



Northern Ireland Social Care Council

Publication Scheme

Final V2.0

August 2024

Northern Ireland Social Care Council Publication Scheme – August 2024

Publication Scheme

This publication scheme has been prepared in accordance with the guidance issued by the Information Commissioner and closely follows the [model publications scheme](#). The scheme is valid until [insert date 2 years from agreed date].

By issuing this publication scheme the Northern Ireland Social Care Council (Social Care Council) commits to making information available to the public as part of its normal business activities. The information covered by this scheme is included in the areas of information mentioned below.

The Social Care Council will:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the organisation and falls within the classifications set out below.
- Specify the information which is held and falls within the classifications below.
- Publish or otherwise make available as a matter of routine information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Will make this publication scheme available to the public through its website.

1. Who we are and what we do

The Northern Ireland Social Care Council (Social Care Council) was established via the Health and Personal Social Services Act (Northern Ireland) 2001. For further information, please refer to:

<https://www.legislation.gov.uk/nia/2001/3/contents>

[About Us - NISCC](#)

2. Organisation Structure, Location and Contact Details

Information on Social Care Council's Board, including minutes and papers, is located at:

[Board Committees and Partnerships - NISCC](#)

Information on the Social Care Council's structure and contacts for senior staff within each service is located at [Our People - NISCC](#) – this includes locations and contacts.

We also have a number of Partnerships. Details of these Partnerships including terms of reference is located at [Board Committees and Partnerships - NISCC](#)

3. What we spend and how we spend it

Information relating to annual accounts, financial auditing, allowances and expenditure can be viewed within here [Publications & Media - NISCC](#)

The Social Care Council has a scheme of delegation which is part of our standing orders [insert hyperlink].

Details of procedures used for the acquisition of goods and services, details of contracts currently being tendered and the list and value of contracts awarded can be viewed via the [eTendersNI](#) portal.

Details of contracts awarded are also published by the [Procurement and Logistics Team](#) in the Business Services Organisation.

4. What our priorities are and how we are doing

Information on the following is located at our [Publications and Media Information page](#):

- Annual Reports (including audit information)
- Strategic and Corporate Plans
- Annual Business Plans
- Quality Reports
- Data Reports

The above will also include information relevant performance management information. Our disability and equality schemes and action plans are located at the [Equality section](#) of our website. Equality and Disability Action Plans, information on Equality Screening and annual progress reports are also available.

From 2024, annual Complaints Reports will also be published.

5. How we make decisions

Board papers are available on our website (please refer to Section 2 of this document).

Strategies and plans are available as per Section 5.

6. Policies and Procedures

We have a wide range of policies and procedures available on request. In addition, the screening of these policies can be found on Business Services Organisation [Equality Unit's website](#).

- Human Resources
- Information Governance
- Complaints
- Information Technology
- Estates / Facilities
- Health & Safety
- Equality and Diversity

7. Lists and Registers

The Social Care Council holds a Register of Directors' Interests which contains the declared interests of both Executive and Non-Executive Directors, including company directorships. This is available to view at:

Chief Executive's Office
NI Social Care Council
4th Floor
James House
2 Cromac Avenue
BT7 2JA

To arrange please email: BusinessSupport@niscc.hscni.net

8. The services we offer

The Social Care Council provides a range of services to registrants and employers which can be found on our website – these include:

- [Regulatory responsibilities](#)
- [Registration](#)
- [Regulation/Fitness to Practise](#)
- [Workforce development and learning resources](#)
- [Career development](#)
- [Keeping registration, renewal up to date and the portal](#)
- Information and guidance in leaflet, video and booklet form (across the website)
- Advice and guidance (across the website)

The Social Care Council also offers a range of services to members of the public, including provision of information under Freedom of Information and Data Protection legislation, and a complaints service.

Details of how to request information are available via our [Privacy Notice](#).

Details of how to make a complaint are available on the [Complaints section](#) of our website.

9. Information not covered by this scheme includes:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, the Data Protection Act or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in our archive storage or it is difficult to access for similar reasons or is not part of a clearly identified filing system is not covered by this scheme.
- Information which is held on behalf of other health and social care organisations.

[Revised – August 2024]