



Northern Ireland Social Care Council
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**Social Care Council Board Meeting
Confirmed Minutes
10.00a.m on Wednesday 26th April 2023
Room 2.6
James House
Belfast**

Present:

Paul Martin (CHAIR)
Sarah Browne, Board Member
Roslyn Dougherty, Board Member
David Hayes, Board Member
Gerard Guckian, Board Member
Jacqueline McGarvey, Board Member
Anne O'Reilly, Board Member

In Attendance:

Patricia Higgins, Chief Executive Officer, Social Care Council
Rita Lewtas, Head of Communication & Strategic Engagement
Catherine Maguire, Head of Workforce Development, Social Care Council
Declan McAllister, Director of Registration and Corporate Services, Social Care Council
Marian O'Rourke, Director of Regulation & Standards, Social Care Council
Helen McVicker, Head of Fitness to Practise, Social Care Council
Hollie Bishop, Business Support, Social Care Council
Maureen Martin, Business Support, Social Care Council
Peter Toogood, Deputy Secretary, Social Care Policy, DoH – for item 11 only

Observer(s): None

Apologies: None

Formalities

Item	Agenda	Action
1.	Welcome and Apologies	
1.1	The Chair welcomed everyone to the meeting and advised that Peter Toogood was scheduled to join the Board meeting at 11.30a.m.	
1.2	There were no apologies received.	

2.	Declarations of Interest	
2.1	There were no Declarations of Interest	
3.	Board Minutes – Papers A approval	
3.1	<i>Minutes of the previous Board Meeting of 7th December 2022</i>	
3.1.1	The minutes of 7 th December 2022 were approved by the Board as a true and accurate record.	
3.2	<i>Action List</i>	
3.2.1	See Annex I for action list review, and new actions arising out of the meeting of 26 th April 2023 (and previous meetings).	
4.	Matters Arising	
4.1	<i>7th December – item number 9.1a</i> Equality Awareness training information will be shared with Board members and the training will form part of the new Learning and Development and Induction programmes for Board members.	
4.2	<i>7th December – item number 9.1b</i> Communication on access to HSC Tapestry Disability Network to be shared with Participation Partnership members to consider membership representation on Network	
Business Briefings		
5.	Chair’s Report	
5.1	The Chair gave a brief update on the following key activity since the last meeting was noted: <ul style="list-style-type: none"> • NICON Chairs meetings - the Chair has attended a number of meetings, the most recent being held last week with the Permanent Secretary in attendance to deliver an update on the budget position. The Permanent Secretary gave an early signal on the challenge of delivering on the budget against the potential anticipated shortfall in allocation. • Hugh McPoland has been appointed to review Senior Executive Pay across the HSC and report within several months. Subject to agreement, the proposal will be presented to the Northern Ireland Executive for consideration and approval. • Strategic Planning with NICON – the focus of the meeting was on the direction for NICON in Northern Ireland with collective discussion around the current range of challenges being faced. • HSC Trust Chair appointments – • congratulations were extended to Ms O’Reilly on her appointment to the post of Chair of the Northern Health & Social Care Trust. Other Non-Executive Chair appointments were noted as follows: 	

	<ul style="list-style-type: none"> ➤ Dr Thomas Frawley - Western Health & Social Care Trust ➤ Jonathan Patton - South Eastern Health & Social Care Trust ➤ Ciaran Mulgrew - Belfast Health & Social Care Trust ➤ Eileen Mullan - Southern Health & Social Care Trust ➤ Michele Larmour – Northern Ireland Ambulance Service Trust <ul style="list-style-type: none"> • Congratulations were extended to the successful candidates appointed to the posts of Head of Workforce Development, Head of Registration Services and Deputy Registration Manager. It was confirmed that succession planning is underway in preparation for anticipated vacant posts. • The Chair and Chief Executive are scheduled to attend an in-person Accountability meeting with the Permanent Secretary on 4th July 2023. • Lesley Mitchell has agreed to be co-opted as a member of the Audit & Risk Assurance Committee until the Public Appointments Unit Non-Executive Directors recruitment exercise is completed. Ms. Mitchell is an experienced accountant who has previously served on the Boards of multiple Public Bodies including the Western HSC Trust and Foyle HSS Trust. • The Board Skills Review completed by David Nicholl recommends a Board composition of eight to ensure a balance of skills, perspective and experience. Although the report made a recommendation to recruit a Board Member with senior level finance experience, the Chair expressed the preference for appointment of a qualified accountant. The Chief Executive noted the recruitment process may be daunting for prospective, inexperienced applicants and it was agreed it would be helpful to engage with the Public Appointments Unit on the wording of the recruitment advertisement. Ms O'Reilly advised that whilst in post in the Belfast Trust she had interest expressed by five carers in applying for a Non-Executive Director post and suggested contacting Eileen Mullan, Board Room Apprentice scheme for guidance on capacity building and supporting applicants. <p>Decision: The Board approved the recommendation for the recruitment of 3 additional Non-Executive Directors.</p> <p><i>Action: A letter to be issued to Aine Morrison, DoH by the Board Chair to confirm Board agreement of the recommendation for the recruitment of 3 additional Non-Executive Directors.</i></p>	Chair
6.	Chief Executive's Report – Paper B for information	
6.1	The Chief Executive noted the following key activity highlights for the reporting period December 2022 to April 2023:	

	<ul style="list-style-type: none"> Continued industrial action by UNISON and NIPSA which took place during the reporting period had minimal impact for Council operational business; A Social Care Collaborative Forum co-chaired by the Chief Executive and Peter Toogood, Department of Health has been established as an action arising from a Rapid Action workshop hosted by the Council and NICON. The workshop was held in January with representatives from across the HSC Trusts, independent sector social care providers, Public Health Agency, Department of Health and digital and system design organisations to identify possible solutions to hospital discharge blockages. The first meeting of the Social Care Collaborative Forum was held on 21st April and will be discussed in more detail with Mr. Toogood under agenda item 11. <p><i>The Board noted the Chief Executive's Report.</i></p>	
7.	Subcommittees	
7.1	Unconfirmed Minutes of Professional in Practise (PiP) Committee of 1 March 2023 - Paper C	
7.1.1	<p>The Chair of the Professional in Practice Committee noted the following key highlights from the meeting of 1 March 2023:</p> <ul style="list-style-type: none"> Online meetings have enabled stronger participation however it has been agreed to hold an in-person strategic session in September; As part of long-term planning, work is underway to establish focus groups to gather feedback on the best approach to encourage engagement with the Credit Accumulation Route; Revalidation Approval panel date has been scheduled for 11 May; Hold the date for Board members for the PiP Awards ceremony in the afternoon of Tuesday, 13th June at the Tullyglass Hotel. <p>Action: PiP Committee Terms of Reference to be presented at the July Board meeting for approval</p> <p><i>The Board noted the Unconfirmed Minutes of PiP Committee of 1 March 2023.</i></p>	Secretariat
7.2	Leaders in Social Care Partnership - Unconfirmed Minutes of 18 January & draft Minutes of 23 March 2023 - Papers D & E	
7.2.1	<p>The Chair of the Leaders in Social Care Partnership reported on the meeting of 18 January and 23 March and noted the following key highlights:</p> <ul style="list-style-type: none"> Interest in the Social Care Collaborative Forum may lead to increased membership in the Partnership. The Committee Chair congratulated Peter Toogood, DoH and the Chief 	

	<p>Executive on their appointment as co- chairs of the Forum and on an informative and well managed initial meeting on 21 April;</p> <ul style="list-style-type: none"> • Feedback from a sense check of Partnership members noted concerns around funding for social care; • Members were invited to nominate individuals to the Participation Partnership as it is still open for volunteers to join. <p><i>The Board noted the Leaders in Social Care Partnership Unconfirmed Minutes of 18 January & draft Minutes of 23 March 2023.</i></p>	
7.3	<i>Unconfirmed Minutes of the Participation Partnership meeting of 6 March 2023 - Paper F</i>	
7.3.1	<p>The Chair of the Participation Partnership reported on the meeting of 6 March and noted the following key highlights:</p> <ul style="list-style-type: none"> • The Partnership is working with Professional Advisor, Mervyn Bothwell on contributing to the IMPACT Network and feedback on the project will be delivered at a future Partnership meeting; • Partnership member, Joanne Sansome has joined the membership of the Social Care Collaborative Forum; • Discussion was held on the Strategic Plan; • In response to an audit recommendation, work is starting on the development of an Engagement Plan with service users, carers, registrants and key stakeholders; • Ronnie Patterson has confirmed his membership following attendance at the last Partnership meeting as an observer; • In Your Shoes virtual event held although external attendance numbers were disappointing. Feedback from carer representatives indicated a lack of information around the work and influencing role of the organisation. The Partnership will explore ways to showcase the broad remit of the Social Care Council including looking at other engagement strategies. <p><i>The Board noted the Unconfirmed Minutes of the Participation Partnership meeting of 6 March 2023.</i></p>	
7.4	<i>Update on Work with the Registrants Forum - Paper G</i>	
7.4.1	<p>The Director of Regulation & Standards presented Paper G and noted the following key highlights:</p> <p>The Steering Group completed a Stakeholder Engagement Mapping exercise to demonstrate the broad range and nature of engagement in place to deliver safe and effective regulation of social workers and social care workers, and support registrants to meet their standards of conduct and practice.</p> <p>The next steps will be to develop an engagement strategy., Focus groups and surveys will be used to gather evidence on the role and format of the Forum going forward.</p>	

	<i>The Board noted the Update on Work with the Registrants Forum.</i>	
Governance		
8.	<i>Unconfirmed draft minutes of Audit & Risk Assurance Committee Extraordinary meeting of 17 April 2023 and Unconfirmed Minutes of 25 January 2023 -Papers H & I for approval</i>	
8.1.	<p>The Chair of the Audit & Risk Assurance Committee (ARAC) marked the passing of Dawn Johnston, Deloitte and the Board paid their respects to Ms. Johnston and her family.</p> <p>The Committee Chair updated members on the meetings of 25 January and 17 April 2023 and highlighted the following key points:</p> <ul style="list-style-type: none"> • End of appointment for Brenda Maitland and Lee Wilson as ARAC members. Leslie Mitchell has been co-opted onto the ARAC Committee which will strengthen the finance function as she is an experienced qualified accountant; • A one item agenda Extraordinary ARAC meeting was convened on 17 April to review the treatment of deferred income issues 2021/22. Leslie Mitchell has completed an independent review and concluded the management of the issues was appropriate and has made three recommendations. ARAC has accepted the recommendations, an action plan is in place and an update on the action plan will be presented at the next Board meeting. <p>ACTION: Review of Deferred Income Treatment report to be shared with Board members.</p> <p><i>The Board approved Unconfirmed draft minutes of Audit & Risk Assurance Committee Extraordinary meeting of 17 April 2023 and Unconfirmed Minutes of 25 January 2023.</i></p>	Secretariat
9.	<i>Paper J - Strategic Plan 2023 – 2027 for approval and Business Plan 2023 24 for review</i>	
9.1	<p>The Chief Executive presented the Strategic Plan 2023 - 2027 with supporting documents for approval and Business Plan for review. The Chief Executive confirmed that the final draft of the Strategic Plan incorporates feedback and amendments from the previous Strategic session. Board members were requested to review the Draft Business Plan and provide feedback to the Director of Registration and Corporate Services by 9 May.</p> <p><i>Decision: The Board approved the Strategic Plan 2023 – 2027.</i></p>	
10.	Board Self - Assessment Review – Paper K for approval	
10.1	The Director of Registration & Corporate Services advised that a Board Skills audit has been completed and the 2022/23 Action Plan updated with tracked changes to reflect recommendations. Board	

	<p>members were requested to consider the 2023/24 Action Plan and provide feedback/comments to the him and/or the Head of Business Services.</p> <p>Members noted that outstanding actions are related to matters outside of control of the organisation.</p>	
11.	Engagement with Peter Toogood, Deputy Secretary, Social Care Policy - 11: 30a.m – 12: 30p.m	
11.1	<p>The Chair welcomed Mr Toogood on behalf of the Board.</p> <p>Mr Toogood gave an overview of his new role and background and thanked members and officials for the opportunity to address the Board.</p> <p>Mr Toogood emphasised his commitment to continue to collaborate and build on the high-quality work delivered by the Social Care Council.</p> <p>Mr Toogood highlighted the following key messages:</p> <ul style="list-style-type: none"> • The importance of engendering a better view of what social care is and how it allows people to live independently with a good quality of life; • Action and delivery are essential to make a systemic change in social care; • Improved collaboration, and collective working is imperative to seek solutions to the challenges currently faced in social care. Building relationships of mutual trust and respect to develop solutions is key and this has been supported by the extensive groundwork completed by the Council's Leaders in Social Care Partnership and its work to develop the Compact document. • The establishment of a Social Care Collaborative Forum, within the DoH Transformation programme as a primary delivery vehicle to drive reforms in social care; • Work is ongoing to improve the system to join up Primary, Intermediate and Secondary care. It was agreed that Policy leads would meet with Trust Executives to reflect on a joined-up approach across statutory sectors. • A programme board has also been set up for the reform of Children's Services under the Transformation programme.; • The establishment of the Social Care Collaborative Forum and the Children's Reform Board will allow for discussion on social care alongside the health agenda and reflect improved visibility of social care and social work within the Transformation Programme; • It was acknowledged that a review of terms and conditions for the social care workforce is needed however this is subject to budgetary restrictions. The work of the Social Care Council on 	

	<p>the development and promotion of a career pathway for the social care workforce was commended.</p> <p>On behalf of the Board and Executive Officers, the Chair thanked Mr Toogood for making time to attend the Board meeting and welcomed the collaboration and relationship-based approach outlined. It was agreed that arrangements would be made for Mr Toogood to attend a future Board meeting to deliver an updated position.</p> <p>Mr Toogood left the meeting at 12.40p.m.</p>	
Business Matters		
12.	Financial Performance Report to 31 March 2023 - Paper L for review	
12.1	<p>The Director of Registration & Corporate Services reported that an end of year breakeven position had been achieved and noted the following key matters:</p> <ul style="list-style-type: none"> • A full breakdown of actual and deferred monthly fees has been provided at Appendix II to the report; • All allocation in relation to individual projects has been appropriately managed, delivered and expended; • A positive manageable financial position for 2023/24 is anticipated based on a calculation of 5% reduction in RRL, registration fee income forecast and in year savings due to the move to James House. An update will be provided for Board members once the RRL allocation letter has been received. <p><i>The Board noted the Financial Performance Report to 31 March 2023.</i></p>	
13.	Quarter 4 Business Performance Report - Paper M for information	
13.1	<p>The Director of Registration & Corporate Services noted the following key highlights:</p> <ul style="list-style-type: none"> • Registration & Regulation – 10 Green and 2 Amber KPIs; • Activity included achievement of IIP Gold Health & Wellbeing Award; • A key piece of work going forward is the development of the People Plan; • Workforce Development – all green KPIs; • Fitness to Practise – section 1.3.2 gives a detailed snapshot of the management of KPIs. <p><i>The Board noted the Q.4 Business Performance Report.</i></p>	
14.	Draft Annual Report 2022/23 (tabled) – Paper N for review	
14.1	<p>The Director of Registration & Corporate Services advised that the first draft of the Annual Report had been shared to allow members early sight. Board members were requested to send feedback and</p>	

	<p>comments and the report will be finalised and submitted to the Department of Health by 12 July.</p> <p>The Director of Registration & Corporate Services thanked all colleagues and officials for their valuable contribution in the development of the Annual Report.</p> <p><i>The Board noted the draft Annual Report 2022/23 and agreed to review and provide feedback and comment to the Head of Business Services.</i></p>	Board
Closing Formalities		
15.	Any other Business	
15.1	There were no other matters for discussion.	
16.	Date of next meetings	
16.1	<ul style="list-style-type: none"> • Wednesday 10 May – Audit & Risk Assurance Committee • Wednesday 14 June – Remuneration Committee • Wednesday 5 July – Board meeting 	

Approved by: Paul Martin, Chair

Signature: 

Date of approval: 5th July 2023

ANNEX 1 – ACTION LIST

ITEM	NEW ACTIONS 26th April 2023	OWNER	PROGRESS
5.1	<i>A letter to be issued to Aine Morrison, DoH by the Board Chair to confirm Board agreement of the recommendation for the recruitment of 3 additional Non-Executive Directors.</i>	Chair	Completed
8.1	<i>Review of Deferred Income Treatment report to be shared with Board members</i>	Secretariat	Completed
14.1	<i>Board members to review and provide comment/feedback on draft Annual Report 2022/23</i>	Board members	Open