether they are regulated.</p> <p>If people were concerned about the work of a social worker, they’d be more inclined to contact their employer or the Police, ahead of the regulatory body.</p> <p>There is a positive correlation between trust and confidence in social workers and an understanding of the nature of their work</p> <p>Social workers are not alone in having a relatively low ‘full’ trust rating and, in turn, a negative Net Trust score. With the exception of health workers (eg</p>	

	<p>Doctors and nurses), all caring professions have a relatively low 'full' trust rating even teachers.</p> <p>The Board discussed the report with Research NZ, including clarification on methodology. Management informed the Board that a communications plan would be developed for the research release and that the Board would be kept informed.</p>	
4	Statement of Performance Expectations (SPE) – Key Assumptions	
	<p>The draft SPE was presented to the Board, including the assumptions for the SPE Budget, for discussion and feedback.</p> <p>This draft SPE, including budget, is to be provided to the Minister's office by 1 May as required by the Crown Entities Act 2003</p> <p>Once the Minister has an opportunity to provide feedback, it will be finalised.</p> <p>Decision:</p> <p>The Board agreed to delegate sign-off of the draft budget for SPE to the Chair of the Board and Chair of the FAR Committee. The Board agreed that before the draft budget is finalised, it will be presented to the FAR Committee. The final SPE must be agreed and signed off by Board (to be published before the end of June).</p> <p>The Board agreed that following review by the FAR Committee, the Chair of the Board and Chair of FAR be delegated to sign off the SPE.</p> <p style="text-align: center;">Carried. Unanimous</p>	<p>Delegation to Board Chair and FAR Chair to agree final SPE.</p>
5	Chief Executive Consolidated Report	
	<p>The report was taken as read, with exception comments made on highlights:</p> <p>Registration</p> <p>Volumes are higher than anticipated, resulting in greater workloads for the team and for Board members electronically voting on 'fit and proper' and 's13 pathway's.</p> <p>The Board were asked to consider greater flexibility for voting, rather than requiring [the historical] unanimous requirement. [REDACTED]</p> <p>[REDACTED]</p> <p>Decision:</p> <p>The Board agreed that Board member electronic voting 'pass' thresholds for 'fit and proper' and 's13 experience pathway' be set at 5 votes being a pass – with the following condition:</p> <ul style="list-style-type: none"> • If any one vote of the first 5 responses is 'against', then the vote must go to all (7) in order to pass the agreed 5/7 threshold. <p style="text-align: center;">Carried. Unanimous</p> <p>The Board acknowledged the work of the Deputy Registrar and the Registration team, and their continued improvement of the 'abandonment'</p>	

<p>rate despite the amount of activity and pressure on that team currently. Noted that staffing is being addressed.</p> <p>Practising Certificate renewals</p> <p>The Registration team are on track to open the PC round from 2 May 2023 – noting soft launch Tuesday 2nd May – hard launch Wednesday 3rd. Target is 8,200 for the year. Recruitment is underway (part time, fixed term roles) into this space.</p> <p>Professional Conduct Committee</p> <p>There are 23 PCCs currently active – included in that are 9 new PCCs in the FY22/23. Only 3 PCCs remain unallocated. Management is recruiting a fixed term Legal Advisor to support this work.</p> <p>Disciplinary Tribunal</p> <p>The Practitioner did not appear before the Tribunal, and no one was present to represent her. Two of the three charges brought before the Tribunal were agreed. A minute of liability is provided, and management await a full decision to be published.</p> <p>Māori Development</p> <p>The Chief Advisor Māori Development has had discussions with the Board Chair in seeking additional membership for the Kāhui Ringa Rehe. [REDACTED] profile is provided for information. The Chair welcomed his interest in the role.</p> <p>Social Work Sector</p> <p>[REDACTED]</p> <p>Oranga Tamariki Oversight Bill</p> <p>Once management have a copy provided, they will share the PowerPoint with the Board. [REDACTED]</p> <p>Te Pūkenga Degree</p> <p>[REDACTED]</p> <p>Education Standards</p> <p>Management is mapping requirements to transition between the old standards and the new proposed standards. A programme needs to meet the</p>	<p>Management to investigate options to improve ‘wait times’ voicemail messaging.</p> <p>Note: Board discussion to inform future work programme</p> <p>Management to share OT Oversight Bill PowerPoint with Board via Board software</p>
---	---

	<p>current standards but SWRB can augment that with how it meets the mapping of the new standards. The new standards will enhance 'fit and proper' and 'safety of working with the public' and will address changes to the legislation. This supports the work underway with the Te Pūkenga application.</p> <p>Staff Retention</p> <p>Public Service Commission conversations indicate that SWRB are late in experiencing the volatility turn over being experiences within the public sector. Retention is an issue, in particular with pressure on staff salaries, and in the context of ongoing pay restraint. SWRB turnover rate is 26% on 30 March 2023. Indicative 2023 figures from 3 other similar size government agencies are 18% - 52%. Exit interviews are offered to all departing staff, but with low take-up (2 out of 7) – and themes from exit interviews will come to board bi-annually.</p> <p>Board Books RFP Outcome</p> <div data-bbox="331 752 1278 976" style="background-color: black; width: 100%; height: 100%;"></div> <p>Social Work Awards</p> <p>SWRB will be sponsoring an ANZASW Social Work Award at their conference on 20 September. The Quality Practice Award aligns with enhancing professionalism and supports our role as a modern regulator.</p> <p>The symposium we are a member of will also sponsor a Tangata Whenua award.</p> <p>Board Governance Manual</p> <p>The Manual now aligns to PSC best practice and will be uploaded as a Board resource.</p> <p>Decision: The Board agreed to adopt the 2023 Board Governance Manual. Carried. Unanimous</p> <p>Budget Initiative – Building OT Social Worker Capability</p> <p>Whilst the initiative is primarily working with Oranga Tamariki, it also has a focus towards good regulatory practice (which can be used as a scope in a broader context) – and is in response to Te Kahu Aroha.</p> <p>The Board received and noted the papers.</p>	<p>Management will include themes around staff departures including exit interviews at the next Board meeting</p> <p>Upload Board Governance Manual and Tukutuku Rau paper to the resource section of Diligent</p>
6	IMIS presentation	

	<p>The Deputy Register gave an overview of the functionality of the IMIS database. This included a look at the workings of the customer interface, CPD logs, statistics for areas of workload, and the data available.</p> <p>It was noted that a Social Worker is not able to proceed with any actions until they confirm/update their current employer status – which encourages social workers to engage in the process and keep information up to date. This is particularly valuable as the annual workforce survey is based on the information held within IMIS.</p> <p>Discussion was also held on the fake ‘doctor’ being able to practice in Auckland – [REDACTED]</p>	Results of Cyber security audit to be reported to the Board
7	Education Reports	
	<p>Manukau Institute of Technology (MIT) Education Review</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Decision: The Board agreed that Manukau Institute of Technology Bachelor of Social Work degree be recognised to November 2027, with a mid-cycle review in 2025.</p> <p style="text-align: center;">Carried. Unanimous</p> <p>Te Wānanga o Raukawa mid-cycle review</p> <p>A verbal update by the Chief Social Work Advisor confirmed that TWA have now met all requirements as set out (after this paper being written and tabled to the Board) – confirming that there are now no outstanding requirements.</p> <p>[REDACTED]</p> <p>Decision: The Board agreed that Manukau Institute of Technology Bachelor of Social Work degree be recognised to November 2027, with a mid-cycle review in 2025; and additionally agreed that the tabled recommendation be amended, and a letter sent to TWA to indicate “That they have now met all the requirements”.</p> <p style="text-align: center;">Carried. Unanimous</p> <p>The Board received and noted the papers.</p>	

	The Board acknowledged the mahi of the Chief Social Worker Advisor and wished her well in her future endeavours.	
--	--	--

Meeting closed.

SOCIAL WORKERS REGISTRATION BOARD/PAEWHIRI MEETING



MINUTES 23 JUNE 2023

Physical meeting		
Friday 23 June 2023, 9.00am-4.00pm		
	Agenda Item	Action
	Present	
	Shannon Pakura Chairperson RSW	
	Rose Henderson RSW	
	Adam Davy Lay member	
	Jeff Sanders Lay member	
	Andrea Nichols RSW	
	Lois Hutchinson Lay member	
	Apologies	
	Moses Faleolo RSW	

	<p>1.4 Delegations Register The Chief Executive will provide an update on Delegations at the August Board meeting.</p> <p>The Board received and noted the papers.</p>	
--	---	--

2	Sub Committees	
----------	-----------------------	--

	<p>2.1 Finance Audit & Risk Sub Committee Chair of the FAR Committee and the Senior Financial Advisor provided an overview, and summarised financial status and information.</p> <p>Budget 2023/24</p> <p>After their meeting on 31 May 2023, FAR requested management review the 2023/24 draft budget to align with the minimum equity level set by the Board. Management submitted a revised budget to the FAR Committee on 14 June 2023. The minutes of the meeting on 31 May 2023 are included</p> <p>The revised budget for 2023/24 has shown to be consistent with the minimum of the equity reserve policy. The equity for the 2023/24 revised budget \$768k, with a minimum of \$520k with a target of \$1,039k.</p> <p>The Board emphasised that despite the revised 2023/34 budget showing an equity of \$768k, that the graph shows the total equity dropping to \$351k by July 2025. As a result there is urgent action required for funding stability by 2024/25.</p> <div style="background-color: black; width: 100%; height: 100px; margin: 10px 0;"></div> <p>The Chief Executive noted that a priority role, in the process of being onboarded, is a Special Advisor; this role will provide strategic advice both from a social work and regulatory perspective. The role at this time is a fixed term position. There is also focus on the recruitment of fixed term Social Workers to address gaps in the regulatory space.</p> <div style="background-color: black; width: 100%; height: 30px; margin: 10px 0;"></div> <p>Debtors Update</p> <p>Management advised the commencement of individual phone calls to debtors. It is expected that individual contact will have been made (with an aim to have a conversation with each person) by mid July 2023. There have been mixed</p>	
--	---	--

responses, with some people saying that they are not practising social work, and others raising that their employer was covering the fee. Social Workers are expected to declare as non-practising to ensure that the register is up to date.

Risk Register

Management advised that all changes to the risk register were noted in the cover page, and discussed a few items:

[REDACTED]

[REDACTED]

[REDACTED]

The Board received and noted the risk register papers.

Spotlight Report

It was noted that the provisions for managing debt now are now estimated to be sufficient. adequate, The Board reinforced with management that it will be important to monitor [REDACTED]

The Board received and noted the papers.

Decision: The Board approved the revised 2023/24 budget. Approved by FAR Chair, Adam Davy. Carried by Board Member Jeff Sanders.

Carried. Unanimous.

2.2 Remuneration Sub Committee

It was noted that the previous REM meeting on 19 May 2023 was chaired by previous Committee Chair (Paula Rose). As a guest to the meeting, the former Chair provided an update to the Board. The former Chair did not contribute to discussion.

The minutes of the previous REM meeting on 19 May were provided as an overview.

It was noted that the REM Committee had identified main areas of activity which were reflected in the proposed KPI's.

The Board requested Board only time to discuss KPIs in details. [REDACTED]

[REDACTED]

	<p>2.3 Complaints & Notifications Sub Committee</p> <p>The Chair of this Sub Committee referred to the consolidated report and noted that there are two current cases that are not yet included in that report but will be added to a 10-day review cycle.</p> <p>[REDACTED]</p> <p>The Chair of the Sub Committee acknowledged management’s work on improving the documenting process.</p> <p>The Chairperson requested that future meetings for the Complaints and Notifications Sub Committee be scheduled on a separate day to a Board meeting.</p>	
3.	<p>SPE 2023/24</p>	
	<p>Management communicated a need to have the 2023 /24 SPE published on the SWRB website by 1 July 2023, and assured the Board that the report can still be edited after being published.</p> <p>The Board discussed the wording used in paragraph 2.a and agreed that the used of the word “shocks” has an appropriate impact to the audience.</p> <p>The Board received and noted the papers.</p> <p>Decision: The Board approved the revised 2023/24 SPE to be published.</p> <p>Carried. Unanimous.</p>	<p>SPE to be published on the SWRB website and presented to Minister</p>
4	<p>Submission on Experience Pathway</p>	
	<p>A written submission to the Social Services and Community Select Committee to extend the S13: experience pathway to February 2028. The Board were provided with a copy of the written Select Committee submission for reference.</p> <p>The Board were informed that subsequent to the paper being loaded, that SWRB were asked to be advisors to the Committee. The Board agreed that as a result an oral submission would not be made.</p> <p>The Board received and noted the papers.</p>	
5	<p>Information/Discussion</p>	
	<p>High level discussion from the Consolidated Report included:</p> <p>Disciplinary Tribunal: The Chief Executive drew the Board’s attention to section 1.4, Disciplinary Tribunal, paragraph 15, but also paragraph 16 as it recognises the Legal team will be prosecuting its first Tribunal case on behalf of a PCC.</p> <p>The Board commented that ANZASW have developed a draft supervision strategy which also highlights the value of supervision in supporting quality practice. Both the professional body and the SWRB recognise that there is mutual interest in the promotion of supervision, noting that the regulatory role relates to guidance. is. Management is looking at options for increasing</p>	

awareness through reporting on the Tribunal case, as well as the development of guidance as part of the building social worker capability project.

Practising Certificate Renewal Period Data:

- Over 6000 practicing certificate renewals to date for the 2023/24 practicing year.
- Approximately 1000 social workers who have applied for their renewal but have yet to pay.
- 1500 registered social workers are yet to submit their application.

Management is very clear that no practising certificate will be issued without payment. Payment plans are available to social workers who are unable to make full payment immediately.

Education Providers report for 2021: This report has been published on the SWRB website; it was noted that there was a high participation rate.

Exit Interviews: Management is undertaking work on exit interviews and are anticipating that HR will be analysing this in August 2023 with trends included in the next consolidated report to the Board. The Chief Executive reviews all exit interviews.

Ask Your Teams: The staff survey is currently underway. An update will be provided in August 2023.

Health and Safety: A correction under was raised, and it was clarified that there have been no H&S near misses reported in the last two months.

IT Security Audit: SWRB are continuing to undertake a Cyber Security Audit. If funding from MSD is successful, some of the funding will be available to continue this audit process.

Review of the Act: The Chief Executive updated the Board that the amendments proposed through the review of the Act are currently being drafted by the Parliamentary Counsel Office. It is anticipated that the Bill will likely be introduced post-election.

Workforce Planning, data, and insights:

- The Chairperson signaled to management that they meet regularly with the Chair of Employment, Education and Training (EET), [REDACTED]

[REDACTED]

Quality Practice Award: The Chairperson acknowledged the contribution of SWRB to the Quality Practice Award, to be presented at the ANZASW conference on 20 September. In addition, the Chair drew the Boards attention

	<p>to SWRB supporting a further category via the joint symposium with Barnardo's and ANZASW.</p> <p>Section 13 Pakeke Pathway: The Board commented on the S13 Pakeke work and indicated the need for an alignment between the Board and the S13 Pathway.</p> <p>The Board received and noted the papers.</p>	
--	---	--

6	Experience Pathway Discussion	
----------	--------------------------------------	--

	<p>A report on the S13 Experience Pathway process and suggested improvements was presented. The Secretariat sought advice from the Board regarding the approach to experience. The paper has been informed by external advice that the SWRB received in March 2021.</p> <p>A two-step process for the assessment of candidates for the S13 Experience Pathway was discussed:</p> <ul style="list-style-type: none"> █ [REDACTED] █ [REDACTED] █ [REDACTED] <p>[REDACTED]</p> <p>The Board received and noted the papers.</p>	<p>Provide Board with advice on options for an assessment framework for section 13</p>
--	---	--

7	Registration Approval Items	
----------	------------------------------------	--

	<p>The Board were asked to review and provide a decision on the registration outcomes of four S13 Experience Pathway Applicants.</p> <p>Board Member Lois Hutchinson wished to abstain from voting to allow her to observe the decision-making process.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
--	---	--

	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The Board received and noted the papers.</p>	
9	Education Reports	
	<p>9.1 WINTEC Institute of Technology / Te Pūkenga Education Review</p> <p>The Education Report for WINTEC Institute of Technology was submitted and includes a proposal for an education review visit to be scheduled for September 2027.</p> <p>The Secretariat highlighted the requirements set out for WINTEC and clarified that these were determined in November 2022:</p> <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The Board signalled to the Secretariat to be timelier with reports relating to education visits, even where not issues of significance are raised. .</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The Board noted the limitations of being able to monitor the SWRB requirements of WINTEC and other institutions due to a lack of explicit resources.</p> <p>9.2 Update on further education report timelines</p> <p>The Secretariat notified the Board that there are two historical education reports yet to be reviewed. Management are intending to make these available at the next Board meeting in August 2023. The Board Chair urged for those reports to be prioritised and suggested that they can be circulated amongst Board members electronically prior to the August Board meeting if appropriate</p>	<p>Noted that Board to receive reports on education visits in a timely manner</p>

10	Administration	
	<p>10.1 Minutes of previous Board meeting: 28 April 2023</p> <p>Comments were made to serve as updates to the minutes:</p> <p>█ [REDACTED]</p> <p>█ [REDACTED]</p> <p>█ [REDACTED]</p> <p>█ [REDACTED]</p> <p>█ [REDACTED]</p> <p>The minutes of the Board Meeting of 28 April 2023 were accepted as a true and correct record.</p> <p>Unanimous.</p> <p>10.2 Action Points</p> <p>No new items or updates to existing actions were noted.</p> <p>10.3 Discussion on Sub Committee Membership</p> <p>The Chairperson has updated the Sub Committee Memberships, as follows:</p> <ul style="list-style-type: none"> • FAR Sub Committee: Adam Davy (Chair), Andrea Nichols, Jeff Sanders, Lois Hutchinson, and Shannon Pakura. • REM Sub Committee: Lois Hutchinson (Chair), Adam Davy, and Shannon Pakura. • Complaints & Notifications Sub Committee: Rose Henderson (Chair), Jeff Sanders, Moses Faleolo, and Shannon Pakura (as and when needed). <p>The updates to the Sub Committee memberships were carried by the Board members.</p> <p>The Chairperson commented that expectation to review the Terms of Reference annually, as well as to check with the Sub Committee members regarding their position within the Sub Committees on an annual basis.</p>	

The meeting closed at 3.38pm.

MINUTES

BOARD MEETING

Name:	Social Workers Registration Board
Date:	Friday, 25 August 2023
Time:	9:00 am to 4:43 pm (NZST)
Location:	Seabridge House, Level 7, 110 Featherston Street Wellington
Board Members:	Shannon Pakura (Chair), Andrea Nichols, Jeff Sanders, Lois Hutchinson, Moses Faleolo, Rose Henderson
Attendees:	Sarah Clark, Hamish McDouall, [REDACTED], Blair McCarthy, [REDACTED] Hohepa Patea, Liz Jones, Mary Weddell, [REDACTED]
Apologies:	Adam Davy

1. Opening

1.1 Waiata & welcome

The Board meeting was opened with a Karakia and introduction of new staff, followed by a Waiata. Chair also welcomed the new Senior Executive Coordinator to her first meeting.

2. Governance -Board Only Time

2.1 Agenda

The agenda for the meeting was confirmed, with no new additions.

2.2 Interests Register

The Interest Register was accepted and noted by the Board.



Interest Register - Update

The Interest Register to be updated to reflect the new inclusions for the Chair:

[REDACTED]
[REDACTED]
[REDACTED]

Due Date: 27 Oct 2023

Owner: Shannon Pakura

2.3 Delegations Register

The Delegation's Register was noted by the Board.

2.4 Specific Disclosures

There were no specific disclosures for this Board meeting.

2.5 Board only time

The Board acknowledged the letter received from the Office of Hon Carmel Sepuloni.

The Board Chair and CE updated the Board on their final Agency meeting with the Minister, prior to the election.

The Board met for their Board only session with no minutes taken.

3. Governance -Sub Committees

3.1 Finance Audit & Risk Sub Committee

On behalf of the Finance, Audit and Risk Committee [FAR], the Manager Finance provided an update to the Board.

Key highlights in discussion were:

- The year ended in a strong position, receiving crown funding in the social work like project – a small proportion spent, with the rest to be rolled over into the current financial year.
- Cash and equity position remains strong.
- Achieved more registrations in the last financial year than budgeted for.
- Debt Management
 - Concerns were raised among the Board on the 0.3 million debt, noting that most were APC related. The FAR Committee had asked management to prioritise focusing on the debt and a (fixed term) role was assigned to contact those in the debt list. Approximately 60% had not updated their status and declared themselves non practicing. A significant percentage of those contacted thought that their employers had made payment. As a result, follow up with employers is underway to ensure this is correct. A small percentage was due a system error, resulting in errors due to inaccurate invoicing. This is being rectified.
 - Of the remaining numbers there are either payment plans in place (reducing the debt) or they have been determined as uncontactable, and will be issued demand letters.
 - A report on the write offs and how debt is being managed will be presented to the next FAR Committee meeting. The Board were informed that there is already provision in the budget for the write off of debt. It was noted that debt is now being managed well as the systems and processes improve and the organisation refines their understanding.
 - The CE confirmed that a person with an outstanding debt that is unresolved is unable to get their APC for 2023/24, and that the organization will progress taking action against those with an unresolved debt.
- Disciplinary Levy

- Discussions were around the Disciplinary levy, noting that the Spotlight report suggested income received through the levy may now be greater than the level of expenditure. The Chief Executive noted that the Fee and Levy review provides the opportunity to ensure that the full costs of disciplinary function are being attributed, as this may not be the case. However, the Chief Executive reinforced that overall costs are being managed more effectively by bringing PCC advice inhouse, rather than briefing out to legal firms. it was noted that under the fee and levy guidance there is a distinction between the definition of the levy and a fee, and activity needs to be attributed correctly. it was also noted that the volume of complaints is slightly ahead of last year, which continued an increasing trend.

Risk Register

The Board acknowledged the continued improvement in the presentation of risk register, noting that the approach continues to be refined.

The Risk Register was noted and accepted by the Board.

Terms of Reference For Sub-Committees

The Board noted and accepted the Terms of Reference for the Finance, Audit and Risk Committee, subject to a slight revision in the wordings, (replacing the word personal to ex -officio), under Membership, first bullet point as follows:

"The Committee shall comprise a maximum of 4 members, including a Committee Chair to be elected by the members (but excluding the Board Chair who may attend as an ex-officio)"

The Board emphasized the value of consistency in the TOR formats with the other Board committees as far as was possible.

The Board noted that the presentation of the Finance update was clear and overall, the organization is in a better position this year [REDACTED]

The Finance, Audit & Risk Committee update was accepted and noted by the Board.

3.2 Morning Tea

3.3 Remuneration Sub Committee

As requested by the Board in its last meeting, the REM Committee revised the 2023/24 KPI's for the CE, which was approved in the 18th August 2023 Rem Meeting and the REM Chair provided the update to the Board. It was noted that the REM committee had reviewed the Chief Executive's job description to ensure that there was sufficient reference to leadership qualities as requested by the Board. It was confirmed that leadership is embedded through the document. The Chief Executive also provided Board members with examples of where measures that align with leadership are presented within the KPIs, such as staff engagement levels, and retention. The discussion on the KPIs included an augmentation to education to include wider dimensions. The CE's new KPIs will take effect from 1st July 2023.

REM TOR – in its last meeting, the REM Committee provided feedback on the TOR for the CE to review and share the updated TOR via email before the November 2023 meeting.

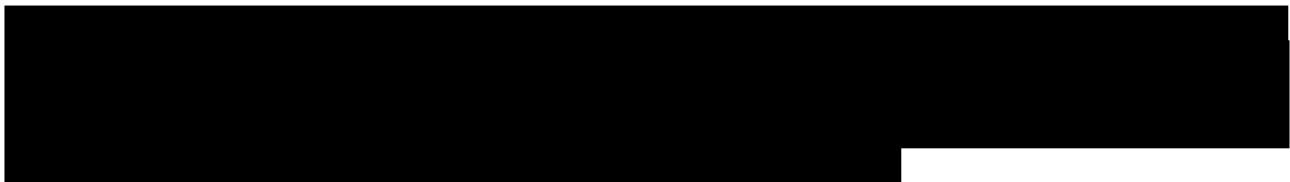
The Board noted and accepted the recommendations by the Remuneration Committee and agreed on the revised KPI's for the CE.

All in Favor - Carried

The Board met for their Board only session with no minutes taken.

3.4 Professional Standards Committee

The Chair of the Professional Standards Committee provided her update noting that the Committee have been active with increasing number of complaints.



The Board acknowledged the work of the Professional Standards Committee



Improving communications after a complaint process

The Professional Standards Committee together with the Registrar to find a way of sharing appropriate learnings from complaints process so that Employers become better informed and that social workers don't inadvertently keep opinions. - better communication process.

Due Date: 27 Oct 2023

Owner: Hamish McDouall

4. Governance Information

4.1 CE's Consolidated Report

The CE's consolidated report was taken as read by the Board.

The CE Consolidated report was taken as read by the Board.

High level discussions, were as follows:

- **Slight revisions to the table under Registration applications ahead of Forecast:**
 - Target number of applications for 2023/24 [not 2022/23]
- **Non-Practicing Social Workers**
 - Reminders will be sent to those social workers who are currently non-practicing to obtain their practicing certificate. Relevant employers will be informed and thereafter possible disciplinary actions will be taken.
- **Education Reviews**
 - In the context of managing a national emergency or an event that happens unexpectedly, the Board in their discussion considered options on the use of the word "COVID19". The use of the word to be revised to connect with an event that is of high level and external to the education sector, which can be presented in a way that provides more engagement for the reader.
- **Audit Update**
 - The Auditors for SWRB are Baker Tilly, appointed by Audit New Zealand. An agreement is in place around the timeframes for delivery and SWRB have provided all the materials to the Auditors well in advance to mitigate the risk of delays.

Should the performance of the Auditors fail to meet the agreed timelines, the CE with the support from the FAR Chair, may raise the issue with the Office of the Auditor General.

- **Section 13 Pakeke Pathway Update**

- The one-day hui that was held on 17th August, which included engaging with Maori social workers, who had extensive community experience, went well. The participants confirmed that the process SWRB have in place is robust. The insights and learnings from the Hui will be embedded in the framework, to include the Te Ao Māori perspective and understanding. Once the framework is completed and approved by the Project Governance Group, SWRB will proceed with engaging the selected applicants.
- SWRB discussed pathways into the profession, especially with the time limited nature of Section 13. This may include SWRB a Postgraduate Certificate or Diploma programme.

The CE's Consolidated Report was noted and accepted by the Board.

All in Favor - Carried



Efficiency of Communications with Social Workers

The team to explore ideas, review, and do some research around improving the efficiency of communication with social workers, for a better functionality. Possibility of chat box systems on the website. An update to be provided to the Board in the December 2023 meeting.

Due Date: 6 Dec 2023

Owner: Mary Weddell

4.2 Repeal S13 - Experience Pathway Update

The Board:

- **Noted** the content of the information paper.
- **Noted** SWRB's continuing development as Advisors to support Select Committee deliberations
- **Noted** the recommendation of the Social Services and Community Select Committee, supporting the extension of the S13: Experience Pathway to February 2028
- **Noted** the alternative view of both National and ACT Parties
- **Noted** that the final decision on the extension will not now be made until the election.

4.3 Social Work Like Update report

The Social Work Like update was noted by the Board.

The Board noted that a large group of non-registered social workers, working substantially in a similar work as RSW is categorized under Category 3. The focus remains on public safety considerations.. The Board discussed the implications of pay parity and addressing the public safety issue as it relates to social work like roles. The absence of a policy that requires supervision for social work like roles is also a concern. It is argued that these workers need supervision as a key mechanism for ensuring safe practice.

The Social Work Like Presentation was accepted by the Board.

5. Lunch Break

5.1 Lunch Break

The Board had their photos taken for the Annual Report during the lunch break.

6. Governance Crown Accountability

6.1 Annual Report

The Annual Report presentation was taken as read and the Board:

- **Noted** the content of the paper.
- **Reviewed** and confirmed that any changes to the Board member biographies will be shared via email to the Senior Executive Coordinator to be updated.
- **Noted** that the Draft Annual report will be provided to the Board and the FAR Chair on the 4th of September 2023.

All in Favour - Carried



Annual Report

The Board:

- **Agreed** to delegate to Finance, Audit and Risk Committee to approve the Final Draft Annual Report text in addition to the draft Financial Statements, prior to the auditing process which begins 18 September 2023.
- **Approved** the Annual report outline.

All in Favor - Carried

Decision Date: 25 Aug 2023

Mover: Shannon Pakura

Outcome: Approved

6.2 Strategic Context - Briefing to Incoming Minister

The Briefing to the Incoming Minister [BIM] was taken as read and noted by the Board.



The Briefing to the Incoming Minister was accepted and noted by the Board.

7. Regulatory

7.1 Regulatory



Delegations to the Registrar

The Board:

- **Agreed** to the transfer of the delegations from the Chief Advisor Social Work to the Registrar
- **Agreed** to give a delegation to the Registrar to act on recommendations from the P.C.C. where timeliness is required

All in Favor - Carried

Decision Date: 25 Aug 2023

Mover: Shannon Pakura

Outcome: Approved

Delegations Authority - Update

The update on the Delegations paper was noted by the Board, confirming that this is a permanent delegation, providing the organization with the opportunity to test the important qualities required for the role and to be operating more strategically.

Interms of the discussion, the Board agreed the recommendations provided, subject to, a slight change on point number 3, under Background Education Standards:

The sentence to be reworded and revised with more rationale and tightening. The function of the monitoring education sits with the Registrar in the regulatory team, providing a reasoning for the Registrar to have the delegations subject to consultations on the social work perspective. The Board still holds the responsibility for the exercise of the delegation.

Experience Pathway

The Board noted the Experience Pathway paper.

The Board also stated that it is helpful to have the framework that reflects the Boards approach in written form, as it provides a level of confidence in decision making.

The Board noted that the Pakeke project provides an opportunity to trial and to tailor the process in a user-friendly language that is easier to understand among different communities.

The Board:

- **Noted** the contents of the paper.

- **Discussed** the approach outlined to the measurement of 'enough experience to meet the requirements of the Section 13 Experience Pathway and the related principles and assumptions.
- **Agreed** the principles and assumptions proposed in this paper to inform the development of a measurement tool and other supporting documentation.
- **Noted** that based on the Board's feedback a measurement 'tool' will be developed for the Board's application and presented at the next Board meeting.

All in Favor - Carried

7.2 Registration

Minutes on the decision of the Regulatory paper is captured separately in the Regulatory Board Pack.

7.3 Afternoon Tea

7.4 Education Reports

University of Massey - Review

The Board:

- **Received** and noted the contents of the paper, subject to the removal of recommendation "d" from the paper.
- **Agreed** that Massey University be reviewed again before end June 2028

All in Favor - Carried

University of Waikato - Review

The Board:

- **Received** and noted the contents of the paper.
- **Agreed** that the University of Waikato, Bachelor of Social Work be recognized until December 2024 when the programme will close.
- **Agreed** to write to Dr Kelly Glubb-Smith and the University of Waikato acknowledging the contribution they have made to the qualification of social workers. A draft letter to be shared with the Chair.

All in Favor - Carried

8. Administration

8.1 Minutes of the Board meeting -23 June 2023



Minutes of the Board Meeting dated 23 June 2023

The minutes of the Board meeting dated 23 June 2023, was accepted as a true and accurate result of the meeting subject to the following revisions:

2.3 Complaints and Notifications Committee, first paragraph to be revised to include a comma and read as follows:

" The Chair of this Sub Committee, referred to the consolidated report and noted that there are two current cases that are not yet included in that report. This will be added to a 10-day review cycle."

3. SPE 2023/24

Remove the whole sentence that reads:

"The Board discussed the wording used in paragraph 2.a and agreed that the used of the word "shocks" has an appropriate impact to the audience."

7. Registration approval items



All in Favor - Carried

Decision Date: 25 Aug 2023

Mover: Shannon Pakura

Outcome: Approved

8.2Action Register - June 2023

The Action Register was taken as read, noting it was self-explanatory.

Some of the actions listed have been pushed out to October or December Board. A meeting will be set up between the Chair, CE and an external facilitator to organize Board evaluation. A short survey will be circulated to the Board next week, with the aim to have the facilitator in the October or December Board meeting.

The Public Trust survey will be included in the Annual Report and in the Briefing to the Incoming Minister [BIM].

8.3Annual Planner 2024 - SWRB Board

The Board confirmed that the Annual Planner is in place and calendar invitations will be sent to secure the dates and will be adjusted as and when required. It is to note that the Professional Standard's Committee should meet every three weeks and it should not fall in the same week as the Board meetings.

The Annual Planner to be revised to reflect the regional anniversary holidays that are applicable to the Board members.

The Board Annual Planner was accepted by the Board.

The next Board meeting is scheduled for two days - 26th and 27th October.

In closing the meeting, the Chair acknowledged the quality of the papers and effort of the secretariat in providing the Board papers.

There being no other matters to discuss, the meeting concluded at 4.43pm with a Karakia.

9. Close Meeting

9.1Close the meeting.

Next meeting: SWRB Board Meeting - 27 Oct 2023, 9:00 am

Signature: _____ Date: _____

MINUTES

SWRB REGULATORY PAPERS

Name:	Social Workers Registration Board
Date:	Friday, 25 August 2023
Time:	2:15 pm to 2:50 pm (NZST)
Location:	Seabridge House, Level 7, 110 Featherston Street Wellington
Board Members:	Shannon Pakura (Chair), Andrea Nichols, Jeff Sanders, Lois Hutchinson, Moses Faleolo, Rose Henderson
Attendees:	Blair McCarthy, [REDACTED], Hamish McDouall, Hohepa Patea, Liz Jones, Mary Weddell, [REDACTED], Sarah Clark

1. Registration

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

2. End discussion

2.1 Close the meeting.

Next meeting: SWRB Board Meeting - 27 Oct 2023, 9:00 am

MINUTES



SWRB BOARD MEETING

Name:	Social Workers Registration Board
Date:	Thursday, 26 October 2023
Time:	9:00 am to 3:00 pm (NZDT)
Location:	Seabridge House, Level 7, 110 Featherston Street Wellington
Board Members:	Shannon Pakura (Chair), Adam Davy, Jeff Sanders, Andrea Nichols, Moses Faleolo, Rose Henderson
Attendees:	Sarah Clark, Hamish McDouall, Blair McCarthy, [REDACTED], [REDACTED] Mary Weddell, [REDACTED]
Apologies:	Hohepa Patea, Lois Hutchinson, Liz Jones

1. Opening

1.1 Karakia & Open Meeting

The Board meeting was opened with a Karakia and Waiata by the staff. The Chair welcomed everyone and confirmed the agenda for the meeting, with no new additions.

2. Governance -Board Only Time

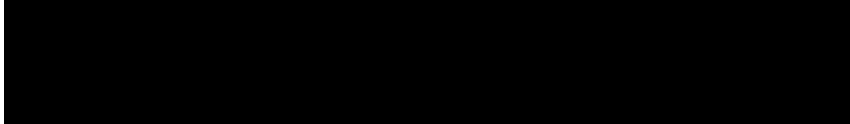
2.1 Interests Register

The Interest Register was accepted and noted by the Board.



Interest Register - Update

The Interest Register to be updated to reflect the amendments as follows:



Due Date: 8 Dec 2023

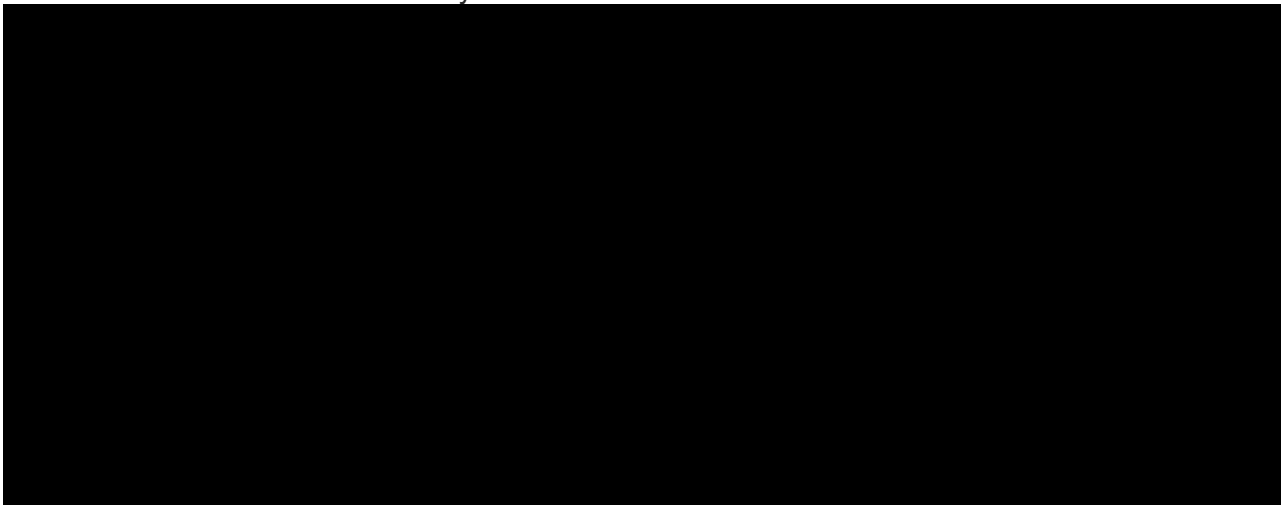
Owner: Shannon Pakura

2.2 Delegations Register & Specific Disclosures

There were no specific disclosures for this Board meeting.

2.3 Board only time

The Board met for their Board only session with no minutes taken.



3. Governance -Sub Committees

3.1 Professional Standards Committee

There were no new updates by the Chair of the Professional Standards Committee. The Board will review and make decisions on the Registration Papers scheduled later in today's meeting.

3.2 Finance, Audit & Risk

The Chair of the Finance, Audit and Risk Committee provided an update to the Board.

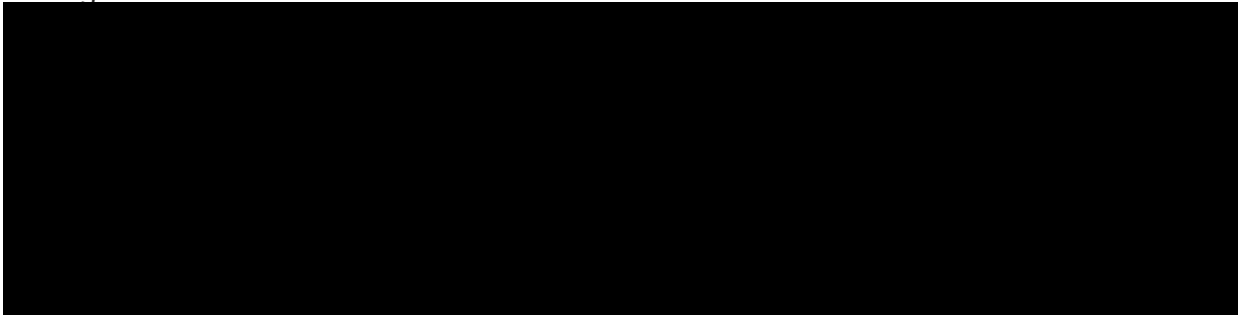
Key Highlights in discussion were:

- The Board noted that the Spotlight report was not seen by the FAR Committee, given there was no FAR Committee scheduled before the Board meeting.
- The invoice to Oranga Tamariki for \$1.3M has been paid this week.
- Due to timing, Revenue remains ahead of forecast with Expenditure slightly under forecast.
- Costs associated with the Disciplinary levy - in the process of working through the fee review. Assumptions are being tested as part of the fee review.
- The one-off payment of \$809 is yet to be invoiced due to the request from MSD to hold the invoice until MSD completes their end of financial year until November. SWRB to keep the Board informed once payment is made.

The Spotlight report was accepted and noted by the Board.

Risk Register

The Risk Register was taken as read by the Board, noting that there were no significant changes. In discussion, the Board reached a consensus to include the following risks in the Register:



3.3 Morning Tea

4. Governance & Crown

4.1 Briefing to the Incoming Minister [BIM]

The Board was presented with the preliminary outline and approach for the Briefing to the Incoming Minister [BIM] 2023, along with an overview of the content and the proposed timeline for its completion. The Board acknowledged that significant progress was being made in this regard.

While the Board members expressed their support for the approach of submitting a publicly-released version of the BIM that highlights key strategic issues, with a subsequent follow-up document, the Board also acknowledged that Section 5a would require further discussion.

The Board provided feedback, and took into consideration the discussions regarding [REDACTED] of the paper and:

1. **NOTED** the contents of the paper.
2. **AGREED** to the approach for the 2023 Briefing to the Incoming Minister

All in Favor.

4.2 SWRB Fees and Levy Review

The Board received an update on the planned SWRB fees and levy review, along with the consultation process with the social work sector, scheduled for the 2023/24 financial year. The key points from the discussion were noted as follows:

- The Board acknowledged the information presented in the paper, with discussion on coverage of the Disciplinary levy in the last two board papers.
- While the Board supported adjusting Overseas registration fees to more accurately reflect the time required for assessing overseas registrations, there was discussion on the pressure on the disciplinary levy.
- The Board agreed to have a paper at the December Board meeting, including scenarios . Management advised that the review will identify the costs as per the cost recovery model and the Board will be in a position to determine what approach they wish to take.
- It was noted that the review provides an opportunity to pursue strategic priorities should the Board agree. The Board noted this may include mechanisms to ensure SWRB have access to the views of the Pacific community, such as funding for a Pacific Advisory role within SWRB.

- The issue of timing and various options for discussion at the December Board meeting was acknowledged.

The Board took the SWRB Fees and Levy review paper as read and:

1. **NOTED** the contents of the Fees and levy review paper.
2. **APPROVED** the approach for the fees and levy review.
3. **AGREED** that the consultation document and plan should be presented to the Board in December with options on timing of the consultation and noting that the Board's discussion included issues in relation to the Disciplinary levy and the CPI.

4.3 Annual Report

Financial part of the Annual report.

The Board acknowledged the instructions received from the Auditor regarding the preparation of the Annual report for signatures.

Furthermore, the Board took note that the Finance and Audit Risk Committee [FAR] is yet to review the Financials. The Statement of Service Performance along with the Financials will be forwarded to FAR for an electronic vote.

The Board also recognised that there have been no changes to the reports content. However, the Treasury has issued new guidance for Crown entities annual reports, which now includes the addition of a table displaying payments to the Board Members. This table is not part of the financials but is presented as a text within the annual report.

The updated Annual report will be shared with the Board for their review. The

Board:

1. **NOTED** the contents of the Annual Report sign off paper.
2. **APPROVED** the Annual report in principle, subject to the final being agreed by the Chair and the Chair of FAR.
3. **NOTED** that at time of writing, SWRB was yet to receive confirmation of the final draft financial statements and performance measures from Baker Tilly but expect this early next week.
4. **NOTED** that the Financial Statements and Performance measures will be shared with the FAR Committee.
5. Once agreed by FAR, the Board **AGREED** for the Financial Statements and Performance Measures to be presented to the Board and
6. **APPROVED** delegations to the SWRB Chair and the Chair of the FAR Committee for any final editing of the designed report.

All in Favor.

Carried.

5. Governance Information

5.1 CE's Consolidated Report

The CE's consolidated report was taken as read by the Board.

- **Appendix 5** - The Board expressed appreciation for the practice note included as Appendix 5 in the CE's Consolidated report, particularly noting its significance for social workers being the first prototype with another one in draft.
- **Appendix 6** - The Board noted the report from the Rapid Review of Oranga Tamariki Secure Residences and Community Homes, and the role of the SWRB. Board acknowledged the themes related to the professionalism of the workforce and emphasized the importance of strengthening the argument for considering public safety.
- **Appendix 2** - The Board engaged in a discussion regarding the relationship between SWRB and the Tribunal.

The Board was informed that while the Tribunal Chair and Deputy Chair have experience with other regulatory disciplinary bodies, these specific issues may be new to them as the bodies they work with are not Crown entities. The paper presented a suitable framework for initiating a conversation with the Tribunal, clarifying that SWRB Board does not have the authority to influence decisions but rather exercise oversight and financial responsibility. The Board recognized that establishing a common and shared understanding around expenditure guidance will be essential. SWRB will continue the dialogue with the Tribunal on the design of the website, and the design options will be presented to the SWRB Board for their evaluation from a cost-effective perspective. SWRB to also consider embedding Te Harapaki and SWRB's Whakatauki. The suggestion of a separate logo for the Tribunal was seen as beneficial.

- **ASI Great Things Award** - The Board congratulated SWRB on receiving the ASI Great Things Award, recognizing their continuous improvement approach using iMis and the added value derived from the system.

The CE's consolidated report was accepted and noted by the Board.

5.2 Lunch

6. Regulatory

6.1 Delegations regarding interim suspension

The Board reviewed the paper on delegations regarding interim suspension and took the paper as read.

It was noted that the Board has currently delegated the authority to a sub-committee for suspending registrations or practicing certificates, including interim suspension.

The rationale behind seeking this delegation was to enable the Registrar to address urgent matters promptly without involving the sub-committee. However, the Board expressed concerns about the proposal to delegate the initial suspension authority to the Registrar, without social work advice.

The Board agreed that further discussion was necessary, taking into account the level of operational activity, defining the scope of delegation and establishing oversight mechanisms. Currently, the Board is heavily involved in the operational aspects of regulatory functions and does not frequently encounter urgent cases for suspension.

The Board further agreed to explore how and when the sub-committee becomes active and how to streamline the decision-making process fairly. Options were considered, including implementing a process that involves a quorum from the sub-committee to rapidly respond to urgent cases. Additionally, the Board expressed interest in understanding the associated risks. The

Board:

1. **DISCUSSED** the contents of the paper.
2. **AGREED** to delegate renewal of suspension notices to the Registrar

NOTED that further work will be undertaken on further delegations and presented to the Board at some point in the future.

6.2 Section 13 Experience Pathway - Risks and Issues

The Board reviewed the paper related to the Section 13 Experience Pathway, acknowledging that the paper was for information.

[REDACTED]

The Board expressed its appreciation for the paper presented and recognized SWRB's effort to establish a pathway ensuring the Board's compliance with legislation, risk mitigation and the fair and transparent operation of the process.

[REDACTED]

That board also acknowledged the risks outlined in the paper and agreed that further discussion was required regarding the 10 applicants who are still waiting for a decision. The Board also requested that the date of the application received to always be included in the covering note to the Board.

6.3 Te Pūkenga Applications - Education and Training - Update

The Board noted the paper on the information regarding SWRB's educational initiatives, particularly the Te Pukenga unified degree.

The Board also acknowledged the positive relationship with NZQA with NZQA expressing a willingness to collaborate with SWRB on the development of the training framework.

[REDACTED]

The Board:

1. **DISCUSSED** the issues outlined in the paper, recognizing the possibility of Te Pukenga's disestablishment and the potential for redirecting SWRB's work if there are alternative avenues to achieve similar outcomes.
- [REDACTED]

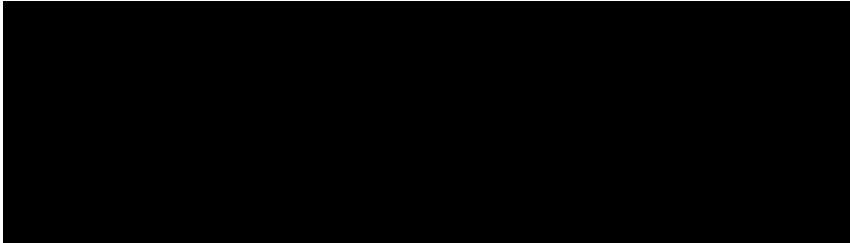
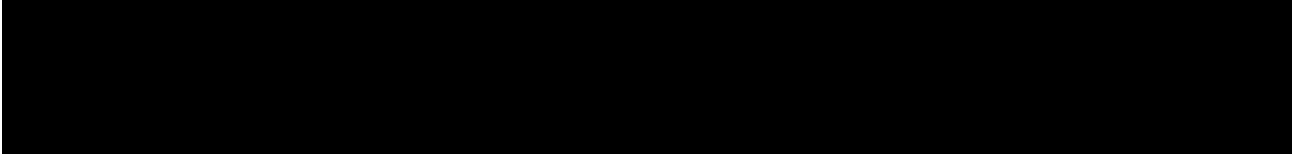
[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]



6.9 Afternoon Tea

7. Administration

7.1 Minutes of the Board meeting -23 June 2023



Minutes of the meeting dated 25 August 2023

The minutes of the meeting dated 25th August and the minutes of the Regulatory decision papers were taken as a true and accurate record of the meeting.

The action lists captured in the minutes to be transitioned to the Action register.

All in Favor

Carried

Decision Date: 26 Oct 2023

Mover: Shannon Pakura

Secunder: Jeff Sanders

Outcome: Approved

There being no further items to discuss, the meeting concluded with a Karakia at 3.40pm.