



Social Workers  
Registration Board  

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Kāhui Whakamana Tauwhiro

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*Memorandum of Understanding*

*Between*

*The Minister for Social Development*

*and*

*The Social Workers Registration Board*

*for the*

*Year Ended 30 June 2015*

## **Content**

### **Memorandum of Understanding**

**Schedule One: Statement of Performance Expectations – Funding**

**Schedule Two: Statement of Performance Expectations – Output and Performance Measures**

**Schedule Three: Quarterly Reporting**

**Schedule Four: Revenue**

## **Purpose of Agreement**

The purpose of this Memorandum of Understanding (Memorandum) is to record, in a way that is not legally binding, the outputs to be requested by the responsible Minister from the Social Workers Registration Board (the Board) during the 2014/2015 financial year, the basis for that request, and to set the performance, financial management and reporting standards with which the Board is required to comply.

It also includes the Board's and the responsible Minister's understanding of the ways in which the relationship between the two parties will be managed over the period of this Memorandum. This should be seen as additional to, and complementary with, the Board's attached 2014 – 2015 Statement of Performance Expectations presented to Parliament on 13 August 2014.

## **Term of Agreement**

The term of this Memorandum will be from 1 July 2014 to 30 June 2015. If, for any reason a new Memorandum is not completed before the commencement of the next financial year, the parties will continue to operate under the terms of this Memorandum.

## **Amending and Updating the Memorandum of Understanding**

The terms of this Memorandum may be varied throughout the year, including the financial and non-financial measures attached to this agreement, but only if both parties agree to that variation in writing.

## **Responsibilities of the Board**

The Board will fulfil the functions and requirements of the Social Workers Registration Act 2003, and comply with the relevant provisions of the Public Finance Act 1989, the Crown Entities Act 2004 and any other relevant legislation, including any Ministerial Directives and Whole of Government Directives.

## **Responsibilities of the Responsible Minister**

The role of the responsible Minister is to oversee and manage the Crown's interest in, and relationship with, the Board and to exercise any particular statutory responsibilities. This includes participating in the process of setting and monitoring the Board's strategic direction and to give directions under the terms of the Crown Entities Act 2004 (s27). The Minister will, however, consult with the Board prior to any such direction.

## **Funding**

The Board acknowledges that the budgeted expenditure for carrying out the work included in its Statement of Performance Expectations will be provided from the fees and levies gazetted as set out in the Social Workers Registration Act 2003. The Statement of Performance Expectations - Funding, is set out in Schedule One.

## **Outputs and Performance Targets**

A summary of the outputs, functions, responsibilities, and strategic objectives to be produced by the Board, are included in its Statement of Performance Expectations. Statement of Performance Expectations – Output and Performance Measures, is set out in Schedule Two.

## **Ministerial Priorities for 2014/2015**

### **Review of the Preparation and Support provided to student and graduate social workers at entry level social work roles.**

The Board will consult with key employment and education organisations as part of the Board's review of the preparation and support provided to student and graduate social workers. The aim of the review is to improve outcomes for employers, employees and clients at the point that social workers with provisional registration undertake entry level social work roles. The Board will provide a report on its recommendations as a result of this review.

### **Proposed changes to the Social Workers Registration Act.**

Section 104 of the Act requires that the Board reviews the operation of the Act and consider whether any amendments are necessary or desirable. The Board's October 2012 review report suggested a number of amendments to the Act. The Board has since identified a number of additional amendments that are needed to ensure a consistent and efficient registration framework. The Board will provide a report on the proposed changes.

## **Financial Management**

The Board's forecast financial statements are included in the SWRB's Statement of Service Expectations.

The Board will use its best endeavours to ensure that the total actual expenditure for the outputs produced by it is within the agreed budget.

## **Reporting**

The Board will provide quarterly reports to the Minister on its performance and related issues as provided for in Schedule Three.

## **Note on Other Income**

The Board will receive third party funding from sponsorship, donation or other sources during the year. Any such income will be applied to the provision of the outputs specified in Schedule Two appended to this document.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2014

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**Shayne Walker**  
**Chair**  
**On Behalf of the Social Workers Registration Board**

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**Hon. Anne Tolley**  
**Minister for Social Development**

## Statement of Forecast Service Performance - Funding

## Crown Funding

Expenditure on the output for 2014/2015 will be funded by payments received by the Board from social workers who apply for registration, from Registered Social Workers who wish to maintain their registration and from Tertiary Education Organisations that require their social work qualifications to be recognised for the purposes of the Social Workers Registration Act 2003.

| Output                                    | Income       | Expenditure  |
|---|--------------|--------------|
| Implement the SWRB Registration framework | \$ 1,500,350 | \$ 1,445,000 |

*NB All figures are GST Exclusive*

## Statement of Performance Expectations – Output and Performance Measures

### OUTPUT: IMPLEMENTATION OF THE SWRB REGISTRATION FRAMEWORK

#### What is intended to be achieved?

We protect the public's safety by implementing a registration framework to ensure that social workers are competent to practise and held accountable for their practice.

#### This will be implemented via the following processes:

##### ***Management of the registration of social workers***

- by receiving and considering applications for registration, taking recognised educational qualifications and competence of social workers into account
- by authorising the registration of social workers and maintaining a Public Register
- by considering applications for, and issuing practising certificates.

##### ***Consideration of complaints against Registered Social Workers***

- by maintaining a Complaints and Disciplinary Tribunal and providing administrative and related services for the Tribunal
- by promoting the establishment by organisations that employ social workers, of accessible and efficient procedures for making, considering and determining complaints relating to social workers they employ.

##### ***Enhancement of the professionalism of social workers***

- by maintaining a code of conduct to apply to Registered Social Workers and that will apply generally in the social work profession
- by promoting and encouraging high standards of practice and professional conduct among Registered Social Workers and the employers of social workers.

##### ***Promotion the benefits of registration***

- by promoting the benefits of registration among people practising as social workers, to bodies and organisations that employ social workers, and to the New Zealand public by acknowledging the status of Registered Social Workers as qualified, competent and regulated professionals
- by reinforcing the place of Registered Social Workers as contributing members of multi-disciplinary teams working within many sectors.

##### ***Set standards for social work education and training***

- by ensuring that the delivery of social work qualifications in New Zealand adheres to the Social Workers Registration Board Programme Recognition Standards
- by maintaining and reviewing the Programme Recognition Standards for recognised social work education providers
- by reinforcing high standards of education in order that social workers achieve minimum competencies prior to engaging in professional practice.

## How will we assess performance?

| Performance Measure   | Estimated Actual 2013/2014 | Forecast 2014/2015 |
|---|----------------------------|--------------------|
| The percentage of Social Work Qualifications due for re-recognition that are assessed by panels prior to their expiry date will be no less than                   | 100%                       | 100%               |
| The percentage of completed applications for Registration that are assessed and presented to the Board for approval within 60 working days, will be no less than  | 100%                       | 100%               |
| The percentage of APC applications that are processed within 20 working days will be no less than   | 100%                       | 100%               |
| The percentage of applicants who report being satisfied with the Registration and APC renewal process will be no less than  | 90%*                       | 90%*               |
| The percentage of competence assessments that are completed within 20 working days will be no less than   | 100%                       | 100%               |
| The percentage of competence re certification assessments that are completed within 20 working days will be no less than  | 100%                       | 100%               |
| The percentage of applicants who report being satisfied with the Competence Assessments process will be no less than  | 90%*                       | 90%*               |
| The number of events that inform and promote the benefits of Registration to Social Workers, employers of Social Workers and the public, will be no less than     | 40                         | 40                 |
| The percentage of people who report that they are satisfied with promotional material they receive will be no less than   | 90%*                       | 90%*               |
| The percentage of formal complaints received and referred to the Complaints and Disciplinary Tribunal to be processed within 20 working days will be no less than | 100%                       | 100%               |

**\* This will be evaluated via an annual survey**

## Schedule Three

### Quarterly Reporting

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The Social Workers Registration Board agrees to provide the responsible Minister with quarterly reports, containing both financial and non-financial performance information as set out below.

#### Content

Each quarterly report should be as concise as possible, and provide an update on progress/performance in the following areas:

#### Section A: Overview

- Progress against Minister's priorities and any others agreed
- Summary of financial performance
- Summary of performance against output targets
- Value for money activity
- Organisational capability, including staff numbers
- Upcoming events
- Other significant activity.

#### Section B: Output Delivery Performance

- A full schedule of results against performance measures with variance comments explaining under, and significantly over achievement.

#### Section C: Financial Performance

- A comprehensive set of year-to-date reports, including a Statement of Financial Performance and Statement of Financial Position with comparative figures for the previous year. Where appropriate, explanations for the variances between forecast and actual are to be included.

#### Exceptions Reporting

From time to time issues may arise outside of the normal quarterly reporting and meeting cycle. When this happens, both parties agree to inform each other of the nature of the issue(s) as soon as possible.

## **Reporting and Risks**

From time to time, issues may arise outside the normal quarterly reporting and meeting cycle. When this happens, both parties agree to inform each other of the nature of the issues as soon as possible.

If an issue poses a major risk to the operation of the Board (e.g. a major financial risk, or potential risk to its reputation), the Board will ensure that its advice to the Minister outlines the nature of the issue; any assistance/advice it may have sought on how to manage this, and any action taken to manage the issue, including whether this is consistent with any assistance/advice the Board may have received.

Where advice is provided verbally, steps will be taken to ensure that the advice is documented.

## **Timing**

Quarterly reports will be provided on the following dates:

- (i) by 27 October 2014 relating to the period 1 July 2014 to 30 September 2014;
- (ii) by 26 January 2015 relating to the period 1 October 2014 to 31 December 2014;
- (iii) by 27 April 2015 relating to the period 1 January 2015 to 31 March 2015;
- (iv) by 27 July 2015 relating to the full 2014/2015 financial year

NB: The final quarterly report to cover the full year to date, due in July 2015 (the 12-Month Report), is distinct from the entity's Annual Report to be presented to Parliament. Further, it is recognised that the information provided in the 12-Month Report may change in the Annual Report as a result of the end of year audit report.

### Revenue

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The Social Workers Registration Board acknowledges that the budgeted expenditure for carrying out the work included in its Statement of Forecast Service Performance will be provided from the fees and levies gazetted as set out in the Social Workers Registration Act 2003 as well as interest received and additional Sundry Income as noted below. The Board is not expected to receive any direct Crown funding for the 20014/15 year.

|  | <b>2014 / 2015</b>        |
|--|---------------------------|
|  | <b>Budget (GST excl.)</b> |
|  | <b>\$</b>                 |
| <b>Income</b>                          |                           |
| Application and Registration fees      | 1,414,850                 |
| Government Grants                      | 0                         |
| Programme Recognition and other income | 55,500                    |
| Interest                               | 30,000                    |
|  |                           |
| <b>Total Income</b>                    | <b>1,382,150</b>          |