



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

April 2012 – March 2013

June 2013

Our Mission

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

Confidence	<ul style="list-style-type: none"> • Registrants are safe and competent to practise • Systems of regulation are effective to protect the public from any risk
Competence	<ul style="list-style-type: none"> • Training is fit for purpose • Training is evidence-based • Knowledge and skills are continually improved through lifelong learning
Credibility	<ul style="list-style-type: none"> • Council operates in such a way that it protects the public effectively, while recognising the rights of registrants to be treated fairly • 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

Copies can also be made available in a range of different formats on request by contacting the NISCC Communications Manager at the address below or email comms@niscc.hscni.net

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

Published by:
Northern Ireland Social Care Council
7th Floor, Millennium House
19-25 Great Victoria Street
Belfast
BT2 7AQ

Tel: 028 9041 7600

Website: www.niscc.info
Email: info@niscc.hscni.net

26 June 2013

© NISCC

You may reuse this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit www.nationalarchives.gov.uk/doc/open-governmentlicence or email: psi@nationalarchives.gsi.gov.uk

Where we have identified any third party information, you will need to obtain permission from the copyright holders concerned.

The Northern Ireland Social Care Council Accounts
for the Year Ended 31 March 2013

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

23 July 2013



Contents

A View from the Chair	6
Chief Executive's Report	8
Management Commentary	9
Our Aim	10
Our Principles	10
NISCC Strategic Objectives 2012/13	11
Our Achievements during 2012/13	12
Maintaining Accountability	24
Council Membership, Committees and Partnerships	27
Personal Public Involvement (PPI) Report	30
Audit Committee Report	33
Financial Information in Relation to the Annual Accounts for 2012/13	35
Remuneration Report for the Year Ended 31 March 2013	37
Annual Accounts for the Year Ended 31 March 2013	43
Statement of Accounting Officer's Responsibilities	44
Certificates of Chair and Chief Executive	45
Governance Statement	46
Certificate and Report of the Comptroller and Auditor General	57
Statement of Comprehensive Net Expenditure	59
Statement of Financial Position as at 31 March 2013	60
Statement of Changes in Taxpayers' Equity	62
Notes to the Accounts	63
 Appendix 1 – NISCC Organisational Chart	 101
Glossary of Terms and Abbreviations	102

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 2012 to March 2013, which is the 12th Annual Report and Accounts of the NISCC.

I am delighted to present this Report as an accurate reflection of the exemplary work carried out by the staff of the NISCC, who were supported in doing so by our stakeholders, Registrants, people who use social care services and carers, employers and Education Bodies.

It has been a privilege to lead NISCC during 2012/13. I took on the responsibility of Interim Chair in July 2012. This followed the departure of Lily Kerr who had successfully led Council since December 2010. Over the last year the NISCC has continued to deliver a wide range of important achievements, most notably, the successful roll-out of a further phase of compulsory registration of the Social Care Workforce. This was an important milestone that saw the extension of the Register to include managers of Residential Care, Day Care and Domiciliary Care, together with Residential Child Care Workers and Social Care Workers in Adult Residential Care. This reflects the importance of the work carried out by the Social Care Workforce in Northern Ireland and the professionalism and dedication of the people who do this essential work. It confirms the importance of the registration in achieving its overarching 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.

It was therefore appropriate that we recognised and celebrated the Register reaching 20,000 Registrants by presenting an award of recognition to our 20,000th Registrant in Downpatrick earlier this year. I would like to congratulate staff and employers for supporting



the roll-out of registration and reaching this significant milestone in the registration of the Social Care Workforce in Northern Ireland.

At the same time as delivering this achievement, the NISCC developed proposals to reform the way in which regulation of the Social Care Workforce operates, and we have published a consultation paper on the Model of Regulation recommending a number of ways in which regulation can be improved and streamlined making it more proportionate, risk based and reflective of best practice. There was a positive response to the consultation with 80% of respondents favouring the new proposed model.

While this Annual Report details the many achievements delivered by the NISCC during 2012/13, including those which I have mentioned here, it would be remiss of me not to recognise the significant contribution made by our Partnerships – the Participation Partnership, Registrants Partnership, Workforce Development Partnership, Post Qualifying Partnership and the Professional Issues Review Group. The inclusivity and quality of joined up working from these



Aisleen McMenamin 20,000th Registrant

Partnerships strengthen the NISCC as a regulator of the Social Care Workforce and ensure that we are held to account for what we strive to achieve and are challenged to be the best at what we do. Our Audit Committee has ensured that the governance arrangements are operating satisfactorily.

I am proud to have served as a Council Member, and more recently as Interim Chair of Council and continue to be impressed by the commitment of NISCC staff to continually deliver its day to day business of regulation, registration and education and training, while at the same time, seeking to do better.

The NISCC is a successful organisation who make a difference and a contribution to protecting the public through improving safeguards for vulnerable people. Recent policies and strategies have underlined and increased the importance of social care. The

implementation of Transforming Your Care has the potential to have a “transforming” impact on our sector. This report reflects the many achievements of the NISCC 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.

James E. Perry

Jim Perry
NISCC Interim Chair

(Mr Perry was appointed substantive Chair on 15 April 2013)

Chief Executive's Report

This report is my final Annual Report as Chief Executive of the Northern Ireland Social Care Council (NISCC).

I am retiring at a time when the Council has reached a major milestone, with over 22,000 of the 35,000 social care workers in Northern Ireland now registered with the NISCC and signed up to the standards set out in their Code of Practice. My successor, Colum Conway brings with him a wealth of experience from social work, early years and domiciliary care, so I am confident that the Council will be in steady hands for the next stage in its journey.

2012/13 has been an action-packed year for the Council. Conferences and workshops were held on Leadership, Practice Learning and Mobile Learning Solutions. Compulsory registration for over 10,000 social care workers in adult residential and nursing home care was completed. Consultations were held on reviews to the Model of Regulation; the PQ Awards and on the Levels of Registrants Fees. Social Care Ambassadors were recruited and trained to support promotion of careers in the social care workforce.

This report also shows how the Council is incorporating new technology to improve services and to maximise on the resources that are available to us. The new registration database, SOCRATES is used to manage our growing register, ensuring that registrants are assisted to keep their registration valid. This will be developed further this year to include online registration services to allow registrants and employers to manage personal information; record training and learning; pay fees and apply/renew registration. In our Sector Skills role, we have been working with the sector to develop training and learning solutions which employers and registrants can access via the internet, smartphones and tablets. Updates on the new 'Apps' and web resources will be published on our website and



in our newsletters throughout the year. Our Participation Partnership has been supported to reach out to smaller groups and networks across Northern Ireland. This will continue during 2013/14 to ensure that people who use social care services and their carers have the opportunity to inform our work.

A lot has been achieved since 2001, when Dr Jeremy Harbison, our first Chair, and I were tasked with establishing the NISCC to raise standards of training and practice for the social care workforce. We must give thanks for the tremendous support and energy of our staff, Council Members, stakeholders and partners across the social care, education and criminal justice sectors. The next decade will bring many new challenges, all of which I am certain the Council and its partners will meet.

Brendan Johnston
NISCC Chief Executive

(Mr Johnston retired in May 2013)

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 NI (DHSSPS).

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 those who use social care services, carers, the social care workforce, employers, training providers and government agencies. The NISCC also works collaboratively with its counterparts in England, Scotland, Wales and Ireland.

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 that its policies and actions are in support of the wider strategic policies of the Health Minister. Details of the Council's structure and its membership can be found 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 – the Director of Registration and Corporate Services, and the Director of Regulation and Standards.

The NISCC's organisational structure can be found at Appendix 1, page 101.

NISCC Leadership Conference 2013



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
- **Engage the views** of service users, carers, registrants and other stakeholders in developing and delivering our business.

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 2012/13

The NISCC Business Plan sets out what we plan to achieve during each financial year. We set six strategic objectives during 2012/13.

Strategic Objective 1

To strengthen public protection through registration of the Social Care Workforce

Strategic Objective 2

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

Strategic Objective 3

To strengthen and support the professionalism of the Social Care Workforce

Strategic Objective 4

To strengthen public protection by regulating the conduct and practice 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 6

To ensure NISCC has the people, systems and resources needed to deliver its business objectives

Our Achievements April 2012 to March 2013



Regional Social Work Awards 2012



Service Users & Carers Workshop - Model of Regulation Consultation



Launch of Communications Skills for Social Care Practice



PQ Social Work Awards 2012



Practice Learning at its Best 2012



Cookstown Social Care Ambassador Event

Strategic Objective 1

To Strengthen Public Protection through Registration of the Social Care Workforce

During 2012/13 we-

- Continued to maintain the Northern Ireland Social Care Council's (NISCC) Register. At the end of March 2013, there were **21,397 Registrants** on the Register – an overall increase of 29% on the previous year (2011/12). Of these, 15,134 were Social Care Workers. This represents 71% of the Register.
- In 2012/13 we received 7,724 new applications for Registration of which 6,779 (88%) were Social Care Workers. We also received 1,660 applications to renew Registration.
- The Register is now made up as follows



- 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 practice as a registered Social Worker or registered Social Care Worker.

- Successfully delivered on the Ministerial commitment to roll-out Compulsory Registration to Social Care Workers in Adult Residential or Nursing Homes settings by 15 December 2012.
 - This included an extensive programme to engage with these groups and their employers. At the end of March 2013, there were 11,201 Social Care Workers employed in Adult Residential or Nursing Home settings out of 15,134 Registrants in Social Care. Significantly there were 2,206 Registrants with the NISCC working in Day Care or Domiciliary Care settings, which are still voluntary parts of the NISCC register.
-
- Following further compulsory registration of the Social Care Workforce in Northern Ireland, there were over 21,000 people on the NISCC Register by 31 March 2013.***
-
- Completed a review of the Assessed Year in Employment and made recommendations for improvement to ensure it remains robust and fit for purpose.
 - Completed an audit of Social Workers Post Registration Training and Learning. The audit covered 5% of Social Workers who re-renewed their registration in 2012.
 - Further developed our new ICT system 'SOCRATES' (Social Online Care Registration and Training Education System) in partnership with our ICT partner 'Silverbear'. The online self-service facilities provided through SOCRATES will benefit Registrants, employers and Higher Education Institutions (HEI's) in providing a seamless 'one stop shop' approach to registration, regulation and education and training. Registrants are now able to apply for registration, update their contact details, amend their employment details, record their Post Registration Training and Learning (PRTL), renew their registration and pay their fees online. This online system combined with recently introduced optical character recognised forms will assist the registration process and enable the NISCC to gain significant efficiencies.



Strategic Objective 2

To Improve the Quality of Social Care through the Development, Promotion and Regulation of Education and Training

During 2012/13 we-

- Continued to work with employers, Degree course providers and the Degree Partnership to implement the Regional Practice Learning Strategy. In doing so, we re-audited the Practice Learning Opportunity (PLO) provision against the targets set out in the Strategy. This illustrated that compliance with the targets has improved from the previous year and that 100% of students received at least one PLO in children's services.
- Continued to develop the Regional Practice Learning Database to support and improve information management in relation to the supply of high quality practice learning opportunities.
- Held a Conference for practice teachers called 'Practice Learning at its Best'. This was attended by 150 practice teachers.
- Provided a Professional Framework for post qualifying education and training in social work. There were 1,374 Social Workers from all sectors and settings actively engaged in undertaking formal learning and development within the Framework, through a range of approved training programmes or by preparing for assessment on an individual basis.
- Published the Review of the NI Post Qualifying Framework for Social Work which included a range of recommendations for further development and reform of the Framework. A Steering Group has been established and an Implementation Plan for a programme of reform developed. This reform will ensure that professional development is accessible, flexible and meets the needs of Social Workers and their employers, thereby enhancing the quality of services delivered to people who use social care services and carers.
- Chaired a Strategic Advisory Group to ensure that strategic priorities for Social Work Education and Training are delivered through Degree in Social Work programmes.
- Worked with Social Care employers, the DHSSPS, the Health and Social Care (HSC) Board and other key stakeholders to implement an action plan for 2012/13 which addressed the targets in the Personal Social Services Development and Training Strategy.
- Carried out work to ascertain how well prepared newly qualified Social Workers are to begin to practice social work. This work will inform the 5-year Review of the Degree in Social Work scheduled for 2013/14.



Practice Learning at its Best 2012

- Played a key role in organising the Regional Social Work awards event which was held on 8 June 2012 at Belfast City Hall.
- There were 278 Honours Degrees in Social Work awarded during 2012/13.
- Completed annual monitoring of the Degree in Social Work, DPLPs and the Approved Programmes within the PQ Framework against NISCC Standards. Monitored and evaluated applications, enrolments, progression and outcomes from the Social Work Degree and Post Qualifying Framework.
- Co-ordinated two submission points and one resubmission point 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.

2012 PQ Social Work Awards

NI Specific Award in Social Work – 64

NI Specialist Award in Social Work – 36

NI Leadership and Strategic Award in Social Work – 6

Strategic Objective 3

To Strengthen and Support the Professionalism of the Social Care Workforce

During 2012/13 we-

- Reviewed the membership of the Workforce Development Partnership to ensure a greater representation of employers across the private, voluntary and independent sectors in respect of Social Care and Early Years.
- NISCC, in partnership with Skills for Care and Development (SfCD) completed a review of National Occupational Standards (NOS) in respect of Leadership and Management in care services. This was achieved through widespread consultation with Social Care employers both online and through focus groups. These underpin the Level 5 Qualification and Credit Framework (QCF) Diploma which is one of the registration qualifications for the DHSSPS minimum standards.
- Promoted mobile knowledge and learning solutions, including two projects to develop 'apps' for child development and childminding.
- Worked with SfCD in preliminary work in respect of Assistive technologies and the interaction of social care with technology in carrying out the caring role.
- In partnership with SfCD, and working together with the Regulation and Quality Improvement Authority (RQIA), the NISCC developed new NOS for Social Care Inspectors to ensure that the standards reflect the needs of Social Care Inspectors in Northern Ireland.
- NISCC engaged with employers and the Department of Employment and Learning in respect of the difficulty in recruiting to jobs in social care. This resulted in an exercise with employers to identify areas of particular difficulty with a view to using information to influence the outworking of 'Transforming Your Care'.
- Worked with Awarding Organisations, Ofqual and Training Providers from Colleges of Further Education and from the private sector to ensure a quality of training provision for those in the Early Years and the health and social care sectors.
- NISCC worked with SfCD in respect of the project 'Recruiting a World Class Workforce'. This project focuses on recruiting ambassadors for Social Care – people who are passionate about the Social Care role and who want to promote this role to others. In 2012/13 the NISCC has recruited [33 ambassadors](#).
- Held workshops with the Careers Service and Further Education Colleges to promote Social Care as a career.
- Worked with the DHSSPS to align qualifications to job roles within Early Years.



Care Ambassador's - Armagh

Strategic Objective 4

To Strengthen Public Protection by Regulating the Conduct and Practice of the Social Care Workforce

During 2012/13 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 facilitated the Registration Committee which considered 18 Social Care Workers' registration applications to assess their suitability to work in social care services. 11 applications were registered with conditions and 7 were refused.

We continued to deliver our conduct function during 2012/13. 158 complaints of alleged misconduct by a NISCC Registrant were referred to Council. The risk to the public in each case was assessed. 7 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 18 Registrants and the outcomes were as follows:

- 5 Registrants were admonished;
- 1 Registrant was suspended from the Register;
- 10 Registrants were removed from the Register;
- 1 case of misconduct was not found; and
- 1 case where the facts of the case were not found.

By 31 March 2013, Preliminary Proceedings Committees had referred 12 cases of alleged misconduct to be considered at Conduct Hearings in 2012/13.

We also produced an annual report on Conduct work.

- Consulted on proposals for a new Model of Regulation. NISCC received 90 responses with over 80% of respondents supporting the proposals for reform. Work commenced to outline the amendments required to the Health and Personal Social Services Act (Northern Ireland) 2001 and to amend the NISCC Rules and procedures.
- Reviewed the Memorandum of Understanding for 2012/13 with the Regulation and Quality Improvement Authority (RQIA) to ensure collaborative arrangements are put in place to share information and to co-operate in matters relevant to both RQIA and the NISCC.
- Continued to work collaboratively to further promote the Codes 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.

80% of Respondents to the Model of Regulation consultation supported the proposals for reform.

Strategic Objective 5

To Discharge its Responsibilities Informed by the Views of Users of Social Care Services, Carers, Registrants and other Key Stakeholders.

During 2012/13 we -

- Delivered on our Communications Action Plan to raise awareness about the role and function of the NISCC and to engage with our stakeholders.
- Provided advice and developed guidance materials to support Social Care Workers and employers affected by the requirement for Social Care Workers in Adult Residential and Nursing Home settings to register by 15 December 2012.
- Addressed 13,701 customer queries through the Enquiries Helpline. 82% of enquiries were by received by phone and 18% by email. Similar to the last two years, the majority (70%) of enquiries related to registration. In addition, queries were also resolved relating to Education and Training, Conduct and requests for Corporate information.
- Promoted best practice in Leadership for Social Work and Social Care at the February 2013 NISCC annual conference - 'Leading in Challenging Times. Keynote speakers at the event, Professor Neil Thompson (Author and Social Worker) and Andrea Sutcliffe, Chief Executive, Social Care Institute for Excellence (SCIE) each shared their vision of excellence in leadership for social work and social care with the 200 delegates at the event.
- Supported the NISCC Participation Partnership to ensure the views of service users and carers are reflected in NISCC business and policy development.
- Engaged with the NISCC Registrants' Partnership to provide the registrant's perspective into NISCC business activities and to help develop NISCC policy to meet the needs of the sector. The NISCC Registrants' Roadshow for registrants living/working in the SEHSCT area was held in Downpatrick in May 2012. Around 50 Social Care Workers, Social Workers and managers took part in the event and shared their views on working as a registered professional in NI.
- Hosted regional information sessions in April, May and October 2012 to provide information and advice to registrants and their employers about registration and the new requirements for PRTL.
- Developed a new web site to provide help screen text for users of the NISCC Online registration portal which will go-live during 2013/14.



Keynote Speakers at NISCC 2013 Conference

- Joined staff and residents at Strangford Court Care Home in Downpatrick to make a presentation to the 20,000th NISCC Registrant, Aisleen McMenemy.
- Four Seasons Healthcare was also presented with the Jeremy Harbison Award for Social Care to recognise their commitment in supporting all of their Social Care staff in Adult Residential and Nursing Homes to register.
- Opened the September 2012 Council Meeting to NISCC stakeholders from the North West by holding the meeting at the Magee Campus of the University of Ulster.
- Supported the 'Big Care Home Conversation' – a UK project being led in NI by Sunnymead Residential Home, Age NI and the IHCP to increase public understanding of the realities and potential for care homes and to engage the public in a nationwide debate about care homes for older people.
- Managed the Information Service to promote Social Work, Social Care and Early Years as positive careers choices. Careers guidance booklets and factsheets were reviewed and published on the NI Careers network and the NISCC website.
- Supported the HSCB June 2012 Regional Social Work Awards. Applications were managed through the NISCC website. NISCC promoted the launch of the 2013 Awards in January 2013.
- Processed approximately 4,800 units of outgoing mail and 1,700 units of incoming mail per month. Between 80 and 90% of incoming and outgoing mail related to registration.
- The table below shows website activity for the last four business years. There was an average 150% - 200% growth in activity from 2009 to 2012. Then in 2012/13 business year, website activity returned to 2010/11 levels. Website activity for 2013/14 will be monitored to assess the impact of online services via the NISCC ONLINE portal and the introduction of digital communications for registrants.



Council Meeting at University of Ulster Magee College

Annual Website Statistics	Hits	Visits	Page views
2009-10	1,578,374	216,235	285,047
2010-11	3,914,250	313,906	522,362
2011-12	5,492,624	530,141	807,409
2012-13	3,912,138	393,890	547,859

- Carried out planning for the development of a new website to replace the current site. Research was also undertaken to develop a new social and digital media strategy with a range of options being examined, including Facebook, twitter and e-bulletins.

Strategic Objective 6

To Ensure NISCC has the People, Systems and Resources Needed to Deliver its Business Objectives.

During 2012/13 we -

- Delivered our 2012/13 Business Plan by effectively and appropriately aligning our resources against our business priorities. We set 86 objectives during 2012/13 in support of our overarching objectives. Details on our budget and how this was managed and allocated during 2012/13 can be found in our statement of accounts from page 43 of this Report.
- Complied with all our governance arrangements and framework, including the development of an Assurance Framework, and the continual review and monitoring of our Risk Register, which included the development of a Risk Alert Form to provide a clear audit trail on the elevation of newly identified risks. We also rolled-out a new e-learning Risk Management programme for all staff, and reviewed the Terms of Reference for our Risk Management Committee to include risks arising under Information Governance, Health and Safety and a number of other business and environmental risks.
- Worked with the DHSSPS on a Landscape Review of the NISCC which found the NISCC to be fit for purpose. An action plan has been developed to make further improvements and this will be taken forward during 2013/14.
- Continued to demonstrate our commitment to being an Investors in People (IIP) Employer with Bronze Award Status in recognition of our commitment to invest in our staff and their learning and development needs. To this end we developed a Continuous Improvement Plan to ensure that there is an ongoing programme of improving how we develop and invest in our staff. We also carried out a Training Needs Analysis of team and individual learning needs across all staff to ensure learning needs are aligned to our business objectives and team and personal growth.
- Developed the Induction Programme for new staff by introducing 'Induction Days' which include the involvement of service users and carers, Council Members, Senior Management Team and Trade Unions. The Induction Days work in support of the existing Induction Programme to familiarise new staff with policies and the work of the NISCC to ensure that new staff understand the important role they play in contributing to the work of the NISCC.
- Rolled-out a programme of e-learning modules to all staff which included e-learning training on Risk Management, Diversity, Fire Awareness, IT Security, Records Management, Data Protection, Freedom of Information, Manual Handling, Pandemic Flu, Display Screen Equipment and Fraud Awareness.



- Introduced the Knowledge and Skills Framework (KSF) across all staff using the six core dimensions – communication, personal and people development, health safety and security, service improvement, quality and equality and diversity. All staff use the same appraisal and development plan as part of the KSF Framework.
- Worked with Business Services Transformation Programme (BSTP) to implement two important IT service support systems – FPL (Finance, Procurement and Logistics) which went live in October 2012, and HRPTS (Human Resources, Payroll and Travel & Subsistence) which went live in March 2013. FPL and HRPTS are being rolled out across the HSC and provide a wide range of service improvements.
- Commenced a consultation on a Review of Registration Fees which will be finalised during 2013/14 with a view to putting in place a new fee structure for the Social Care workforce.

Maintaining Accountability

The Senior Management Team is responsible for ensuring all the NISCC business areas meet corporate, governance and legislative requirements for public accountability and value for money.

NISCC Senior Management Team



Brendan Johnston

Chief Executive



Mark Bradley

Director of Registration and
Corporate Services



Patricia Higgins

Director of Regulation and
Standards

- [Brendan Johnston](#) (Chief Executive) has overall day-to-day responsibility for the NISCC and works with the Chair of Council and Council Members in the delivery of the NISCC's strategic direction and accountability;
- [Mark Bradley](#) (Director of Registration and Corporate Services) has responsibility for the Registration function and for Corporate Services, which includes Finance, Communications, HR, Procurement and Governance;
- [Patricia Higgins](#) (Director of Regulation and Standards) has responsibility for Education and Training, and Conduct.

The NISCC's organisational structure can be found at Appendix 1, page 101.

NISCC Workforce

The NISCC employed 60 staff during 2012/13, a number of whom (22%) work on a part-time or job-share basis. Of these staff, 90% are employed on a substantive basis, 6.5% on a fixed-term basis, and 3.5% are agency staff. The NISCC has continued to deliver its programme to implement new HR and Corporate Policies for staff, and to revise existing policies. During 2012/13 these included –

Bribery Policy	ICT Strategy
Attendance at Work Protocol	Information Governance Strategy
	Records Management Strategy

Equality and Diversity

The NISCC delivered on a wide range of Equality and Diversity commitments during 2012/13 including rolling-out an e-learning module on Equality and Diversity to all staff. Additionally equality screening training was arranged for staff who develop policies and strategies. The NISCC developed a new Equality Action Plan for 2013/18 based on the back of the Audit of Inequalities which had been carried out in 2011. In addition the NISCC developed a new Disability Action Plan for 2013/18. Both of these new Plans were developed following a period of consultation with stakeholders and interested parties during 2012/13, and are available on the NISCC website www.niscc.info. The NISCC supported a Good Practice Event in 2012/13 for the HSC and the other small agencies on sharing good practice in Equality and Human Rights. As part of this, the NISCC gave a presentation on how it has embedded equality and diversity as part of its governance arrangements and structure.

Absence Management

Managing absences across the HSC continues to be a priority for the Department. The NISCC developed a new Attendance at Work Protocol during 2012/13 following a period of consultation with staff and Trade Unions which was endorsed by Council in December 2012. All staff and managers were trained in the new Policy prior to its implementation. In 2012/13 the average absence rate in the NISCC was 1.59% which was well below for the Priorities for Action Target of 5.2%. The NISCC operates a robust absence management framework which includes return to work interviews following every absence and the support of the Occupational Health Service.

Management of Complaints

There were no complaints received during 2012/13, however a complaint which commenced in the previous business year was referred to the NI Ombudsman's Office on appeal during 2012/13. This complaint remains under consideration by the NI Ombudsman's Office as of 31 March 2013.

Fraud and Bribery

The NISCC has reported fraud during 2012/13 totalling £270. There were no acts of Bribery during 2012/13. The NISCC also provided training for key staff and also to Council Members on the implications of bribery, and on receiving and/or offering bribes in the conduct of their work. The NISCC has a zero tolerance approach to bribery and has a Bribery Policy in place.

Whistleblowing

There were no instances of whistleblowing during 2012/13. The NISCC has a Whistleblowing Policy in place and this is brought to the attention of all staff.

Requests for Information

The NISCC received 13 Freedom of Information (FOI) and 2 Subject Access requests during 2012/13 which included requests for information in relation to conduct and registration matters. All responses to the information requests were provided on time and within the FOI and DPA legislated timelines. 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 2012/13. Mandatory training on Records Management Awareness, Data Protection Awareness, Freedom of Information and IT Security 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.

Council Membership, Committees and Partnerships

Council

Council Membership reflects three broad interest groups:

- **Lay People** (including those who use social care services, carers, independents and professionals);
- **Registrants**; and
- **Stakeholders** (including employers, unions, and education providers).

The Council is headed by a Chair, Mr James Perry, who is currently supported by 10 Members. These Members are –

• Joe Blake	• Neil Bodger
• Geraldine Campbell	• Julie Erskine
• Miriam Karp	• Ruth Lavery
• Gillian McGaughey	• Maire McMahon
• Trevor Spratt	• Eleanor Taggart

Mr James Perry, a Member of Council, was appointed interim Chair in July 2012 following the departure of Mrs Lily Kerr, the previous Chair. Mr James Perry was subsequently appointed by the Health Minister on 15 April 2013 as the substantive Chair of NISCC Council following a public appointments exercise which was managed by the Public Appointments Unit.

Council meets five times a year to consider issues of strategy and accountability. The meetings of Council are held in open session and are advertised in the press and at the NISCC reception in Millennium House, 7th Floor. The agendas and minutes of Council meetings are also published on the NISCC website – www.niscc.info

Committees

Council has established two Committees to support it in the delivery of its strategic functions, each of which are chaired by a Council Member –

- The **Audit Committee** (chaired by Mrs Ruth Lavery) 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. The Audit Committee Report which forms part of this Annual Report can be found on pages 33 to 34.
- The **Remuneration Committee** (chaired by Mr James Perry) advises the Council about appropriate remuneration and terms of service for the Chief Executive.

Partnerships

The Council has established a number of Partnerships to inform and deliver its wide range of business and to provide structured arrangements for stakeholder engagement and involvement –

- **Participation Partnership** (chaired by Geraldine Campbell, Council Member) consists of people who use social care services and carers and its role is to challenge, influence and advise the work of the NISCC;
- **Registrants Partnership** (chaired by Brian Smyth, Registrant) consists of Registrants and its role is to ensure the views of Registrants are adequately represented;
- **Workforce Development Partnership** (chaired by Julie Erskine, Council Member) consists of employers and its role is to help develop the skills of the Social Care Workforce;
- **Post Qualifying Partnership** (chaired by Eleanor Taggart, Council Member) consists of employers and the Higher Education Institutions (HEI's) who are key to the delivery of the PQ Framework; and
- **Professional Issues Review Group** (chaired by Maire McMahon, Council Member) consists of Council Members and NISCC staff and its role is to identify issues for NISCC coming out of developments on the future of social work in other parts of the UK, Ireland and the wider European Union.



Chair James Perry



Joe Blake



Neil Bodger



Geraldine Campbell



Julie Erskine



Miriam Karp



Ruth Lavery



Gillian McGaughey



Maire McMahon



Trevor Spratt



Eleanor Taggart

Council Members - 31 March 2013

Personal Public Involvement (PPI) Report 2012/13

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 people who use social care services and carers is a valued and integral part of planning, implementing and reviewing all areas of work and projects across the NISCC. Over the past year, the NISCC has continued to deliver its participation agenda through its Participation Partnership by ensuring people who use social care services and carers have an opportunity to challenge, influence and advise the work of the NISCC.

The NISCC Participation Partnership is chaired by a Member of Council and comprises people who use social care services and carers. It is supported by NISCC staff and welcomed a number of new members during 2012/13 –

- Joanne Sansome
- Caitriona Roberts
- Sam Crothers
- Grace Price

It also acknowledged the work of Theresa Killen who stood down during 2012/13.

In an attempt to broaden participation with the widest range of people the NISCC has started to engage the wider social care community in its work by meeting with a number of 'hard to reach' groups to promote the work of the NISCC. During 2012/13 it met groups in Armagh, Willowbank Community Resource Centre and the Beacon Centre in Dungannon, which gave an opportunity for other members to attend.



Participation Outreach Meeting - Dungannon

In supporting the NISCC's participation agenda the NISCC has demonstrated how it has engaged carers and people who use social care services through the NISCC Participation Partnership to Challenge, Influence and Advise its work. During 2012/13, the Participation Partnership did this by-

Challenge

- Continuing to Develop the Participation Partnership's Principles of Participation and Action Plan – ensuring these documents continue to reflect how the Partnership performs, is informed and produces results.

Influence

- Providing feedback and experiences on a number of policy developments including a consultation on a new Model of Regulation, a Review of the Post Qualifying Framework, a new Guide for Witnesses in Conduct Hearings, and a review of the Codes of Practice
- Supporting the consultation on the Model of Regulation by helping to develop an Easy Read version of the consultation document and ensuring a presentation of those who use social care services and carers was fit for purpose.
- Providing feedback and experiences to inform the consultation on Transforming Your Care.
- Nominating a Participation Partnership member to be a member of the Strategy Group on Quality 2020 to ensure it was influenced by an expert of experience in social care.
- Reviewed the NISCC Business Plan to ensure it included the engagement and involvement of service users and carers.
- Engaged with Queens University to debate how terminology around 'service users' can have a positive and negative impact in order to influence how NISCC communicates with this group of people.

Advise

- Developed a PPI Consultation Scheme to set out how the NISCC will involve and consult with people who use social care services and carers.
- Participation Partnership Members attended staff induction days in NISCC to advise and inform staff on the importance of engaging people who use social care services and carers, and the impact of good communication.
- Delivered training for NISCC staff on participation and involvement.

The Participation Partnership continued to actively support NISCC sponsored events during 2012/13 including the Social Work Awards.

The Director of Registration and Corporate Services continues to support the broader participation agenda, and is the senior representative at NISCC's Senior Management Team (SMT) with responsibility for ensuring participation forms an effective and regular part of reporting to SMT.

The NISCC will continue to build on the participation engagement work it has delivered and influenced during 2012/13 and will continue to deliver its action plan arising out of its agreed Principles of Participation.



Participation Members at NISCC Leadership Conference

Audit Committee Report

The NISCC Audit Committee is made up of Council Members. The Committee met on the following dates during 2012/13 –

- 25 April 2012
- 23 May 2012
- 26 June 2012
- 17 October 2012
- 1 March 2013

During the 2012/13 financial year, membership of the Audit Committee was as follows:

April 2012 to March 2013	Attendance at Audit Committee Meetings
Mr James Perry, Chair (April 2012 to July 2012)	100%
Mrs Ruth Lavery Member (April to July 2012) Chair (July 2012 to March 2013)	80%
Mrs Julie Erskine	80%
Mrs Maire McMahon	100%
Mr Neil Bodger	60%

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

Membership of the Audit Committee is consistent with the NISCC Standing Orders.

During the 2012/13 financial year, the Audit Committee undertook the following tasks –

- Agreed an Internal Audit Plan;
- Considered an External Audit Strategy;
- Reviewed the NISCC management processes and Assurance Framework and endorsed revisions to the Risk Management Strategy;
- Ensured the production of final Accounts in accordance with relevant statutory regulations;
- Endorsed an Information Governance Strategy for the NISCC;
- Endorsed and introduced a Risk Alert Form to provide a clear audit trail for the elevation and consideration of newly identified risks, or near misses;
- Advised on matters of materiality.

As part of its remit, the Audit Committee can confirm, 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 Governance Statement. This is based on the information provided to the 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 are 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-Assessment Checklist. As a result the NISCC Audit Committee confirmed its compliance with the good practice principles.

The Audit Committee was satisfied that during 2012/13, 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 Governance Statement;
- 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 for 2012/13

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 12th 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 (DHSSPS).

Results

The NISCC is funded substantially by grants from the DHSSPS and also receives income from registration fees, Skills for Care and Development and student placements within the criminal justice sector (which is 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 made 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 of the financial statements. The revised guidance 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 its staff as evidenced by the re-accreditation of its Investors in People status and achievement of Bronze Status accreditation in June 2011. The NISCC is committed to continuing on its IIP journey and ensuring a programme of continuous improvement is in place.

Disabled Employees

The NISCC is an Equal Opportunities employer, and has published a new 5-year Disability Action Plan for 2013/18.

Prompt Payment Policy

The NISCC is committed to the prompt payment of bills 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 receipt of goods or services, or on 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 93.8% 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 2013 have been audited by the Northern Ireland Audit Office. The report of the Comptroller and Auditor General is included on page 57. 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 2012/13 was £8,560. The Northern Ireland Audit Office did not undertake any non-audit services during 2012/13.

Chief Executive:



Date: 26th June 2013

Chair:



Date: 26th June 2013

Remuneration Report for the Year Ended 31 March 2013

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 Council. When the Remuneration Committee met in June 2012, it was chaired by the previous NISCC Chair, Mrs Lily Kerr.

The Remuneration Committee is also comprised Ruth Lavery, Gillian McGaughey and Jim Perry (who subsequently became Interim Chair of Council). The Remuneration Committee is comprised entirely of 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.

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

NAME	POSITION	DATE OF APPT
Mrs Lily Kerr	Chair (until July 2012)	13 December 2010
Mr James Perry	Interim Chair	July 2012 (as Interim Chair)
Executive Team		
Mr Brendan Johnston	Chief Executive	10 September 2001
Mr Mark Bradley	Director of Registration and Corporate Services	6 October 2008
Mrs Patricia Higgins	Director of Regulation and Standards	1 June 2002
Non-Executive Directors		
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 (until July 2012)
Dr Trevor Spratt	Council Member	1 October 2007
Mrs Eleanor Taggart	Council Member	1 October 2007

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 the age of 65 years and occupational pensions are normally effective from age 60 years. Within 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 6th April 2011, the rules which enable employers to operate a default retirement age changed and Regulations have been introduced which removed 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 (SR No.168). These Regulations revoke and amend provisions in the Employment and 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.

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 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, payment the balance (if any) to the employee.

Reporting of Compensation and Exit Packages for all Staff 2012/13 (Audited)

There were no compensation or exit packages awarded during 2012/13.

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:

2012/13				2011/12		
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	251	75-80	0-5	300
Mark Bradley	55-60	-	87	55-60	-	100
Patricia Higgins	65-70	-	92	65-70	-	100

Council Members Remuneration 2012/13 (Audited)

2012/13		
Name	Position	Salary £'000
Mrs Lily Kerr	Chair (July 2012)	5-10
Mr James Perry	Interim Chair (from July 2012) Council Member (until July 2012)	10-15 0-5
Mr Joseph Blake	Council Member	5-10
Mr Neil Bodger	Council Member	5-10
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
Dr Trevor Spratt	Council Member	5-10
Mrs Eleanor Taggart	Council Member	5-10

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)	2012/13	2011/12
Band of the Highest Paid Director's Total Remuneration	75-80	75-80
Median Total Remuneration	21,798	19,750
Ratio	3.6	4.1

Audited					
Name	Real Increase in Pension and Related Lump Sum at Age 60	Total Accrued Pension at Age 60 and Related Lump Sum	Cash Equivalent Transfer Value (CETV) at 31 March 2012	Cash Equivalent Transfer Value (CETV) at 31 March 2013	Real Increase in CETV after adjustments for inflation and changes to market investment factors
	£'000	£'000	£'000	£'000	£'000
Brendan Johnston	2	155	831	896	16
Mark Bradley	3	45	160	183	14
Patricia Higgins	2	38	167	189	11

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 previously increased annually in line with changes in the Retail Prices Index (RPI). However, from 1 April 2011, the measure by which pensions are increased each year changed to the Consumer Prices Index (CPI).

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 1 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 is overleaf –

Contribution rates are as follows:

- 5.0% for employees earning up to £21,175
- 6.5% for employees earning between £21,176 and £69,931
- 7.5% for employees earning between £69,932 and £110,273
- 8.5% for employees earning over £110,274

Further details about the Health Service pension arrangements can be found at the website www.dhsspsni.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 a 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 or arrangement, which the individual has transferred to the HSC pension 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 of 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 colleagues
- 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:



Date: 26th June 2013

Northern Ireland Social Care Council

Accounts for the Year Ended 31 March 2013

Foreword

These accounts for the year ended 31 March 2013 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 Year Ended 31 March 2013

Statement of Accounting Officer's Responsibilities

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 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 an 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 suitably 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;
- pursue and demonstrate value for money in the services of 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, Chief Executive of the Northern Ireland Social Care Council, as the Accounting Officer for the Northern Ireland Social Care 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 Year Ended 31 March 2013

Certificates 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 99) which I am required to prepare on behalf of 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 DHSSPS.

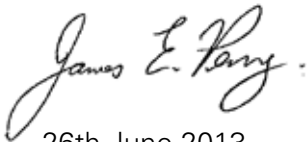


26th June 2013

Chief Executive

Date

I certify that the annual accounts set out in the financial statements and notes to the accounts (pages 59 to 99) as prepared in accordance with the above requirements have been submitted to and duly approved by the Council.



26th June 2013

Chair

Date



26th June 2013

Chief Executive

Date

Northern Ireland Social Care Council Accounts for Year Ended 31 March 2013

Governance Statement 2012/13

1. Introduction / Scope of Responsibility

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

The NISCC is an Arms-Length Body, sponsored by the DHSSPS and works in partnership with all the Health and Social Care organisations including the other small agencies sponsored by the DHSSPS.

In particular the NISCC has a Memorandum of Understanding with the Regulation and Quality Improvement Authority (RQIA) to enable it to properly fulfil its role as a regulator of the Social Care Workforce, and information sharing protocols are in place with the other Social Care Councils in England, Wales and Scotland. The NISCC also works closely with the Social Care authority in the Republic of Ireland to share best practice in regulation and registration of Social Workers and Social Care Workers.

The NISCC has a Management Statement and Financial Memorandum in place which sets out the strategic control framework within which the NISCC is required to operate, and the conditions under which government funds are provided as detailed in Government Accounting Northern Ireland. The Accounting Officer and Chair of Council appraise the Department at the highest level of engagement through twice-yearly Accountability Meetings, and at the same time the NISCC works in partnership with the DHSSPS Government Liaison Officer to ensure operational and strategic issues are raised appropriately with the Department throughout the year.

2. Compliance with Corporate Governance Best Practice

The NISCC applies the principles of good practice in Corporate Governance and continues to further strengthen its governance arrangements. The NISCC does this by undertaking continuous assessment of its compliance with Corporate Governance best practice through the completion of an annual self-assessment. The Council completed its self-assessment for year ended 31 March 2013 and developed an Action Plan which it will review on a quarterly basis to ensure continual improvement in governance and best practice. In doing so, Council decided to carry out detailed Case Studies following its self-assessment rather than as part of the self-assessment process, to meaningfully assist it in addressing areas of concern or where improvement may be required, e.g. managing turnover of Council Members during 2013/14. The summary assessment for Council's self-assessment is set out overleaf –

Indicator		Council's Assessment
1.	Board Composition and Commitment	
1.1	Board positions and size	Amber/Green
1.2	Balance and calibre of Board members	Amber/Green
1.3	Role of the Board	Green
1.4	Committees of the Board	Green
1.5	Board member commitment	Amber/Green
2.	Board Evaluation, Development and Learning	
2.1	Effective Board level evaluation	Amber/Red
2.2	Whole Board development programme	Amber/Green
2.3	Board induction, succession and contingency planning	Amber/Green
2.4	Board member appraisal and personal development	Green
3.	Board Insight and Foresight	
3.1	Board performance reporting	Amber/Green
3.2	Efficiency and Productivity	Green
3.3	Environmental and strategic focus	Green
3.4	Quality of Board papers and timeliness of information	Amber/Green
3.5	Assurance and risk management	Green
4.	Board Engagement and Involvement	
4.1	External stakeholders	Amber/Green
4.2	Internal stakeholders	Green
4.3	Board profile and visibility	Amber/Green

3. Governance Framework

Council provides strategic leadership to the NISCC and comprises a Chair and 12 Members (of which there are currently two Council Member vacancies) who are a combination of Registrants, Lay Members and others who are key stakeholders in social care services. Operational responsibilities are delivered by the Chief Executive. The duties and functions of the Chair and Council Members are set out in the Management Statement and Financial Memorandum and also in the NISCC's Standing Orders, Scheme of Delegation and Standing Financial Instructions.

Council reviewed the Standing Orders, Scheme of Delegation and Financial Memorandum in 2012, and reviews its Management Statement and Financial Memorandum (MSFM) on an annual basis. Meetings of Council were held in open session six times during the year and records are maintained of Council attendance. In addition, Council held a number of Strategic Planning Sessions. During 2012/13 Council attendance was –

Chair/Council Member	Attendance at Council During 2012/13
Mrs Lily Kerr, Chair (April to July 2012)	100%
Mr James Perry, Council Member April – July 2012 Chair July 2012 – March 2013	83%
Mr Joseph Blake, Council Member	100%
Mr Neil Bodger, Council Member	100%
Mrs Geraldine Campbell	100%
Mrs Julie Erskine, Council Member	100%
Ms Miriam Karp, Council Member	83%
Mrs Ruth Lavery, Council Member	100%
Mrs Gillian McGaughey, Council Member	83%
Mrs Maire McMahon, Council Member	100%
Dr Trevor Spratt, Council Member	100%
Mrs Eleanor Taggart, Council Member	83%

Council's performance is reviewed as part of the Board Self-Assessment and the performance appraisal system. Additionally a Landscape Review was carried-out during 2012.

Council has established two statutory Committees to support it in the delivery of its strategic functions, each of which are chaired by a Council Member –

- The Audit Committee 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; and
- The Remuneration Committee advises Council about appropriate remuneration and terms of service for the Chief Executive.

The Audit Committee carries out an annual self-assessment and develops an action plan to address any areas where performance could be improved or enhanced.

4. Business Planning and Risk Management

Business planning and risk management is at the heart of governance arrangements to ensure that statutory obligations and ministerial priorities are properly reflected in the management of business at all levels within the organisation.

Business Planning

The NISCC produces a 3-year Corporate Plan following engagement with staff and stakeholders including, in particular, people who use social care services and carers as is described in the NISCC's PPI Consultation Scheme. The Corporate Plan describes at a strategic level how the NISCC will deliver on its overarching aim and strategic objectives as a regulator of the Social Care Workforce. The Corporate Plan is approved by Council and ultimately by the DHSSPS before being circulated to staff, stakeholders and other bodies and published on the NISCC website. It is also made available, on request, in other formats in line with NISCC's Policy on Alternative Accessible Formats.

At the same time, the NISCC develops an annual Business Plan which provides further detail on how the NISCC will deliver its Corporate Plan, focusing on the outcomes of delivering its objectives. The same process of engagement and consultation is applied as with the development of the Corporate Plan. The Business Plan is approved by Council and ultimately by the DHSSPS before being circulated and published. The Corporate Plan and Business Plan are compliant with the requirements set out in the NISCC's MSFM. The corporate planning process is led by the Director of Registration and Corporate Services while the Chief Executive has overall responsibility for delivering the Corporate and Business Plans supported by his Directors and senior team.

To give effect to the Corporate and Business Plans, the NISCC develops an Operational Plan and Key Performance Indicators which also ensure that all staff can clearly understand their role in delivering the NISCC's objectives and ensures their own personal and team objectives and learning plans are aligned to NISCC's business objectives. The Operational Plan is reviewed on a monthly basis by Senior Managers which informs reporting on the NISCC Business Plan.

A Performance Management Report is tabled to Council on a quarterly basis detailing how NISCC is performing against its annual Business Plan which is reviewed and scrutinised by Council. This includes financial reports and statistical data on registration and regulation outputs.

An accountability report is also produced to inform the Accountability Meeting between the DHSSPS Minister, the Chair of Council and the Chief Executive on a twice yearly basis.

Ultimately, the NISCC accounts for its business performance through the production of its Annual Report and Accounts which are laid before the NI Assembly and published on the NISCC's website.

Risk Management

Leadership on risk is provided through the NISCC's Audit Committee which is chaired by a Council Member and supported by the Director of Registration and Corporate Services. The Risk Management process seeks to identify risks in accordance with best practice as well as providing a system for embedding risk management throughout the NISCC.

All staff receive training on risk management and the NISCC has rolled-out an e-learning module on risk management awareness to inform this process. In addition risk management training forms part of induction for all new staff.

Risk Management Framework

The NISCC ensures effective risk management is embedded as part of its culture and throughout the organisation. It has a Risk Management Strategy which describes how risks (and near misses) should be managed, elevated, and controlled:-

- The NISCC develops a **Corporate Risk Register, Directorate Risk Register and Assurance Framework** on an annual basis, and reviews these on a quarterly basis as detailed below. Council approves these documents which provide the overarching framework for risk management within the NISCC;
- Risk Management is a standing item on agendas at all **monthly team meetings** which are minuted. Risks are discussed and elevated as necessary following these meetings to the Risk Management Committee;

- The **Risk Management Committee** (RMC) meets on a quarterly basis and is chaired by the Director of Registration and Corporate Services and comprises representatives from across all of the teams in the NISCC. It considers the NISCC's Corporate Risk Register and Directorate Risk Register at each meeting, together with the NISCC's Assurance Framework which describes the controls in place to manage risks. The Terms of Reference for the RMC are reviewed regularly to ensure they continue to reflect the scope of the RMC and best practice;
- The NISCC has developed **Risk Alert Forms** which provide a clear audit trail of how risks (and near misses) have been identified and escalated, including provision for immediate escalation of risks in extreme or exceptional circumstances. The Risk Alert Forms details how the risk has been elevated and whether a decision was made to record the risk on the Risk Register. These forms are brought to the RMC for review;
- Minutes of the RMC, together with the Risk Registers and Assurance Framework are tabled to the **Audit Committee** for consideration and approval at each of the Audit Committee meetings;
- Minutes of the Audit Committee and the Corporate Risk Register are tabled to **Council** on a quarterly basis. In addition the Assurance Framework is tabled to Council on an annual basis;
- **Risk Management policies** are developed and reviewed by the NISCC's Policy Review Group in line with the NISCC's Policy Review Map;
- The NISCC carries out **Controls Assurance Standards** to provide evidence that the NISCC is compliant with best practice. The NISCC has developed an action plan to ensure it continually strives to improve its risk management processes and procedures;
- The NISCC works with **Internal and External Audit** to provide assurances and validation of its compliance in relation to risk management;
- The NISCC reports annually to the **DHSSPS** on its risk management compliance;
- The NISCC has a **Business Continuity Plan** which is tested on an annual basis and lessons learnt are fed back into the risk management system;
- The NISCC uses **Datix** to assist it in recording and reviewing risk management.

Risks are identified in terms of their likelihood and impact and these are recorded on the Risk Registers together with actions in place and additional actions required to mitigate and/or manage the risk. These are clearly described in the Risk Registers and changes made are 'tracked' to demonstrate how the risk has evolved/developed and that they are managed and controlled.

5. Information Risk

Information Risk Management is an essential part of good governance. The NISCC ensures that Information Risk Management is considered in its procedures and policies. Information Risk Management is managed within the context of the NISCC's Risk Management Strategy and Information Governance Strategy.

The NISCC holds a range of personal data in respect of Registrants (c.21,000) and confidential data in respect of complaints against Registrants. It also holds a range of personal data in respect of staff and information which supports the running of the business. The NISCC maintains an Information Asset Register and Disposals Schedule which are reviewed regularly and any areas of non-compliance are brought to the attention of the Senior Information Risk Owner and Personal Data Guardian.

Specific roles in the NISCC have been identified to support it in managing risks to the organisation in respect of the information it may hold. These roles include –

- Personal Data Guardian
- Senior Information Risk Owner (SIRO)
- Information Governance and Records Management Officer (IGRMO)
- Information Asset Owners (IAOs)

The NISCC has established an Information Governance Group which is chaired by the Director of Registration and Corporate Services (who is also the NISCC SIRO) and comprises the IGRMO and IAOs to give oversight to day to day compliance with information governance.

The NISCC has a number of policies and strategies in place that support its risk management. These are –

- Information Governance Strategy
- Records Management Strategy
- Records Management Policy
- Access to Information Policy
- Clear Desk and Screen Policy
- Confidentiality Policy
- Data Quality Policy
- ICT Strategy
- ICT Security Policy
- Use of the Internet
- Use of Electronic Mail

6. Public Stakeholder Involvement

The NISCC has had engagement with service users, carers and other stakeholders enshrined in its structure since its inception in 2001, and has a strategic objective to 'discharge its responsibilities informed by the views of users of social care services, carers, registrants and other key stakeholders'. The NISCC has published a Personal and Public Involvement Consultation Scheme which was developed by people who use social care services and carers, and was approved by Council. Additionally it has produced Principles of Participation, again in partnership with service users and carers.

The NISCC has established a number of Partnerships to ensure inclusivity and involvement from the broadest range of people and stakeholders. These are –

- The Participation Partnership (comprising people who use social care services and carers);
- The Registrants Partnership (comprising Registrants);
- The Workforce Development Partnership (comprising Employers of the Social Care Workforce);
- The Post Qualifying Partnership (comprising employers and the Higher Education Institutions (HEI's) who are key to the delivery of the PQ Framework); and
- The Professional Issues Review Group (comprising Council Members and NISCC staff).

These Partnerships meet regularly throughout the year and are kept informed of the NISCC business developments and issues raised at these meetings are brought to the attention of Council who review the minutes of the meetings of the Partnerships. This holistic approach to engagement ensures that any risks identified by stakeholders are brought to the attention of Council.

The NISCC has also revised its cover template for all papers presented to Audit and to Council to ensure that authors explain to what extent stakeholders have been engaged in the development of the paper and, where appropriate, how they influenced the outcome.

7. Assurance

As part of its Governance arrangements, the NISCC considers the contents of both its Assurance Framework and Risk Register when identifying possible control issues.

The NISCC's Standing Orders require the setting up of an Audit Committee, as directed by HSS (PDD) 8/94 to reassure the Council that financial stewardship and corporate governance standards are being met. The Audit Committee maintains and reviews the effectiveness of the system of control for the NISCC. Full details of the Audit Committee, its role, terms of reference, and responsibilities can be found in the NISCC Standing Orders.

The Internal Audit Service for the NISCC is provided by the Business Services Organisation (BSO). Internal Audit carries out its role by systematic review and evaluation of risk management, control and governance which comprises the policies, procedures and operations in place to:

- establish and monitor the achievement of the NISCC's objectives;
- identify, assess and manage the risks to achieving the NISCC's objectives;
- ensure the economical, effective and efficient use of resources;
- ensure compliance with established policies, procedures, laws and regulations;
- safeguard the NISCC's assets and interests from losses of all kinds, including those arising from fraud, irregularity, bribery or corruption.

NISCC Council receives a wide range of papers for information and decision making purposes presented by NISCC officers. This includes a Performance Management Report. The papers are of suitable quality to enable NISCC Council to make informed decisions.

Controls Assurance Standards

The NISCC assessed its compliance with the applicable Controls Assurance Standards which were defined by the Department and against which a degree of progress is expected in 2012/13.

The Organisation achieved the following levels of compliance for 2012/13.

Standard	DHSS&PS Expected Level of Compliance	NISCC Level of Compliance	Reviewed by BSO Internal Audit
Emergency Planning	75% - 99% (Substantive)	91%	Not Assessed
Environment Management	75% - 99% (Substantive)	88%	Not Assessed
Financial Management (Core Standard)	75% - 99% (Substantive)	83%	Substantive
Fire safety	75% - 99% (Substantive)	88%	Not Assessed
Governance (Core Standard)	75% - 99% (Substantive)	94%	Substantive
Health & Safety	75% - 99% (Substantive)	86%	Substantive
Human Resources	75% - 99% (Substantive)	93%	Not Assessed
Information Communication Technology	75% - 99% (Substantive)	91%	Not Assessed
Management of Purchasing and Supply	75% - 99% (Substantive)	92%	Substantive
Records Management	75% - 99% (Substantive)	89%	Not Assessed
Risk Management (Core Standard)	75% - 99% (Substantive)	92%	Substantive
Security Management	75% - 99% (Substantive)	83%	Not Assessed
Waste Management	75% - 99% (Substantive)	83%	Substantive

8. Sources of Independent Assurance

The NISCC obtains Independent Assurance from the following sources:

- Internal Audit (as provided under a Service Level Agreement with BSO);
- Northern Ireland Audit Office; and
- The Landscape Review carried-out on behalf of the DHSSPS.

Internal Audit

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 body is exposed and annual audit plans are based on this analysis.

In 2012-13 Internal Audit reviewed the following systems –

- Performance Management, providing a substantial assurance;
- Conduct, providing a satisfactory assurance;
- Social Care Fitness to Practice, providing a satisfactory assurance;
- Information Governance, providing a satisfactory assurance;
- Risk Management, providing a satisfactory assurance; and
- Financial Review, providing a limited assurance.

The opinion of the Head of Internal Audit for the year ended 31 March 2013 is that there is a satisfactory system of internal control designed to meet the NISCC's objectives. However, limited assurance was provided in relation to financial processes on the basis of on-going significant issues with new online financial systems. In common with other Health and Social Care bodies, weaknesses in control were identified in the implementation of the Business Services Transformation Programme in relation to:

- Training – 1 weakness;
- The online Human Resources System – 1 weakness
- The online Finance System – 8 weaknesses

These are listed below under Internal Governance Divergences. Recommendations to address these control weaknesses have been or are being implemented.

9. Review of Effectiveness of the System of Internal Governance

As Accounting Officer, I have responsibility for the review of effectiveness of the system of internal governance. My review of the effectiveness of the system of internal governance 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 management letter 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 Audit Committee and a plan to address weaknesses and ensure continuous improvement to the system is in place.

10. Internal Governance Divergences

Internal Control Issues 2011/12

There were no significant Internal Control issues identified for the NISCC in 2011/12.

Internal Control Issues 2012/13

Internal Audit identified a number of priority one weaknesses as a result of the Business Services Transformation Programme (BSTP) under the FPL (Finance, Procurement and Logistics) system and the HRPTS (Human Resources, Payroll, and Training & Subsistence) system. These weaknesses were –

Training

- There is only a small number of staff that comprehensively understand the system in the NISCC and BSO. Staff have not been provided with appropriate training particularly on the capacity of the system to utilise reports. Records of the training completed have not been maintained by the NISCC.

HRPTS

- There are no staff in post reports available from the new system. There is currently no functioning interface between the HRPTS system and the FPL system. A journal is uploaded from the new HRPTS systems from FPL until such time as an interface is put in place.

FPL

- There is a regionally corrective action plan in place to address and correct a number of issues currently live within the FPL system at the time of the audit. Until such times as these actions are resolved, there remains a risk in respect of the accuracy of the financial information in the NISCC.
- While the NISCC have not yet received prompt payment reports, Internal Audit noted that prompt payment position as at February 2013 was 92% which differed from the 94% reported within the Assurance Report from the BSO Director of Finance. Internal Audit noted that there is currently a backlog of 30 invoices totalling £71,103 which have not yet been processed for payment. Some of these are likely to negatively impact the prompt payment position in future months. A number of issues around the accuracy and methodology for calculating prompt payment figures have been reported to the BSO.
- There are no duplicate payment reports available from the new system.
- There are on-going system issues with the reliability of the purchase order accrual generated from the system. Internal Audit notes that month 10 purchase order accrual has not been reconciled to the General Ledger.
- Reasons for non-payment of invoices can be, because goods have not been receipted or invoice values do not match purchase order values. These reports have not been analysed at each month end to ensure accurate accruals figures.
- There are issues arising in respect of the non or incorrect coding of invoices to the General Ledger.

- There was no formal sign off of the migration to the new FPL system by the NISCC. They were not involved in the process, nor did they receive any assurances over the accuracy and completeness of the migration.
- The NISCC have not received accurate up to date debtors reports from the BSO since the system went live and as a consequence appropriate debt management processes have not been followed.

Registration Fee Payments

Toward the end of 2012/13, a number of Registration fee cash payments received in the NISCC were determined to be misplaced totalling £270. The Director of Registration and Corporate Services commissioned an urgent and thorough investigation into the matter and the processes in place within the NISCC to handle and manage cash transactions. The Investigation Report will be presented at the next NISCC's Audit Committee meeting and to Council. The Report will also be presented to Internal Audit and any other authorities recommended by the Investigating Officer and the Director of Registration and Corporate Services.

11. Conclusion

The NISCC has a rigorous system of accountability which I can rely on as Accounting Officer to form an opinion on the probity and use of public funds, as detailed in Managing Public Money NI.

Further to considering the accountability framework within the Body and in conjunction with assurances given to me by the Head of Internal audit, I am content that the NISCC has operated a sound system of internal governance during the period 2012 -13.



Chief Executive
Northern Ireland Social Care Council

Date: 26th June 2013

Northern Ireland Social Care Council

Accounts for Year Ended 31 March 2013

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 2013 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 Accounting Officer 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 examine, certify and report on 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 Financial Reporting Council's Ethical Standards for Auditors.

Scope of the audit of the 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 recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Opinion on Regularity

In my opinion, in all material respects the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements 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 2013 and of the net expenditure, cash flows and changes in taxpayers' equity for the year then ended; and
- the financial statements have been properly prepared in accordance with the Health and Personal 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 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.

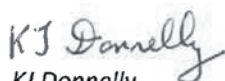
Matters on which I report by exception

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 Governance Statement does not reflect compliance with 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 Donnelly
Comptroller and Auditor General
Northern Ireland Audit Office
106 University Street
Belfast
BT7 1EU

10 July 2013

NORTHERN IRELAND SOCIAL CARE COUNCIL

STATEMENT OF COMPREHENSIVE NET EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2013

	NOTE	2013 £	2012 £
Expenditure			
Staff costs	3.1	(1,876,638)	(1,834,165)
Depreciation	4.0	(19,361)	(18,326)
Other expenditures	4.0	(1,714,966)	(1,614,580)
		<u>(3,610,965)</u>	<u>(3,467,071)</u>
Income			
Income from activities	5.1	0	0
Other income	5.2	700,759	626,007
Deferred income	5.3	0	0
		<u>700,759</u>	<u>626,007</u>
Net Expenditure		<u>(2,910,206)</u>	<u>(2,841,064)</u>
Revenue Resource Limit (RRL)	25.1	2,918,502	2,849,716
Surplus/(Deficit) against RRL		<u>8,296</u>	<u>8,652</u>

OTHER COMPREHENSIVE EXPENDITURE

	NOTE	2013 £	2012 £
Net gain/(loss) on revaluation of property, plant & equipment	6.1/10/6.2/10	3	0
Net gain/(loss) on revaluation of intangibles	7.1/10/7.2/10	39,196	0
Net gain/(loss) on revaluation of available for sale financial assets		0	0
TOTAL COMPREHENSIVE EXPENDITURE for the year ended 31 March 2013		<u>(2,871,007)</u>	<u>(2,841,064)</u>

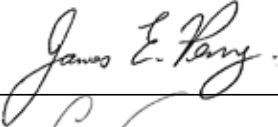

The notes on pages 63 to 99 form part of these accounts.

NORTHERN IRELAND SOCIAL CARE COUNCIL

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2013

		2013	2012
	NOTE	£	£
Non Current Assets			
Property, plant and equipment	6.1/6.2	65,676	65,583
Intangible assets	7.1/7.2	414,317	311,249
Financial assets	8.0	0	0
Trade and other receivables	12.1	0	0
Other current assets	12.1	0	0
Total Non Current Assets		479,993	376,832
Current Assets			
Assets classified as held for sale	9.0	0	0
Inventories	11.0	0	0
Trade and other receivables	12.1	162,733	181,336
Other current assets	12.1	23,155	18,387
Financial assets	8.0	0	0
Cash and cash equivalents	13.0	170,461	776,642
Total Current Assets		356,349	976,365
Total Assets		836,342	1,353,197
Current Liabilities			
Trade and other payables	14.1	(535,611)	(875,019)
Other liabilities	14.1	0	0
Provisions	16.0	0	0
Total Current Liabilities		(535,611)	(875,019)
Non Current Assets plus Net Current Assets		300,731	478,178
Non Current Liabilities			
Provisions	16.0	0	0
Other payables > 1 yr	14.1	0	0
Financial liabilities	8.0	0	0
Total Non Current Liabilities		0	0
Assets less Liabilities		300,731	478,178
Taxpayers' Equity			
Revaluation reserve		39,199	0
SoCNE Reserve		261,532	478,178
		300,731	478,178

The notes at pages 63 to 99 form part of these accounts.

	Chair	Date	26th June 2013
	Chief Executive	Date	26th June 2013

NORTHERN IRELAND SOCIAL CARE COUNCIL

STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31 MARCH 2013

	Note	2013 £	2012 £
Cash flows from operating activities			
Net expenditure after interest		(2,910,206)	(2,841,064)
Adjustments for non cash costs		78,775	27,786
(Increase)/decrease in trade and other receivables		13,835	122,313
<i>Less movements in receivables relating to items not passing through the NEA:</i>			
Movements in receivables relating to the sale of property, plant and equipment		0	0
Movements in receivables relating to the sale of intangibles		0	0
Movements in receivables relating to finance leases		0	0
Movements in receivables relating to PFI and other service concession arrangement contracts		0	0
(Increase)/decrease in inventories		0	0
Increase/(decrease) in trade payables		(339,408)	208,817
<i>Less movements in payables relating to items not passing through the NEA:</i>			
Movements in payables relating to the purchase of property, plant and equipment		15,679	(35,784)
Movements in payables relating to the purchase of intangibles		176,485	(290,557)
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
Net cash outflow from operating activities		(2,964,840)	(2,808,489)
Cash flows from investing activities			
(Purchase of property, plant & equipment)	6	(35,784)	0
(Purchase of intangible assets)	7	(290,557)	(20,532)
Proceeds on disposal of property, plant & equipment		0	0
Proceeds on disposal of intangibles		0	0
Proceeds on disposal of assets held for resale		0	0
Net cash outflow from investing activities		(326,341)	(20,532)
Cash flows from financing activities			
Grant in aid		2,685,000	3,268,327
Cap element of payments - finance leases and on balance SOFP PFI and other service concession arrangements		0	0
financing		2,685,000	3,268,327
Net increase/(decrease) in cash & cash equivalents in the year		(606,181)	439,306
Cash & cash equivalents at the beginning of the year	13	776,642	337,336
Cash & cash equivalents at the end of the year	13	170,461	776,642

The notes on pages 63 to 99 form part of these accounts.

NORTHERN IRELAND SOCIAL CARE COUNCIL

STATEMENT OF CHANGES IN TAXPAYERS' EQUITY FOR THE YEAR ENDED 31 MARCH 2013

	Note	SoCNE Reserve £	Revaluation Reserve £	Total £
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 expenditure 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
Changes in Taxpayers Equity 2012-13				
Grant from DHSSPS		2,685,000	0	2,685,000
Transfers between reserves		0	0	0
(Comprehensive expenditure for the year)		(2,910,206)	39,199	(2,871,007)
Transfer of asset ownership		0	0	0
Non cash charges - auditors remuneration	4	8,560	0	8,560
Balance at 31 March 2013		261,532	39,199	300,731

The notes at pages 63 to 99 form part of these accounts.

NORTHERN IRELAND SOCIAL CARE COUNCIL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTES TO THE ACCOUNTS

NOTE 1 - 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 Article 90(2)(a) of the Health and Personal Social Services (Northern Ireland) Order 1972 No 1265 (NI 14) as amended by Article 6 of the Audit and Accountability (Northern Ireland) Order 2003.

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, unless otherwise stated.

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 body 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 similarly, amortisation is applied to 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 the lower of their estimated useful lives and the terms of the lease. 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 and an amount up to the value of the impairment in the revaluation reserve is transferred to the Statement of Comprehensive Net Expenditure Reserve. Where an impairment 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

With effect from 1 April 2011, DFP guidance changed the 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 Reserve (previously known as General Reserve) and to the Revaluation Reserve. Income for donated assets is now recognised when received.

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 rather than being held to change the risks facing the HSC bodies in undertaking 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 (2.8% for employee early departure obligations).

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 2012/13 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 Council did not receive any Government Grants in either the year ended 31 March 2013 or year ended 31 March 2012.

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

The IASB have issued new and amended standards (IFRS 10, IFRS 11 & IFRS 12) that affect the consolidation and reporting of subsidiaries, associates and joint ventures. These standards have an effective date of January 2013, and EU adoption is due from 1 January 2014. The application of these IFRS changes is subject to further review by Treasury and the other Relevant Authorities before due process consultation.

Accounting boundary IFRS are currently adapted in the FReM so that the Westminster departmental accounting boundary is based on ONS control criteria, as designated by Treasury. A review of the NI financial process is currently under discussion with the Executive. Should this go ahead, the impact on DHSSPS and its Arms length bodies is expected to focus around the disclosure requirements under IFRS 12.

Management consider that any other new accounting policies issued but not yet adopted are unlikely to have a significant impact on the accounts in the period of the initial application.

NORTHERN IRELAND SOCIAL CARE COUNCIL NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

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 2013

NOTE 3 STAFF NUMBERS AND RELATED COSTS

3.1 Staff Costs

Staff costs comprise

	2013		2012	
	Permanently employed staff	Others	Total	Total
	£	£	£	£
Wages & Salaries	1,598,641	0	1,598,641	1,583,130
Social security costs	115,015	0	115,015	93,390
Other pension costs	162,982	0	162,982	157,645
Sub total	1,876,638	0	1,876,638	1,834,165
Capitalised staff costs	0	0	0	0
Total staff costs reported in Statement of Comprehensive Expenditure	1,876,638	0	1,876,638	1,834,165
Less recoveries in respect of outward secondments			(25,781)	(63,429)
Total net costs			1,850,857	1,770,736

Staff costs charged to capital projects during the year were £nil (2012: £nil).

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.

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.

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

3.2 Average number of persons employed

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

	2013		2012	
	Permanently employed staff No.	Others No.	Total No.	Total 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	43	2	45	45
Professional & technical	0	0	0	0
Works	0	0	0	0
Other Professional and technical	0	0	0	0
Social Services	8	0	8	9
Other	4	0	4	4
Total average number of persons employed	55	2	57	58
Less average staff number relating to capitalised staff costs	0	0	0	0
Less average staff number in respect of outward secondments	(1)	0	(1)	(2)
Total net average number of persons employed	54	2	56	56

NORTHERN IRELAND SOCIAL CARE COUNCIL NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 3 STAFF NUMBERS AND RELATED COSTS

3.3 Senior Employees Remuneration

Refer to Remuneration Report contained within the Annual Report section on page 37.

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

During 2012/13 and 2011/12 the Council had no early retirements or other compensation schemes.

3.5 Staff Benefits

The Council had no staff benefits in 2012/13 or 2011/12.

3.6 Retirements due to ill-health

During 2012/13 and 2011/12 the Council had no retirements due to ill-health.

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 4 OPERATING EXPENSES

Operating Expenses are as follows:-

	2013	2012
	£	£
Purchase of care from non-HPSS bodies	0	0
Revenue grants to voluntary organisations	436,358	538,377
Capital grants to voluntary organisations	0	0
Personal social services	0	0
Recharges from other HSC organisations	0	32,197
Supplies and services – Clinical	0	0
Supplies and services – General	16,146	27,576
Establishment	514,163	415,390
Transport	0	0
Premises	420,588	480,103
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	123,608	4,664
Clinical negligence - other expenditure	0	0
BSO services	144,689	106,813
Training	0	0
Professional Fees	0	0
Non cash items		
Depreciation	19,361	18,326
Amortisation	50,200	900
Impairments	0	0
(Profit) on disposal of property, plant & equipment (excluding profit on land)	0	0
(Profit) on disposal of intangibles	0	0
Loss on disposal of property, plant & equipment (including land)	654	0
Loss on disposal of intangibles	0	0
Provisions provided for in year	0	0
Cost of borrowing of provisions (unwinding of discount on provisions)	0	0
Auditors remuneration	8,560	8,560
Total	1,734,327	1,632,906

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

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 5 INCOME

5.1 Income from Activities

	2013	2012
	£	£
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

	2013	2012
	£	£
Other income from non-patient services	674,978	562,578
Seconded staff	25,781	63,429
Charitable and other contributions to expenditure	0	0
Donations/ Government grant/ Lottery funding for non current assets	0	0
Profit on disposal of land	0	0
Interest receivable	0	0
Total	700,759	626,007

5.3 Deferred income

	2013	2012
	£	£
Income released from conditional grants	0	0
Total	0	0

TOTAL INCOME

700,759	626,007
----------------	----------------

NORTHERN IRELAND SOCIAL CARE COUNCIL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 6.1 Property, plant & equipment - year ended 31 March 2013

	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 2012	0	23,564	0	0	35,744	0	250,775	0	310,083
Indexation	0	(830)	0	0	84	0	0	0	(746)
Additions	0	0	0	0	0	0	20,105	0	20,105
Donations / Government 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
Impairment charged to the SoCNE	0	0	0	0	0	0	0	0	0
Impairment charged to the revaluation reserve	0	0	0	0	0	0	0	0	0
Reversal of impairments (indexn)	0	0	0	0	0	0	0	0	0
Disposals	0	0	0	0	(5,431)	0	(29,469)	0	(34,900)
At 31 March 2013	0	22,734	0	0	30,397	0	241,411	0	294,542

Depreciation

At 1 April 2012

Indexation

Reclassifications

Transfers

Revaluation

Impairment charged to the

SoCNE

Impairment charged to the
revaluation reserve

Reversal of impairments (indexn)

Disposals

Provided during the year

Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
0	23,564	0	0	30,185	0	190,751	0	244,500
0	(830)	0	0	81	0	0	0	(749)
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	(5,431)	0	(28,815)	0	(34,246)
0	0	0	0	2,861	0	16,500	0	19,361
0	22,734	0	0	27,696	0	178,436	0	228,866

At 31 March 2013

Carrying Amount

At 31 March 2013

At 31 March 2012

Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
0	0	0	0	2,701	0	62,975	0	65,676
0	0	0	0	5,559	0	60,024	0	65,583

Asset financing

Owned

Finance leased

On B/S (SoFP) PFI and
other service concession
arrangements contracts

0	0	0	0	2,701	0	62,975	0	65,676
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	2,701	0	62,975	0	65,676

Carrying Amount**At 31 March 2013**

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 (2012 £ nil).

The fair value of assets funded from Donations / Government grant / Lottery funding during the year was £nil (2012: £nil)

NORTHERN IRELAND SOCIAL CARE COUNCIL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 6.2 Property, plant & equipment - year ended 31 March 2012

Cost or Valuation	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
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	0	0	0	0	0	0	35,784	0	35,784
Donations /									
Government 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
Impairment									
charged to SoCNE	0	0	0	0	0	0	0	0	0
Impairment									
charged to the									
revaluation reserve	0	0	0	0	0	0	0	0	0
Reversal of									
impairments									
(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

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
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
Impairment charged to the SoCNE	0	0	0	0	0	0	0	0	0
Impairment charged to the revaluation reserve	0	0	0	0	0	0	0	0	0
Reversal of impairments (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
At 31 March 2012	0	23,564	0	0	30,185	0	190,751	0	244,500

NORTHERN IRELAND SOCIAL CARE COUNCIL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

	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 1 April 2011	0	0	0	0	8,949	0	39,176	0	48,125
Asset financing									
Owned	0	0	0	0	5,559	0	60,024	0	65,583
Finance leased	0	0	0	0	0	0	0	0	0
On B/S (SoFP)									
PFI and other									
service concession									
arrangement									
contracts	0	0	0	0	0	0	0	0	0
Carrying Amount									
At 31 March 2012	0	0	0	0	5,559	0	60,024	0	65,583

NORTHERN IRELAND SOCIAL CARE COUNCIL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

[illegible]

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 7.1 INTANGIBLE ASSETS - year ended 31 March 2013

Cost or Valuation	Software licenses £	Software £	Total £
At 1 April 2012	47,862	273,625	321,487
Indexation	4,720	34,476	39,196
Additions	0	114,072	114,072
Donations / Government grant / Lottery funding	0	0	0
Reclassifications	0	0	0
Transfers	0	0	0
Revaluation	0	0	0
Impairment charged to SoCNE	0	0	0
Impairment charged to the revaluation reserve	0	0	0
Disposals			
At 31 March 2013	52,582	422,173	474,755
Amortisation			
At 1 April 2012	10,238	0	10,238
Indexation	0	0	0
Reclassifications	0	0	0
Transfers	0	0	0
Revaluation	0	0	0
Impairment charged to SoCNE	0	0	0
Impairment charged to the revaluation reserve	0	0	0
Disposals	0	0	0
Provided during the year	6,185	44,015	50,200
At 31 March 2013	16,423	44,015	60,438
Carrying Amount:			
At 31 March 2013	36,159	378,158	414,317
At 31 March 2012	37,624	273,625	311,249
Asset financing			
Owned	36,159	378,158	414,317
Finance Leased	0	0	0
On B/S (SOFP) PFI and other service concession arrangements contracts	0	0	0
Carrying Amount:			
At 31 March 2013	36,159	378,158	414,317

The fair value of assets funded from Donations / Government grant, Lottery funding during the year was £nil (2012: £nil)

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 7.2 INTANGIBLE ASSETS - year ended 31 March 2012

Cost or Valuation	Software licenses £	Software £	Total £
At 1 April 2011	10,398	0	10,398
Indexation	0	0	0
Additions	37,464	273,625	311,089
Donations / Government grant / Lottery funding	0	0	0
Reclassifications	0	0	0
Transfers	0	0	0
Revaluation	0	0	0
Impairment charged to SoCNE	0	0	0
Impairment charged to the revaluation reserve	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	0	0	0
Revaluation	0	0	0
Impairment charged to SoCNE	0	0	0
Impairment charged to the revaluation reserve	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

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

	Software licenses £	Software £	Total £
Asset financing			
Owned	37,624	273,625	311,249
Finance leased	0	0	0
On B/S (SOFP) PFI and other service concession arrangements contracts	0	0	0
Carrying Amount:			
At 31 March 2012	37,624	273,625	311,249
Asset financing			
Owned	1,060	0	1,060
Finance leased	0	0	0
On B/S (SOFP) PFI and other service concession arrangements contracts	0	0	0
Carrying Amount:			
At 1 April 2011	1,060	0	1,060

NOTE 8 FINANCIAL INSTRUMENTS

The Council had no financial instruments at either 31 March 2013 or at 31 March 2012.

NOTE 9 ASSETS CLASSIFIED AS HELD FOR SALE

The Council did not hold any assets classified as held for sale in 2012/13 or 2011/12.

NOTE 10 IMPAIRMENTS

The Council had no impairments in either 2012/13 or 2011/12.

NOTE 11 INVENTORIES

The Council did not hold any goods for resale at either 31 March 2013 or 31 March 2012.

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 12 TRADE RECEIVABLES AND OTHER CURRENT ASSETS

Note 12.1 Trade receivables and other current assets

	2013	2012
	£	£
Amounts falling due within one year		
Trade receivables	162,733	181,336
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	162,733	181,336
Prepayments and accrued income	23,155	18,387
Current part of PFI and other service concession arrangements prepayment	0	0
Other current assets	23,155	18,387
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	162,733	181,336
TOTAL OTHER CURRENT ASSETS	23,155	18,387
TOTAL RECEIVABLES AND OTHER CURRENT ASSETS	185,888	199,723

The Council had no bad debts at either 31 March 2013 or 31 March 2012.

NORTHERN IRELAND SOCIAL CARE COUNCIL NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 12 TRADE RECEIVABLES AND OTHER CURRENT ASSETS

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

	Amounts falling due within 1 year 2012/13	Amounts falling due within 1 year 2011/12	Amounts falling due after more than 1 year 2012/13	Amounts falling due after more than 1 year 2011/12
	£	£	£	£
Balances with other central government bodies	125,092	138,300	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	125,092	138,300	0	0
Balances with bodies external to government	60,796	61,423	0	0
Total Receivables and other current assets at 31 March	185,888	199,723	0	0

NOTE 13 CASH AND CASH EQUIVALENTS

	2013 £	2012 £
Balance at 1st April	776,642	337,336
Net change in cash and cash equivalents	(606,181)	439,306
Balance at 31st March	170,461	776,642
The following balances at 31 March were held at	2013 £	2012 £
Commercial banks and cash in hand	170,461	776,642
Balance at 31st March	170,461	776,642

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

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 14 TRADE PAYABLES AND OTHER CURRENT LIABILITIES

Note 14.1 Trade payables and other current liabilities

	2013 £	2012 £
Amounts falling due within one year		
Other taxation and social security	65,082	0
VAT payable	0	0
Bank overdraft	0	0
Trade capital payables – property, plant and equipment	0	0
Trade capital payables – intangibles	0	37,464
Trade revenue payables	55,329	146,090
Payroll payables	1,147	0
Clinical negligence payables	0	0
RPA payables	0	0
BSO Payables	0	
Other payables	40,936	0
Accruals and deferred income	238,940	402,588
Accruals and deferred income – relating to property, plant and equipment	20,105	35,784
Accruals and deferred income – relating to intangibles	114,072	253,093
Trade and other payables	535,611	875,019
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 (SoFP) PFI and other service concession arrangements contracts	0	0
Other current liabilities	0	0
Total payables falling due within one year	535,611	875,019
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 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	535,611	875,019

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 14 TRADE PAYABLES AND OTHER CURRENT LIABILITIES

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

	Amounts falling due within 1 year 2012/13 £	Amounts falling due within 1 year 2011/12 £	Amounts falling due after more than 1 year 2012/13 £	Amounts falling due after more than 1 year 2011/12 £
Balances with other central government bodies	148,744	1,894	0	0
Balances with local authorities	296	2,611	0	0
Balances with NHS /HSC Trusts	0	16,471	0	0
Balances with public corporations and trading funds	0	0	0	0
Intra-Government Balances	149,040	20,976	0	0
Balances with bodies external to government	386,571	854,043	0	0
Total Payables and other liabilities at 31 March	535,611	875,019	0	0

14.3 Loans

The Council did not have any loans payable at either 31 March 2013 or at 31 March 2012.

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 15 PROMPT PAYMENT POLICY

15.1 Public Sector Payment Policy - Measure of Compliance

The Department requires that the Council 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:

	2013	2013	2012	2012
	Number	Value	Number	Value
		£		£
Total bills paid	1,080	1,490,465	1,531	1,180,592
Total bills paid within 30 day target or under agreed payment terms	1,013	1,422,483	1,316	1,020,627
% of bills paid within 30 day target or under agreed payment terms	93.8%	95.4%	86.0%	86.45%
Total bills paid since 1 November 2012	371	437,966	-	-
Total bills paid within 10 day target or under agreed payment terms	221	314,442	-	-
% of bills paid within 10 day target or under agreed payment terms	59.6%	71.8%	-	-

The number and value of invoices paid within 10 days is provided only for the period November 2012 to March 2013

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	0

NOTE 16 PROVISIONS FOR LIABILITIES AND CHARGES

The Council had no provisions for liabilities and charges at either 31 March 2013 or 31 March 2012.

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 17 CAPITAL COMMITMENTS

	2013 £	2012 £
Contracted capital commitments at 31 March not otherwise included in these financial statements		
Property, plant & equipment	0	0
Intangible assets	0	90,672
	0	90,672

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

	2013 £	2012 £
Land		
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
Buildings		
Not later than 1 year	172,800	43,329
Later than 1 year and not later than 5 years	72,000	0
Later than 5 years	0	0
	244,800	43,329
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 2013 or at 31 March 2012.

18.3. Operating Leases, Commitments Under Lesser Agreements

The Council had not issued any operating leases at either 31 March 2013 or 31 March 2012.

NORTHERN IRELAND SOCIAL CARE COUNCIL NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 19 COMMITMENTS UNDER PFI AND OTHER SERVICE CONCESSION ARRANGEMENT CONTRACTS

The Council did not have any financial commitments under PFI Schemes at either 31 March 2013 or 31 March 2012.

NOTE 20 OTHER FINANCIAL COMMITMENTS

The Council did not have any other financial commitments at either 31 March 2013 or 31 March 2012.

NOTE 21 FINANCIAL GUARANTEES, INDEMNITIES AND LETTERS OF COMFORT

The Council did not have any financial instruments at either 31 March 2013 or at 31 March 2012.

NOTE 22 CONTINGENT LIABILITIES

The Council did not have any contingent liabilities at either 31 March 2013 or at 31 March 2012.

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 2013 or at 31 March 2012.

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

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 Revenue Resource Limit (RRL) for the Council is calculated as follows:

	2013	2012
	Total	Total
	£	£
HSCB	0	0
PHA	0	0
SUMDE & NIMDTA	0	0
DHSSPS (excludes non cash)	2,839,727	2,821,930
Other Government Departments	0	0
Non cash RRL (from DHSSPS)	78,775	27,786
Total agreed RRL	2,918,502	2,849,716
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	2,918,502	2,849,716

25.2 Capital Resource Limit

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

	2013	2012
	£	£
Gross Capital Expenditure	134,177	346,873
(Receipts from sales of fixed assets)	0	0
Net capital expenditure	134,177	346,873
Capital Resource Limit	134,177	347,063
Overspend/(Underspend) against CRL	0	(190)

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

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.

	2012/13	2011/12
	£	£
Net Expenditure	(2,910,206)	(2,841,064)
RRL	2,918,502	2,849,716
Surplus/(Deficit) against RRL	8,296	8,652
Break Even cumulative position(opening)	92,957	84,305
Break Even cumulative position (closing)	<u>101,253</u>	<u>92,957</u>

Materiality Test:

	2012/13	2011/12
	%	%
Break Even in year position as % of RRL	<u>0.28%</u>	<u>0.30%</u>
Break Even cumulative position as % of RRL	<u>3.47%</u>	<u>3.26%</u>

NORTHERN IRELAND SOCIAL CARE COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTE 26 LOSSES AND SPECIAL PAYMENTS

Type of loss and special payment	2012-13		2011-12
	Number of Cases	£	£
Cash losses			
Cash Losses - Theft, fraud etc	1	270	0
Cash Losses - Overpayments of salaries, wages and allowances			
Cash Losses - Other causes			
Claims abandoned			
Waived or abandoned claims	0	0	0
Administrative write-offs			
Bad debts	0	0	0
Other	0	0	0
Fruitless payments			
Late Payment of Commercial Debt	0	0	0
Other fruitless payments and constructive losses	0	0	0
Stores losses			
Losses of accountable stores through any deliberate act	0	0	0
Other stores losses	0	0	0
Special Payments			
Compensation payments			
- Clinical Negligence	0	0	0
- Public Liability	0	0	0
- Employers Liability	0	0	0
- Other	0	0	0
Ex-gratia payments	0	0	0
Extra contractual	0	0	0
Special severance payments	0	0	0
TOTAL	1	270	0

NORTHERN IRELAND SOCIAL CARE COUNCIL NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

26.1 Special Payments

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

26.2 Other Payments

There were no other payments made during the year

26.3 Losses and Special Payments over £250,000

There were no losses or special payments over £250,000 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 26 June 2013.

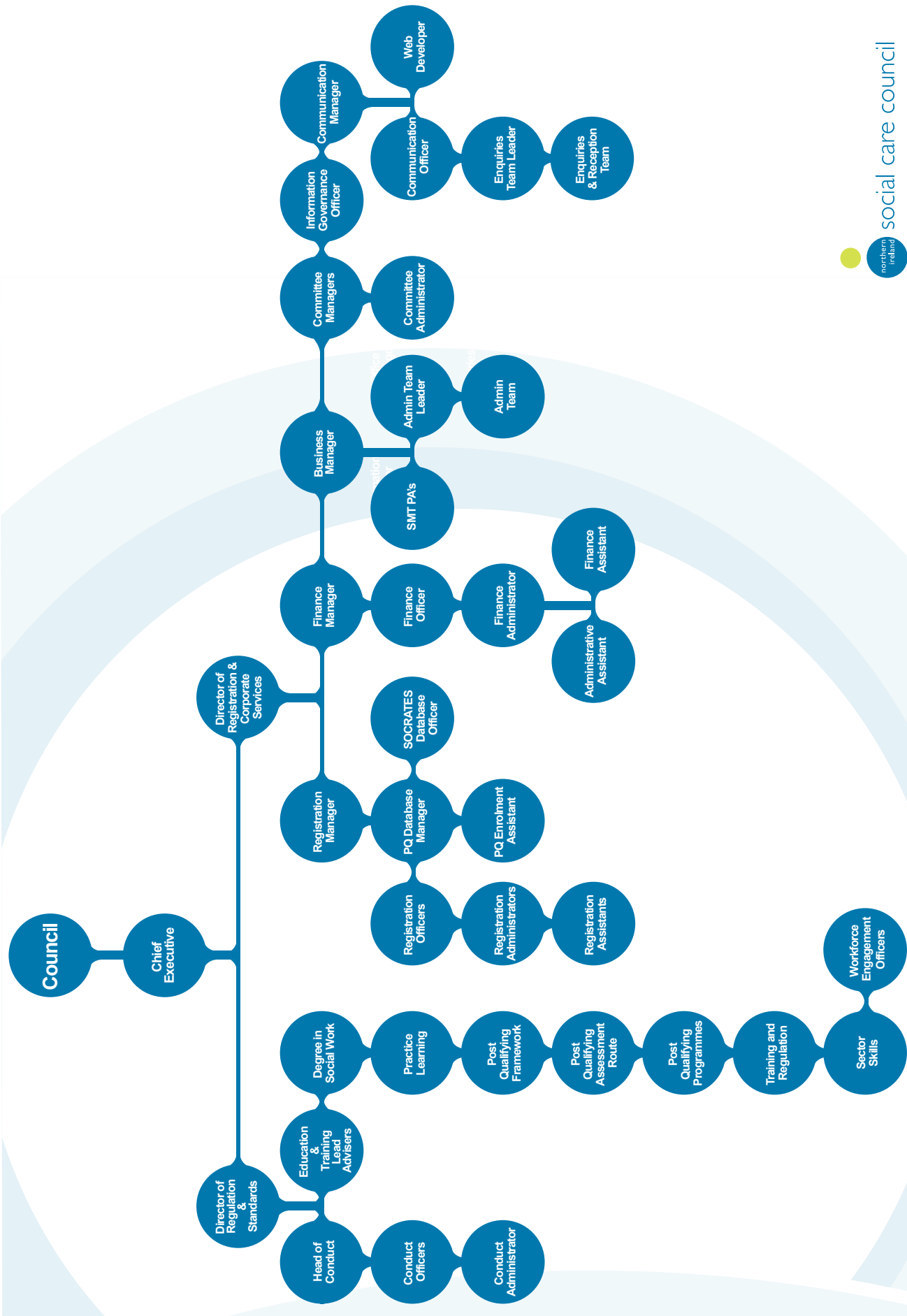


"What makes life good in care homes now, what could make them better - and how might we get there?"



www.nisocialcarealliance.org.uk

Appendix 1 Organisational Chart




social care council

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
DHSSPS (NI)	Department of Health, Social Services and Public Safety (Northern Ireland)
FPL	Finance, Procurement and Logistics (system)
FReM	Financial Reporting Manual
HRPTS	Human Resources, Payroll and Travel & Subsistence (system)
HSC	Health and Social Care
HSCT	Health and Social Care Trust
IIP	Investors in People
KSF	Knowledge and Skills Framework
NDPB	Non-Departmental Public Body
NISCC	Northern Ireland Social Care Council
NOS	National Occupational Standards
PQ	Post Qualifying (social work education and training)
PRTL	Post Registration Training and Learning
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
STA	Single Tender Action



Northern Ireland Social Care Council
7th Floor Millennium House
19-25 Great Victoria Street
Belfast
BT2 7AQ

Tel: **028 9041 7600**
Email: info@nisc.hscni.net
Website: www.nisc.info

This report is available from the NISCC website
www.nisc.info

Copies can be made available in a range of formats by
contacting the Communications Manager at the above
address or email comms@nisc.hscni.net

June 2013

ISBN 978-0-9557755-6-7