

**Social Care Council Board Meeting**  
**Confirmed Minutes**  
**10.00a.m on Wednesday 13<sup>th</sup> October 2021**  
**Via Zoom videoconference**

**Present:**

Paul Martin (CHAIR)  
Sarah Browne, Board Member  
Roslyn Dougherty, Board Member  
Gerard Guckian, Board Member  
David Hayes, Board Member- joined at  
Christine Hunter, Board Member  
Brenda Maitland, Board Member  
Jacqueline McGarvey, Board Member  
Catherine McPhillips, Board Member  
Anne O'Reilly, Board Member

**In Attendance:**

Patricia Higgins, Interim Chief Executive Officer, Social Care Council  
Declan McAllister, Dir. of Registration and Corporate Services, Social Care Council  
Marian O'Rourke, Interim Director of Regulation & Standards, Social Care Council  
Catherine Maguire, Interim Head of Workforce Development, Social Care Council,  
Helen McVicker, Head of Fitness to Practise, Social Care Council  
Sandra Stranaghan, Head of Business Services, Social Care Council  
Claire Trainor, Head of Strategic Communications and Engagement, Social Care Council  
Carolyn Ewart, BASW (N.I)- left meeting at 11.45a.m  
Maureen Martin, Secretariat, Social Care Council

**Observer(s):**

Lorraine Conlon, Government Liaison Officer, DOH – from 10.45a.m

**Apologies:**

Roberta Magee, Chair of the Social Care Council Registrants' Forum  
Sandra Stranaghan, Head of Business Support  
Lee Wilson, Board Member

**Formalities**

Item	Agenda	Action
1.	Welcome and Apologies	

1.1	The Chair welcomed everyone to the meeting via Zoom videoconference facilities.	
1.2	Apologies were noted from Board member Roberta Magee, Chair of the Social Care Council Registrants' Forum, Sandra Stranaghan, Head of Business Support and Lee Wilson, Board Member.  It was noted that Lorraine Conlon, Government Liaison Officer, DoH and Board Member, David Hayes would be joining at a later time due to diary commitments.	
<b>2.</b>	<b>Declarations of Interest</b>	
2.1	Jacqui McGarvey reported a Declaration of Interest in relation to appointment to RQIA as an Interim Non - Executive Board member.	
<b>3.</b>	<b>Presentation – Launch of the Grief and Bereavement Learning Resource</b>	
3.1	Professional Advisor, Mervyn Bothwell and Workforce Development Officer, Mairead Harkin delivered a presentation to the Board on the Grief and Bereavement Learning Zone resource.  The Director of Regulation and Standards (DoRS) advised that the learning resource was developed as part of the initial response to the pandemic by the Department of Health. The DoRS represents the Social Care Council on the NI Bereavement Network and the group lauded the resource as an incredible tool to showcase the skill set of the workforce, when it was recently presented for endorsement. The Deputy Chief Nursing Officer also expressed keen interest in exploring how the resource could be adapted for broader use.  An expert Reference group was established including representatives from: <ul style="list-style-type: none"> <li>• Social Care Council</li> <li>• Marie Curie</li> <li>• 5 Health &amp; Social Care Trusts</li> <li>• Health &amp; Social Care Board</li> </ul> The following key details of the resource were highlighted: <ol style="list-style-type: none"> <li>1. There are eight sections within the resource including a COVID-19 specific section which can be removed once business is normalised</li> <li>2. The resource was developed using a similar design utilised across our Learning Zone which is based on feedback from users</li> <li>3. The resource uses a mix of components to support learning and encourage connection with content including text, audio, video and relevant images</li> </ol>	

	<p>4. Three audio presentations within the resource which were developed in collaboration with CRUSE</p> <p>5. The resource can be used as part of Continuous Professional Development and as evidence of continuous learning</p> <p>The Chair commended all colleagues involved in the production of the resource and noted it would be particularly useful as an induction tool.</p>	
<b>4.</b>	<b>Board Minutes</b>	
4.1	<i>Minutes of the previous Board Meeting of 30<sup>th</sup> June and Extraordinary Board meeting of 14<sup>th</sup> July 2021 – Papers A &amp; B for approval</i>	
4.1.1	<p>The minutes of the previous Board meeting of 30<sup>th</sup> June 2021 and the Extraordinary Board meeting of 14<sup>th</sup> July 2021 were reviewed and agreed as an accurate record.</p> <p><b>Decision: The Board approved the minutes of the Board meeting of 30th June 2021 and the Extraordinary Board meeting of 14th July 2021</b></p>	
4.2.	<i>Action List/Matters Arising</i>	
4.2.1	<p>The Chair proposed the December Board meeting is held on location at Millennium House, subject to COVID 19 advice and agreement from Board members and the Senior Leadership team. It was agreed that Board members would be canvassed for interest in a face to face Board meeting.</p> <p><b>Action: Board members to be canvassed on preferred location option for December Board meeting</b></p>	Secretariat
<b>Business Briefings</b>		
<b>5.</b>	<b>Chair's Business</b>	
5.1	<i>HSC Chairs Forum Ministerial Meetings</i>	
5.1.1	<p>The Chair reported that he had attended two HSC Chairs Forum Ministerial meetings since the Board had last convened. Professor Ian Young and Minister Swann had been in attendance to give the current view on COVID-19. One of the key messages highlighted was the challenges in modelling due to the unpredictability presented by the ease of restrictions and the anticipated additional pressures to the Health Service caused by the onset of winter flu.</p>	
5.2	<i>NICON Conference – 6<sup>th</sup> &amp; 7<sup>th</sup> October 2021</i>	
5.2.1	<b>Action: relevant recorded contributions to the NICON conference to be identified and link shared with the Board.</b>	Interim Chief Executive
5.3	<i>OSS correspondence on Sponsorship &amp; Governance activities- Paper C for information</i>	
5.3.1	<p>The Chair noted the copy of correspondence received from the Office of Social Services to advise of the further pause to</p>	

	governance and sponsorship activities 2021/22 including development of the new Corporate Plan and Partnership Agreement. Following agreement by the Chief Social Work Officer, internal consultation only on the Corporate Plan will continue.	
5.4	<i>Meetings</i>	
5.4.1	<p>The Chair confirmed attendance at the following meetings:</p> <ul style="list-style-type: none"> <li>• Safeguarding Board N.I – update with Chair and Director of Operations</li> <li>• RQIA Chair</li> <li>• Photo opportunity with the Health Minister presenting IIP Gold award at Stormont. The Minister noted his appreciation for the work of the Social Care Council around Social Care during the pandemic</li> <li>• Update with the Chief Social Worker and the Senior Leadership team. The Chief Social Worker has offered to attend the December Board meeting to give members an updated position across a variety of areas including: <ul style="list-style-type: none"> <li>✓ the concerns of the social care workforce and the difficulty in recruitment in the workforce;</li> <li>✓ the review of Children’s Services;</li> <li>✓ the introduction of legislation to support the safeguarding of vulnerable adults.</li> </ul> </li> </ul>	
5.5	<i>Non-Executive Directors Appraisals 2020/21</i>	
5.5.1	The Chair confirmed that the Public Appointments Unit have requested the completion and return of Non-Executive Directors Appraisals 2020/21 by the end of October. A date canvas will be circulated to Board members in order to schedule a 30 minutes appraisal meeting with the Chair over the coming weeks and complete the appraisal documentation.	
<b>6.</b>	<b>Interim Chief Executive's Report</b>	
6.1	<i>Interim Chief Executive's Report for 1<sup>st</sup> July - 30<sup>th</sup> September 2021 - Paper D for information</i>	
6.1.1	<p>The Interim Chief Executive Officer gave a brief overview of the report which outlines key activity undertaken for the period 1st July – 30<sup>th</sup> September 2021 of the delivery of business remotely to support registrants and stakeholders during the Covid-19 pandemic. The following were highlighted:</p> <p><i>Registration</i></p> <p>The ICEO noted that it has been a challenging period for the Registration team as work continues to bring the Register back to normal business processes following the cessation of removal activity during the pandemic. A targeted engagement program with employers is ongoing and an information campaign, including video, posters and fact sheets on the importance of registration has been developed in collaboration with the Southern HSC Trust.</p>	

### *Reform of Adult Social Care*

Funding bids to continue work commenced in 2020/21 have been successful and the Department of Health have provided further resource to develop a career structure for Social Care.

Additional resourcing has been provided to develop the following areas:

- social care recruitment and training which will include the development of social care academies in rural areas and areas of need;
- a video to support the promotion of the COVID-19 vaccine with social care workers is in development with an expected roll out in October;
- Microsoft Power BI system to build reporting of historical registration data and develop tools for trend analysis. This will support the provision of data and intelligence to inform workforce planning and policy development. Ernst & Young have been commissioned to provide external expertise in the development of this area.

### *External engagement*

There is continued engagement with RQIA professional leads to promote collaborative working and support workforce development.

The Social Care Council is providing support on the Standards of Conduct and Practice and information on the Learning Zone resources to a Domiciliary Care agency that is subject to enforcement activity around safeguarding practice.

### *Communication and Engagement*

The ICEO attends monthly meetings of the N.I Joint Regulators Forum and the Social Care Council provided input for a NICON conference session; *Changing Systems – Changing Regulations-Improving Outcomes*.

### *Mental Capacity Act Lunchtime Seminar*

A seminar on the Mental Capacity Act was hosted for social workers on 28<sup>th</sup> September and due to the high demand the seminar will be repeated at a later date.

As the impact of the implementation of the Mental Capacity Act remains a concern for registrants and Trade Unions, the Registrants' Forum will engage with the Department of Health to consider how training support can be provided.

The ICEO confirmed that a further update has not been received from the Adult Protection Board however a meeting has been scheduled for 17<sup>th</sup> November and an update will be provided to members at the next Board meeting.

	<b><i>The Board noted the Interim Chief Executive's Report.</i></b>	
<b>7.</b>	<b>Subcommittee Minutes</b>	
7.1	<i>Leaders in Social Care Partnership unconfirmed minutes of 5<sup>th</sup> October 2021- Paper E for approval</i>	
7.1.1	<p>The Chair of the Leaders in Social Care Partnership reported on activity. The Chair noted in particular that the meeting had been sobering as the feedback from the group reflected the stress and challenges currently faced by the social care workforce in meeting commitments. Recruiting and retaining social care staff is the most challenging of issues for social care providers. Social care managers are reporting difficulties in covering rotas and delivering on care packages due to the workforce deficit caused by the impact of the pandemic on recruitment and retention.</p> <p>It was noted that the £500 recognition payment has not as yet been paid to front line staff in the voluntary and community sectors which is supporting the impression that the workforce in these sectors is undervalued. It was agreed that the transformational agenda will be difficult to achieve without investment and recognition across all sectors to encourage retention of frontline social care staff. The Government Liaison Officer noted that the dispersal process for the recognition payment is complex and work is being taken forward, and she agreed to update the Board on the current position.</p> <p><b><i>Action: Current position on the timeline for the dispersal of recognition payment to the voluntary and community social care front line workers to be checked and Board updated.</i></b></p> <p>Discussion took place about how the Social Care Council could contribute to providing short – medium term solutions to address the workforce crisis. It was agreed that the Chair and Committee Chair would have an off line meeting to draft a letter to the Chief Social Work Officer outlining the discussion of the Leaders in Social Care Partnership group. An Extraordinary meeting of the Leaders in Social Care Partnership will be convened and an invitation extended to the DOH to afford an opportunity to garner views on the current challenges and to support any proposed initiatives and investment required. The Chair advised that Board members will be kept updated on all actions agreed.</p> <p><b><i>Action: Chair to meet with Committee Chair and Interim Chief Executive to draft letter to the Chief Social Work Officer and a date for an Extraordinary meeting of the Leaders in Social Care Partnership to be agreed.</i></b></p> <p><b><i>Decision: The Board approved the Leaders in Social Care Partnership unconfirmed minutes of 5<sup>th</sup> October 2021</i></b></p>	<p><b>GLO</b></p> <p><b>Chair/LSCP Committee Chair/ICEO</b></p>

7.2	<i>Participation Partnership confirmed minutes of 1<sup>st</sup> June 2021 – paper F for information-</i>	
7.2.1	<p>The Committee Chair noted that the minutes provided for approval dated from 1<sup>st</sup> June and an additional meeting had been held in September and draft minutes were unavailable.</p> <p>The following key matters were highlighted:</p> <ul style="list-style-type: none"> <li>• Discussion was held on the challenges of services users and carers particularly in relation to the impact of the pandemic;</li> <li>• Concerns were raised around the implementation of the Mental Capacity Act from a service user perspective as members reported challenges in accessing mental health services and vulnerability to unvaccinated staff;</li> <li>• The Partnership is engaging with the Workforce Development team to agree on potential areas of collaboration and consultation;</li> <li>• A service user and carer event will be planned to promote membership to the Partnership for planned or ad hoc projects;</li> <li>• It was agreed that a vice chair would be appointed from within the Partnership membership.</li> </ul> <p><b><i>Decision: The Board approved the Participation Partnership confirmed minutes of 1st June 2021</i></b></p>	
7.3	<i>Professional in Practice (PiP) unconfirmed minutes of 1<sup>st</sup> September 2021- Paper G for approval</i>	
7.3.1	<p>The Committee Chair noted that discussion had reflected the same issues as reported by other Committee Chairs and highlighted the following:</p> <ul style="list-style-type: none"> <li>• The difficulty in the recruitment and retention of social workers and the impact of the workforce deficit. A possible outcome of the lack of workforce capacity may result in less engagement with the PiP and CPD process;</li> <li>• Concerns were raised on the impact of the Mental Capacity Act (MCA) legislation particularly in relation to individual liability. It was noted that the implementation of the MCA legislation comes at a time of significant pressures when morale is already low and may make it more difficult to recruit in some services.</li> </ul> <p>The Committee Chair reported positive feedback from RQIA and the Department of Health in relation to the MCA lunchtime seminar and the efforts of the Social Care Council in listening to feedback from registrants, and noted the appreciation of front line staff for the delivery of the MCA lunch time seminar.</p> <p>The Board commended all officials involved in the successful</p>	



	delivery of the PiP Awards.	
	<b><i>Decision: The Board approved the Professional in Practice (PiP) unconfirmed minutes of 1<sup>st</sup> September 2021</i></b>	
7.4	<i>Registrants' Forum minutes of 7<sup>th</sup> September 2021 – Paper H for approval</i>	
7.4.1	<p>The Vice Chair reported on key matters discussed at the Registrants' Forum meeting on 7<sup>th</sup> September and the following were highlighted:</p> <ul style="list-style-type: none"> <li>Concerns raised on the workforce deficit and the implications across the system of recruitment issues, the implementation of Deprivation of Liberty (DoLs) and Mental Capacity Act legislation. Social work teams are experiencing additional pressures due to a reduction in qualified staff able to operate in these areas and the introduction of individual criminal liability. An Extraordinary meeting of the Registrants' Forum has been convened to discuss the Mental Capacity Act and Deprivation of Liberty in detail and the expectation of the Social Care Council and the Forum around training and support.</li> </ul> <p><b><i>The Board approved the Registrants' Forum unconfirmed minutes of 7<sup>th</sup> September 2021</i></b></p>	
<b>Business Matters</b>		
	<b>Decision Papers</b>	
<b>8.</b>	<b>Month 5 Business Performance Report - Paper I for noting</b>	
8.1.	<p>The Director of Regulation &amp; Standards gave an overview of the Month 5 Business Performance report and the following key highlights were noted. Board members were requested to direct comments and/or questions back to both Directors for response.</p> <ul style="list-style-type: none"> <li>The report provides a cumulative assessment of the first five months of business year and performance against KPIs and assessment of progress against the Business Plan</li> <li>Two of 11 KPIs have been assigned amber RAG rating <ul style="list-style-type: none"> <li>➤ 85% target achieved for progressing registration /renewal due to resource capacity challenges in the Registration team. The KPI has been scrutinised by the Audit &amp; Risk Assurance Committee and a program of work is in place to address the capacity issues;</li> <li>➤ 94% target achieved for triage of Fitness to Practise referrals within 3 working days. The KPI was impacted by a combination of summer annual leave and a reduced administrative resource. To address the issue, temporary administrative support has been sourced and the Fitness to Practise Case Management</li> </ul> </li> </ul>	



	<p>business case has been approved in principle.</p> <ul style="list-style-type: none"> <li>• KPI for concluding Fitness to Practise cases within 15 months has been assigned a red RAG rating. It was emphasised that this has been impacted by the pandemic creating delays in the completion of employer and police investigations and is outside of the control of the Social Care Council.</li> </ul> <p>Members commended the presentational style of the report and it was agreed that a tracking infographic should be added to the report to indicate how the KPI and targets are performing. This would allow the Board to carry out a more detailed examination of a KPI that is not on target in order to recommend additional support or resources.</p> <p>The Head of Fitness to Practise advised that the increase in removal orders is a result of increased Fitness to Practise hearings being held in quick succession, as previously Fitness to Practice Hearings had been paused due to the pandemic. The back log of activity has been addressed by the reinstatement of virtual Fitness to Practise hearings.</p> <p>The Director of Regulation &amp; Standards confirmed that the final report on the Fitness to Practise audit conducted by Fieldfisher will be reviewed at the Senior Leadership team meeting on 21<sup>st</sup> September and will be presented at an upcoming Board meeting.</p> <p><b><i>Action: Tracking infographic on the performance of targets and KPIs to be added to the Business Performance report to the Board.</i></b></p> <p><b><i>The Board approved the Month 5 Business Performance Report</i></b></p>	DRCS
9.	<b>Finance Performance Report to 31st August 2021- Paper J for approval</b>	
9.1	<p>The Director of Registration &amp; Corporate Services presented the Finance Performance report to 31<sup>st</sup> August 2021 for approval and highlighted the following key matters:</p> <ul style="list-style-type: none"> <li>• The report reflects an assumed Revenue Resource Limit (RRL) accrual in the accounts of 2% coverage for the pay award which will increase to 3% with an RRL increase accordingly</li> <li>• The report shows a surplus of approximately £290k due to an increase in registration fee income above budget as an outworking of the return to the fee collection and registration removals processes. As part of continued registration support, the overtime option has been extended to the end of October and offered across all</li> </ul>	

	<p>functions;</p> <ul style="list-style-type: none"> <li>• Pay is underspent by £8k due to ongoing remote working arrangements;</li> <li>• Action has been taken to manage the underspend position through the recruitment of Band 3 agency staff to provide additional resources across all teams. An external contract has been awarded to cover the Communications and Engagement team during a period of maternity leave and a team vacancy. All interim temporary contracts have been extended to 31 March 2022;</li> <li>• All prompt payments are on target.</li> </ul> <p><b><i>The Board approved the Finance Performance Report to 31st August 2021</i></b></p>	
<b>Governance</b>		
<b>10.</b>	<b>Audit &amp; Risk Assurance Committee Confirmed Minutes of 16th June 2021- Paper K for approval</b>	
10.1	<p>The Chair of the Audit &amp; Risk Assurance Committee (ARAC) noted that the minutes of the meeting of 16<sup>th</sup> June had been presented for approval and the minutes of the meeting of 6<sup>th</sup> October had been drafted and circulated to ARAC members.</p> <p>The following key matters were highlighted:</p> <ul style="list-style-type: none"> <li>• PWC has resigned as External Auditors and nine Expressions of Interest have been received for tender;</li> <li>• Stephen Knox, NIAO had presented the Report to those Charged with Governance (RTTCWG) for consideration. ARAC members had requested the report reflects that the reason for the non-adjustment of accounts in relation to the Registration fee issue was due to the amount being below the level of materiality. Mr Knox will insert a qualifying statement around registration fee and recirculate the report;</li> <li>• A positive Internal Audit report which provides substantive assurance across a range of areas and is a positive reflection on the operation of the organisation;</li> <li>• The Committee discussed the risk in relation to the move to James House and noted that the Department of Health are dealing directly with the Department of Finance around the terms of the licence;</li> <li>• Members of the Risk Management Committee have been invited to attend an annual ARAC meeting and this may be a reciprocal arrangement to afford a whole organisation perspective.</li> </ul> <p><b><i>The Board approved the Audit &amp; Risk Assurance Committee Confirmed Minutes of 16th June 2021</i></b></p>	

11.	<b>Audit &amp; Risk Assurance Committee Terms of Reference - Paper L for recommendation</b>	
11.1	<p>The Director of Registration &amp; Corporate Services presented the Audit &amp; Risk Assurance Committee Terms of Reference for recommendation to the Board.</p> <p>The Director of Registration &amp; Corporate Services advised that the ARAC Terms of Reference are reviewed annually and the revised version contains minimal amendments around terminology and changes to reflect separate business support for the Board and ARAC, as part of good governance practice;</p> <p>It was noted that the addition of a line to reflect the independence of members was proposed in response to an issue had been raised by an ARAC member. The Committee Chair had given full assurance that any dissenting views expressed by a Non-Executive Director (NED) would be recorded and open to full review and it would be expected that any unresolved concerns would be raised with the Board Chair. The Committee Chair had recommended that consideration is given to this matter at a subsequent ARAC meeting and the point of concern officially recorded for the minutes. It was agreed that, in order to provide assurance, the additional line should be considered for inclusion at all Committee Terms of Reference reviews.</p> <p>In order to prevent confusion, an amendment was requested around the use of the word '<i>Council</i>' to differentiate between reference to the organisation and the Board of Council.</p> <p><b>Action: The phrase 'Board of Council' to replace use of 'Council' in the ARAC Terms of Reference where appropriate</b></p> <p><b><i>The Board approved the revised Audit &amp; Risk Assurance Committee Terms of Reference subject to the proposed amendment</i></b></p>	DRCS
12.	<b>Mid-Year Assurance Statement - Paper M for recommendation</b>	
12.1	<p>The Director of Registration &amp; Corporate Services confirmed that the Audit &amp; Risk Assurance Committee had reviewed and recommended acceptance of the Mid-year Assurance Statement to the Board.</p> <p>Despite the pause to governance activity, the Mid-Year Assurance Statement will be shared with OSS colleagues as good governance practice.</p> <p><b><i>The Board approved the Mid-Year Assurance Statement</i></b></p>	
13.	<b>Risk Progress Report - Paper N for information</b>	

13.1

The Director of Registration & Corporate Services gave an overview of the Risk Progress report and advised that it had been discussed in detail by the Audit & Risk Assurance Committee. Key highlights were noted as follows:

- Resourcing risks have been included by department. It was noted that there is not a major risk in relation to Workforce Development permanent staff in post. In year funding has been allocated for delivery of work around the reform of Adult Social Care and short term temporary posts have been appointed to progress these projects;
- A risk was raised around the challenges of interim posts and key professional colleagues who are not on permanent contracts due to non-recurrent funding allocation;
- The Board have previously been provided with the history of the Registration key risk. The removals process completed on the Register on 5<sup>th</sup> July resulted in last minute registrant activity to pay fees. The Social Care Council recognised the significant pressure of the workforce due to the pandemic and as a supportive regulator had extended the deadline for fee payment on three separate occasions. The Registration team provides 4 hours of daily phone support for registrants however due to the removals process there was a significant increase in telephone and email contact requesting assistance predominantly with fee payment and account credentials. As the telephone support team are unable to respond to emails and vice versa, the increase in contact has resulted in a significant backlog of emails and a delay in response time. An action plan is in place to address the registration issues including engagement with employers in using the employer portal and the Senior Leadership team have approved the commission of an external expert to review registration processes and provide independent advice and support. There may be an opportunity to increase resources through the N.I Interchange project which facilitates Civil service and private service staff exchanges.

To ensure that Board members are kept informed and provide assurance, it was agreed that a regular risk progress update will be provided in place of the current quarterly reporting schedule.

The Chair of the Audit & Risk Assurance Committee noted the rating of extreme risk was assigned due to the impact of the pandemic however the benefit of this rating is that it initiates a review by ARAC and production of an action plan which is escalated to the Board for review. This process reflects an agile risk recognition system and provides assurance that adequate measures are in place to address extreme risks.

**Action: A regular Extreme Risk Progress report and update**

	<b>on Action Plan to be circulated to Board members</b>	<b>Senior Leadership Team</b>
14.	<b>Report to Those Charged with Governance - Paper O for recommendation</b>	
14.1	<b><i>The Board approved the Report to Those Charged with Governance</i></b>	
15.	<b>Progress on Corporate Plan 2022-2026 - Paper P for endorsement</b>	
15.1	<p>The Interim Chief Executive advised that in response to correspondence from the Department of Health advising of a pause to governance and sponsorship activities including development of Corporate Plans, the proposals in relation to the development of the new Corporate Strategy would be scaled back. The ICEO noted that although there is no longer a time constraint for completion, a draft Corporate Strategy may still be available for submission to the Department of Health by the end of March for completion after the next Assembly mandate</p> <p>The briefing paper provided reflects the outline of work going forward in relation to staff and the Board on the organisation's ambitions, strategic priorities, vision and values and desired outcomes.</p> <p>The Board were invited to review and endorse:</p> <ul style="list-style-type: none"> <li>• the approach outlined in the briefing paper;</li> <li>• the testing of the Board's ambitions with the identified groups (staff, Partnerships and the OSS);</li> <li>• the testing of strategic priorities with these groups;</li> <li>• the development of a new draft vision for the organisation;</li> <li>• the overall approach being taken to engage with staff, Partnerships and OSS.</li> </ul> <p><b>It was agreed that a clear statement on the safeguarding and protective function of the Social Care Council would be added to the Vision Statement or narrative.</b></p> <p><b><i>Action: Statement on the safeguarding and protective function of the Social Care Council to be added to the Vision Statement or narrative</i></b></p> <p><b><i>The Board approved the actions outlined in the Briefing paper for progress by the Senior Leadership team</i></b></p>	<b>ICEO</b>
16.	<b>Equality Scheme Progress Report - Paper Q for review and approval</b>	
16.1	The Director of Registration & Corporate Services advised that the Board had previously approved the work of Equality Scheme	

	<p>2019/20 which was subsequently deferred due to the pandemic.</p> <p>The Director of Registration &amp; Corporate Services requested Board review and approval and offered one to one engagement with Board members if required.</p> <p>It was agreed that more time would be afforded on the Board agenda going forward to the review of the Equality Scheme.</p>	
<b>Closing Formalities</b>		
<b>17.</b>	<b>Any other Business</b>	
17.1	<p>The Chair noted the Board Strategic session on 10<sup>th</sup> November and invited members to consider the option of a face to face for the Board meeting on 8<sup>th</sup> December.</p> <p>It was agreed that a canvas would be circulated to Board members on the preferred attendance option for the December Board meeting for review and decision by the Chair.</p> <p>An invitation to the December Board meeting will be extended to the Chief Social Work Officer.</p> <p><b>Action: A canvas to be circulated to Board members on preferred attendance option for December Board meeting</b></p>	<b>Secretariat</b>
<b>18.</b>	<b>Dates of next meetings – for information</b>	
18.1	<p>Board Strategic session – 10.00a.m Wednesday 10<sup>th</sup> November</p> <p>Board meeting – 10.00a.m Wednesday 8<sup>th</sup> December</p>	

Approved by: Paul Martin, Chair

Signature: 

Date of Approval: 10th November 2021

## **ACTION LIST**

**Wednesday 13<sup>th</sup> October 2021**

<b>ITEM</b>	<b>NEW ACTIONS</b>	<b>OWNER</b>	<b>PROGRES S</b>
4.2.1	<i>Board members to be canvassed on preferred location option for December Board meeting</i>	Secretariat	Completed
5.2.1	Relevant recorded contributions to the NICON conference to be identified and link shared with the Board.	ICEO	Open
7.1.1a	Current position on the timeline for the dispersal of recognition payment to the voluntary and community social care front line workers to be checked and Board updated.	GLO	Open
7.1.1b	<i>Chair to meet with Committee Chair and Interim Chief Executive to draft letter to the Chief Social Work Officer and a date for an Extraordinary meeting of the Leaders in Social Care Partnership to be agreed.</i>	<i>Chair/LSCP Committee Chair/ICEO</i>	<i>Completed</i>
8.1	Tracking infographic on the performance of targets and KPIs to be added to the Business Performance report to the Board.	DRCS	Open
11.1	The phrase 'Board of Council' to replace use of 'Council' in the ARAC Terms of Reference where appropriate	DRCS	Open
13.1	A regular Extreme Risk Progress report and update on Action Plan to be circulated to Board members	SLT	Open
15.1	Statement on the safeguarding and protective function of the Social Care Council to be added to the Vision Statement or narrative	ICEO	Open
17.1	<i>A canvas to be circulated to Board members on preferred attendance option for December Board meeting</i>	Secretariat	<i>Completed</i>

**Wednesday 30<sup>th</sup> June 2021**

<b>ITEM</b>	<b>ACTION</b>	<b>OWNER</b>	<b>PROGRESS</b>
6.1a	A Board session to focus solely on the Mental Capacity Act will be arranged	Secretariat	Open
6.1b	The ICEO will write to the Trust and providers to inform them of the MoU with RQIA and the work that is being done	ICEO	Open
6.1c	The ICEO and Gerry Guckian will meet to discuss	ICEO	Open



	aspects of the MoU with RQIA		
6.1d	The ICEO will meet with Brenda Maitland to discuss aspects of the MoU with RQIA	ICEO	Open
12.1	<i>Give consideration to producing a glossary of appropriate equality terminology.</i>	HOBS	Closed

### Wednesday 21<sup>ST</sup> 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	<i>CEF and NICON presentations to be shared with the Board and follow up engagement with key authors of papers to be arranged</i>	Secretariat	Completed
8.1	<i>Fitness to Practise Outcomes of Hearings notifications to be shared with Board</i>		Completed
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	<i>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.</i>	Secretariat	Completed
3.3.2	<i>A formal letter of thanks in relation to the ESN social Awards to be prepared for issue to the Partnerships</i>	ICEO	Closed
10.2	<i>Seek guidance from the Head of the Northern Ireland COVID 19 Vaccination Programme</i>	DR&CS	Closed

ITEM	ACTION	OWNER	PROGRESS
3.1	<i>NICON sessions recommendations to be collated and viewing links shared</i>	Board/SLT	Completed
10.2.1	<i>A joint Registrants' Forum/Participation Partnership workshop to be arranged to look at a program of work and identify key priorities.</i>	DR&S	Closed
11.1	<i>Board Members and Apprentices to send 2 preferred Task and Finish groups to Board Secretary by Friday 17th October for final agreement by Chair</i>	Board/Secretariat	Completed

### Wednesday 27<sup>th</sup> May 2020

ITEM	ACTION	OWNER	PROGRESS
7.2.1	Comparative Analysis Report on Social Care	DRCS	Ongoing

	registrants remaining on register post-COVID to be brought to a future Board meeting		
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**Wednesday 5<sup>th</sup> February 2020**

	<b>ACTION</b>	<b>OWNER</b>	<b>PROGRESS</b>
10.3	Aine Morrison to be invited to next Board meeting to present updates on the Mental Capacity Act.	JA/MM	Open