

Northern Ireland



Social Care Council
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**Social Care Council Board Meeting
Confirmed Minutes
10.00a.m on Wednesday 21st April 2021
Via Zoom videoconference**

Present:

Paul Martin (CHAIR)
Sarah Browne, Board Member
Roslyn Dougherty, Board Member
Gerard Guckian, Board Member
David Hayes, Board Member
Christine Hunter, Board Member
Brenda Maitland, Board Member
Jacqueline McGarvey, Board Member
Catherine McPhillips, Board Member
Anne O'Reilly, Board Member – from 11.00a.m
Sandra Stranaghan, Head of Business Support
Lee Wilson, Board Member

In Attendance:

Patricia Higgins, Interim Chief Executive Officer, Social Care Council
Catherine Maguire, Interim Head of Workforce Development, Social Care Council,
for item 1 only
Declan McAllister, Dir. of Registration and Corporate Services, Social Care Council
Marian O'Rourke, Interim Director of Regulation & Standards, Social Care Council
Claire Trainor, Head of Strategic Communications and Engagement, Social Care
Council
Maureen Martin, Secretariat, Social Care Council

Observer(s):

Karen Diamond, Board Apprentice
Alan Richie, Participation Partnership member

Apologies:

Lorraine Conlon, Government Liaison Officer, DOH
Carolyn Ewart, BASW (N.I)
Roberta Magee, Chair of the Social Care Council Registrants' Forum

Formalities

Item	Agenda	Action
1.	Welcome and Apologies	
1.1	The Chair welcomed everyone to the meeting via Zoom videoconference facilities. A special welcome on behalf of the Board was extended to Participation Partnership member. Alan Richie who was in attendance in an observer capacity.	
1.2	Apologies were noted from Board member Roberta Magee, Chair of the Social Care Council Registrants' Forum, Carolyn Ewart, BASW (N.I), Lorraine Conlon, Government Liaison Officer, DOH and Karen Diamond, Board Apprentice.	
2.	Declarations of Interest	
2.1	None to note.	
3.	Video Presentation – ‘Business Focus- One Year on in Lockdown’	
3.1	The Interim Chief Executive introduced the video presentation – ‘Business Focus – one year on in Lockdown’. The video reflected how the Social Care Council adapted to maintain the delivery of business remotely to support registrants and stakeholders during the Covid-19 pandemic.	
4.	Board Minutes	
4.1	<i>Minutes of the previous Board Meeting of 9th December 2020 – Paper A for approval</i>	
4.1.1	The minutes of the previous Board meeting of 9 th December 2020 were reviewed and agreed as an accurate record. Decision: The Board approved the minutes of the Board meeting of 9th December 2020.	
4.2.	<i>Action List/Matters Arising</i>	
4.2.1	<i>5th February – item 10.3 (deferred)</i> The Interim Chief Executive reported that the commitment to invite Aine Morrison to the Board meeting to present on the Mental Capacity Act had been postponed. An invitation to attend the June Board meeting will be extended to Ms. Morrison. All other actions are completed and closed.	
4.2.2	There were no matters arising to note.	
4.2.3	The Director of Registration & Corporate Services advised that the Public Health Agency (PHA) has confirmed the stated position on the COVID – 19 vaccination programme is that there are no plans to make the vaccine compulsory.	
4.2.4	The Director of Registration & Corporate Services stated that the number of emergency registrants remaining on the register will be reported once the commencement of autoremovals is in place	

	and it is hoped this could be reported at the June Board meeting.	
Business Briefings		
5.	Chair's Business	
5.1	<i>Senior Executive Pay Awards – Circulars HSC(SE) 1/2021 & 2/2021</i>	
5.1.1	<p>The Chair requested Board approval for the Senior Executive Pay Awards for 2016/17 and 2017/18 relating to the performance for the previous Chief Executive who was in post for this two year period. The circulars reflect an award of 1% uplift for a fully acceptable performance. The Remuneration Committee had approved the awards in principle and the Committee will not need to reconvene unless the payment amount varies.</p> <p><i>Decision: The Board approved the recommendation from the Remuneration Committee relating to payments to be awarded under the guidance of the Senior Executive Pay Awards 2016/17 and 2017/18</i></p>	
5.2	<p>The Chair provided an update on engagements carried out since the last Board meeting. The Chair highlighted the following:</p> <p>Meetings:</p> <ul style="list-style-type: none"> • Attended 3 HSC Chairs Forum Ministerial meetings with focus on finance, reset agenda and outstanding waiting lists across the Health service. Martina Moore, Director of Organisational Change, DoH presented at the last meeting on the migration of the HSCB and the new commissioning arrangements. An Integrated Care Systems approach is proposed going forward with more collaboration between service users, commissioners and care providers and a formal group has been established to look at a prototype. It was agreed that it would be useful to invite Ms. Moore to a Board meeting for a longer discussion session on this topic. ACTION • Attended a positive meeting with the Senior Leadership and the Chief Social Work Officer for a detailed discussion on the Landscape Review recommendations and for greater clarity on expectations of the Social Care Council going forward and opportunities identified to support systems leadership role ; • Attended a Chairs and Chief Executives meeting with RQIA and the Chief Social Work Officer to identify interfaces for mutual support and information sharing to allow each organisation to effectively discharge responsibilities. A further meeting is planned for mid-May; • Attended a series of events including; <ul style="list-style-type: none"> ➤ Chief Executives Forum (CEF) - <i>The CEO in</i> 	Secretariat

	<p><i>Government: Leading Arm's Length Bodies Well;</i></p> <ul style="list-style-type: none"> ➤ NICON - Programme for Government session delivered by Chris Stewart, Director for Programme for Government at the Executive Office; ➤ Kings Fund & HSC Contributors - "Covid-19 Recovery: What can we learn from other disasters?" <p>News updates:</p> <ul style="list-style-type: none"> • Corporate planning has commenced and a strategic session is scheduled in May; • The formal recruitment exercise for the post of Chief Executive has commenced. The job description has been drafted and an information pack will be available. The job description will reflect the expanded role of the Chief Executive to take account of the new opportunities into the future. The Chief Social Work Officer and BSO HR will review the information pack , salary and position grading over the next 4 weeks which may slightly delay the process and a recruitment advertisement is expected to be placed by the end of June; • Andrew Dawson has been appointed as Chief Executive of Public Health Agency effective from July; • The Health & Wellbeing Committee and participants were commended on the completion of the 'Walking out of Lockdown' event which raised over £800 for the Trussell Trust; • Finance Circular received indicating additional payments for Board members reflecting 1% annual increase for 2018 and 2019; <p>In response to a member's query, the Chair confirmed that Sponsor Branch have been alerted to the appointments of the Chair and 7 Non-Executive Directors due to end in March 2022 and early discussion is needed.</p> <p>Action: CEF and NICON presentations to be shared with the Board and follow up engagement with key authors of papers to be arranged</p>	Secretariat
6.	Interim Chief Executive's Report	
6.1	<i>Interim Chief Executive's Report for December 2020 – 31st March 2021 - Paper B for information</i>	
6.1.1	<p>The Interim Chief Executive invited questions on the report which outlines key activity undertaken for the period from December 2020 – 31st March 2021. The following were noted:</p> <ul style="list-style-type: none"> • Joint meeting of Chairs and Chief Executives of Social Care Council and RQIA and workshop with senior teams have been held. The Senior teams are developing a draft 	

Memorandum of Understanding and formally collaborating to review how engagement will look going forward;

- N.I. Joint Regulators Forum has been reinstated and the General Medical Council (GMC) have committed to providing secretariat support. The Terms of Reference were signed off at the last meeting and HCPC and the General Dental Council (GDC) will also be invited to join. The purpose of the group is to look at working more collaboratively and at how data and intelligence can be shared to support system improvements. The Interim Chief Executive will be presenting at the GMC N.I UK Advisory Forum on the re-instated N.I Joint Regulators Forum;
- EU Exit- the Director of Registration & Corporate Services is leading on a detailed piece of work with CORU on the dual registration of social workers to look at a implementing a more streamlined process. Consultation will also take place with the Chief Social Work Officer on streamlining processes as some decisions will need to be agreed at government level due to legislative implications. The Board will be updated once agreement is in place;
- Presenting with the Chief Social Work Officer and Michael Dunlop on CEF facilitated event - *Partnership in Practice: How the NI Social Care Council collaborated effectively to deliver during the pandemic*
- Attending the Interim Adult Protection Board meeting today and will report back to the Board on the Duty of Candour consultation which has been launched by the Department of Health . The Head of Fitness to Practise is leading the coordination of the consultation response and it is proposed that a small group comprised of Board members and officials will be established to draft a response. The Head of Fitness to Practise will approach members directly for interest in joining the group. It was agreed that an update will be provided to the Participation Partnership group on the Interim Adult Protection Board subgroups once the information is available as there may be an opportunity for participation
- The proposed joint meeting of the Chairs of Social Care Council and RQIA Boards has been postponed until a program of work is agreed and engagement mapped out. The full range of engagement will be outlined in the new Corporate Plan and the joint RQIA/Social Care Council Board meeting will be raised for discussion at the Strategic session in May.

In response to a Board member query, the Interim Chief Executive advised that, following legal advice, CORU has confirmed that dual registration is required for social workers visiting children across the border with the exception of the provision of virtual support. The Department of Health have

	<p>agreed that the cost incurred by dual registration will be paid by the Health Trusts.</p> <p>Decision: The Board noted the Interim Chief Executive's Report.</p>	
7.	Subcommittee Minutes	
7.1	<i>Registrants Forum draft unconfirmed minutes of 7th December 2020</i>	
7.1.1	<p>In the absence of the Chair, Ms Hunter gave a brief overview of the most recent activity of the Registrants' Forum.:</p> <ul style="list-style-type: none"> • A workshop was held on 14th April to look at strategic development, Landscape Review, Corporate Strategy and how the group can be developed and strengthened. A full report will be presented at the next Board meeting; • Reviewed how to achieve wider engagement across social work and social care sectors and Board members were invited to provide input in this area. <p>It was highlighted that the Social Care Council needs to have a clear statement of remit in involvement of issues relating to social care workers' and social workers' working conditions. It was recognised that there may be an opportunity for the Registrants' Forum to play a key role in terms of the corporate planning process and engagement.</p> <p>Decision: The Board approved the Registrants Forum draft unconfirmed minutes of 7th December 2020</p>	
7.2	<i>Participation Partnership unconfirmed minutes of 5th January 2021</i>	
7.2.1	<p>The Committee Chair gave an overview of the minutes and highlighted the following:</p> <ul style="list-style-type: none"> ➤ Challenges noted relating to engagement reach with service users and carers and recommended for more detailed discussion at Corporate Strategy planning session; ➤ Noted the role of the Committee in the development of the Corporate Strategy and informing the content; ➤ A joint workshop was held with Workforce Development team on 24th March and key outcomes were agreed for Participation Partnership involvement and areas of work and where there is appropriate opportunity for service user and carer input. A set of principles are to be agreed; ➤ Important areas for the Committee are around the use of accessible and unambiguous language and more visibility of the group to the Board; ➤ Discussion on the Duty of Candour consultation - the 	

	<p>importance of the voice of front line social care workers was highlighted.</p> <p>The Committee Chair invited Mr. Richie to proffer any additional comment and the importance of the voice of front line social care workers was highlighted along with the more medical focus of the Duty of Candour consultation.</p> <p>Decision: The Board approved the Participation Partnership unconfirmed minutes of 5th January 2021</p>	
7.3	<i>Professional in Practice (PiP) unconfirmed minutes of 24th February 2021</i>	
7.3.1	<p>The Committee Chair reported on activity from the last PiP meeting and highlighted the following:</p> <ul style="list-style-type: none"> • An agreement and action plan has been drafted arising from the December workshop to look at the future priorities for the Professional in Practice Framework in relation to education, training and learning opportunities; • Several issues were raised for more detailed exploration and a sub meeting was held on 19th April: <ul style="list-style-type: none"> ➢ Discussion took place around plagiarism; values and standards, frequency and the response of the Social Care Council to this as a professional issue. Officers are looking at university strategies used to monitor the frequency of plagiarism and how this is managed by employers; ➢ The lack of opportunity for agency staff participation was raised and there appears to regionally recognised view that will require further exploration; ➢ Consideration was given to voluntary removal of some registrants from the register due to career breaks and other circumstances where PiP extensions should be granted. The Strategic Advisory Group is also considering this area for professional implications. To recognise the continuum of social work education and training, the PiP Committee Chair sits on the Strategic Advisory group with the intention to bring PiP matters to the fore. <p>Decision: Professional in Practice (PiP) unconfirmed minutes of 24th February 2021</p>	
7.4	<i>Leaders in Social Care Partnership unconfirmed minutes of 9th March 2021</i>	
7.4.1	<p>The Chair of the Leaders in Social Care Partnership reported on activity and highlighted the following:</p> <ul style="list-style-type: none"> • The Partnership group is developing well and the minutes reflect a sense check of employer and social care worker experiences across the sector; 	

	<ul style="list-style-type: none"> • Awaiting sign off of the Compact by the Department; • A planning meeting on engagement with front line social care staff, employers and wider independent sector is to be arranged; <p>Decision: The Board approved the Leaders in Social Care Partnership unconfirmed minutes of 9th March 2021</p>	
7.5	<i>Audit & Risk Assurance Committee unconfirmed minutes of 27th January 2021</i>	
7.5.1	<p>Mr. Wilson spoke to the Audit & Risk Assurance Committee unconfirmed minutes of 27th January 2021 and highlighted the following:</p> <ul style="list-style-type: none"> • A strategy for end of year audit had been presented by External Audit and no issues are foreseen. Requested information can be provided electronically and management are content with time frame. • Internal Audit report - satisfactory report and replacement for CAS will be brought back to the Committee for approval. Management will review audit recommendations that are outstanding due to additional COVID related work • Discussion took place around risks including finance, cyber security and working from home in respect of COVID recovery, liability, fire safety and access/management of data; • Committee effectiveness review to be completed including lessons learned and best practice for Audit & Risk Assurance Committee; <p>The Chair noted the satisfactory Internal Audit reports. It was agreed that a full Board review of the Risk Register including wording of risks will be added to the Corporate Planning Strategic session agenda.</p> <p>Decision: The Board approved the Audit & Risk Assurance Committee unconfirmed minutes of 27th January 2021</p>	
Business Matters		
Decisions Papers		
8.	COVID- 19 Assurance Report including Business Continuity: Supplementary Plan in Managing a Pandemic – for review	
8.1.	<p>The DRCS gave an overview of the COVID- 19 Assurance Report and the following key implications were highlighted:</p> <ul style="list-style-type: none"> • A satisfactory Internal Audit Assurance report on COVID management and governance has been received with three Priority 3 recommendations which have been implemented or are on target for completion; 	

	<ul style="list-style-type: none"> • COVID-19 risk has been reassessed from a high risk to a medium risk on the register as there is a reduced risk of business delivery not being carried out due to the impact of Covid 19; • Report reflects minimal impact of COVID-19 on Fitness to Practise business. 16 referrals have been received from employers regarding breaches of regulations, mostly within the independent/private sector. Regulation of social work education and training has proceeded as normal with more frequent meetings of the Strategic Advisory Group to enable business delivery and the implementation of contingency plans where needed; • Workforce Development projects have continued throughout the pandemic including delivery on Social Care strategy, lunchtime webinars and Social Care ECHO. • Transition to James House is scheduled for June 2022 and preparations will be made going forward to introduce a formal policy of agile working that is based on feedback and learning from staff and their working experiences during Covid 19. Board approval for the engagement of the transition plan was granted last year and the plan will be re-engaged with Board consultation once there is authorisation from the Assembly. Internal pulse surveys have been regularly completed with staff including equipment requirements to support home working and how the positive benefits can be carried forward. It was noted that the combination of improved IT infrastructure and higher level of staff confidence in the use of virtual platforms have resulted in the increased interest in continued working from home. <p>Action: Fitness to Practise Outcomes of Hearings notifications to be shared with Board</p> <p>Decision: The Board noted the COVID- 19 Assurance Report including Business Continuity: Supplementary Plan in Managing a Pandemic</p>	Head of FtP
9.	Business Performance Report Quarter 4 to 31st March 2021- for note	
9.1	<p>The DRCS advised that the report provided a cumulative assessment of the business performance over the last 12 months with particular focus on the last quarter. The following key highlights were noted:</p> <ul style="list-style-type: none"> • An Evaluation report will be brought to the next Board meeting; • Internal COVID Business Leadership Team (CBLT) meetings are held twice per week to review and manage current situations impacting the organisation; 	

	<ul style="list-style-type: none"> • The current number on the register is 51,800 which reflects a substantial increase of 5000 registrants since last year; • Virtual Fitness to Practise investigations and Committees have been successfully delivered ; • Engagement activity over the last 12 months has been adapted to deliver a broad range of virtual events and this may be reviewed once office based working is resumed; • There has been significant investment in staff health and wellbeing over the last 12 months; • Extensive engagement programme has been delivered around Standards, ECHO project, lunchtime webinars and production of online Learning Zone resources over last 12 months; • Registration service has continued to function as an online service with email support and prearranged telephony support for agreed organisations. <p><i>Decision: The Board noted the Business Performance Report Quarter 4 to 31st March 2021</i></p>	
10.	Finance Performance Report to 31st March 2021 – for approval	
10.1	<p>The DRCS confirmed that a year-end breakeven position has been achieved with a caveat that there still may be some funds yet to be incorporated into accounts including and the additional £500 allocation for payment to HSC staff which should not materially affect the overall position. The following key matters of the report were highlighted:</p> <ul style="list-style-type: none"> • Overall forecast position at Month 12 is underspend of approximately £12k which falls within £0 - 20k breakeven position; • The gap in registration fee income of £216k has been managed however the collection of outstanding fees will continue and the removals project should facilitate assessment of how much of this amount is recoverable; • Expenditure related to additional resources for projects including Social Care Strategy, Loneliness and Bereavement projects. • Manual accruals of £110k for the Senior Executive Pay Award and Annual Leave carry over 2021 22; • Non Pay overspend is connected to a piece of work requested by the DoH Finance Forum to spend end of year slippage funds. The DoH supported individual business cases for an independent Fitness to Practise audit , training and 365 licences for the Registration system; • An underspend of £2k relating to Social Care Strategy allocation ; • Capital expenditure monies have been expended in relation to a technology refresh to build a base line 	

	<p>dashboard which presents a real time view of the register. This will be brought to the Board for information at a later meeting;</p> <ul style="list-style-type: none"> • Prompt payment targets achieved; <p>The Director of Registration & Corporate Services thanked project managers and BSO Finance colleagues for their contribution to achieving break even position.</p> <p>In discussions about the budget for 2021/22 it was noted that early indications are that there is a small deficit between £30 and 40k is anticipated based on normal revenue allocation and registration fee income however there may be other funding pots available which may offset the deficit.</p> <p>The Director of Registration & Corporate Services confirmed that the Senior Executive Pay awards are accrued annually in the accounts however this has not historically been the case for Board Remuneration but will be undertaken going forward.</p> <p>The Chair formally recorded thanks to the Director of Registration & Corporate Services and colleagues involved in achieving the year end breakeven position particularly during a challenging period.</p> <p><i>Decision: The Board approved the Finance Performance Report to 31st March 2021</i></p>	
<p>11.</p>	<p>Draft Business Plan 2021- 22 – for approval</p>	
<p>11.1</p>	<p>The Director of Registration & Corporate Services spoke to the draft Business Plan and advised that it was presented to the Board for final views and approval. The document incorporates feedback from the Board and whilst the indicators of success remain the same the layout and context should reflect members’ comments on language and accessibility.</p> <p>The DRCS highlighted that the current staff complement can deliver the Business Plan however there may be some in year funding made available for additional resource. The release of current agency placements may impact on delivery of some areas of the plan and the preferred option is to retain these staff and include agency costs in the budget for next year.</p> <p>The Interim Chief Executive confirmed that she is working with the Deputy Chief Social Work Officer on availability of funds for Phase 2 of the Social Care Transformation project.</p> <p>A member formally raised a governance concern around the lack of Board scrutiny and oversight of the Northern Ireland Social Work Degree Partnership (NIDSWP) activity and reports as the minutes are not brought to the Board for approval and it is not</p>	

	<p>listed as a partnership in the draft Annual Report.</p> <p>The DRCS confirmed that the NIDSWP is not a direct Board committee and the Social Care Council distributes funding to the partnership on behalf of the Department of Health. The ICEO conducts an annual Chair’s review meeting and an annual report is provided. It was formally agreed that the Executive team will consider how quality assurance reporting for the NIDSWP can be constructed in board business going forward and a proposal paper will be brought to the June Board meeting for review.</p> <p>Action: Proposal paper on the Northern Ireland Social Work Degree Partnership reporting to be brought back to the Board</p> <p>Decision: The Board approved the draft Business Plan 2021-22</p>	ICEO
12.	Board Self-Assessment 2019/20 – for approval	
12.1	<p>The DRCS invited the Board to review and agree the Board Self – Assessment 2019/20 and the updated draft action plan for the year ahead. The following key areas were noted:</p> <ul style="list-style-type: none"> • The target date for engagement with the DoH Sponsor Branch and Public Appointments Unit on the scope and skill set of members has been revised although it was noted that there is a Board member on the Audit & Risk Assurance Committee with financial experience; Work will progress into 2021/22 on management of the timing of reappointments of board members to ensure a balance of knowledge and experience between new and existing appointments; • Board induction training and learning and development programme was not fully delivered this year due to the impact of COVID on the development of the Engagement Plan. Key training and learning opportunities have been shared over the last year and the Cyber Security session was well attended; <p>The DRCS noted that Internal Audit will be conducting a follow up audit in Quarter 2 on Board performance over the last three years.</p> <p>The Chair invited comments from Board members and the following were noted:</p> <ul style="list-style-type: none"> • The Chair clarified that the Equality Commission survey had asked for the Social Care Council to identify a Board member with an interest in acting as an ambassador for the organisation in relation to equality. 	

	<ul style="list-style-type: none"> Members agreed that the Self-Assessment document is a comprehensive 'live' document and continually kept under review; It was proposed that it would be helpful to hold a Board strategic session to discuss the key content in a partnership agreement which may also assist the Executive team in future discussions with the Sponsor Branch now that work in this area has recommenced. The DRCS agreed to include the introduction of a wider age span in upcoming discussion with the Government Liaison Officer on Board appointments. <p>Decision: The Board approved the Board Self-Assessment 2019/20</p>	
Review Papers		
13.	Draft Annual Report – for information	
13.1	The Chair noted the draft Annual Report had been provided for information and requested that member's feedback any amendments to the Executive team as this will be for approval at the next Board meeting in June 2021.	
Information update		
14.	Supporting and Empowering our staff 2021/22 – verbal update	
14.1	<p>The Interim Director of Regulation & Standards gave an update on the <i>Supporting and Empowering You</i> programme which picks up on the issues raised by Board members on the transition to blended working.</p> <p>The Power of Choice training takes forward the pre-pandemic aspiration of the Executive team for the development of a positive organisational culture where all staff feel empowered in their role and feel recognised for their work, contribution to the values of the organisation and innovation and creativity is supported.</p> <p>The bespoke programme is broader than the Investors in People framework and will assist staff to recognise and embed the value of collective responsibility for leading improvements across the organisation and feel competent and confident in the continued delivery of the Business Plan and a high quality service. The focus will also be on staff wellbeing, sustaining connectedness and resilience due to the current working from home arrangements.</p> <p>The programme is made up of a series of full staff and group workshops and seminars and one on one coaching opportunities</p>	

	<p>will be available. The first all staff seminar has taken place and group meetings have been arranged. The Interim Director of Regulation & Standards and the Head of Business Support will review and monitor the programme</p> <p>The Chair noted that the programme is an excellent initiative and an important investment in staff going forward which provides reassurance in respect of the recovery before reset approach for staff.</p> <p>Decision: The Board approved the Supporting & Empowering You' Programme for staff</p>	
15.	Any other Business	
15.1	Action: The Chair agreed that an opportunity will be sought for the Board to attend an all staff informal event to express collective appreciation for work delivered over the last year.	Secretariat
15.2	The Chair thanked Alan Ritchie for his attendance and extended an open invitation to Participation Partnership colleagues to future Board meetings.	
16.	Dates of next meetings – for information	
16.1	Board Strategic Session – 2.00p.m Wednesday 19th May	
	Board meeting – 10.00a.m Wednesday 30th June	
	The meeting closed at 13.35p.m	

Signed by: **Paul Martin** (Chair, Northern Ireland Social Care Council)

Date: 30th June 2021

Signature: 

ACTION LIST

Wednesday 21ST April 2021

ITEM	ACTION	OWNER	PROGRESS
5.2a	Martina Moore, Director of Organisational Change, DoH to be invited to a future Board meeting	Secretariat	Open
5.2b	CEF and NICON presentations to be shared with the Board and follow up engagement with key authors of papers to be arranged	Secretariat	Open
8.1	Fitness to Practise Outcomes of Hearings notifications to be shared with Board	Head of Fitness to Practise	Open
11.1	Proposal paper on the Northern Ireland Social Work Degree Partnership reporting to be brought back to the Board	Interim Chief Executive	Open
15.1	Invitation to be extended to the Board to an all staff informal event	Secretariat	Open

Wednesday 9th December 2020

ITEM	ACTION	OWNER	PROGRESS
3.3.1	Convene an additional one item Board Strategic session on the TFG meeting, a date in February 2021: What are the required competencies and skills for system leaders.	Secretariat	Completed
3.3.2	A formal letter of thanks in relation to the ESN social Awards to be prepared for issue to the Partnerships	ICEO	Closed
10.2	Seek guidance from the Head of the Northern Ireland COVID 19 Vaccination Programme	DR&CS	Closed

ITEM	ACTION	OWNER	PROGRESS
3.1	NICON sessions recommendations to be collated and viewing links shared	Board/SLT	Completed
10.2.1	A joint Registrants' Forum/Participation Partnership workshop to be arranged to look at a program of work and identify key priorities.	DR&S	Closed
11.1	Board Members and Apprentices to send 2 preferred Task and Finish groups to Board	Board/ Secretariat	Completed

	Secretary by Friday 17th October for final agreement by Chair		
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Wednesday 27th May 2020

ITEM	ACTION	OWNER	PROGRESS
7.2.1	Comparative Analysis Report on Social Care registrants remaining on register post-COVID to be brought to a future Board meeting	DRCS	Ongoing

Wednesday 5th February 2020

ITEM	ACTION	OWNER	PROGRESS
10.3	Aine Morrison to be invited to next Board meeting to present updates on the Mental Capacity Act.	JA/MM	Actioned