

Northern Ireland



Social Care Council
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Social Care Council Board Meeting
Confirmed Minutes
10.00a.m on Wednesday 9th December 2020
Via Zoom videoconference

Present:

Paul Martin (CHAIR)
Noelle Barton, Board Member
Sarah Browne, Board Member
Roslyn Dougherty, Board Member
Gerard Guckian, Board Member
David Hayes, Board Member
Christine Hunter, Board Member
Jacqueline McGarvey, Board Member
Catherine McPhillips, Board Member
Anne O'Reilly, Board Member
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
Kim Robin, Secretariat, Social Care Council

Observer(s):

Karen Diamond, Board Apprentice

Apologies:

Brenda Maitland, Board Member
Lorraine Conlon, Government Liaison Officer, DOH
Kate Harrison, Board Apprentice
Carolyn Ewart, BASW (N.I)
Roberta Magee, Chair of the Social Care Council Registrants' Forum
Sandra Stranaghan, Policy & Operations Manager

| Item | Agenda | Action |
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| 1. | Welcome and Apologies | |
| 1.1 | <p>The Chair welcomed everyone to the meeting via Zoom videoconference facilities.</p> <p>The Board congratulated staff and partners involved in achieving a European Social Network award under the Outstanding Team category '<i>Digital Resources to Support the Social Care Workforce During Covid 19</i>' project. Commendation and a round of virtual applause were conveyed to the Interim Head of Workforce Development (IHWD) and the Head of Strategic Communications and Engagement.</p> <p>The IHWD conveyed thanks that the Council's approach to working in partnership has been acknowledged in this way and looks forward to a celebration when possible.</p> <p>The Social Care Council presentation video was played to the Board.</p> <p>The IHWD left the meeting at 10.10am.</p> | |
| 1.2 | <p>Apologies were noted from Board member Brenda Maitland, Board Apprentice, Kate Harrison, Roberta Magee, Chair of the Social Care Council Registrants' Forum Carolyn Ewart, BASW (N.I), Lorraine Conlon, Government Liaison Officer, DOH and Sandra Stranaghan, Policy & Operations Manager.</p> | |
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| 2. | Declarations of Interest | |
| 2.1 | None to note. | |
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| 3. | Chair's Business | |
| 3.1 | <p>The Chair provided an update on engagements undertaken since the last Board meeting. The Chair highlighted the following:</p> <ul style="list-style-type: none"> • Attendance at 2 NICON meetings, nothing of note to report, the Chair commended Patricia Donnelly, Head of the Vaccine Rollout Programme on the work completed around the COVID-19 vaccine. The Chair is due to participate with NICON on discussion around the management of COVID-19 with particular focus on the management of the second surge; • To attend the HSC Chairs' Forum Ministerial Meeting on the 21st December to discuss remaining agenda items; • Board appraisals have been completed; • The interim CEO and Chair will hold a joint formal meeting with the interim CEO and interim Chair of RQIA scheduled for January 7th; • Attended a Board Task and Finish Group meeting (TFG) | |

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| | <p>on 6th November 2020 to discuss the role of the Board. This was noted as an extremely positive meeting and included discussion on a range of topics including the role of Social Care Compact, which raised questions in the context of what are the required competencies and skills for system leaders.</p> <p>The Chair thanked all contributors following on from the Task and Finish group meeting.</p> <p>The Chair agreed a letter to formally thank the partnerships, following the European Social Network Award will be prepared by the Interim Chief Executive.</p> <p>Decision: Convene an additional one item Board Strategic session on the TFG meeting in February 2021</p> <p>Action: A formal letter of thanks to be prepared for issue to the Partnerships</p> | <p>Secretariat</p> <p>Interim Chief Executive</p> |
| 4. | Interim Chief Executive's Report | |
| 4.1 | <i>Interim Chief Executive's Report for mid-October / November 2020 - Paper A for information</i> | |
| 4.1.1 | <p>The Interim Chief Executive invited questions on the report which outlines key activity undertaken for the period mid-October and November 2020 to continue to deliver business remotely and support registrants and stakeholders. The following were noted:</p> <ul style="list-style-type: none"> Enhancing Clinical Care in Care Homes Project Board. The first meeting was functional and a further meeting has been arranged for 10th December 2020. More information will be shared with Board members when available. <p>Decision: The Board noted the Interim Chief Executive's Report.</p> | |
| 5. | Board Minutes | |
| 5.1 | <i>Minutes of the previous Board Meeting of 14th October 2020 – Paper B for approval</i> | |
| 5.1.1 | <p>The minutes of the previous Board meeting of 14th October 2020 were reviewed and agreed as an accurate record subject to one revision.</p> <ul style="list-style-type: none"> Item 8.1.1 paragraph 4 - Fitness to Practice Disclosure Policy; explanation as to why we do not include information on interim suspensions. The following insertion was agreed: '<i>Interim Suspension information is not included so as to not prejudice the case.</i>' <p>Decision: The Board approved the minutes of the Board</p> | |

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| | meeting of 14th October 2020 subject to the proposed revision. | |
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| 6. | Action List | |
| 6.1 | <i>There were no updates to note</i> | |
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| 7. | Performance Reporting | |
| 7.1 | <i>Business Performance Report Quarter 3 to 31st October 2020 - Paper C – for information</i> | |
| 7.1.1 | <p>The DRCS gave an overview of the Business Performance Report to 31st October 2020 and the following key areas were noted:</p> <ul style="list-style-type: none"> • Business continuity continues to be co-ordinated through the COVID Business Leadership Team; • Achievement of critical business objectives, including staff wellbeing is being monitored and reported at online meetings; • Business highlights reports and monthly performance reports have been prepared to provide assurance on business progress; • Based on the current high numbers of COVID 19 in Northern Ireland, the organisation does not anticipate transitioning back to office-based working before early 2021; • The Senior Leadership Team is focused on the rapidly changing needs of staff and stakeholders; • It is committed to regular reviews of business priorities, to ensure the Social Care Council can make the best use of its people and resources, so it can contribute to the support of the social care workforce as they deliver front-line services in these challenging and uncertain times; • Performance in relation to KPIs are on target <ul style="list-style-type: none"> ○ to process 100% of applications within 20 days is at 97.6%, ○ to conclude 90% of FtP within 15 months is at 87%, ○ to achieve Year-End breakeven is forecast 67% deficit however improvements have been made moving into November and December; • Registration is primarily delivered as an online service, significant work has been undertaken around improving the standards and support for registrants and employers to engage effectively with the online service, who support fee collection; • The Council engaged with independent sector leaders to develop a social care compact with Government; • 42,529 social care registrants, 6657 social work registrants and 831 students are on the register at the end of October; | |

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| | <p>The organisation has also been working to deliver –</p> <ul style="list-style-type: none"> • A number of projects arising out of the Social Care Strategy Transformation funding; • Launch of the new website and Portal; • Support for the Board on the Landscape Review Task and Finish Groups; • Review of all SLA's with the Business Services Organisation; • Lunchtime Seminars (zoom webinars); • Annual PiP Awards (virtual event). <p>Decision: The Board noted the Business Performance Report to 31st October 2020</p> | |
| 7.2 | <i>Finance Performance Report at 31st October 2020 Including an Update Year End Position for 2020/21 - Paper D - for review</i> | |
| 7.2.1 | <p>The DRCS advised that the report was presented to provide an update to the Board on the first seven months' expenditure against budget and year end position. The following key highlights were noted:</p> <ul style="list-style-type: none"> • Additional non recurrent allocation of £15k has been included towards a media campaign to promote applications for the Degree in Social Work and to further develop digital resources to increase awareness of social work as a career choice; • The Social Care Council received its annual disbursement allocation of £569,539 to support the Degree in Social Work placements and a further £30,000 to support the Bereavement Learning Digital Resource production; • The Social Care Council has received £25,000 from E-Health capital to create a data analysis dashboard to support social work and social care workforce data presentation; • Total revenue allocation of £3,162,005 for 2020/21; • Financial position at the end of October; a deficit of £62,470 due to slight overspend in Pay COVID related expenditure and training for staff, Non-Pay and minimal expenditure in key areas; • A small underspend of £5,745 due to savings impacted by COVID 19 is now expected at 31st March 2021. <p>Decision: The Board noted the Finance Performance Report to 30th October 2020</p> | |
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| 8. | Governance | |
| 8.1 | <i>COVID 19 Assurance Update Report - Paper E for review</i> | |
| 8.1.1 | <p>The DRCS advised that the paper was presented to provide assurance to the Board on how the impact of COVID-19 is managed and the following were noted:</p> | |

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| | <ul style="list-style-type: none"> As the organisation acclimatises to the new ways of delivering business including the promotion of a collective leadership approach; we have retitled the Command and Control group as the 'COVID Business Leadership Team' (CBLT) following consultation with staff: This change reflects the way the organisation has adapted to continue to deliver business as the function of the group has evolved from crisis management to business leadership; CBLT are now meeting twice a week, with an update on the week ahead (Monday) and reflections, planning and risk management on Thursday; Internal Audit has carried out a COVID Governance audit, a positive audit report is expected which will be shared at the next Audit and Risk Assurance Committee meeting subject to availability. It will be reported to the Board at their meeting on 3rd March 2021; A monthly monitoring report for COVID-19 expenditure is provided to the DoH, all reported expenditure is included in the Finance Report to the Board; A risk has been added to the Strategic Risk Register; to help manage the impact of the pandemic on business delivery and resources, and to ensure actions are promptly progressed; The attached COVID-19 risk report (Appendix I) reflects the COVID-19 risk currently assessed as an inherent risk of 25 (extreme), a residual risk of 12 (high), with a target risk of 8 (medium). <p>Decision: The Board noted the COVID- 19 Assurance Update Report of 9th December 2020</p> | |
| 8.2 | <p><i>Social Care Council Culture Survey - Paper F for information</i></p> <p>The Chair commended the Senior Leadership Team and all involved in achieving such a high rate of participation and positive findings.</p> | |
| 8.2.1 | <p>Decision: The Board noted the Social Care Council Culture Survey</p> | |
| 8.3 | <p><i>Domiciliary Care Rapid Learning Review - Paper G for information</i></p> | |
| 8.3.1 | <p>Decision: The Board noted the Domiciliary Care Rapid Learning Review</p> | |
| 8.4 | <p><i>Key Messages From Recent Inquiry Reports - Paper H for information</i></p> <ul style="list-style-type: none"> <i>A Review of Leadership and Governance of Muckamore Abbey Hospital, and;</i> <i>Adult Safeguarding within a Human Rights Framework</i> <p>Board Member RD left the meeting at 12.30.pm Board Member DH left the meeting at 12.36.pm</p> | |
| 8.4.1 | <p>Decision: The Board noted the Recent Inquiry Reports</p> | |

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| 9. | Subcommittees | |
| 9.1 | <i>Audit and Risk Assurance Committee unconfirmed minutes 7th October 2020 - Paper I for information</i> | |
| 9.1.1 | <p>The Committee Chair reviewed the Audit and Risk Assurance Committee unconfirmed minutes of 7th October 2020.</p> <p>Decision: The Board noted the Audit and Risk Assurance Committee unconfirmed minutes of 7th October 2020</p> <p>Board Member AO'R left the meeting at 12.43.pm</p> | |
| 9.2 | <i>Participation Partnership unconfirmed minutes 15th September 2020 - Paper J for information</i> | |
| 9.2.1 | <p>The Committee Chair reviewed the Participation Partnership draft minutes of 15th September 2020 and highlighted the following:</p> <ul style="list-style-type: none"> • Meetings continue to be successfully hosted via zoom with good engagement levels; • Members attended an Extraordinary meeting to review the suggested options and recommendations of the Landscape Review on 29th September. <p>Decision: The Board noted the Participation Partnership draft minutes 15th September 2020</p> | |
| 9.3 | <i>Leaders in Social Care Partnership draft unconfirmed minutes 24th November 2020 – Paper K for information</i> | |
| 9.3.1 | <p>The Interim Chief Executive Officer reviewed the Leaders in Social Care Partnership draft unconfirmed minutes of 24th November 2020 and highlighted the following:</p> <ul style="list-style-type: none"> • The main focus was on the draft Social Care Compact, developed by a steering group comprised of members of the Leaders in Social Care Partnership and Northern Ireland Social Care Council staff. The Committee Chair and the Interim Chief Executive are to meet with the Chief and Deputy Chief Social Workers (DOH) to present the draft Compact in advance of issue to the Minister of Health • The draft Compact will be shared with the Board and may be subject to change. <p>The Board was informed that today was due to be the final Board meeting of the Boardroom Apprentice placement for Kate Harrison: Ms. Harrison had sent apologies for today's meeting, and had therefore requested her 'Boardroom Buddy', CH to convey her thanks and gratitude to the Chair and members, for the learning opportunity afforded to her during the placement. The Board noted their appreciation for the contribution of Ms. Harrison to Board business and wished her every success in the future.</p> | |
| 10. | Any other Business | |

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| 10.1 | <u>Workforce Issues</u> | |
| | With reference to a discussion at the Registrants Forum on 7 th December on workforce pressures arising from heavy caseloads, a member suggested analysis of referrals to Fitness to Practise may indicate if such pressures are impacting on the quality of care delivered. This was noted by DR&S. | |
| 10.2 | <u>The roll-out of the COVID 19 Vaccination Programme for Health and Social Care workers.</u> | |
| | A Board Member, queried whether the COVID -19 vaccine will be compulsory, voluntary or dependant on contract. The DR&CS will seek guidance from the Head of the Northern Ireland COVID 19 Vaccine Roll-out Programme and provide an update in due course. | |
| 10.3 | The Chair thanked the Senior Leadership team and all those involved in the drafting and presentation of the Board papers. | |
| 10.4 | Karen Diamond, Board Apprentice informed the Board that she is leading the live performance of the Equality and Diversity Christmas Choir on Thursday 10 th December at 11.30a.m. on YouTube. Members were encouraged to tune in to show support to the Equal Notes Choir. | |
| 10.5 | The Chair thanked the Board for all their hard work, input and commitment throughout the year and wished all a Merry Christmas and Happy New Year. | |
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| 11. | Dates of next meetings | |
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| 11.1 | <ul style="list-style-type: none"> Board Strategic Session - 10.00a.m Wednesday 3rd March 2021 | |

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

Date: 21st April 2021

Signature:



ACTION LIST

Wednesday 9th December 2020

| ITEM | ACTION | OWNER | PROGRESS |
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| 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 | Open |
| 3.3.2 | A formal letter of thanks in relation to the ESN social Awards to be prepared for issue to the Partnerships | ICEO | Open |
| 10.2 | Seek guidance from the Head of the Northern Ireland COVID 19 Vaccination Programme | DR&CS | Open |

| ITEM | ACTION | OWNER | PROGRESS |
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| 3.1 | NICON sessions recommendations to be collated and viewing links shared | Board/SLT | Open |
| 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 | Open |
| 11.1 | Board Members and Apprentices to send 2 preferred Task and Finish groups to Board Secretary by Friday 17th October for final agreement by Chair | Board/ Secretariat | Open |

Wednesday 27th May 2020

| ITEM | ACTION | OWNER | PROGRESS |
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| 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

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