northern ireland social care council

### Northern Ireland Social Care Council

Making a Difference through Regulation and Training

The Annual Report and Accounts of the Northern Ireland Social Care Council

for the Year ended 31 March 2012

### **Our Mission**

We will protect the public by promoting public confidence, competence and credibility in the Social Care workforce.

Confidence	<ul> <li>Registrants are safe and competent to practise</li> <li>Systems of regulation are effective to protect the public from any risk</li> </ul>
Competence	<ul> <li>Training is fit for purpose</li> <li>Training is evidence-based</li> <li>Knowledge and skills are continually improved through lifelong learning</li> </ul>
Credibility	<ul> <li>Council operates in such a way that it protects the public effectively, while recognising the rights of registrants to be treated fairly</li> <li>Social care workers make a valuable contribution to</li> </ul>

- Social care workers make a valuable contribution to society
- Social care is a worthwhile and rewarding career

This report is available from the NISCC website **www.niscc.info** or via email at **info@niscc.hscni.net** Copies can be made available in a range of different formats on request by contacting the NISCC Communications Officer at the address below.

We welcome your feedback on this report. Please contact the NISCC Communications Officer with your comments or queries.

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Laid before the Northern Ireland Assembly Under Paragraph 12(4) of Schedule 1 to the Health and Personal Social Services Act (Northern Ireland) 2001 by the Comptroller and Auditor General for Northern Ireland

10 July 2012

# Why 30,000 miracles?

There are even ways to live your life. One is as shough outbring is a miracle. The other is as shough everything is a miracle. Above Elassin (1979-1940)



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# A View from the Chair

This Annual Report explains the work carried out by the Northern Ireland Social Care Council (NISCC) during the period April 2011 to March 2012, which represents my first full year as Chair of the NISCC.

I was delighted to be able to join in and celebrate as NISCC marked its 10<sup>th</sup> year Anniversary this year, following its establishment in October 2001. NISCC has come a long way in those 10 years and has evolved to ensure it continues to be at the forefront of delivering first class services to registrants, service users and carers, and its wide range of stakeholders.

NISCC has much cause to celebrate its significant achievements spanning the decade as it has developed processes and structures to deliver its overarching aim of public protection and the roll-out of registration and regulation to an ever expanding range of groups; including developing Codes of Practice for those who fulfil the important roles of social worker and social care worker within our society.

Registration is at the forefront of improving public confidence in the social care system by improving safeguards for those vulnerable groups and individuals who use social care services. The registration of social workers and social care workers also provides formal recognition of the professional and competent service provided by the social care workforce.

Registration of those who deliver social care services has continued to advance with the further roll-out of compulsory registration to include social care managers of residential, day care & domiciliary care, and to social care workers in residential child care. Social care workers in adult residential/nursing home settings will be included in the current phase of compulsory registration during next year, which will bring the Register to around 20,000 by December 2012. The NISCC will also continue to work with the Department for Health, Social Services and Public Safety for the further rollout of registration to the remaining groups.

On taking the Chair at NISCC, I took on two commitments to registrants and other stakeholders. They were that, during my term of office, regardless of the financial situation, standards and codes of practice would not be lowered and that the Council would be more outward looking, and I will not be diverted from delivering on those commitments.

Over the course of the year I have been privileged to visit many of the places in which our registrants practise, sometimes in very adverse circumstances and have seen at first hand the very real difference they make. I have also seen examples of the excellent services that some of our stakeholders provide to some of the most vulnerable members of our society, and which justifies the reputation that Northern Ireland enjoys, not only across the UK but in other International circles, for the quality of its Education and Training in Social Care.



NISCC 10 Year Anniversary Long Gallery Event



Belfast Metropolitan College Homeless Panel Event

I continue to be impressed by the professionalism and commitment of the NISCC staff who strive to ensure that the NISCC delivers a high quality service at all times. This has been a very busy year for NISCC staff and Council and I wish to record my appreciation to all of those who make the NISCC the success that it is.

It is therefore with my sincere pleasure that I commend this Report to you.

#### Lily Kerr, Chair

- Rig I cam



# Chief Executive's Report

The Northern Ireland Social Care Council has just completed its 10th year of operation since its establishment in October 2001. It is timely therefore to reflect not just on what has happened in this last year, but also on the achievement over the past 10 years.

The regulation of the social care workforce has had a major impact on social care practice throughout Northern Ireland and the rest of the UK. The original Codes of Practice for Social Care Workers and Employers were published in September 2002. These set out the standards of conduct and practice for social care workers as well as the responsibilities of their employers. They represent what service users and the public can expect of them.

The NISCC Register opened for the first time in April 2003 with the registration of the Phase 1 priority groups; social workers, care workers in children's residential homes and managers of adult residential care homes. This was extended in May 2004 to social work students. Registration became a condition of practising as a social worker in June 2005 with the introduction of 'Protection of Title'.

In May 2006 we commenced the roll out of registration to the rest of the social care workforce and in the year just past we have seen the introduction of compulsory registration for managers of domiciliary care services and a specified date for the introduction of compulsory registration for care workers in adult residential care by December 2012. At the end of 2011/12, there are approximately 15,000 social care workers on the register who have signed up to the Codes as a condition of their practice -a number that we expect to see rise to 20,000 by December of this year.

As well as the introduction of regulation, NISCC has done a great deal to drive up the standards of training and qualification of the workforce. In September 2004 the new Degree in Social Work was introduced to replace the previous qualification, the Diploma in Social Work. This represented a considerable enhancement of the basic qualification for social workers. Subsequent review and feedback have confirmed the high quality of social work under-graduate training in Northern Ireland.

Taken together with the requirement for newly qualified social workers to complete the Assessed Year in Employment prior to full registration with the Council, much has been achieved to ensure the quality and competence of staff entering practice.

This is also reflected in post qualifying training for social workers. In September 2007, a revised Post-Graduate Training Framework for Social Workers was launched which continues to ensure



Practice Learning at its Best Conference 2012

that practising social workers have access to high quality training and qualifications relevant to the exacting demands placed on them. This too has been confirmed through review and external assessment as being of high quality and relevance.

In terms of the broader social care workforce, there is a clear agenda for improved training and development set out in the PSS Development and Training Strategy 2006-2016. Within that strategy, the Council acts with its partners in the other countries to develop National Occupational Standards and improve skills in the social care workforce. Among other achievements this has resulted in the introduction of consistent Induction Standards for all staff entering the workforce.

Equally important, NISCC with our UK partners developed a New Qualification and Credit Framework for Social Care Workers, which will support learning and development and allow for greater flexibility and mobility in the workforce.

As part of its core role, NISCC has developed key principles of working in partnership with service users and carers which outline the values which underpin our commitment to ensure that our work is fully informed by the perspectives of those who use services and their carers. Partnership has been a key principle of our work with services users, carers, employers and registrants.

NISCC plays an important role in supporting high quality training and practice within the social care workforce. We look forward to continuing that work with our partners to ensure that the people of Northern Ireland experience high standards of social care services which they receive.

#### Brendan Johnston, Chief Executive

Brendan Johnt



# Management Commentary

The Northern Ireland Social Care Council (NISCC) is a Non-Departmental Public Body (NDPB) sponsored by the Department of Health, Social Services and Public Safety.

The NISCC is helping to raise standards in social care through the registration of the social care workforce and setting standards for their conduct, training and practice. In doing so, the NISCC engages with a variety of stakeholders including service users, carers, the social care workforce, employers, training providers and government agencies. The NISCC also works collaboratively with its counterparts in England, Scotland and Wales.

The NISCC is a partner in Skills for Care and Development (SfCD), a Sector Skills Council responsible for social care and children's services throughout the UK. Sector Skills Councils are independent, UK wide organisations licensed by the Department for Education and Skills to support employers in the training and development of the workforce. The NISCC is led by a Council which comprises a Chair and 11 non-executive Members who have responsibility for ensuring the Council's strategic direction and its policies and actions are in support of the wider strategic policies of its Minister. Details of the Council structure and its membership are detailed at page 27 of this Annual Report.

The NISCC's organisational structure is headed by a Chief Executive who is also the designated Accounting Officer. He is supported by two Directors covering the functions of – Corporate Services and Registration Directorate, and Regulation and Education and Training Directorate.

The NISCC's organisational structure can be found at Appendix 1, page 93.

#### **Our Aim**

To protect the public through improving safeguards for vulnerable people, raising the standards of social care practice and strengthening the professionalism of the workforce.

To achieve this we will:

- Set standards of practice for social care workers and their employers to promote a safe, reliable and competent service
- Register the social care workforce to assure the public that a social care worker registered with the NISCC will be viewed as safe and competent to practise
- Regulate social work training to ensure it prepares staff to do the job expected of them
- Promote education and training for all social care staff

#### **Our Principles**

- Service User and Carer Involvement: Ensuring service users and carers can influence, challenge and advise the work of the NISCC.
- Enable, Support and Value: Supporting Council Members, staff, service users and carers to maximise their contribution to the work of the NISCC.
- Inclusive Leadership: Working with the social care workforce, service users, carers and other stakeholders in a spirit of constructive partnership.
- **Equity and Fairness:** Supporting equality of opportunity and valuing diversity.
- Committed to Excellence: Continually seeking to improve what we do and how we do it

# NISCC Strategic Objectives 2011/12

The NISCC Business Plan sets out what we plan to achieve during each financial year. We set six Strategic Objectives for 2011/12.

### **Strategic Objective 1**

To strengthen public protection through registration of the social care workforce

### **Strategic Objective 3**

To strengthen and support the professionalism of the social care workforce

### **Strategic Objective 5**

To discharge its responsibilities informed by the views of users of social care services, carers, registrants and other key stakeholders

### **Strategic Objective 2**

To improve the quality of social care through the development, promotion and regulation of education and training

### **Strategic Objective 4**

To strengthen public protection by regulating the conduct and practice of the social care workforce

### **Strategic Objective 6**

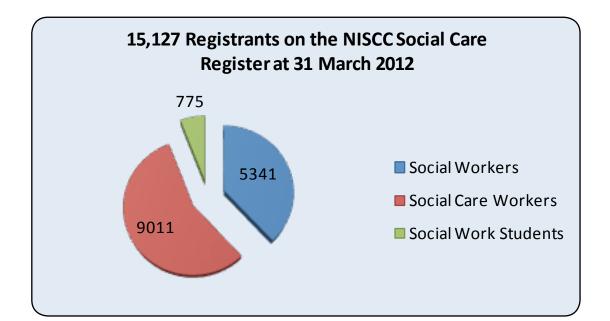
To maximise the contribution of our human and financial resources by investing in our people and delivering value for money in all our activities, whilst ensuring the highest levels of governance in Council

# Our Achievements for 2011/12

Strategic Objective 1 – Achievements for 2011/12 To Strengthen Public Protection through Registration of the Social Care Workforce

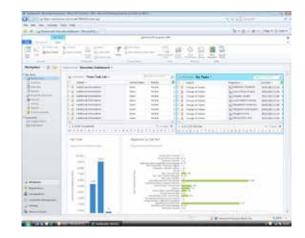
#### During 2011/12 we-

Continued to maintain the NISCC Social Care Register. At the end of March 2012, 15,127 registrants were registered on the Register – an increase of 6% on 2010/11. 2,582 new applications for registration and 5,262 applications to renew registrations were processed during the year (this included almost 3,000 social workers renewing on 1 June 2011).



Managed the Social Care Register throughout the year against our Key Performance Indicators thereby ensuring that the Register included only those who were deemed fit to practise as a registered social worker or registered social care worker.

- Successfully delivered on the Ministerial commitment to roll-out Compulsory Registration to social care managers of residential, day care & domiciliary care, and to social care workers in residential child care by September 2011. This included an extensive programme to engage with these groups and their employers. We also commenced work to deliver against the final stage of compulsory registration to have social care workers in adult residential/nursing home settings registered by December 2012. This work will continue during 2012/13.
- Put in place a new ICT registration system 'SOCRATES'(SocialOnlineCareRegistration and Training Education System) to replace the old 'OSCAR' registration System. The new ICT system has been developed with our new ICT partners 'Silverbear' which will enable our registration, regulation, education and training systems and online services to be joined up and seamless. SOCRATES will provide for more efficient and effective ICT services and will enable a number of online services to be developed for registrants and the public in general.



- Commenced work on a review of registration fees, which will form the basis of a public consultation during 2012/13, to better reflect the balance of income from registration fees and the Grant in Aid provided by the Department of Health Social Services and Public Safety (DHSSPS).
- Consulted with key stakeholders on a draft Competence to Practice Framework for social workers and social care workers which included Post Registration Training and Learning requirements.
- Commenced a review of the Assessed Year in Employment to ensure it remains robust and fit for purpose.

Strategic Objective 2 – Achievements for 2011/12 To Improve the Quality of Social Care through the Development, Promotion and Regulation of Education and Training

#### During 2011/12 we-

Completed a strategic review of the Northern Ireland Post Qualifying Education and Training Framework and made a number of recommendations for improvement to ensure the Framework continues to be fit for purpose. The Review was delivered in partnership with the DHSSPS, the Health and Social Care Board, and the PQ Partnership, and included consultation with a wide range of stakeholders, including the views and experiences of service users and carers. The

"We completed a strategic review of the Northern Ireland Post Qualifying and Training Framework and made a number of recommendations for improvement"

outworkings of the Review will be taken forward during 2012/13.

- Carried out a review of the National Occupational Standards (NOS) in relation to Health and Social Care, and Children's Care Learning and Development.
- Continued to work with employers, Degree Programme providers and the Degree Partnership to implement the Regional Practice Learning Strategy. In doing so, we audited the Practice Learning provision against the targets set out in the Strategy, and developed ICT information systems to support and improve the information management in relation to this work.
- Awarded a number of post qualifying social work qualifications as shown here.
- There were also 260 Honours Degrees in Social Work awarded during 2011/12.

#### PQ Social Work Qualifications Awarded 2011/12

NI Specific Award	50
NI Specialist Award	52
NI Leadership and Strategic Award	6
Total	108

- Completed annual monitoring of the Degree in Social Work and of the Approved Programmes within the PQ Framework against our Standards.
- Monitored and evaluated applications, enrolements, progression and outcomes from the Social Work Degree and Post Qualifying Framework during 2011/12.
- Co-ordinated two submission points to the Individual Assessment Route within the NI PQ Framework.
- Published an annual report on the regulation, development activity and outcomes in relation to social work education and training.
- Engaged with employers and other key stakeholders to identify workforce needs and gaps and priorities in post qualifying education and training provision.
- Chaired a Strategic Advisory Group, chaired by the Chief Executive of the NISCC and comprising key stakeholders, to ensure that strategic priorities for education and training are reflected in the delivery of social work qualifying training.





PQ Awards June 2011

Strategic Objective 3 – Achievements for 2011/12 To Strengthen and Support the Professionalism of the Social Care Workforce

#### During 2011/12 we-

Carried out a scoping exercise of the Code  $\geq$ of Practice for Social Care Workers and the Code of Practice for Employers of Social Care service users and carers, Workers to identify areas for revision. To inform this work, we held an event with service users and carers, including hard to reach groups, to ensure their views and experiences shaped the outcome of the exercise.

...we held an event with including hard to reach groups, to ensure their views and experiences shaped the outcome of the exercise."

 $\geq$ Analysed the findings from Labour Market information in respect of social care staff in adult residential care, day care, and domiciliary care in the voluntary sectors, to identify the training neeeds, skills requirements, and gaps to inform the development of qualifications and training for social care workers.

 $\geq$ Worked with key stakeholders, including awarding organisations, on the implementation of the Qualification and Credit Framework (QCF) for social care workers to ensure it continued to meet the needs of the Northern Ireland workforce. Additionally, we worked with employers to align QCF units with already existing in-house training, and engaged UK partners and awarding organisations to gain academic tariffs for full-time QCF qualifications.



VQ Awards Winner 2011

Sought to encourage greater inclusion of training in leadership and management through the implementation of Leadership qualifications in accordance with Regulation and Quality Improvement Authority (RQIA) requirements.



**UU Employer Placement Awards 2011** 





- Continued to promote awareness across the social work and relevant Social Care Professions of their responsibilities as a regulated profession. As part of this, we contributed to guidance on professional boundaries, promoted guidance on the Codes of Practice, and utilised our website (www.niscc.info) to sign post other relevant guidance for the profession.
- Worked with social care employers, the DHSSPS and other key stakeholders to develop an Implementation Plan to further deliver the Personal Social Services Development and Training Strategy.



Launch of Roles & Boundaries

Strategic Objective 4 – Achievements for 2011/12 To Strengthen Public Protection by Regulating the Conduct and Practice of the Social Care Workforce

#### During 2011/12 we-

- Ensured that complaints received in relation to the conduct of registered social workers and social care workers were investigated within agreed rules, policies and procedures in accordance with the highest standard of regulation.
- In support of this, we faciliated the Registration Committee which considered 54 social care workers' registration applications to assess their suitability to work in social care services. 51 applications were registered with conditions and 3 were refused.

We continued to deliver our conduct function during 2011/12. 122 complaints of alleged misconduct by a NISCC registrant were referred to the Council. The risk to the public in each case was assessed. 8 registrants were subject to an Interim Suspension Order to prevent them from practising in social care pending the outcome of the cases.

Conduct hearings were held in respect of 10 registrants and the outcomes were as follows

- 4 registrants were admonished;
- 4 registrant was suspended from the Register; and
- 2 registrants were removed from the Register.

By 31 March 2012, Preliminary Proceedings Committees had referred 13 cases of alleged misconduct to be considered at Conduct hearings in 2012/13. We also produced an annual report on Conduct work.

### "...a new Model for Regulation which reflects current thinking and best practice, and is is proportionate and risk based."

- Developed a draft consultation paper on a new Model for Regulation which reflects current thinking and best practice, and is proportionate and risk based. The paper was developed following a period of pre-consultation with a wide range of key stakeholders. The proposed Model for Regulation will be subject to a public consultation exercise during 2012/13.
- Published a report on conduct work for 2010/11, and completed the implementation of the actions arising from the review of the NISCC against the Council for Healthcare Regulatory Excellence (CHRE) performance standards.
- Reviewed the Memorandum of Understanding for 2011/12 with the Regulation and Quality Improvement Authority (RQIA) to ensure the collaborative arrangements put in place to share information and cooperation in matters relevant to both RQIA and the NISCC remained both effective and beneficial to those concerned.
- Continued to work collaboratively to further promote the Code of Practice for Employers and its links to the Regulations, Standards and the RQIA inspection process.
- Promoted understanding and awareness of the Standards that are expected from the social care workforce at all times through a series of roadshows.
- Commenced work to put in place a system to enable lessons learned from conduct referrals to be used in such a way to improve safe and effective practice both for registrants and employers.

Strategic Objective 5 – Achievements for 2011/12 To Discharge its Responsibilities Informed by the Views of Users of Social Care Services, Carers, Registrants and Other Key Stakeholders

#### During 2011/12 we-

- Delivered on our Communications Action Plan to raise awareness about the role and function of the NISCC. Feedback from stakeholders was used to update information materials used to introduce the NISCC and the Codes of Practice. Stakeholder feedback was also used to restructure the NISCC website, the Newsletter and the Complaints leaflet for Conduct referrals.
- Promoted training and development opportunities for the social care, social work and early years workforces across NI. 17,300 careers/training information booklets were provided to potential students and existing workers interested in career development. These were either issued directly by NISCC Enquiries Team or on behalf of NISCC through partners in the NI careers advisory network, employers, schools, colleges and careers events.



Joint User Carer Conference 2012

- Continued to provide quality support to develop our key stakeholder groups the Service User and Carer Participation Partnership, Registrants' Partnership and the Workforce Development Partnership. These groups were involved in NISCC Business Planning and project management to ensure the views of their constituent groups are reflected in all aspects of NISCC business.
- In partnership with SCIE, RQIA, PCC, Service Users and Carers, jointly hosted the Annual Service User and Carer Conference in March 2012. Attended by over 200 people; this was an opportunity to share best practice in effective and meaningful User/Carer Participation. Members of the NISCC Participation Partnership were supported to prepare a DVD presentation about the NISCC 'Participation Journey'. Health Minister, Edwin Poots joined the conference and made a keynote address.
- Held a Registrants' Roadshow for registrants living/working in the Belfast HSCT area in September 2011. 60 social workers, social care workers and social work students joined the event to learn more about the NISCC, the Registrants' Partnership and to discuss application of the NISCC Codes of Practice in their daily work.

Hosted the 'Social Care at its Best' conference in September 2011. The event was attended by 250 social care workers from across NI. NISCC worked with social care employers and service users to prepare a DVD presentation 'Perspectives on Social Care'. Delegates also had an opportunity to attend workshops presenting best practice in a range of social care services.



Get Direction Conference with Reflection – June 2011

- Jointly, with the NI Degree in Social Work Partnership members, hosted the seminar 'Get Direction with Reflection' at the University of Ulster in June 2011.
- Hosted a celebratory event for the NISCC 10 Year anniversary at the Long Gallery in Stormont in October 2011. The event was opened by Health Committee Chair, Michelle Glldernew MLA. NISCC staff and Council Members past and present were joined by 150 people who had supported the NISCC in the first ten years of business.
- Supported the administration for the Regional Social Work Awards which will be presented in June 2012. Application packs were updated and published on the NISCC website. Applications were processed and judging panels supported.
- Hosted the 'Practice Learning at its Best' conference in March 2012 for over 150 Practice Teachers from across NI. Neil Thompson, who is widely published on Practice Teaching, addressed the conference and presented one of the workshops.
- Worked in partnership with employers, education providers and government agencies to implement the Qualifications and Credit Framework and to update the sector on workforce development and training needs.
- Managed regional consultation events to provide NISCC registrants to submit their views to the Compton review of Health and Social Care in NI. 70 registrants participated in events in Belfast and Londonderry.

- Managed a total of 15,358 enquiries. 7097 (46%) of these enquiries were from registrants, 5935 (39%) from non-registrants and 2326 (15%) from employers/stakeholders. Similar to last year, the majority of enquiries (9406) managed by the Enquiries Team related to applying for/maintaining registration. Queries were also resolved relating to training and development, conduct, and events.
- $\triangleright$
- Reviewed and updated the Information Service for careers, training and development opportunities for the sector ensure it continued to meet the needs of its users. Updated information was circulated to careers and training contacts across NI.
- Refreshed and updated the NISCC website to ensure it remained accurate and up to date. Demand for online access to NISCC materials increased by 26% compared to 2010/11. Total activity for 2011/12 was 4,982,657 Hits, 357,584 Visits and 560,092 Page Views. This is an increase in activity is of over 300% since 2009/10. Most popular areas of the website during the year were, 'Check the Register', 'News' and 'Registration'.

Annual Website Statistics Compared.	Hits	Visits	Page views
Year	Hits	Visits	Page Views
2009-10 Website Traffic	1578374	216235	285047
2010-11 Website Traffic	3914250	313906	522362
2011-12 Website Traffic	4952657	357584	560092

#### Comparison of Website Traffic by Year

Corporate Services Support - Achievements for 2011/12 To maximise the contribution of our human and financial resources by investing in our people and delivering value for money in all our activities, whilst ensuring the highest levels of governance in Council

#### During 2011/12 we-

- Delivered our 2011/12 Business Plan by effectively and appropriately aligning our resources against our business priorities. We set 76 objectives during 2011/12 in support of our overarching strategic objectives, and achieved 95% compliance. Details on our budget and how this was managed and allocated during 2011/12 can be found in our statement of accounts from page 43 of this Report.
- Complied with all of our governance arrangements and framework, including the development of an Assurance Framework, and the continual review and monitoring of our Risk Register. We also put arrangements in place to ensure all NISCC staff are trained on risk management, and carried out a review of our Risk Management Strategy to ensure it is informed and supported by other interrelated strategies and policies, such as our Business Continuity Strategy and Plan, and our Adverse Incident Reporting Policy.
- Continued to demonstrate our commitment to being an liP employer and were successful in June 2011 in achieving Bronze award status in recognition of our commitment to invest in our staff and their learning and development needs. We also put in place a Learning and Development Stratgegy, and established a Learning and Development Group to ensure that learning and development remains an integral part of of how we deliver and manage our business.
- Ensured staff are involved in the development of the NISCC's Corporate and Business Plans, and carried out a training needs analysis to ensure that our staff have the right

skills and knowledge to help them to do their job well. All new staff received an induction programme on joining the NISCC and participated in mandatory training such as health and safety, equality and diversity, and risk management.





Staff and Chair, Lily Kerr with the liP Award

- $\geq$ In addition, work commenced to put in place a suite of e-learning packages in partnership with the HSC Leadership Centre.
- $\triangleright$ Facilitated training for all staff to support the implementation of KSF (Knowledge and Skills Framework) from April 2012 using the six core dimensions - communication, personal and people development, health safety and security, service improvement, quality, and equality and diversity.



Training Courses 2011/12

 $\triangleright$ Routinely reviewed corporate and HR policies through our Policy Review Group to ensure in-house policies are current and reflect best practice and most recent legislation. This included a review of the following policies -

Policies Reviewed & Developed During 2011/12				
Disciplinary Procedures				
Grievance Procedures	Internet Use Policy			
Special Leave Policy	Annual Leave Protocol			
Post Entry Training Policy	Equality of Opportunity Policy			
Drugs, Alcohol and Substance Abuse Policy	Flexible Working Policy			
Fraud Response Plan				

- Terms of Reference for the Policy Review Group were revised to better reflect the role of the Joint Negotiating Forum (JNF) and the involvement of Trade Union representatives in the consultation on policies and procedures.
- Carried out a review of our governance arrangements including a review of the NISCC's Standing Orders, Scheme of Delegation and Standing Financial Instructions. These important governance documents now better reflect the role of Council and its two subcommittees – the Remuneration Committee and Audit Committee. They also describe the role of the Partnerships who support the work of the NISCC (these Committees and Partnerships are described in more detail on page 27).
- Worked collaboratively with the Department of Health, Social Services and Public Safety during a Landscape Review of the NISCC. We will put an action plan in place during 2012/13 to ensure any recommendations arising from that Review are dealt with effectively.
- Commenced implementation of the Savings Delivery Plan, as agreed with the DHSSPS, to support the ways in which we produce year on year savings and efficiencies.
- Successfully managed the transition of our ICT services to ITS at the Business Services Organisation (BSO). This will enable improved business continuity for the NISCC in the management of its in-house and desktop ICT services.

# Maintaining Accountability

The senior management team is responsible for ensuring all the NISCC business areas meet corporate and legislative requirements for public accountability and value for money.

#### **NISCC Senior Management Team**



Chief Executive Brendan Johnston



Director of Corporate Services Mark Bradley



Director of Registration Patricia Higgins

- Brendan Johnston (Chief Executive) has overall day-to-day responsibility for the NISCC and works closely with the Chair of the Council, Mrs Lily Kerr, in the delivery of NISCC's strategic direction and accountability;
- Mark Bradley (Director of Corporate Services) has responsibility for Corporate Services (Finance, Communications, HR, Procurement, Governance) and the Registration function;
- **Patricia Higgins** (Director of Registration) has responsibility for Education and Training, and Conduct.

The NISCC's organisational structure is attached at Appendix 1 of this Report.

#### Complaints

The NISCC Complaints Policy allows for the majority of complaints to be investigated and responded to by the designated Complaints Officer (stage 1). If a complainant is unsatisfied with the response they receive, then they may complain under stage 2 to the Director of Corporate Services. If the complainant feels that their complaint has still not been resolved to their satisfaction, then they are advised that they may complain to the Northern Ireland Ombudsman.

During 2011/12, the NISCC received 6 complaints – 5 of which were handled and resolved at stage 1, and 1 complaint proceeded to stage 2.

#### Sickness Absence Data

A major issue within the HSC relates to the need to manage staff absence. In 2011/12, the average sickness rate within the NISCC was 2.44% which is 2.76% below the Priorities for Action Target of 5.2%. The NISCC operates a robust absence management policy that includes return to work interviews and the support of the Occupational Health Service. In addition, the NISCC carried out a number of absence management awareness sessions for managers and non-managers, and has a system in place to ensure the Absence Management Policy is applied equally and openly across all staff.

#### **Equality and Diversity**

The NISCC submitted its Equality Scheme to the Equality Commission in April 2011, and received notification in September 2011, that it had been approved by the Equality Commission. Following this the NISCC produced a summary version of the Scheme for NISCC staff and Council members. In addition, a briefing session was delivered to Council members in March 2012, providing an opportunity to discuss the implications of the new commitments for the Council.

To ensure NISCC staff remained aware of their equality screening obligations under the Equality Scheme, a dedicated workshop on equality screening was delivered to NISCC staff in August 2011. The Council likewise progressed with assessing the equality implications of its process for appointing members of the Conduct Committees. A questionnaire was distributed to committee members to reflect on their experience of the process in order to identify any potential equality issues and suggestions for improvement. The results are to inform the next round of recruitment which is due to take place in 2012/13.

In light of comments and suggestions received during a public consultation exercise, the NISCC reviewed its Equality Action Plan developed on the back of the Audit of Inequalities which had been undertaken in the previous year. The Plan has been published on the NISCC website.

Following a successful event hosted in 2011/12 the momentum on work established as part of the regional Accessible Formats Steering Group continues. There has been on-going engagement with voluntary and community groups for the development of an accessible information policy currently in draft form and subject to further consultation.

#### **Freedom of Information**

The NISCC received 9 Freedom of Information requests during 2011/12 which included requests for information in relation to conduct and registration matters. All requests for information were provided on time and within the FOI guidance. The NISCC continues to adhere to its Publication Scheme which is available on its website.

#### **Personal Data Related Incidents**

There were no instances of data security breaches during 2011/12. Mandatory training on Data Protection Awareness, Data Security and Confidentiality of Information for all staff (including new staff) is in place. Policies have also been developed which are reviewed on a regular basis to ensure they remain compliant and reflect best practice and current legislative provisions.

#### **Fraud and Bribery**

There were no instances of Fraud or acts of Bribery during 2011/12. The NISCC also provided training for key staff on the implications of bribery, and made all staff aware of the implications of receiving and/or offering bribes in the conduct of their work.

The NISCC has adopted a zero tolerance approach to acts of bribery.

# Council Membership & Committees

Council Membership reflects three broad interest groups:

- Lay People (including service users, carers, independents and professionals)
- Registrants
- **Stakeholders** (including employers, unions and education providers)

The Council is headed by a Chair, Mrs Lily Kerr, who is supported by 11 Members. These Members are -

- Joe Blake
- Neil Bodger (Mr Bodger was appointed in August 2011)
- Geraldine Campbell
- Julie Erskine
- Miriam Karp
- Ruth Lavery
- Gillian McGaughey
- Maire McMahon
- James Perry
- Trevor Spratt
- Eleanor Taggart

The meetings of the Council are open and as such the minutes tabled to the Council are published online on the NISCC's website at www.niscc.info.

#### Committees

The Council meets five times a year to consider issues of strategy and accountability. In support of its work the Council has established two sub-Committees which are each chaired by a Council Member –

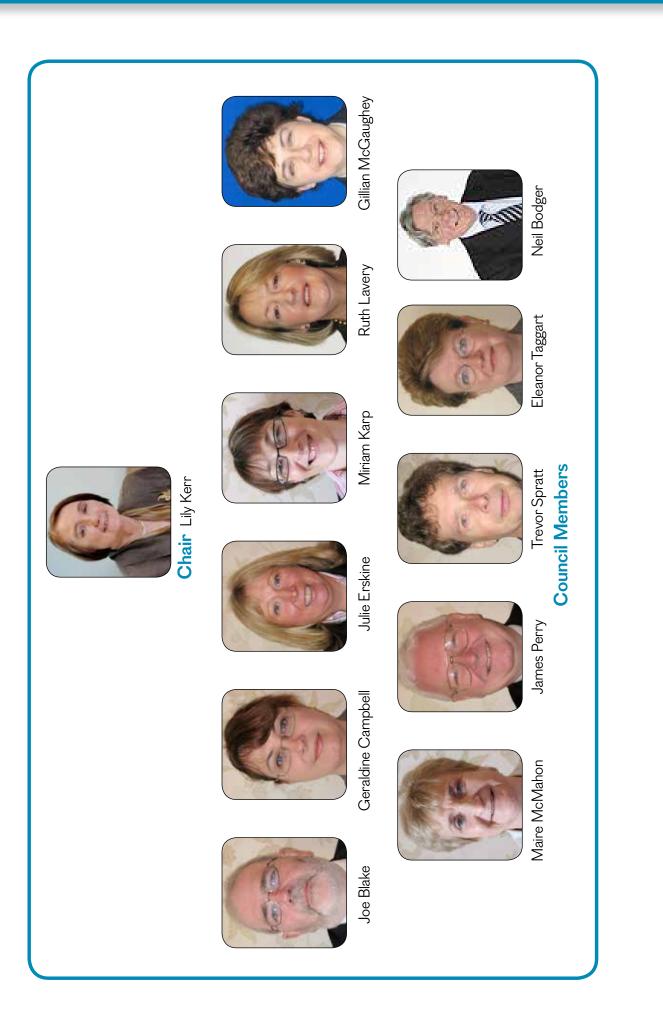
- The **Remuneration Committee** (chaired by Mrs Lily Kerr) advises the Council about appropriate remuneration and terms of service for the Chief Executive; and
- The Audit Committee (chaired by Mr James Perry) assists the Council in the discharge of its functions by providing independent and objective review of the NISCC's control systems, financial information to Council, risk management processes, compliance with law, guidance and Codes of Conduct, and governance processes.

#### **Partnerships**

The Council has established a number of Partnerships to inform and deliver its wide range of business. These Partnerships are –

- **Participation Partnership** which consists of users and carers and its role is to influence, advise and challenge the work of the NISCC;
- **Registrants Partnership** which consists of Registrants and its role is to ensure the views of Registrants are adequately represented;
- Workforce Development Partnership which consists of employers and its role is to help develop the skills of the social care workforce; and
- **Post Qualifying Partnership** which consists of employers and the Higher Education Insitutions (HEI's) who are key to the delivery of the PQ Framework.

In addition, a **Professional Issues Review Group** which comprises both Council Members and NISCC staff, meets on a regular basis to identify the main issues for NISCC coming out of various developments on the future of social work in other parts of the UK, Ireland and the wider European Union, including the Laming Report (the Protection of Children in England).



# Personal Public Involvement (PPI) Report 2011/12

The NISCC is committed to working closely with stakeholders to ensure they are supported to contribute their views and experiences effectively to NISCC business. The input of service users and carers is a valued and integral part of planning, implementation and review across all work areas and projects. Over the past year, there has been significant partnership working with service users and carers, most notably the continuing work of the NISCC Participation Partnership.

The NISCC Participation Partnership provides an opportunity for NISCC Staff and Council Members to work collaboratively with service users and carers. This continues to be an evolving group and members represent a diverse range of backgrounds and service user experiences. The role of the Partnership is to advise, challenge and support the work of the NISCC to ensure that service user and carer participation is meaningful and effective. Some of the work undertaken in support of participation with service users and carers are –

- Developing Principles of Participation and Quality Standards for the NISCC with NISCC staff which explain what is required of the NISCC in the way it involves carers and those who use social care services in how the NISCC delivers and designs its business;
- Developing an Action Plan to underpin the Principles of Participation and Quality Standards to ensure there is real and tangible evidence of compliance;
- Contributing to the development of Witness Guidance for Conduct Hearings;
- Contributing to the development of NISCC Codes of Practice for Social Care Workers and Employers of Social Care Workers;
- Engaging in a workshop on the Codes of Practice for Social Workers and Employers of Social Care Workers, with contacts from the Hard to Reach database;
- Contributing to a Continuous Learning Framework for Social Care Workers and PRTL Requirements;

- Contributing to the development of a draft consultation document on a new Model for Regulation which will issue for a period of formal public consultation during 2012/13;
- Participating as Panel Members for the Social Work Awards 2011;
- Participating in the Joint Service User and Carer Conference 2012;
- Contributing to the Review of the PQ Framework;
- Develivering a presentation on NISCC and its participation role to Post Qualifying Social Work students at Queens University.

The Director of Corporate Services represents the NISCC in the NI Regional Personal Public Involvement forum. This forum meets quarterly and provides an environment for sharing best practice in engaging with service users and carers. He also represents the NISCC at the UK Health and Social Care Regulators Forum.

In addressing the broader participation agenda, the Chair of the NISCC Participation Group and the Director of Corporate Services continued to work with NISCC staff and Council Members to support effective participation. They also commenced training awareness events with NISCC staff to ensure they understand the role they play in supporting participation, and the importance of service user and carer involvement.

Additionally, the NISCC revised its Induction Programme for new staff to ensure the importance of meaningful service user and carer involvement was reflected in all staff's learning and development plans.

The NISCC developed a "Hard to Reach Database" to extend its relationships with a broader range of service users and carers and, as a result of this work, new members joined the Participation Partnership during 2011/12. This work will continue to be bedded in during 2012/13.

# Audit Committee Report

The NISCC Audit Committee is made up of Council Members. The Committee met on the following dates during 2011/12:

- 11 May 2011
- 13 May 2011
- 22 June 2011
- 19 October 2011
- 29 February 2012

During 2011/12 financial year, membership was as follows:-

April 2011 to March 2012	Attendance at Audit Committee Meetings (%)		
Mr James Perry, Chair	100%		
Mrs Julie Erskine	100%		
Mrs Ruth Lavery	60%		
Mrs Maire McMahon	100%		
Mr Neil Bodger (appt to Audit Committee in Oct 2011)	100%		

Internal Audit, External Audit and representatives from the Business Services Organisation (BSO) attend the Audit Committee. The Director of Corporate Services is the Executive Officer responsible for servicing the Audit Committee.

Membership is consistent with the NISCC Standing Orders.

During the 2011/12 financial year, the Audit Committee undertook the following tasks -

- Agreed an Internal Audit Plan;
- Considered an External Audit Strategy;
- Reviewed the NISCC risk management processes and Assurance Framework and endorsed revisions to the Risk Management Strategy;

- Reviewed the NISCC's Standing Orders, Scheme of Delegation and Standing Financil Instructions;
- Ensured the production of final Accounts in accordance with relevant statutory regulations;
- Advised on matters of materiality.

As part of its remit, the Audit Committee can confirm that, on reviewing the processes and related documents in relation to finance, risk, risk registers, governance and audit reports, that it is able to provide assurances to Council and to the Accounting Officer in relation to all statutory and accountability obligations.

Furthermore, the Audit Committee can provide assurance to Council and the Accounting Officer on all issues relating to the Statement of Internal Control. This is based on the information provided to Committee from Internal Audit, External Audit and from the Executive team. The Audit Committee endorses the Assurance Framework which captures all risks, controls, gaps in controls and mitigating actions and this is presented to Council by the Chair of the Audit Committee.

The Audit Committee can further confirm that Internal and External Audit work to agreed standards and adhere to the agreed Audit Plan. In doing so, the Chair of the Audit Committee presents the Final Accounts to Council and the Accounting Officer for endorsement.

The Audit Committee, facilitated by the Head of Internal Audit, completed the National Audit Office Audit Committee Self-Assement Checklist. The action plan emanating from this exercise will be taken forward in the new financial year. The Audit Committee will review progress against the action plan at each meeting.

The Audit Committee was satisfied that during 2011/12, based on the information made available to it, that -

- the assurances provided to it were comprehensive and reliable, and were of a sufficient standard to inform the decision making of the Council and of the Accounting Officer;
- the assurances provided to it were suitably reflected in the NISCC Risk Management process as necessary;
- it was suitably informed of any material issues that were pertinent to the Statement of Internal Control;
- appropriate financial reporting and information was in place; and
- the work of Internal and External Audit was of a suitable quality, and their approach to their responsibilities was appropriate.

# Financial Information in relation to the Annual Accounts 2011/12

# **Statutory Background**

The Northern Ireland Social Care Council (NISCC) was established under Part 1, Section 1 of the Health and Personal Social Services Act (Northern Ireland) 2001 (the Act).

This is the 11th statement of accounts of the NISCC. It has been prepared in accordance with the Audit and Accountability (Northern Ireland) Order 2003, in a form directed by the Department of Health, Social Services and Public Safety.

# **Results**

The NISCC is funded substantially by grants from the DHSSPS and also receives income from registration fees, Skills for Care and Development and in respect of student placements within the criminal justice sector (funded by the Department of Justice).

# **Review of the Activities of the NISCC**

A full review of the objectives and activities is contained within this Annual Report. In accordance with Schedule 1, paragraph 13 (1) of the Act, the Report is to be submitted to the DHSSPS and will then be available on the NISCC's website.

# **Research and Development**

The NISCC has not carried out any Research and Development work.

# **Post Balance Sheet Events**

There were no post Balance Sheet events.

# **Charitable Donations**

The NISCC did not make any charitable donations.

# **Fixed Assets**

The movement in fixed assets during the year is set out at Notes 6 and 7 to the financial statements. The revised guidance contained in the Capital Accounting Manual issued by the DHSSPS has been followed in compiling the Accounts.

# **Statement of Council Members' Responsibilities**

Council Members have the following responsibilities:

- They should ensure that high standards of corporate governance are observed at all times;
- They should establish the overall strategic direction of the NISCC within the policy and resources framework agreed with the DHSSPS;

- They should ensure that the NISCC operates within the limits of its statutory authority and any delegated authority agreed with the DHSSPS and in accordance with any other conditions relating to the use of public funds;
- They should ensure that the NISCC has taken into account guidance issued by the DHSSPS in reaching decisions.

Members are accountable to the Minister through the Chair of the NISCC. There is a Register of Interests available for inspection during office hours. There are no significant interests held by Council Members which may conflict with their strategic management responsibilities.

# **Employee Involvement**

The NISCC continues to invest in staff as evidenced by the re-accreditation of 'Investor in People' status in June 2011 in addition to which it received Bronze Status accreditation. This reflects the level to which the NISCC values its staff and the significant contribution which all staff make to the effective running of the NISCC.

# **Disabled Employees**

The NISCC is an Equal Opportunities employer.

# **Prompt Payment Policy**

The NISCC is committed to the prompt payment of bills for goods and services received in accordance with the Confederation of British Industry's Prompt Payers Code. Unless otherwise stated in the contract, payment is due within 30 days of the receipt of goods or services, or presentation of a valid invoice or similar demand, whichever is the later.

Regular reviews conducted to measure how promptly the NISCC paid its bills found that 86% of bills were paid within this standard. The Late Payment of Commercial Debts Regulations 2002 provides small businesses with a statutory right to claim interest on the late payment of commercial debt. During the year, the NISCC incurred no interest payments.

# Audit

The accounts and supporting notes relating to the NISCC's activities for the year ended 31 March 2012 have been audited by the Northern Ireland Audit Office. The report of the Comptroller and Auditor General is included on Page 53. So far as the Chief Executive is aware, there is no relevant audit information of which the NISCC's auditors are unaware. The Chief Executive has taken all the steps that he ought to have taken to make himself aware of any relevant audit information and to establish that the entity's auditors are aware of that information.

The external audit fee for the year 2011/12 was £8,560. The Northern Ireland Audit Office did not undertake any non-audit services during 2011/12.

Chief Executive:

Brendan Johnt

Date: 27 June 2012

Date: 27 June 2012

Chair:

# Remuneration Report for the Year Ended 31 March 2012

# Scope of the Report

The Remuneration Report summarises the remuneration policy of the NISCC, and particularly its application in connection with Senior Managers. The Report also describes how the NISCC applies the principles of good corporate governance in relation to senior executives' remuneration in accordance with HSS (SM) 3/2001 and subsequent supplements issued by the DHSSPS.

# **Remuneration Committee**

The Council, as set out in its Standing Orders, has delegated certain functions to the Remuneration Committee. The Remuneration Committee is chaired by the Chair of the Council (Mrs Lily Kerr). The Remuneration Committee also comprised Ruth Lavery, Jim Perry and Gillian McGaughey who are all non-Executive Directors.

# **Remuneration Policy**

The NISCC applies the remuneration policy as directed by circular HSS (SM) 3/2001 and subsequent supplements issued by the DHSSPS in respect of Senior Managers. Senior Managers are subject to the NHS Individual Performance Review system. Within the system, each participant agrees objectives with his/her Senior Manager. At the end of each year, performance is assessed and a performance pay award is given on the basis of that performance. This award is approved by the Remuneration Committee on behalf of Council. There are no elements of Senior Managers' remuneration that are not subject to performance conditions.

# Contracts

HSC appointments are made on the basis of the merit principle in fair and open competition and in accordance with all relevant legislation and circular HSS (SM) 3/2001. Unless otherwise stated, the employee/s covered by this Report are appointed on a permanent basis, subject to satisfactory performance.

NAME	POSITION	DATE OF APPT
Mrs Lily Kerr	Chair	13 December 2010
Executive Team		
Mr Brendan Johnston	Chief Executive	10 September 2001
Mr Mark Bradley	Director of Corporate Services	6 October 2008
Mrs Patricia Higgins	Director of Registration	1 June 2002
<b>Non-Executive Directors</b>		
Mr Joseph Blake	Council Member	1 October 2007
Mr Neil Bodger	Council Member	18 July 2011
Mrs Geraldine Campbell	Council Member	1 October 2007
Mrs Julie Erskine	Council Member	1 October 2007
Ms Miriam Karp	Council Member	1 October 2007
Mrs Ruth Lavery	Council Member	1 October 2007
Mrs Gillian McGaughey	Council Member	1 October 2007
Mrs Maire McMahon	Council Member	1 October 2007
Mr James Perry	Council Member	1 October 2007
Dr Trevor Spratt	Council Member	1 October 2007
Mrs Eleanor Taggart	Council Member	1 October 2007

The date of appointment for the NISCC's Executive and non-Executive Directors, and Chair are set out below –

# **Notice Periods**

Three months' notice is to be provided by either party except in the event of summary dismissal. There is nothing to prevent either party waiving the right to notice or from accepting payment in lieu of notice.

# **Retirement Age**

Currently, employees are required to retire at age 65 years and occupational pensions are normally effective from age 60 years. With effect from 1 October 2006, with the introduction of the Equality (Age) Regulations (Northern Ireland) 2006, employees are able to request to work beyond age 65 years.

From the 6th April 2011, the rules which enable employers to operate a default retirement age are changing and Regulations have been introduced which will remove the Default Retirement Age (DRA) of 65. On 24 March 2011, OFMDFM made Regulations, the Employment Equality (Repeal of Retirement Age Provisions) Regulations (Northern Ireland) 2011 (S.R. No. 168). These Regulations revoke and amend provisions in the Employment Equality (Age) Regulations (Northern Ireland) 2006 (and amend certain provisions in the Employment Rights (Northern Ireland) Order 1996) which except certain dismissals from employment on the basis of retirement from constituting direct age discrimination and unfair dismissal. These amendments are intended to remove the Default Retirement Age (DRA) of 65. A new provision relating to insurance arranged by an employer for the employer's employees and other persons in connection with that employment is also made. The key dates are:

- From 6 April 2011, employers will not be able to issue any notifications for compulsory retirement using the DRA procedure.
- Between 6 April and 1 October, only people who were notified before 6 April, and whose retirement date is before 1 October can be compulsorily retired using the DRA.
- After 1 October, employers will not be able to use the DRA to compulsorily retire employees.

Previously under the DRA employers must give a minimum of six months notice of retirement but no more than 12 months notice. Retirements notified on or before **5 April 2011** can continue through to completion provided that the following conditions are met:

- The DRA procedure, as set out in the previous Employment Equality (Age) Regulations 2006, is followed correctly (including the employee's right to request to stay on is given serious consideration by the employer)
- The person retiring has reached 65 or the normal retirement age (if this is higher) before 1 October 2011. Therefore an employee must be 65 by the 30 September if they are to be retired using the DRA.

Employers will not be able to issue notifications of retirement using the DRA after 5 April 2011. The provision allowing short (two weeks') notice of retirement, will also be repealed on 6 April 2011, and such short notice notifications will not be permitted on or after this date.

If an employee requests an extension of their period of notice of retirement an employer can agree this and still rely on the DRA provisions to enforce the retirement, providing that the extension is no more than 6 months and the employee retires on or before 5 October 2012. The employee's right to request to work beyond retirement ceases on 5 January 2012.

For employer-justified retirement ages, all notifications made prior to 6 April 2011 will continue to be valid, and there is no reason to curtail any notifications made under the former DRA arrangements prior to that date.

# **Compensation for Premature Retirement**

In accordance with Circular HSS (S) 11/83 and subsequent supplements, there is provision within the HSC Superannuation Scheme for premature retirement with immediate payment of superannuation benefits and compensation for eligible employees on the grounds of:

- efficiency of the service
- redundancy
- organisational change

Employers who retire staff early on any of the above grounds must pay the following:

- the basic pension plus increases up to normal retirement age
- the enhancement element of the pension plus increases for as long as this remains in payment
- the enhancement element of the lump sum
- the actuarial charge for payment of the basic lump sum before normal retirement age

There is also provision within the Scheme for early retirement with benefits on health grounds subject to confirmation of permanent incapacity by HSC Medical Advisers.

If employees are retired prematurely because of redundancy or in the interests of the efficiency of the service, benefits may be paid immediately. Employees must have at least two years membership and have reached the minimum retirement age.

If retiring in the interests of the efficiency of the service benefits are paid without reduction and the employer meets the cost of paying the pension early.

If made redundant over the minimum retirement age employees may choose to take their redundancy payment and have their pension paid at normal retirement age, or take their pension benefits immediately, without reduction. If the employee chooses to take their pension immediately the employer will use any redundancy payment to meet any additional costs that arise, paying the balance (if any) to the employee.

For staff, in the 1995 Section only, with more than five years membership at the time they are made redundant, have continuous membership prior to November 2006 and are made redundant before 30 September 2011, there are special transitional protection arrangements available that provide enhanced terms depending on the date of redundancy.

# Reporting of Compensation and exit packages for all staff 2011/12 (audited)

There were no compensation or exit packages awarded during 2011/12.

# Salary and Pension Entitlements (Audited)

The salary, pension entitlements, and the value of any taxable benefits in kind of the most senior members of the NISCC were as follows:

		2011/12				2010/11		2010/11
Name	Salary £'000	Performance related pay £'000	Benefits in kind nearest £100	Salary £'000	Performance related pay £'000	Benefits in kind nearest £100		
Brendan Johnston	75 – 80	0-5	300	70 – 75	0 - 5	-		
Mark Bradley	55 - 60	-	100	50 – 55	-	-		
Patricia Higgins	65 – 70	-	100	65 – 70	-	-		

2011/12				
Name	Position	Salary £'000		
Mrs Lily Kerr	Chair	15-20		
Mr Joseph Blake	Council Member	5-10		
Mr Neil Bodger	Council Member	0-5 *		
Mrs Geraldine Campbell	Council Member	5-10		
Mrs Julie Erskine	Council Member	5-10		
Ms Miriam Karp	Council Member	5-10		
Mrs Ruth Lavery	Council Member	5-10		
Mrs Gillian McGaughey	Council Member	5-10		
Mrs Maire McMahon	Council Member	5-10		
Mr James Perry	Council Member	5-10		
Dr Trevor Spratt	Council Member	5-10		
Mrs E Taggart	Council Member	5-10		

# Council Members Remuneration 2011/12 (Audited)

\*Appointed July 2011

Following the Hutton Fair Pay Review which recommended that, from 2011/12, all public service organisations publish their top to median pay multiples each year the Department of Health Social Services and Public Safety issued Circular HSC (F) 23/2012 setting out a requirement to disclose the relationship between the remuneration of the most highly paid director in the organisation and the median remuneration of the organisation's workforce. Following the application of the guidance contained in circular HSC (F) 23/2012 the following can be reported.

Disclosure (Audited)	2011/12	2010/11
Band of the Highest Paid Director's Total Remuneration	75-80	70-75
Median Total Remuneration	19.750	21.176
Ratio	4.1	3.5

Audited						
Name	Real increase in pension and related lump sum at age 60	Total accrued pension at age 60 and related lump	Cash equivalent transfer value (CETV) at 31 March 201 1	Cash equivalent transfer value (CETV) at 31 March 201 2	Real increase in CETV after adjustment for inflation and changes to market investment factors	
	£'000	£'000	£'000	£'000	£'000	
Brendan Johnston	1	148	775	831	56	
Mark Bradley	1	40	128	160	32	
Patricia Higgins	2	35	140	167	27	

# **HSC Superannuation Scheme**

Pension benefits are provided through the HSC Superannuation scheme. The HSC Superannuation scheme is a 'final salary' defined benefit scheme. The scheme is unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions that are payable are increased annually in line with changes in the Retail Prices Index.

However, All HSC Pension scheme members should be aware that from the 1st April 2011, the measure by which pensions are increased each year is changing from the Retail Prices Index (RPI) to the Consumer Prices Index (CPI). This announcement was made by the Chancellor of the Exchequer in his Emergency Budget in June 2010.

The key effects of these changes are:

A) Pensions currently in payment - Those in receipt will see their annual pension increase by CPI instead of RPI from April 2011.

B) Future uprating of deferred pension rights - The yearly uprating of pensions will be based on CPI from April 2011. All uprating before April 2011 will continue to use RPI.

C) The way new Additional Pension contracts are calculated post April 2011.

Contribution rates are as follows:

- 5.0% for employees earning up £20,709
- 6.5% for employees earning between £20,710 and £68,392
- 7.5% for employees earning between £68,393 and £107,846
- 8.5% for employees earning over £107,847

Further details about the Health Service pension arrangements can be found at the website www.dhssps.gov.uk

With effect from 1 April 2009 the rate of employer contributions to both the 1995 Section and the 1998 Section of the HSC Pension Scheme was reduced from 15.7% to 13.3%.

# Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme, or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves the scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which the disclosure applies. The CETV figures, and the other pension details, include the value of any pension benefits in another scheme. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated within the guidelines and framework prescribed by the Institute and Faculty of Actuaries.

# **Real Increase in CETV**

This reflects the increase in CETV effectively funded by the employer. It takes account of the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

# Other

- There are no elements of the remuneration package which are not cash
- There is no compensation payable to former senior managers
- There are no amounts included above which are payable to third parties for services of a senior manager

There have been no awards made to past senior managers.

Chief Executive: Brend an John

Date: 27 June 2012

# Northern Ireland Social Care Council

Accounts for the Year ended 31 March 2012

# Foreword

These accounts for the year ended 31 March 2012 have been prepared in accordance with Schedule 1, paragraph 12 of the Health and Personal Social Services Act (Northern Ireland) 2001, in a form directed by the Department of Health, Social Services and Public Safety.

# Northern Ireland Social Care Council

Accounts for the Year ended 31 March 2012

# Statement of Accounting Officer's Responssibilities

Under the Health and Personal Social Services Act (Northern Ireland) 2001, the Department of Health, Social Services and Public safety has directed the Northern Ireland Social Care Council (NISCC) to prepare for each financial year a statement of accounts in the form and on the basis set out in the Accounts Direction.

The financial statements are prepared on the accruals basis and must provide a true and fair view of the state of affairs of the Northern Ireland Social Care Council, of its income and expenditure, changes in taxpayers' equity and cash flows for the financial year.

In preparing the financial statements, the Accounting Officer is required to comply with the requirements of Government Financial Reporting Manual (FREM) and in particular to:

- observe the Accounts Direction issued by the Department of Health, Social Services and Public Safety, including relevant accounting and disclosure requirements and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;

- state whether applicable accounting standards as set out in FREM have been followed and disclose and explain any material departures in the financial statements;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Northern Ireland Social Care Council will continue in operation;
- keep proper accounting records which disclose with reasonable accuracy at any time the financial position of the Northern Ireland Social Care Council; and
- pursue and demonstrate value for money in the services the Northern Ireland Social Care Council provides and in its use of public assets and the resources it controls.

The Permanent Secretary of the Department of Health, Social Services and Public Safety, as Accounting Officer for health and personal social services resources in Northern Ireland, has designated Brendan Johnston, the Chief Executive of the Northern Ireland Social Care Council, as the Accounting Officer for the Council. The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding the Northern Ireland Social Care Council's assets, are set out in the Accountable Officer Memorandum issued by the Department of Health, Social Services and Public Safety.

# **Northern Ireland** Social Care Council

Accounts for the Year ended 31 March 2012

# **Certificate of the Chair** and Chief Executive

I certify that the Annual Accounts set out in the financial statements and notes to the accounts (pages 59 to 92) which I am required to prepare on behalf of the Northern Ireland Social Care Council, have been compiled from and are in accordance with the accounts and financial records maintained by the Northern Ireland Social Care Council and with the accounting standards and policies for HSC bodies approved by the Department of Health, Social Services and Public Safety.

Brew an John Chief Executive

Date

27 June 2012

I certify that the Annual Accounts set out in the financial statements and the notes to the accounts (pages 59 to 92) as prepared in accordance with the above requirements have been submitted to and duly approved by the Council.

Lie Ican

Chair

Date

27 June 2012

Brendan John Chief Executive

Date

27 June 2012

# Northern Ireland Social Care Council

# Accounts for the Year ended 31 March 2012

# **Statement on Internal Control**

# Scope of Responsibility

The Council of Northern Ireland Social Care Council (NISCC) is accountable for internal control. As Accounting Officer and Chief Executive of the NISCC, I have responsibility for maintaining a sound system of internal control that supports the achievement of the NISCC's policies, aims and objectives whilst safeguarding the public funds and assets for which I am personally responsible, in accordance with the responsibilities assigned to me by the Department of Health, Social Services and Public Safety.

- The NISCC delivers its statutory functions and Business Plan by working in partnership with a range of statutory, voluntary and community organisations throughout Northern Ireland and, on a four country basis, throughout the United Kingdom;
- The NISCC executes its responsibilities within the confines of its Management Statement and Financial Memorandum as agreed with its sponsor, the Office of Social Services (DHSSPS).

# Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to:

- identify and prioritise the risks to the achievement of the organisational policies, aims and objectives; and
- evaluate the likelihood of these risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place in the NISCC for the year ended 31 March 2012 and up to the date of approval of the Annual Report and Accounts and accords with the Department of Health, Social Services and Public Safety (DHSSPS) guidance.

The NISCC exercises strategic control over the operation of the organisation through a system of corporate governance which includes:

- a schedule of matters reserved for Council decisions;
- a scheme of delegation, which delegates decision making authority within set parameters to the Chief Executive and other officers;
- standing orders and standing financial instructions; and the establishment of and the oversight by the Audit Committee.

The system of internal financial control is based on a framework of regular financial information, supported by robust administrative procedures including the segregation of duties, and a system of delegation and accountability. In particular it includes:

- comprehensive budgeting systems with an annual budget which is reviewed and agreed by the Council;
- regular reviews by the Council of quarterly financial reports which indicate financial performance against the forecast;
- setting targets to measure financial and other performances; and
- as appropriate, formal budget management disciplines.

The NISCC has an internal audit function which operates to defined standards and whose work is informed by an analysis of risk to which the NISCC is exposed and whose annual audit plans are based on this analysis. In 2011/2012, Internal Audit reviewed the following systems:

- Financial Review
- Registration Review
- Education and Training Review
- Grants and Disbursemnets Review
- Risk Management Review
- HPSS Controls Assurance Standards
  - Risk Management
  - Governance
  - Financial Management
  - Records Management
  - Fire Safety

No limited assurances were found in any of the reports.

In her annual report, the Internal Auditor reported that there is a **satisfactory** system of internal control designed to meet the organisation's objectives. There were no priority 1 findings. Some weaknesses in control were, however, identified and recommendations to address these control weaknesses have been or are being implemented. Some of these weaknesses are identified below, all of which are Priority 2 findings:

# **Financial Review**

- All new starts, leavers or amendments to staff details should be promptly updated and forwarded to payroll in a timely manner. [Actioned January 2012]
- The £337.05 overpayment should be followed up with the Directorate of Legal Services Legal to ensure the amount is recovered. [Monies recovered April 2012]

## **Registration**

• All monies should be lodged on a prompt basis, and all relevant documentation should be accurately and fully completed.[Actioned September 2011]

Policies and procedures are in place, or being put in place, to address the weaknesses identified.

I would also like to note, the review of Education and Training processes, Risk Management processes and Grants and Disbursement reviews received substantive levels of compliance.

In addition to these reviews, Internal Audit reviewed the implementation of previous years recommendations. Audit confirmed that 58% were fully implemented and the remaining 42% were partially implemented. The partially implemented recommendations will be taken forward in the 2012/2013 financial year.

With regard to the wider control environment, the NISCC has in place a range of organisational controls, commensurate with the current assessment of risk,

designed to ensure the efficient and effective discharge of its business in accordance with the law and departmental direction. Every effort is made to ensure that the objectives of the NISCC are pursued in accordance with the recognised and accepted standards of public administration.

Recruitment and selection policies are based on the principle of equality of opportunity and controls are in place to ensure decisions are in accordance with legislation. The NISCC is also fully compliant with the requirements placed upon it by the Equality Commission (NI), which includes an appropriate Equality Scheme and corresponding screening requirements.

# Capacity to Handle Risk

The Audit Committee is responsible for providing assurance to Council on the robustness of risk management processes within the Council. Executive responsibility for risk management resides with the Chief Executive who delegates day-to-day responsibility to the Director of Corporate Services.

In providing assurance to the Audit Committee, the following is in place:

- An approved Risk Management Strategy;
- Risk Management Training provided to all staff;
- Risk Register, Corporate and Operational, produced;
- Systems to report risk; and
- Quarterly reporting of risk.

### The Risk and Control Framework

This NISCC has an Executive Risk Management Committee in place which oversees the risk management process, to include:

- Quarterly review of the Risk Register
- Monitoring of risks against proposed actions
- Reporting and escalating identified risks

As part of this process, risk management coordinators have been identified within each of the directorates. The role of the coordinator is to ensure that risk is discussed at all team meetings to ensure that all staff are aware of their responsibilities in relation to risk management. All identified risks are discussed by the Risk Committee and a determination is made to either escalate the risk to the Corporate Risk Register or to manage it at Directorate level.

The Audit Committee, which reports to the Council, has oversight for the initiatives taken by officers of the organisation to promote risk management. To this end, the Audit Committee reviews the minutes of the Risk Management Committee, along with the updated Corporate Risk Register.

The Chair of the Audit Committee confirms that he, and Members of the Audit Committee, are satisfied with the process. The Chair of the Audit Committee reports his findings to Council.

The Assurance Framework, which details risks, controls and gaps in control, is the overarching governance document in relation to risk management and is presented to the Audit Committee for endorsement prior to presentation at Council. This is then forwarded to the DHSSPS.

## Information Governance

The NISCC can confirm that policies and procedures are in place for the management of risk associated with information held by the NISCC which is detailed in its ICT Policy. Risks identified through the risk management processes within the NISCC (in the Directorate and Corporate Risk Registers) include those concerning information security, where this is deemed necessary. All staff, including new entrants, are trained on information security. The management of this risk is paramount, given the sensitive nature of the work undertaken by the NISCC, particularly in relation to registration and conduct processes.

In the forthcoming year, the NISCC will continue to review and develop the effectiveness of its current systems for managing risk, including information governance. As part of this process, training will continue to play a central role.

With regard to legal services, NISCC uses the Directorate of Legal Services in the Business Services Organisation, however where legal advice is required in support of Conduct business, the NISCC uses independent legal advisors. I can confirm that the Council complies with extant DHSSPS guidance, in particular, HSS(F) 67/2006 – Payments in Respect of Litigation and Legal Services. The procurement of these legal advisors is undertaken through PaLS.

# Compliance with Controls Assurance Standards 2011/12

From April 2009, the NISCC, as an NDPB, was required to ensure that it obtained substantive compliance with the three core controls assurance standards plus Records Management and ICT. In addition, from April 2011, the NISCC was required to ensure substantive compliance in Controls Assurance Audits of Fire Safety and Purchase and Supply. The table below illustrates the compliance levels, both self assessment and independent review by Internal Audit.

Controls Assurance Standard	DHSSPS Expected Level of Assurance	NISCC Level of Compliance	Verified by Internal Audit	
Risk Management (Core Standard)	75% - 99% Substantive	87% Substantive	Substantive	
Governance (Core Standard)	75 - 99% Substantive	92% Substantive	Substantive	
Financial Management (Core Standard)	75 – 99 % Substantive	94% Substantive	Substantive	
Records Management	75 – 99 % Substantive	75% Substantive	Substantive	
ICT	75 – 99 % Substantive	80% Substantive	Not assessed	
Health and Safety	75 – 99 % Substantive	86% Substantive	Not assessed *	
Human Resources	75 – 99 % Substantive	93 % Substantive	Not assessed *	
Fire Safety	75 – 99 % Substantive	87% Substant ive	Substantive	
Purchasing and Supply	75 – 99 % Substantive	82% Substantive	Not assessed	

\* These were verified by Internal Audit during 2010/2011

# **Review of Effectiveness**

As Accounting Officer, I have responsibility for the review of the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the executive managers within the NISCC who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their report to those charged with governance and other reports. I have been advised on the implications of the result of my review of the effectiveness of the system of internal control by the Council and the Audit Committee and a plan to address weaknesses and ensure continuous improvement to the system is in place.

The Council give strategic oversight to the system of internal control with the Northern Ireland Social Care Council. They execute their oversight through the Audit Committee who ensure the effectiveness of the system of internal control is robust and meaningful and to this end interrogate reports received from internal audit and the executive team, including reports from the Risk Management Committee. The Audit Committee undertake a challenge function to test the validity of assumptions or conclusions made in reports presented before it. The Audit Committee also set the strategic direction for risk management by endorsing the audit plan for the forthcoming year. The minutes of the Audit Committee are presented on a quarterly basis to Council to give further assurance of the programme of work within NISCC.

### **Progress on Prior Year Significant Internal Control Issues**

The Report to Those Charged with Governance 2010/2011, identified 3 Priority 1 issues. In addressing these, I can confirm that the following processes were undertaken:

Negotiations took place with the DHSSPS to ensure the NISCC allocation was received on a timely basis. The Allocation was received in April 2011.

A review of the processes for the reconciliation of Student Placement Creditors was undertaken. This has been reviewed by Internal Audit and no significant internal control issues have been identified.

A review of the process for the statement of income and expenditure in the NISCC Accounts has been undertaken. This will be reviewed by NIAO while completing their year end Audit.

# Significant Internal Control Issues

I can confirm that there are no Internal Control issues identified.

By order of the Council.

Chief Executive: Brend an John

Date: 27 June 2012

# Northern Ireland Social Care Council

Accounts for the Year ended 31 March 2012

# The Certificate and Report of the Comptroller and Auditor General to the Northern Ireland Assembly

I certify that I have audited the financial statements of the Northern Ireland Social Care Council for the year ended 31 March 2012 under the Health and Personal Social Services Act (Northern Ireland) 2001. These comprise the Statement of Comprehensive Net Expenditure, the Statement of Financial Position, the Statement of Cash Flows, the Statement of Changes in Taxpayers' Equity and the related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration Report that is described in that report as having been audited.

# Respective responsibilities of the Accounting Officer and auditor

As explained more fully in the Statement of Accounting Officer's responsibilities, the Northern Ireland Social Care Council is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit the financial statements in accordance with the Health and Personal Social Services Act (Northern Ireland) 2001. I conducted my audit in accordance with International Standards on Auditing (UK and Ireland). Those standards require me and my staff to comply with the Auditing Practices Board's ethical Standards for Auditors.

# Scope of the audit of financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Northern Ireland Social Care Council's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Northern Ireland Social Care Council; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my certificate.

In addition, I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income reported in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions conform to the authorities which govern them.

# **Opinion on Regularity**

In my opinion, in all material respects the expenditure and income have been applied to the purposes intended by the Assembly and the financial transactions conform to the authorities which govern them.

## **Opinion on financial statements**

**In my opinion:** the financial statements give a true and fair view of the state of the Northern Ireland Social Care Council's affairs as at 31 March 2012 and of the net expenditure, cash flows and changes in taxpayer's equity for the year then ended; and

the financial statements have been properly prepared in accordance with the Health and Social Services Act (Northern Ireland) 2001 and Department of Health, Social Services and Public Safety directions issued thereunder.

#### **Opinion on other matters**

**In my opinion:** the part of the Remuneration Report to be audited has been properly prepared in accordance with the Department of Health, Social Services and Public Safety directions made under the Health and Personal Social Services Act (Northern Ireland) 2001; and the information given in the Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

#### Matters on which I report by exception

I have nothing to report in respect of the following matters which I report to you, if in my opinion: adequate accounting records have not been kept; or

the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or

I have not received all of the information and explanations I require for my audit; or the Statement on Internal Control does not reflect compliance with the Department of Finance and Personnel's guidance.

#### Report

I have no observations to make on these financial statements. The maintenance and integrity of the NISCC's website is the responsibility of the Accounting Officer. The work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes which may have occurred to the financial statements since they were originally presented on the website.

KJ Danely.

KJ Donnelly Comptroller and Auditor General Northern Ireland Audit Office | 106 University Street | Belfast BT7 1EU

2 July 2012

# STATEMENT of COMPREHENSIVE NET EXPENDITURE for the year ended 31 March 2012

	NOTE	2012 £	2011 £
Expenditure			
Staff costs	3.1	(1,834,165)	(2,035,908)
Depreciation	4.0	(18,326)	(20,969)
Other Expenditures	4.0	(1,614,580)	(1,792,654)
	-	(3,467,071)	(3,849,531)
Income			
Income from activities	5.1	0	0
Other income	5.2	626,007	700,498
Deferred income	5.3	0	0
	-	626,007	700,498
Net Expenditure		(2,841,064)	(3,149,033)
Revenue Resource Limit (RRL)	25.1	2,849,716	3,147,775
Surplus/(Deficit) against RRL	-	8,652	(1,258)

### OTHER COMPREHENSIVE EXPENDITURE

		2012	2011
	NOTE	£	£
Net gain/(loss) on revaluation of Property, Plant & Equipment	6.1/10/6.2/10	0	0
Net gain/(loss) on revaluation of Intangibles	7.1/10/7.2/10	0	0
Net gain/(loss) on revaluation of available for sale financial assets		0	0
TOTAL COMPREHENSIVE EXPENDITURE for the year ended 31 March 2012		(2,841,064)	(3,149,033)

The notes on pages 59 to 92 form part of these accounts.

# STATEMENT of FINANCIAL POSITION as at 31 March 2012

		2012		2011	
	NOTE	£	£	£	£
Non Current Assets					
Property, plant and equipment	6.1/6.2	65,583		48,125	
Intangible assets	7.1/7.2	311,249		1,060	
Financial assets	8.0	0		0	
Trade and other receivables	12.0	0		0	
Other current assets	12.0 _	0		0	
Total Non Current Assets			376,832		49,185
Current Assets					
Assets classified as held for sale	9.0	0		0	
Inventories	11.0	0		0	
Trade and other receivables	12.0	181,336		321,580	
Other current assets	12.0	18,387		456	
Financial assets	8.0	0		0	
Cash and cash equivalents	13.0 _	776,642		337,336	
Total Current Assets			976,365	_	659,372
Total Assets			1,353,197		708,557
Current Liabilities					
Trade and other payables	14.0	(875,019)		(666,202)	
Other liabilities	14.0	(010,010)		(000,202)	
Provisions	16.0 _	0		0	
Total Current Liabilities			(875,019)		(666,202)
Non Current Assets plus Net C	Current Assets		478,178		42,355
Non Current Liabilities					
Provisions	16.0	0		0	
Other payables > 1 yr	14.0	0		0	
Financial liabilities	8.0	0		0	
Total Non Current Liabilities			0		0
Assets less Liabilities		_	478,178	_	42,355
Taxpayers' Equity					
Revaluation reserve		0		0	
SoCNE Reserve		478,178		42,355	
			478,178	,000	42,355

The notes at pages 59 to 92 form part of these accounts.

Signed	highan	(Chair)	Date	27 June 2012
Signed	Brendan Johnt	(Chief Executive)	Date	27 June 2012

# STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31 MARCH 2012

	Note	2012 £	2011 £
Cash flows from operating activities			
Net expenditure after interest		(2,841,064)	(3,149,033)
Adjustments for non cash costs		27,786	31,524
(Increase)/decrease in trade and other receivables		122,313	(231,242)
Less movements in receivables relating to items not			
passing through the SoCNE:			
Movements in receivables relating to the sale of property, plant and		0	0
equipment			
Movements in receivables relating to the sale of intangibles		0	0
Movements in receivables relating to finance leases Movements in receivables relating to PFI and other service		0	0
concession arrangement contracts (Increase)/decrease in inventories		0	0
Increase/(decrease) in trade payables		208,817	(923,125)
Less movements in payables relating to items not			
passing through the SoCNE:			
Movements in payables relating to the purchase of property, plant and equipment		(35,784)	0
Movements in payables relating to the purchase of intangibles		(290,557)	0
Movements in payables relating to finance leases		0	0
Movements in payables relating to PFI and other service concession			
arrangement contracts		0	0
Use of provisions	16	0	0
Use of provisions Net cash outflow from operating activities	16	0 (2,808,489)	0 (4,271,876)
•	16		
•	16		
Net cash outflow from operating activities	16 _ 6		
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets)	· _	(2,808,489)	(4,271,876)
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets) Proceeds on disposal of property, plant & equipment	6	(2,808,489)	(4,271,876)
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets) Proceeds on disposal of property, plant & equipment Proceeds on disposal of intangibles	6	(2,808,489) 0 (20,532)	(4,271,876) (19,630) 0
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets) Proceeds on disposal of property, plant & equipment	6	(2,808,489) 0 (20,532) 0	(4,271,876) (19,630) 0 0
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets) Proceeds on disposal of property, plant & equipment Proceeds on disposal of intangibles	6	(2,808,489) 0 (20,532) 0 0	(4,271,876) (19,630) 0 0 0
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets) Proceeds on disposal of property, plant & equipment Proceeds on disposal of intangibles Proceeds on disposal of assets held for resale	6	(2,808,489) 0 (20,532) 0 0 0	(4,271,876) (19,630) 0 0 0 0
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets) Proceeds on disposal of property, plant & equipment Proceeds on disposal of intangibles Proceeds on disposal of assets held for resale Net cash inflow/(outflow) from investing activities	6	(2,808,489) 0 (20,532) 0 0 0	(4,271,876) (19,630) 0 0 0 0
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets) Proceeds on disposal of property, plant & equipment Proceeds on disposal of intangibles Proceeds on disposal of assets held for resale Net cash inflow/(outflow) from investing activities Cash flows from financing activities	6	(2,808,489) 0 (20,532) 0 0 0 (20,532)	(4,271,876) (19,630) 0 0 0 0 (19,630)
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets) Proceeds on disposal of property, plant & equipment Proceeds on disposal of intangibles Proceeds on disposal of assets held for resale Net cash inflow/(outflow) from investing activities Cash flows from financing activities Grant in aid	6	(2,808,489) 0 (20,532) 0 0 0 (20,532)	(4,271,876) (19,630) 0 0 0 0 (19,630)
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets) Proceeds on disposal of property, plant & equipment Proceeds on disposal of intangibles Proceeds on disposal of assets held for resale Net cash inflow/(outflow) from investing activities Cash flows from financing activities Grant in aid Cap element of payments - finance leases and on balance	6	(2,808,489) 0 (20,532) 0 0 0 (20,532) (20,532) 3,268,327	(4,271,876) (19,630) 0 0 0 0 (19,630) 3,051,251
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets) Proceeds on disposal of property, plant & equipment Proceeds on disposal of intangibles Proceeds on disposal of assets held for resale Net cash inflow/(outflow) from investing activities Cash flows from financing activities Grant in aid Cap element of payments - finance leases and on balance SOFP PFI and other service concession arrangements Net financing Net increase/(decrease) in cash & cash equivalents in the	6	(2,808,489) (20,532) 0 0 0 (20,532) (20,532) 3,268,327 0 3,268,327	(4,271,876) (19,630) 0 0 0 (19,630) (19,630) 3,051,251 0 3,051,251
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets) Proceeds on disposal of property, plant & equipment Proceeds on disposal of intangibles Proceeds on disposal of assets held for resale Net cash inflow/(outflow) from investing activities Cash flows from financing activities Grant in aid Cap element of payments - finance leases and on balance SOFP PFI and other service concession arrangements Net financing Net increase/(decrease) in cash & cash equivalents in the year	6 7	(2,808,489) (20,532) 0 0 0 (20,532) (20,532) 3,268,327 0 3,268,327 439,306	(4,271,876) (19,630) 0 0 0 0 (19,630) (19,630) 3,051,251 0 3,051,251 (1,240,255)
Net cash outflow from operating activities Cash flows from investing activities (Purchase of property, plant & equipment) (Purchase of intangible assets) Proceeds on disposal of property, plant & equipment Proceeds on disposal of intangibles Proceeds on disposal of assets held for resale Net cash inflow/(outflow) from investing activities Cash flows from financing activities Grant in aid Cap element of payments - finance leases and on balance SOFP PFI and other service concession arrangements Net financing Net increase/(decrease) in cash & cash equivalents in the	6	(2,808,489) (20,532) 0 0 0 (20,532) (20,532) 3,268,327 0 3,268,327	(4,271,876) (19,630) 0 0 0 (19,630) (19,630) 3,051,251 0 3,051,251

The notes on pages 59 to 92 form part of these accounts.

# STATEMENT OF CHANGES IN TAXPAYERS' EQUITY for the year ended 31 March 2012

	Note	SoCNE Reserve	Revaluation Reserve	Total
		£	£	£
Balance at 1 April 2010	-	131,761	0	131,761
Changes in Taxpayers Equity 2010-11				
Grant from DHSSPS		3,051,251	0	3,051,251
Transfers between reserves		0		0
(Comprehensive expenditure for the year)		(3,149,033)	0	(3,149,033)
Transfer of asset ownership		0	0	0
Non cash charges - auditors remuneration	4 _	8,376	0	8,376
Balance at 31 March 2011		42,355	0	42,355
Changes in Taxpayers Equity 2011-12				
Grant from DHSSPS		3,268,327	0	3,268,327
Transfers between reserves		0	0	0
(Comprehensive expenditu re for the year)		(2,841,064)	0	(2,841,064)
Transfer of asset ownership		0	0	0
Non cash charges - auditors remuneration	4 _	8,560	0	8,560
Balance at 31 March 2012	-	478,178	0	478,178

The notes at pages 59 to 92 form part of these accounts.

# ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

# NOTES TO THE ACCOUNTS

# STATEMENT OF ACCOUNTING POLICIES

## 1. Authority

These accounts have been prepared in a form determined by the Department of Health, Social Services and Public Safety based on guidance from the Department of Finance and Personnel's Financial Reporting Manual (FReM) and in accordance with the requirements of Schedule 1, paragraph 12 of the Health and Personal Social Services Act (Northern Ireland) 2001.

The accounting policies follow IFRS to the extent that it is meaningful and appropriate to the Northern Ireland Social Care Council (the Council). Where a choice of accounting policy is permitted, the accounting policy which has been judged to be most appropriate to the particular circumstances of the Council for the purpose of giving a true and fair view has been selected. The Council's accounting policies have been applied consistently in dealing with items considered material in relation to the accounts.

# 1.1 Accounting convention

These accounts have been prepared under the historical cost convention modified to account for the revaluation of property, plant and equipment.

# 1.2 Currency

These accounts are presented in UK Pounds sterling.

#### 1.3 Property, Plant and Equipment

Property, plant and equipment assets comprise Land, Buildings, Dwellings, Transport Equipment, Plant & Machinery, Information Technology, Furniture & Fittings, and Assets under construction.

#### Recognition

Property, plant and equipment must be capitalised if:

- it is held for use in delivering services or for administrative purposes;
- it is probable that future economic benefits will flow to, or service potential will be supplied to, the Council;
- it is expected to be used for more than one financial year;
- · the cost of the item can be measured reliably; and
- the item has cost of at least £5,000; or
- collectively, a number of items have a cost of at least £5,000 and individually have a cost of more than £1,000, where the assets are functionally interdependent, they had broadly simultaneous purchase dates, are anticipated to have simultaneous disposal dates and are under single managerial control; or
- items form part of the initial equipping and setting-up cost of a new building, ward or unit, irrespective of their individual or collective cost.

On initial recognition property, plant and equipment are measured at cost including any expenditure such as installation, directly attributable to bringing them into working condition. Items classified as "under construction" are recognised in the Statement of Financial Position to the extent that money has been paid or a liability has been incurred.

## Valuation of Land and Buildings

Land and buildings are carried at the last professional valuation, in accordance with the Royal Institute of Chartered Surveyors (Statement of Asset Valuation Practice) Appraisal and Valuation Standards in so far as these are consistent with the specific needs of the HSC.

The last valuation was carried out on 31 January 2010 by Land and Property Services (LPS) which is an independent executive within the Department of Finance and Personnel. The valuers are qualified to meet the 'Member of Royal Institution of Chartered Surveyors' (MRICS) standard.

Professional revaluations of land and buildings are undertaken at least once in every five year period and are revalued annually, between professional valuations, using indices provided by LPS.

Land and buildings used for the Council's services or for administrative purposes are stated in the Statement of Financial Position at their revalued amounts, being the fair value at the date of revaluation less any subsequent accumulated depreciation and impairment losses.

Fair values are determined as follows:

- Land and non-specialised buildings open market value for existing use
- · Specialised buildings depreciated replacement cost
- Properties surplus to requirements the lower of open market value less any material directly attributable selling costs, or book value at date of moving to non current assets.

#### Modern Equivalent Asset

DFP has adopted a standard approach to depreciated replacement cost valuations based on modern equivalent assets and, where it would meet the location requirements of the service being provided, an alternative site can be valued. Land and Property Services (LPS) have included this requirement within the latest valuation.

# Assets Under Construction (AUC)

Properties in the course of construction for service or administration purposes are carried at cost, less any impairment loss. Cost includes professional fees as allowed by IAS 23 for assets held at fair value. Assets are revalued and depreciation commences when they are brought into use.

# Short Life Assets

Short life assets are not indexed. Short life is defined as a useful life of up to and including 5 years. Short life assets are carried at depreciated historic cost as this is not considered to be materially different from fair value and are depreciated over their useful life. Where estimated life of fixtures and equipment exceed 5 years, suitable indices will be applied each year and depreciation will be based on indexed amount.

#### **Revaluation Reserve**

An increase arising on revaluation is taken to the Revaluation Reserve except when it reverses an impairment for the same asset previously recognised in expenditure, in which case it is credited to expenditure to the extent of the decrease previously charged there. A revaluation decrease is recognised as an impairment charged to the Revaluation Reserve to the extent that there is a balance on the reserve for the asset and, thereafter, to expenditure.

#### 1.4 Depreciation

No depreciation is provided on freehold land since land has unlimited or a very long established useful life. Items under construction are not depreciated until they are commissioned. Properties that are surplus to requirements and which meet the definition of "non current assets held for sale" are also not depreciated.

Otherwise, depreciation is charged to write off the costs or valuation of property, plant and equipment and intangible non-current assets, less any residual value, over their estimated useful lives, in a manner that reflects the consumption of economic benefits or service potential of the assets. Assets held under finance leases are also depreciated over their estimated useful lives. The estimated useful life of an asset is the period over which the Council expects to obtain economic benefits or service potential from the asset. Estimated useful lives and residual values are reviewed each year end, with the effect of any changes recognised on a prospective basis. The following asset lives have been used.

Asset Type	Asset Life
Freehold Buildings	25 – 60 years
Leasehold property	Remaining period of lease
IT Assets	3 – 10 years
Intangible assets	3 – 10 years
Other Equipment	3 – 15 years

#### 1.5 Impairment loss

If there has been an impairment loss due to a general change in prices, the asset is written down to its recoverable amount, with the loss charged to the Revaluation Reserve to the extent that there is a balance on the reserve for the asset and, thereafter, to expenditure within the Statement of Comprehensive Net Expenditure. If the impairment is due to the consumption of economic benefits the full amount of the impairment is charged to the Statement of Comprehensive Net Expenditure account and an amount up to the value of the impairment in the revaluation reserve is transferred to the Statement of Comprehensive Net Expenditure loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of the recoverable amount but capped at the amount that would have been determined had there been no initial impairment loss. The reversal of the impairment loss is credited firstly to the Statement of Comprehensive Net Expenditure to the extent of the decrease previously charged there and thereafter to the Revaluation Reserve.

#### 1.6 Subsequent expenditure

Where subsequent expenditure enhances an asset beyond its original specification, the directly attributable cost is capitalised. Where subsequent expenditure which meets the definition of capital restores the asset to its original specification, the expenditure is capitalised and any existing carrying value of the item replaced is written-out and charged to operating expenses.

The overall useful life of the Council's buildings takes account of the fact that different components of those buildings have different useful lives. This ensures that depreciation is charged on those assets at the same rate as if separate components had been identified and depreciated at different rates.

## 1.7 Intangible assets

Intangible assets comprise software and licences. Software that is integral to the operating of hardware, for example an operating system is capitalised as part of the relevant item of property, plant and equipment. Software that is not integral to the operation of hardware, for example application software, is capitalised as an intangible asset. Expenditure on research is not capitalised: it is recognised as an operating expense in the period in which it is incurred. Internally-generated assets are recognised if, and only if, all of the following have been demonstrated:

- the technical feasibility of completing the intangible asset so that it will be available for use;
- the intention to complete the intangible asset and use it;
- the ability to sell or use the intangible asset;
- how the intangible asset will generate probable future economic benefits or service potential;
- the availability of adequate technical, financial and other resources to complete the intangible asset and sell or use it; and
- the ability to measure reliably the expenditure attributable to the intangible asset during its development.

#### Recognition

Intangible assets are non-monetary assets without physical substance, which are capable of sale separately from the rest of the Council's business or which arise from contractual or other legal rights. Intangible assets are considered to have a finite life. They are recognised only when it is probable that future economic benefits will flow to, or service potential be provided to, the Council; where the cost of the asset can be measured reliably. All single items over £5,000 in value must be capitalised while intangible assets which fall within the grouped asset definition must be capitalised if their individual value is at least £1,000 each and the group is at least £5,000 in value.

The amount recognised for internally-generated intangible assets is the sum of the expenditure incurred from the date of commencement of the intangible asset, until it is complete and ready for use.

Intangible assets acquired separately are initially recognised at fair value.

Following initial recognition, intangible assets are carried at fair value by reference to an active market, and as no active market currently exists depreciated replacement cost has been used as fair value.

# 1.8 Donated assets

Donated non-current assets were previously capitalised at their fair value on receipt, with a matching credit to the donated asset reserve. They were valued, depreciated and impaired as described above for purchased assets. Gains and losses on revaluations and impairments were taken to the donated asset reserve and, each year, an amount equal to the depreciation charge on the asset was released from the donated assets reserve to income to offset the depreciation expenditure. On sale of donated assets, the net book value was transferred from the donated asset reserve to the General Reserve.

With effect from 1 April 2011, DFP changed the above policy on donated asset reserves. The donation reserve no longer exists. What used to be contained in the donated asset reserve has moved to the Statement of Comprehensive Net Expenditure (previously known as General Reserve) and to the Revaluation Reserve. Income for donated assets is now recognised when received. This change in accounting policy did not have any impact on the accounts and a prior year restatement was not required.

# 1.9 Non-current assets held for sale

Non-current assets are classified as held for sale if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. In order to meet this definition IFRS 5 requires that the asset must be immediately available for sale in its current condition and that the sale is highly probable. A sale is regarded as highly probable where an active plan is in place to find a buyer for the asset and the sale is considered likely to be concluded within one year. Non-current assets held for sale are measured at the lower of their previous carrying amount and fair value, less any material directly attributable selling costs. Fair value is open market value, where one is available, including alternative uses.

Assets classified as held for sale are not depreciated.

The profit or loss arising on disposal of an asset is the difference between the sale proceeds and the carrying amount. The profit from sale of land which is a non depreciating asset is recognised within income. The profit from sale of a depreciating asset is shown as a reduced expense. The loss from sale of land or from any depreciating assets is shown within operating expenses. On disposal, the balance for the asset on the revaluation reserve is transferred to the Statement of Comprehensive Net Expenditure Reserve.

Property, plant or equipment that is to be scrapped or demolished does not qualify for recognition as held for sale. Instead, it is retained as an operational asset and its economic life is adjusted. The asset is de-recognised when it is scrapped or demolished.

#### 1.10 Inventories

The Council does not hold inventories for resale.

#### 1.11 Income

Operating Income relates directly to the operating activities of the Council and is recognised when, and to the extent that, performance occurs, and is measured at the fair value of the consideration receivable.

# Grant in aid

Funding received from other entities, including the Department and the Health and Social Care Board are accounted for as grant in aid and are reflected through the Statement of Comprehensive Net Expenditure Reserve.

#### 1.12 Investments

The Council does not have any investments.

#### 1.13 Other expenses

Other operating expenses for goods or services are recognised when, and to the extent that, they have been received. They are measured at the fair value of the consideration payable.

#### 1.14 Cash and cash equivalents

Cash is cash in hand and deposits with any financial institution repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in 3 months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

#### 1.15 Leases

Leases are classified as finance leases when substantially all the risks and rewards of ownership are transferred to the lessee. All other leases are classified as operating leases.

#### NISCC as lessee

Property, plant and equipment held under finance leases are initially recognised, at the inception of the lease, at fair value or, if lower, at the present value of the minimum lease payments, with a matching liability for the lease obligation to the lessor. Lease payments are apportioned between finance charges and reduction of the lease obligation so as to achieve a constant rate on interest on the remaining balance of the liability. Finance charges are recognised in calculating the Council's surplus/deficit.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. Lease incentives are recognised initially as a liability and subsequently as a reduction of rentals on a straight-line basis over the lease term.

Contingent rentals are recognised as an expense in the period in which they are incurred.

Where a lease is for land and buildings, the land and building components are separated. Leased land may be either an operating lease or a Finance lease depending on the conditions in the lease agreement and following the general guidance set out in IAS 17. Leased buildings are assessed as to whether they are operating or finance leases.

# NISCC as lessor

Amounts due from lessees under finance leases are recorded as receivables at the amount of the Council's net investment in the leases. Finance lease income is allocated to accounting periods so as to reflect a constant periodic rate of return on the Council's net investment outstanding in respect of the leases.

Rental income from operating leases is recognised on a straight-line basis over the term of the lease. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised on a straight-line basis over the lease term.

#### 1.16 Private Finance Initiatives (PFI) transactions

The Council has had no PFI transactions during the year.

#### 1.17 Financial instruments

• Financial assets

Financial assets are recognised on the Statement of Financial Position when the Council becomes party to the financial instrument contract or, in the case of trade receivables, when the goods or services have been delivered. Financial assets are derecognised when the contractual rights have expired or the asset has been transferred.

Financial assets are initially recognised at fair value.

• Financial liabilities

Financial liabilities are recognised on the Statement of Financial Position when the Council becomes party to the contractual provisions of the financial instrument or, in the case of trade payables, when the goods or services have been received. Financial liabilities are de-recognised when the liability has been discharged, that is, the liability has been paid or has expired.

Financial liabilities are initially recognised at fair value.

Financial risk management

IFRS 7 requires disclosure of the role that financial instruments have had during the year in creating or changing the risks a body faces in undertaking its activities. Because of the relationships with HSC Commissioners, and the manner in which they are funded, financial instruments play a more limited role within HSC bodies in creating risk than would apply to a non public sector body of a similar size, therefore HSC bodies are not exposed to the degree of financial risk faced by business entities. HSC bodies have limited powers to borrow or invest surplus funds and financial assets and liabilities are generated by day to day operational activities. Therefore the HSC is exposed to little credit, liquidity or market risk.

#### Currency risk

The Council is principally a domestic organisation with the great majority of transactions, assets and liabilities being in the UK and Sterling based. The Council has no overseas operations. The Council therefore has low exposure to currency rate fluctuations.

# Interest rate risk

The Council has limited powers to borrow or invest and therefore has low exposure to interest rate fluctuations.

#### Credit risk

Because the majority of the Council's income comes from contracts with other public sector bodies, the Council has low exposure to credit risk.

#### • Liquidity risk

Since the Council receives the majority of its funding through its principal Commissioner which is voted through the Assembly, it is therefore not exposed to significant liquidity risks.

# 1.18 Provisions

In accordance with IAS 37, provisions are recognised when the Council has a present legal or constructive obligation as a result of a past event, it is probable that the Council will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision is the best estimate of the expenditure required to settle the obligation at the end of the reporting period, taking into account the risks and uncertainties. Where a provision is measured using the cash flows estimated to settle the obligation, its carrying amount is the present value of those cash flows using DFP's discount rate of 2.2% in real terms.

The Council has also disclosed the carrying amount at the beginning and end of the period, additional provisions made, amounts used during the period, unused amounts reversed during the period and increases in the discounted amount arising from the passage of time and the affect of any change in the discount rate.

When some or all of the economic benefits required to settle a provision are expected to be recovered from a third party, the receivable is recognised as an asset if it is virtually certain that reimbursements will be received and the amount of the receivable can be measured reliably.

Present obligations arising under onerous contracts are recognised and measured as a provision. An onerous contract is considered to exist where the Council has a contract under which the unavoidable costs of meeting the obligations under the contract exceed the economic benefits expected to be received under it.

A restructuring provision is recognised when the Council has developed a detailed formal plan for the restructuring and has raised a valid expectation in those affected that it will carry out the restructuring by starting to implement the plan or announcing its main features to those affected by it. The measurement of a restructuring provision includes only the direct expenditures arising from the restructuring, which are those amounts that are both necessarily entailed by the restructuring and not associated with ongoing activities of the entity.

### 1.19 Contingencies

Under IAS 37, the Council discloses contingent liabilities where there is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council, or a present obligation that is not recognised because it is not probable that a payment will be required to settle the obligation or the amount of the obligation cannot be measured sufficiently reliably. A contingent liability is disclosed unless the possibility of a payment is remote.

A contingent asset is a possible asset that arises from past events and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council. A contingent asset is disclosed where an inflow of economic benefits is probable.

Where the time value of money is material, contingencies are disclosed at their present value.

### 1.20 Employee benefits Short-term employee benefits

Under the requirements of IAS 19: Employee Benefits, staff costs must be recorded as an expense as soon as the Council is obligated to pay them. This includes the cost of any untaken leave that has been earned at the year end. This cost has been estimated using average staff numbers and costs applied to the average untaken leave balance determined from the results of a survey to ascertain leave balances as at 31 March 2008. It is not anticipated that the level of untaken leave will vary significantly from year to year. Untaken flexi leave is estimated to be immaterial to the Council and has not been included.

# **Retirement benefit costs**

The Council participates in the HSC Superannuation Scheme. Under this multi-employer defined benefit scheme both the Council and employees pay specified percentages of pay into the scheme and the liability to pay benefit falls to the DHSSPS. The Council is unable to identify its share of the underlying assets and liabilities in the scheme on a consistent and reliable basis. Further information regarding the HSC Superannuation Scheme can be found in the HSC Superannuation Scheme Statement in the Departmental Resource Account for the Department of Health, Social Services and Public Safety.

The costs of early retirements are met by the Council and charged to the Statement of Comprehensive Net Expenditure at the time the Council commits itself to the retirement. As per the requirements of IAS 19, full actuarial valuations by a professionally qualified actuary are required at intervals not exceeding four years. The actuary reviews the most recent actuarial valuation at the Statement of Financial Position date and updates it to reflect current conditions. The 31 March 2008 valuation will be used in the 2011/12 accounts.

### 1.21 Reserves

# Statement of Comprehensive Net Expenditure Reserve

Accumulated surpluses are accounted for in the Statement of Comprehensive Net Expenditure Reserve.

## **Revaluation Reserve**

The Revaluation Reserve reflects the unrealised balance of cumulative indexation and revaluation adjustments to assets.

## 1.22 Value Added Tax

Where output VAT is charged or input VAT is recoverable, the amounts are stated net of VAT. Irrecoverable VAT is charged to the relevant expenditure category or included in the capitalised purchase cost of fixed assets.

## 1.23 Third party assets

Assets belonging to third parties (such as money held on behalf of patients) are not recognised in the accounts since the Council has no beneficial interest in them. Details of third party assets are given in Note 24 to the accounts.

# 1.24 Government Grants

The agency did not receive any Government Grants in either the year ended 31 March 2012 or year ended 31 March 2011.

# 1.25 Losses and Special Payments

Losses and special payments are items that the Assembly would not have contemplated when it agreed funds for the health service or passed legislation. By their nature they are items that ideally should not arise. They are therefore subject to special control procedures compared with the generality of payments. They are divided into different categories, which govern the way that individual cases are handled.

Losses and special payments are charged to the relevant functional headings in expenditure on an accruals basis, including losses which would have been made good through insurance cover had HSC bodies not been bearing their own risks (with insurance premiums then being included as normal revenue expenditure). However, the note on losses and special payments is compiled directly from the losses and compensations register which reports amounts on an accruals basis with the exception of provisions for future losses.

**1.26** Accounting Standards that have been issued but have not yet been adopted Under IAS 8 there is a requirement to disclose those standards issued but not yet adopted.

Management has reviewed the new accounting policies that have been issued but are not yet effective, nor adopted early for these accounts. Management consider that these are unlikely to have a significant impact on the accounts in the period of the initial application.

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 2 ANALYSIS OF NET EXPENDITURE BY SEGMENT

The core business and strategic direction of the Northern Ireland Social Care Council is to protect the public through the registration and regulation of the social care workforce and to regulate the training for social workers.

The Council Board acts as the Chief Operating Decision Maker and receives financial information on the Council as a whole and makes decisions on this basis. Hence, it is appropriate that the Council reports on a single operational segment basis.

### NORTHERN IRELAND SOCIAL CARE COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 3 STAFF NUMBERS AND RELATED COSTS

<b>3.1 Staff Costs</b> Staff costs comprise		2012		
	Total £	Permanently employed staff £	Others £	2011 Total £
Wages & Salaries Social security costs Other pension costs <b>Sub total</b> Capitalised staff costs <b>Total staff costs reported in</b> <b>Statement of Comprehensive</b> <b>Expenditure</b>	$1,583,130 \\ 93,390 \\ 157,645 \\ 1,834,165 \\ 0 \\ 1,834,165 \\ 0 \\ 1,834,165 \\ 0 \\ 1,834,165 \\ 0 \\ 0 \\ 1,834,165 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ $	1,583,130 93,390 <u>157,645</u> <u>1,834,165</u> 0 <u>1,834,165</u>	0 0 0 0 0	1,770,815 98,536 <u>166,557</u> 2,035,908 0 2,035,908
Less recoveries in respect of outward secondments Total net costs	(63,429) <b>1.770.736</b>			(54,181) <b>1.981.727</b>

During the financial year ended 31 March 2012 there were no staff costs capitalised (2011:£nil).

The Council participates in the HSC Superannuation Scheme. Under this multi-employer defined benefit scheme both the HSC and employees pay specified percentages of pay into the scheme and the liability to pay benefit falls to the DHSSPS. The Council is unable to identify its share of the underlying assets and liabilities in the scheme on a consistent and reliable basis.

As per the requirements of IAS 19, full actuarial valuations by a professionally qualified actuary are required at intervals not exceeding four years. The actuary reviews the most recent actuarial valuation at the Statement of Financial Position date and updates it to reflect current conditions. A full valuation as at 31 March 2008 was completed in 2010/11.

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### 3.2 Average number of persons employed

The average number of whole time equivalent persons employed during the year was as follows;

		2012		
	Total	Permanently employed staff	Others	2011 Total
	No.	No.	No.	No.
Medical and dental	0	0	0	0
Nursing and Midwifery	0	0	0	0
Professions Allied to medicine	0	0	0	0
Ancillaries	0	0	0	0
Administrative and clerical	45	42	3	45
Professional & technical	0	0	0	16
Works	0	0	0	0
Other Professional and technical	0	0	0	1
Social Services	9	9	0	0
Other	4	4	0	0
Total average number of persons employed	58	55	3	62
Less average staff number relating to capitalised staff costs	0	0	0	0
Less average staff number in respect of outward secondments	2	2	0	1
Total net average number of persons employed	56	53	3	61

Staff numbers have been reclassified in the year ended 31 March 2012 to reflect the nature of their posts more accurately.

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 3 STAFF NUMBERS AND RELATED COSTS

### 3.3 Senior Employees Remuneration

Refer to Remuneration Report contained within the Annual Report section on page 36

### 3.4 Reporting of early retirement and other compensation scheme – exit packages

During 2011/12 the Council had no early retirements or other compensation schemes.

### 3.5 Staff Benefits

NISCC had no staff benefits in 2011/12 and 2010/11.

### 3.6 Retirements due to ill-health

During 2011/12 there were no early retirements from the Council agreed on the grounds of ill-health

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### **NOTE 4 OPERATING EXPENSES**

### 4.0 Operating Expenses are as follows:-

4.0 Operating Expenses are as follows:-	2012	2011
	£	£
Purchase of care from non-HPSS bodies	- 0	- 0
Revenue grants to voluntary organisations	538,377	573,233
Capital grants to voluntary organisations	0	0
Personal social services	0	0
Recharges from other HSC organisations	32,197	43,000
Supplies and services – Clinical	0	0
Supplies and services – General	27,576	44,908
Establishment	415,390	471,721
Transport	0	0
Premises	480,103	526,080
Bad debts	0	0
Rentals under operating leases	0	0
Rentals under finance leases	0	0
Finance cost of finance leases	0	0
Interest charges	0	0
PFI and other service concession arrangements service charges	0	0
Miscellaneous expenditure	4,664	17,086
Clinical negligence - other expenditure	0	0
BSO services	106,813	106,071
Training	0	0
Professional Fees	0	0
Non cash items	10.000	00.000
	18,326	20,969
Amortisation	900	2,179
Impairments	0	0
(Profit) on disposal of property, plant & equipment (excluding profit on land)	0	0
(Profit) on disposal of intangibles		0
Loss on disposal of property, plant & equipment (including land)	0 0	0
Loss on disposal of intangibles	0	0
Provisions provided for in year	0	0
Cost of borrowing of provisions (borrowing costs on provisions)	0	0
Auditors remuneration	8,560	8,376
	0,000	0,070

1,632,906 1,813,623

### Total

During the year the Council purchased no non audit services from its external auditor (NIAO).

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 5 INCOME

### 5.1 Income from Activities

	2012	2011
	£	£
GB/Republic of Ireland Health Authorities	0	0
HSC Trusts	0	0
Non-HSC:- Private patients	0	0
Non-HSC:- Other	0	0
Clients contributions	0	0
Total	0	0_

### 5.2 Other Operating Income

	2012	2011
	£	£
Other income from non-patient services	562,578	646,317
Seconded staff	63,429	54,181
Charitable and other contributions to expenditure	0	0
Donations/ Government grant/ Lottery funding for non current as	sets 0	0
Profit on disposal of land	0	0
Interest receivable	0	0
Total	626,007	700,498

### 5.3 Deferred income

	2012	2011
	£	£
Income released from conditional grants	0	0
Total	0	0

TOTAL INCOME	626,007	700,498

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

NOTE 6.1 Property, plant & equipment - year ended 31 March 2012

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
Cost or Valuation									
At 1 April 2011	0	22,734	0	0	35,744	0	215,135	0	273,613
Indexation	0	830	0	0	0	0	0	0	830
Additions Donations / Government	0	0	0	0	0	0	35,784	0	35,784
grant / Lottery funding	0	0	0	0	0	0	0	0	0
Reclassifications	0	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0
Revaluation	0	0	0	0	0	0	0	0	0
(Impairments) Reversal of impairments	0	0	0	0	0	0	0	0	0
(indexn)	0	0	0	0	0	0	(144)	0	(144)
(Disposals)	0	0	0	0	0	0	0	0	0
At 31 March 2012	0	23,564	0	0	35,744	0	250,775	0	310,083
Depreciation		-	-						
At 1 April 2011	0	22,734	0	0	26,795	0	175,959	0	225,488
Indexation	0	830	0	0	0	0	0	0	830
Reclassifications	0	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0
Revaluation	0	0	0	0	0	0	0	0	0
(Impairments) Reversal of impairments	0	0	0	0	0	0	0	0	0
(indexn)	0	0	0	0	0	0	(144)	0	(144)
(Disposals)	0	0	0	0	0	0	0	0	0
Provided during the year	0	0	0	0	3,390	0	14,936	0	18,326

244,500

0

190,751

0

30,185

0

0

23,564

0

At 31 March 2012

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

NOTE 6.1 (continued) Property, plant & equipment - year ended 31 March 2012

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
Carrying Amount									
At 31 March 2012	0	0	0	0	5,559	0	60,024	0	65,583
At 31 March 2011	0	0	0	0	8,949	0	39,176	0	48,125
Asset financing									
Owned Finance Leased	0 0	0 0	0 0	0 0	5,559 0	0 0	60,024 0	0 0	65,583 0
On SOFP PFI and other service concession arrangement contracts	0	0	0	0	0	0	0	0	0
<b>Carrying Amount</b> At 31 March 2012	0	0	0	0	5,559	0	60,024	0	65,583

The total amount of depreciation charged in the Statement of Comprehensive Net Expenditure in respect of assets held under finance leases and hire purchase contracts is £ nil (2011 £ nil).

The fair value of assets funded from Donations / Government grant / Lottery funding during the year was £Nil (2011: £Nil)

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

NOTE 6.2 Property, plant & equipment - year ended 31 March 2011

		Buildings			Plant and		Information	Furniture	
	Land £	(excluding dwellings) £	Dwellings £	Assets under Construction £	Machinery (Equipment) £	Transport Equipment £	Technology (IT) £	and Fittings £	Total £
Cost or Valuation	2	2	2	2	2	2	2	2	2
At 1 April 2010	0	22,734	0	0	35,744	0	195,505	0	253,983
Indexation	0	0	0	0	0	0	0	0	0
Additions	0	0	0	0	0	0	19,630	0	19,630
Donations / Government grant / Lotterv funding	C	0	C	C	C	0	0	C	C
Reclassifications	0	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0
Revaluation	0	0	0	0	0	0	0	0	0
(Impairments)	0	0	0	0	0	0	0	0	0
Reversal of impairments (indexn)	C	C	C	C	C	C	C	C	C
(Disposals)		0	0	0	0	0	0	0	0
At 31 March 2011	0	22,734	0	0	35,744	0	215,135	0	273,613
Depreciation									
At 1 April 2010	0	22,734	0	0	21,101	0	160,684	0	204,519
Indexation	0	0	0	0	0	0	0	0	0
Reclassifications	0	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0
Revaluation	0	0	0	0	0	0	0	0	0
(Impairments)	0	0	0	0	0	0	0	0	0

### Depre

At 1 April 2010 Indexation Reclassifications Transfers Revaluation (Impairments) Reversal of impairments (indexn) (Disposals) Provided during the year	
---	--

0 0 20,969

0 0 0

0 0 15,275

0 0 0

0 0 5,694

0 0 0

0 0 0

0 0 0

0 0 0

225,488

0

175,959

0

26,795

0

0

22,734

0

At 31 March 2011

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

NOTE 6.2 (continued) Property, plant & equipment - year ended 31 March 2011

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment έ	Information Technology (IT) £	Furniture and Fittings	Total £
<b>Carrying Amount</b> At 1 April 2010	0	0	0	0	14,643	0	34,821	0	49,464
At 31 March 2011	0	0	0	0	8,949	0	39,176	0	48,125
Asset financing	C	C	c	c				c	101
Cwned Finance Leased		0 0			α, 449 0		0017/85		48,120 0
ervice concession arrangement contracts	0	0	0	0	0	0	0	0	0
<b>Carrying Amount</b> At 31 March 2011	0	0	0	0	8,949	0	39,176	0	48,125
Asset financing									
Owned	0	0	0	0	14,643	0	34,821	0	49,464
Finance Leased On SOFP PFI and other	0	0	0	0	0	0	0	0	0
service concession arrangement contracts	0	0	0	0	0	0	0	0	0
Carrying Amount									

49,464

0

34,821

0

14,643

0

0

0

0

At 1 April 2010

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 7.1 INTANGIBLE ASSETS - year ended 31 March 2012

	Software licenses	Software	Total
Cost or Valuation	£	£	£
At 1 April 2011	10,398	0	10,398
	0	0	0
Additions	37,464	273,625	311,089
Donations / Government grant / Lottery funding Reclassifications	0 0	0 0	0 0
Transfers	0	0	0
Revaluation	0	0	0
(Impairments)	0	0	0
(Disposals)	0	0	0
At 31 March 2012	47,862	273,625	321,487
Amortisation			
At 1 April 2011	9,338	0	9,338
Indexation	0	0	0
Reclassifications	0	0	0
Transfers Revaluation	0	0	0
Impairments	0 0	0 0	0 0
Disposals	0	0	0
Provided during the year	900	0	900
At 31 March 2012	10,238	0	10,238
Carrying Amount:			
At 31 March 2012	37,624	273,625	311,249
At 31 March 2011	1,060	0	1,060
Asset financing			
Owned	37,624	273,625	311,249
Finance Leased	0	0	0
On SOFP PFI and other service concession arrangement			
contracts	0	0	0
Comming Amount			00
Carrying Amount: At 31 March 2012	37,624	273,625	311,249

The fair value of assets funded from Donations / Government grant / Lottery funding during the year was  $\pounds$ Nil (2011:  $\pounds$ Nil)

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 7.2 INTANGIBLE ASSETS - year ended 31 March 2011

	Software	C . the second	Tetel
Cost or Valuation	licenses £	Software £	Total £
	£ 10,398	<b>£</b> 0	£ 10,398
At 1 April 2010 Indexation	10,398	0	10,398 0
Additions	0	0	0
Donations / Government grant / Lottery funding	0	0	0
Reclassifications	0	0	0
Transfers	0 0	0	0
Revaluation	ů 0	0	0
Impairments	0	0	0
Disposals	0	0	0 0
At 31 March 2011	10,398	0	10,398
Amortisation			
At 1 April 2010	7,159	0	7,159
Indexation	0	0	0
Reclassifications	0	0	0
Transfers	0	0	0
Revaluation	0	0	0
Impairments	0	0	0
Disposals	0	0	0
Provided during the year	2,179	0	2,179
At 31 March 2011	9,338	0	9,338
Carrying Amount:			
At 1 April 2010	3,239	0	3,239
At 31 March 2011	1,060	0	1,060
Asset financing			
Owned	1,060	0	1,060
Finance Leased	0	0	0
On SOFP PFI contracts	0	0	0
Carrying Amount:			
At 31 March 2011	<u> </u>	0	1,060
Asset financing			
Owned	3,239	0	3,239
Finance Leased	0	0	0
On SOFP PFI contracts	0	0	0
Carrying Amount: At 1 April 2010	3,239	0	3,239

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### **NOTE 8 FINANCIAL INSTRUMENTS**

The Council had no financial instruments at either 31 March 2012 or at 31 March 2011.

### NOTE 9 ASSETS CLASSIFIED AS HELD FOR SALE

The Council did not hold any assets classified as held for sale in 2011/12 or 2010/11.

### NOTE 10 IMPAIRMENTS

The Council had no impairments in 2011/12 or 2010/11.

### **NOTE 11 INVENTORIES**

The Council did not hold any goods for resale after 31 March 2012 or 31 March 2011.

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 12 TRADE RECEIVABLES AND OTHER CURRENT ASSETS

	2012 £	2011 £
Amounts falling due within one year		
Trade receivables	181,336	321,580
Deposits and advances	0	0
VAT receivable	0	0
Other receivables – not relating to fixed assets	0	0
Other receivables – relating to property, plant and equipment	0	0
Other receivables – relating to intangibles	0	0
Trade and other receivables	181,336	321,580
Prepayments and accrued income	18,387	456
Current part of PFI and other service concession arrangements prepayment	0	0
Other current assets	18,387	456
Amounts falling due after more than one year		
Trade receivables	0	0
Deposits and advances	0	0
Other receivables	0	0
Trade and other receivables	0	0
Prepayments and accrued income	0	0
Other current assets falling due after more than one year	0	0
TOTAL TRADE AND OTHER RECEIVABLES	181,336	321,580
TOTAL OTHER CURRENT ASSETS	18,387	456
TOTAL RECEIVABLES AND OTHER CURRENT ASSETS	199,723	322,036

The Council had no bad debts at either 31 March 2012 or 31 March 2011.

NORTHERN IRELAND SOCIAL CARE COUNCIL NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 12 TRADE RECEIVABLES AND OTHER CURRENT ASSETS

12.1 Trade receivables and other current assets: Intra-Government balances

	Amounts falling due within 1 year 2011/12	Amounts falling due within 1 year 2010/11	Amounts falling due after more than 1 year 2011/12	Amounts falling due after more than 1 year 2010/11
Name	Η	ч	н	ħ
Balances with other central government bodies	138,300	226,514	0	0
Balances with local authorities	0	0	0	0
Balances with NHS /HSC Trusts	0	0	0	0
Balances with public corporations and trading funds	0	0	0	0
Intra-Government Balances	138,300	226,514	0	0
Balances with bodies external to government	61,423	95,522	0	0
Total Receivables and other current assets at 31 March	199,723	322,036	0	0

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 13 CASH AND CASH EQUIVALENTS

Balance at 1st April Net change in cash and cash equivalents	<b>2012</b> £ 337,336 439,306	<b>2011</b> £ 1,577,591 (1,240,255)
Balance at 31st March	776,642	337,336
The following balances at 31 March were held at	2012	2011
Commercial banks and cash in hand	<b>£</b> 776,642	<b>£</b> 337,336
Balance at 31st March	776,642	337,336

BSO operate accounts on behalf of NISCC. Accounts are in the legal name of BSO.

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 14 TRADE PAYABLES AND OTHER CURRENT LIABILITIES

	2012 £	2011 £
Amounts falling due within one year		
Other taxation and social security	0	0
VAT payable	0	0
Bank overdraft	0	0
Trade capital payables – property, plant and equipment	0	0
Trade capital payables – intangibles	37,464	0
Trade revenue payables	146,090	0
Payroll payables	0	0
Clinical negligence payables	0	0
RPA payables	0	0
Other payables	0	666,202
Accruals and deferred income	402,588	0
Accruals and deferred income – relating to property, plant and equipment	35,784	0
Accruals and deferred income – relating to intangibles	253,093	0
Trade and other payables	875,019	666,202
Current part of finance leases	0	0
Current part of long term loans	0	0
Current part of imputed finance lease element of on balance sheet	0	0
(SoFP) PFI and other service concession arrangements contracts	0	0
Other current liabilities	0	0
Total payables falling due within one year	875,019	666,202
Amounts falling due after more than one year		
Other payables, accruals and deferred income	0	0
Trade and other payables	0	0
Finance leases	0	0
Imputed finance lease element of on balance sheet (SoFP) PFI and other	0	0
service concession arrangements contracts	0	0
Long term loans	0	0
Total non current other payables	0	0
TOTAL TRADE PAYABLES AND OTHER CURRENT LIABILITIES	875,019	666,202

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

NOTE 14 TRADE PAYABLES AND OTHER CURRENT LIABILITIES

14.1 Trade payables and other current liabilities - Intra-government balances

	Amounts falling due within 1 year 2011/12 £	Amounts falling due within 1 year 2010/11 £	Amounts falling due after more than 1 year 2011/12 £	Amounts falling due after more than 1 year 2010/11 £
Name Balance with other central revenuent hodies	100	C	C	C
Balances with local authorities	2,611	0		
Balances with NHS /HSC Trusts	16,471	0	0	0
Balances with public corporations and trading funds	0	0	0	0
Intra-Government Balances	20,976	0	0	0
Balances with bodies external to government	854,043	666,202	0	0
Total Payables and other liabilities at 31 March	875,019	666,202	0	0

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 14 TRADE PAYABLES AND OTHER CURRENT LIABILITIES

### 14.2. Loans

The Council had no loans payable at either 31 March 2012 or at 31 March 2011.

### NOTE 15 PROMPT PAYMENT POLICY

### 15.1 Public Sector Payment Policy - Measure of Compliance

The Department requires that HSC pay their non HSC trade creditors in accordance with the Better Payment Practice Code and Government Accounting Rules. The Council's payment policy is consistent with the Better Payment Practice Code and Government Accounting rules and its measure of compliance is:

	2012 Number	2012 Value £	2011 Number	2011 Value £
Total bills paid	1,531	1,180,592	1,961	1,630,802
Total bills paid within 30 day target or under agreed payment terms	1,316	1,020,627	1,879	1,584,154
% of bills paid within 30 day target or under agreed payment terms	86.0%	86.45%	95.8%	97.1%

### 15.2 The Late Payment of Commercial Debts Regulations 2002

The amount included within Interest Payable arising from claims made by small businesses under this legislation are as follows :

£
\_\_\_\_\_\_
Total \_\_\_\_\_\_

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 16 PROVISIONS FOR LIABILITIES AND CHARGES

The Council had no provisions for liabilities and charges at either 31 March 2012 or 31 March 2011.

### NOTE 17 CAPITAL COMMITMENTS

Contracted capital commitments at 31 March not otherwise included in these financial statements	2011 £	2012 £
Property, plant & equipment	0	0
Intangible assets	90,672	0
	90,672	0

### NOTE 18 COMMITMENTS UNDER LEASES

### 18.1 Operating Leases

Total future minimum lease payments under operating leases are given in the table below for each of the following periods.

### Obligations under operating leases

comprise	2012 £	2011 £
Land & Buildings		-
Not later than 1 year	43,329	76,931
Later than 1 year and not later than 5 years	0	0
Later than 5 years	0	0
	43,329	76,931
Other		
Not later than 1 year	0	0
Later than 1 year and not later than 5 years	0	0
Later than 5 years	0	0

0

0

### 18.2 Finance Leases

The Council had no Finance leases at either 31 March 2012 or at 31 March 2011.

### 18.3 Operating Leases: Commitments under Lessor Agreements

The Council had not issued any operating leases at either 31 March 2012 or 31 March 2011.

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 19 COMMITMENTS UNDER PFI CONTRACTS AND OTHER SERVICE CONCESSION ARRANGEMENT CONTRACTS

The Council did not have any financial commitments under PFI Schemes at either 31 March 2012 or 31 March 2011.

### NOTE 20 OTHER FINANCIAL COMMITMENTS

The Council did not have any other financial commitments at either 31 March 2012 or 31 March 2011.

### NOTE 21 FINANCIAL GUARANTEES, INDEMNITIES AND LETTERS OF COMFORT

The Council did not have any financial instruments at either 31 March 2012 orat 31 March 2011.

### NOTE 22 CONTINGENT LIABILITIES

The Council did not have any contingent liabilities at either 31 March 2012 or at 31 March 2011.

### NOTE 23 RELATED PARTY TRANSACTIONS

NISCC is an arms length body of the Department of Health, Social Services and Public Safety and as such the Department is a related party with which the Council has had various material transactions during the year.

In addition there were material transactions throughout the year with the Business Service Organisation who are a related party by virtue of being an arms length body with the Department of Health, Social Services and Public Safety.

During the year, none of the Board members, members of the key management staff or other related parties has undertaken any material transactions with the Council.

### NOTE 24 THIRD PARTY ASSETS

The Council held no third party assets at either 31 March 2012 or at 31 March 2011.

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 25 FINANCIAL PERFORMANCE TARGETS

### 25.1 Revenue Resource Limit

The Council is given a Revenue Resource Limit (RRL) which it is not permitted to overspend.

The RRL for the Council is calculated as follows:

	2012 Total £	2011 Total £
HSCB	0	0
PHA	0	0
SUMDE & NIMDTA	0	0
DHSSPS (excludes non cash)	2,821,930	3,116,251
Other Government Departments	0	0
Non cash RRL (from DHSSPS)	27,786	31,524
Adjustment for Income received re Donations/ Government grant/Lottery funding for non current assets	0	0
Total Revenue Resource Limit to Statement of Comprehensive Net Expenditure	2,849,716	3,147,775

### 25.2 Capital Resource Limit

The Council is given a Capital Resource Limit (CRL) which it is not permitted to overspend.

	2012	2011
	£	£
Gross Capital Expenditure (Receipts from sales of fixed assets) Net capital expenditure	346,873 	19,630 0 19,630
Capital Resource Limit	347,063	19,344
Overspend/(Underspend) against CRL	(190)	286

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 25 FINANCIAL PERFORMANCE TARGETS

### 25.3 Financial Performance Targets

The Council is required to ensure that it breaks even on an annual basis by containing its net expenditure within +/-0.25% of RRL limits or £20,000, whichever is greater.

	2011/12 £	2010/11 £
Net Expenditure	(2,841,066)	(3,149,033)
RRL	2,849,716	3,147,775
Surplus/(Deficit) against RRL	8,650	(1,258)
Break Even cumulative position(opening)	84,305	85,563
Break Even cumulative position (closing)	92,955	84,305

### Materiality Test:

	2011/12 %	2010/11 %
Break Even in year position as % of RRL	0.30%	-0.04%
Break Even cumulative position as % of RRL	3.26%	2.68%

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### NOTE 26 LOSSES & SPECIAL PAYMENTS

	TYPE OF LOSS	NO. OF CASES	VALUE £
1	Cash Losses - Theft, fraud etc	0	0
2	Cash Losses - Overpayments of salaries, wages and allowances	0	0
3	Cash Losses - Other causes (including unvouched and incompletely vouched payments)	0	0
4	Nugatory and fruitless payments	0	0
	i. Abandoned capital schemes	0	0
	ii. Late payment of Commercial Debt	0	0
	iii. Other	0	0
5	Bad debts and claims abandoned	0	0
6	Stores and Inventory Losses - Theft, fraud, arson	0	0
	(whether proved or suspected) etc		
	i. Bedding and linen	0	0
	ii. Other equipment and property	0	0
7	Stores and Inventory Losses - Incidents of the service (result of fire, flood, etc)	0	0
8	Stores and Inventory Losses - Deterioration in store	0	0
9	Stores and Inventory Losses - Stocktaking discrepancies	0	0
10	Stores and Inventory Losses - Other causes	0	0
	i. Bedding and linen	0	0
	ii. Other equipment and property	0	0
11	Compensation payments (legal obligation)	0	0
	i. Clinical Negligence	0	0
	ii. Public Liability	0	0
	iii. Employers Liability	0	0
12	Ex-gratia payments - Compensation payments (including payments to patients and staff)	0	0
13	Ex-gratia payments - Other payments	0	0
14	Extra statutory payments	0	0
15	a. Losses sustained as a result of damage to buildings and fixtures arising from bomb explosions or civil commotion.	0	0
	b. Damage to vehicles	0	0
	TOTAL	0	0

### 26.1 Special Payments

There were no special payments or gifts made during the year.

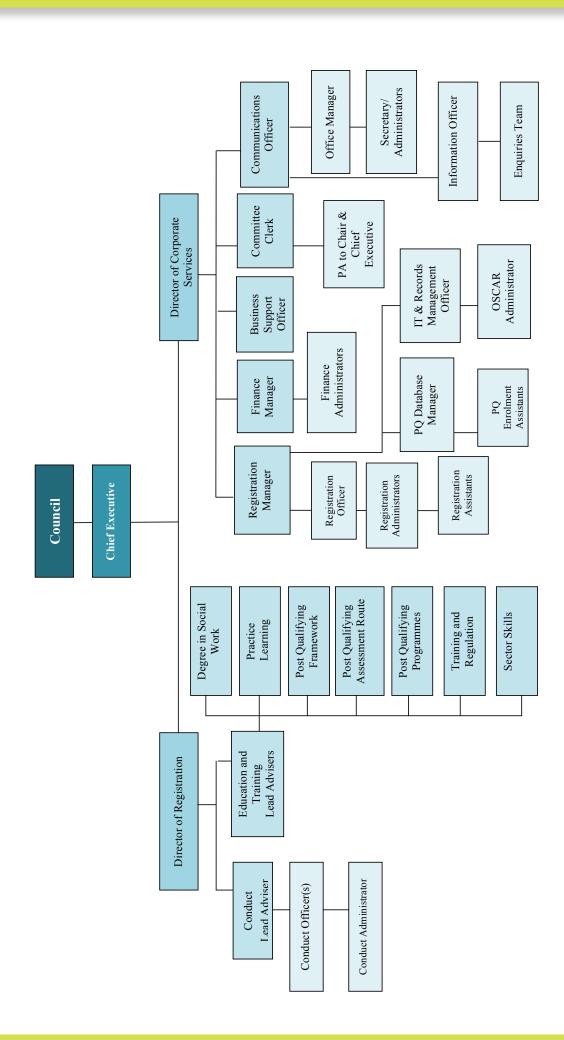
### NOTE 27 POST BALANCE SHEET EVENTS

There are no post balance events having a material effect on the accounts.

### NOTE 28 DATE AUTHORISED FOR ISSUE

The Accounting Officer authorised these financial statements for issue on 27 June 2012

NISCC ORGANISATIONAL CHART



### GLOSSARY OF TERMS AND ABBREVIATIONS

AYE	Assessed Year in Employment (for newly qualified social workers)
BSO	Business Services Organisation
CETV	Cash Equivalent Transfer Values
CHRE	Council for Healthcare Regulatory Excellence
CPF	Competence to Practice Framework
DHSSPS (NI)	Department of Health, Social Services and Public Safety (Northern Ireland)
DLS	Directorate of Legal Services
HSC	Health and Social Care
HSCT	Health and Social Care Trust
liP	Investors in People
JNF	Joint Negotiating Forum
KSF	Knowledge and Skills Framework
NDPB	Non-Departmental Public Body
NISCC	Northern Ireland Social Care Council
NOS	National Occupational Standards
PALS	Procurement and Logistics Service
PCC	Patient Client Council
PQ	Post Qualifying (social work education and training)
PRTL	Post Registration Training and Learning
PSS	Personal Social Services
QCF	Qualification and Credit Framework
RQIA	Regulation and Quality Improvement Authority
SCIE	Social Care Institute for Excellence
SfCD	Skills for Care and Development
SOCRATES	Social Online Care Registration and Training Education System
UKCES	UK Commission for Employment and Skill

### Northern Ireland Social Care Council

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June 2012

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