



## Composition and Terms of Reference for the College of Social Work Development Group

### Introduction

The College of Social Work Development Group (CSWDG) was established in January 2010, following the decision of two government departments - the Department of Health (DH) and the Department for Children, Schools and Families (DCSF) - to provide resources to enable the establishment by the social work profession of a College of Social Work as recommended by the Social Work Task Force (SWTF). These resources will be provided as a restricted project funding to the Social Care Institute for Excellence (SCIE) which will facilitate the development of The College. The Development Group will guide Stage 1 of this project which will run until the appointment of the Interim Chair and the Interim Board of The College. These terms of reference have been drawn up in order to ensure clarity of purpose and function of the CSWDG.

### Aims

The aims of the CSWDG are:

1. To develop a shared understanding of the purpose and key objectives of The College built on the direct contribution of social workers
2. To ensure that the design of and plans for The College will meet the needs of the profession now and in the future
3. To ensure that real and appropriate stakeholder engagement and dialogue underpin the process of developing The College
4. To ensure that the emerging business model is robust and appropriate
5. To support the development of The College of Social Work up to the point where an Interim Chair of The College is appointed and has overseen the appointment of the Interim College Board
6. To collaborate with the nations of the UK to promote learning about what works in social work.

## Membership

The CSWDG will be convened by Allan Bowman, Chair of SCIE (with the agreement of the group). Members will be representatives of the following organisations:

2 Social Workers from the SWTF

ADASS

ADCS

Aspect

Association of Professors of Social Work

BASW

Social Work membership organisation

SCIE

JSWEC

Unison

GSCC

CWDC

CAFCASS

Skills for Care

Observers

Observers will be invited from the Department of Health and the Department for Children, Schools and Families.

The following will also be in attendance at meetings:

- Stephen Goulder of SCIE and members of the CSWDG Project Development Team as needed to take minutes and give any other help or information required.
- others invited by the Chair to share expertise as needed.

## Basis of membership

Unless otherwise indicated, members have been invited on behalf of their organisations, not as individuals. Each organisation will normally send only one representative, usually a senior Director or Board member. If a member is unable to attend an occasional meeting, s/he may nominate a colleague of equivalent seniority in his or her place.

## Accountability

The CSWDG is funded for the duration of Stage 1 of the project from the funds provided to support the establishment of the College by DH and DCSF. SCIE is accountable for the use of the public funds allocated to the project and has set up a sub-committee of its Board to oversee the project. SCIE is accountable for ensuring that it facilitates the CSWDG and other stakeholders to enable Stage 1 of the project to proceed to time and to agreed criteria.

SCIE will account to the Departments through regular meetings with DH/DCSF leads. The Development Group will make regular reports to the Social Work Reform Board on its progress in establishing The College.

## Meetings

- The Development Group will usually meet monthly for the duration of Stage 1 of the project. Agendas for meetings will include:
- Information on and analysis of the environment in which The College will function, of the drivers for change and of the needs of key stakeholders;
- Proposals for work to be done in the form of a Project Plan, updated regularly;
- Progress reports on work done against the Project Plan, which will enable the Group to approve movement of the project through a series of Gateways;
- Items of discussion that will inform the work plans and priorities of the Project Development Team.

Costs of meetings, as with other project costs, will be met from the funds provided to underwrite this project. Reasonable travel and other costs incurred by members of the CSWDG in attending meetings will be reimbursed.

## Confidentiality

All papers supplied in relation to the project are confidential until agreed by the CSWDG for public distribution or consultation. This policy is intended to maximise the freedom of the group to discuss matters freely at an early stage of development.