Social Care Facilities Review Committee

Mandate and Roles Document

1. Definitions

"Act" means the *Social Care Facilities Review Committee Act*;

"Chair" means the Chair of the SCFRC;

"Department" refers to the office of the Deputy Minister;

"Deputy Minister" refers to the Deputy Minister of Children and Youth Services;

"Facility" means

- a facility that provides care, treatment and shelter and that is funded, wholly or partly, by the Department of Children and Youth Services (i.e. foster homes, group homes, youth emergency shelters, women's emergency shelters).
- a day care facility as defined in the *Social Care Facilities Licensing Act* (i.e. day care, out-of-school care programs).

"Government" means the Government of Alberta;

"Ministry" refers to Alberta Children and Youth Services, which includes the Child and Family Services Authorities and the Department;

"Minister" refers to the Minister of Alberta Children and Youth Services, determined under section 2 of the *Governance Organization Act*;

"SCFRC" means the Social Care Facilities Review Committee;

"Vice-Chair" mean the Vice-Chair of the SCFRC.

2. Mandate and Accountability

2.1 SCFRC Mandate

The SCFRC is established under s.2(1) of the Act and is accountable to the Minister. In accordance with s.7 of the Act the SCFRC mandate is as follows:

- The SCFRC shall visit each facility from time to time to review the quality of services provided in the facility and the manner in which the facility is operated.
- The Minister may direct the SCFRC to visit a facility to investigate a matter specified by the Minister relating to the facility.

2.2 SCFRC Accountability

The SCFRC is accountable to the Minister. SCFRC members must act honestly and in good faith, leaving aside personal interests to advance the public interest and the mandate of the SCFRC. The SCFRC prepares and submits to the Minister a report summarizing its activities in the previous year.

2.3 Minister's Accountability

The Minister is accountable to the Legislature for the operation of the SCFRC. On receiving an SCFRC annual report, the Minister shall lay a copy of the report before the Legislative Assembly.

3. Duties and Responsibilities

3.1 The SCFRC

The SCFRC ensures its actions are in line with its mandate and:

- Conducts facility visits in accordance with its annual facility visit plan.
- Develops, approves and submits an annual report.
- Conducts investigations when directed by Minister and provides related investigation reports.
- Discloses any observations or reports of abuse and neglect as required by law.
- Makes all reasonable efforts to ensure that the advice provided to the Minister is evidence-based.
- Holds meetings as required, generally at least two times a year.
- Conducts annual performance assessments to enhance accountability and performance for the following:
    - the SCFRC as a whole;
    - individual SCFRC members; and
    - Chair and Vice-Chair.

  The SCFRC also discusses the results of the evaluation and adopts agreed-upon improvements.
- Discusses with the Minister (or designate) their resource needs and adjusts its operational and strategic plans in accordance with the resource supports agreed to by the Minister (or designate).
- Oversees compliance with all relevant governance documents and procedures by which the SCFRC operates, and ensures that the SCFRC operates at all times in compliance with all applicable laws and regulations and to the SCFRC's Code of Conduct.

- Addresses how the SCFRC interacts with the public and consults with the Minister on items of concern.
- Ensures that SCFRC members participate in scheduled orientation, training and development activities.
- The SCFRC may:
    - establish sub-committees that support its mandate and which are accountable to the SCFRC;
    - identify and submit policy considerations to the Minister; and
    - provide internal briefings related to quality of care issues arising in connection with their facility visits.

3.2 Chair

The Chair is the governance head of the SCFRC and works with the Vice-Chair and SCFRC staff to ensure that the mandate of the SCFRC is fulfilled. As well, the Chair is responsible for:

- Providing effective leadership to the SCFRC.
- Building and maintaining a positive working relationship with the Minister.
- Ensuring that the SCFRC complies with any directions provided by the Minister relating to the SCFRC's duties.
- Approving SCFRC meeting agendas.
- Chairing meetings and facilitating discussions.
- Working collaboratively and productively with:
    - individual SCFRC members;
    - the SCFRC as a whole; and
    - SCFRC dedicated staff.
- Ensuring that annual assessments are conducted for the SCFRC, individual SCFRC members, the Chair and the Vice-Chair.
- Guiding/mentoring individual SCFRC members.
- Approving training and monitoring SCFRC members' development plans in consultation with the Vice-Chair and SCFRC staff.
- Participating in facility reviews in either of the following capacities:
    - as a member of a partnership team, in which case the SCFRC member profile also applies to the Chair in this capacity; or
    - in a training/mentoring/assessment capacity.

3.3 Vice-Chair

The Vice-Chair is the acting Chair of the SCFRC in the following circumstances:

- The Chair's absence or inability to act;
- A vacancy in the office of the Chair; or
- At the direction of the Chair.

The Vice-Chair responsibilities include:

- Any responsibilities delegated by the Chair.
- Providing effective leadership to the SCFRC.
- Working collaboratively and productively with:
    - individual SCFRC members;
    - the SCFRC as a whole; and
    - SCFRC dedicated staff.
- Assisting the Chair in conducting annual assessments with the individual SCFRC members.
- Guiding/mentoring individual SCFRC members.
- Consulting with the Chair and SCFRC dedicated staff regarding training and monitoring SCFRC members training plans.
- Participating in facility reviews in either of the following capacities:
    - as a member of a partnership team, in which case the Committee member profile also applies to the Vice-Chair in this capacity; or
    - in a training/mentoring/assessment capacity.

3.4 The Minister

The Minister has ultimate accountability for the Ministry and:

- Recommends to the Lieutenant Governor in Council the appointment of, the SCFRC Members, the Chair and Vice-Chair. The Minister's recommendations are based on the assessment that the appointees have the appropriate knowledge, skills, experience and values to assist the SCFRC in achieving its objectives and performing its functions.
- Ensures that the SCFRC is fulfilling its mandate in compliance with Government policies.
- May direct the SCFRC to visit a facility to investigate a matter specified by the Minister relating to the facility.
- Files the SCFRC's annual report in the Legislature in accordance with the Act.

- Ensures that the SCFRC is informed of Government policies and direction affecting the work of the SCFRC.

- Ensures that regular (at least every seven years) reviews of the SCFRC's mandate and purpose are conducted to determine if the work of the SCFRC is still relevant to the needs of Albertans, if it is aligned with Government priorities and if the operations and functions are being carried out in a manner that can achieve Government objectives.

3.5 The Deputy Minister

The Deputy Minister is the Chief Officer of the Department who supports and acts under the general directions of the Minister. In addition to those responsibilities delegated to the Deputy Minister by the Minister, the Deputy Minister is responsible for ensuring the Department provides resources to enable the SCFRC to carry out the SCFRC's mandate and responsibilities, as follows:

- Designating dedicated staff to provide support to, and take direction from, the SCFRC in the following areas:
    - facilitate and support SCFRC reviews of facilities;
    - prepare annual report for SCFRC's review;
    - liaise with Chair, Vice-Chair and the Committee;
    - facilitate SCFRC meetings;
    - to ensure timely recruitment for the SCFRC based on competencies and the established recruitment process;
    - prepare governance related documents and processes for the SCFRC's review;
    - to provide orientation and ongoing development of SCFRC members;
    - facilitate SCFRC Chair and Vice-Chair assessments; and
    - other areas as determined.
- Providing the financial resources to enable the SCFRC to reasonably fulfill the SCFRC's mandate and responsibilities.

4. Recruitment and Appointment of SCFRC Members

SCFRC members (including the Chair and Vice-Chair) are appointed by the Lieutenant Governor in Council upon the Minister's recommendations.

Key elements of the SCFRC recruitment and appointment process are as follows:

- Recruitment of SCFRC members occurs as part of an annual recruitment, and involves both the recruitment of new SCFRC members and the reappointment of existing SCFRC members based on satisfactory performance. Any vacancies that occur during the year may be filled from the suitable alternate list that was identified in the previous SCFRC recruitment. If there are no suitable alternates, vacancies will not normally be filled until the next annual SCFRC recruitment, unless the SCFRC cannot meet its quorum requirements under the Act.

- Recruitment of SCFRC members is based on the approved SCFRC member competencies.

- Recruitment will be led by the Department in consultation with the Chair and Vice-Chair. Vacancies will be posted on the Ministry website.

- An interview panel comprised of three members (the Chair and Vice-Chair or their designates, and a human resources representative selected by the Department) will review applications, identify and interview candidates based on those competencies needed to fill vacancies, and determine suitable candidates who should be recommended to the Minister subject to conflict of interest and other screening conducted by the Department.

- The interview panel makes recommendations regarding the appointment of new members.

- The Department will prepare and submit a recommendation package to the Minister, including a list of suitable candidates and the interview panel recommendations.

- The Minister will make recommendations to the Lieutenant Governor in Council from the list of suitable candidates.

- Appointments are made by Order in Council for a fixed term of up to three years, with the potential for reappointment based on satisfactory performance, to a maximum of seven years of continuous service.

- The Lieutenant Governor in Council may extend an appointment for a further period of up to three years where required for succession planning, upon the Minister's recommendation.

Honoraria and Reimbursement of Expenses

Although SCFRC members are volunteers and not employees of the government, they do receive an honorarium and are reimbursed for expenses as determined by the Minister.

5. Interaction between SCFRC and Department

- The SCFRC provides an annual report to the Minister under the Act.

- The SCFRC provides an investigation report to the Minister when it conducts an investigation directed by the Minister.

- The SCFRC discloses any observations or reports of abuse and neglect as required by law. This disclosure will normally be made to the SCFRC dedicated staff.

- The SCFRC may provide:

    - internal briefings to the Deputy Minister, Child and Family Services Authority Chief Executive Officers and the Minister relating to quality of care issues arising in connection with SCFRC facility visits; and

    - internal advice to the Minister identifying policy considerations arising from SCFRC facility visits.

- Communications between the SCFRC and the Minster or Deputy Minister is through the Chair, Vice-Chair on behalf of the Chair, or the Governance Services Branch.

- The Minister or designate may attend SCFRC meetings from time to time to discuss matters of mutual interest.

6. Administration

6.1 Review of the Mandate and Roles Document

The Mandate and Roles document shall be in effect for not more than three years. It must be renewed or revised by the expiry date.

The Mandate and Roles document should be affirmed upon a change in either the Minister or the Chair.

6.2 Transparency

Copies of the Mandate and Roles document will be filed with the Minister (or designate), the SCFRC and the Agency Governance Secretariat. In support of the principle of transparency, this document will also be easily available to the public on the SCFRC's website: www.childalberta.ca/home/540.cfm

6.3 Periodic SCFRC Reviews

The mandate of the SCFRC will be reviewed at least every seven years by the Minister, who shall report the results of the review to the Executive Council.

Chair
Social Care Facilities Review Committee

Minister
Children and Youth Services

12 April 2010
Date

May 06 2010
Date