



February 2015

NORTHERN IRELAND SOCIAL CARE COUNCIL – REGISTRANTS FORUM TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 The Northern Ireland Social Care Council (NISCC) is responsible for the regulation and registration of the Social Care workforce in Northern Ireland and is established under the Health and Personal Social Services Act (Northern Ireland) 2001 as a non-departmental body, sponsored by the Department of Health, Social Services and Public Safety NI (DHSSPSNI). To discharge its functions effectively, the NISCC has established a number of Partnerships to engage its key stakeholders in the development and delivery of its business.
- 1.2 The **Registrants Forum (the Forum)** was established by the NISCC in 2008, in accordance with a letter of Direction from DHSSPSNI. It is the formal mechanism through which the NISCC works with those Registered on the NISCC Social Care Register.

2. PURPOSE

- 2.1 The purpose of the Forum is to enable the Council to engage and/or consult with registrants on their views about matters relating to the conduct, practice, education and training of social care workers.

3. SCOPE

- 3.1 The Forum will represent to the Council the views and expectations of registrants on key aspects of the Council's work.
- 3.2 The Forum will provide advice on:
 - The Council's Corporate Plan;
 - The Council's annual Business Plan;
 - Matters related to the education and training of social workers and social care workers;

- Emerging policy and practice matters.

3.3 Members of the Forum will:

- Support the NISCC in its engagement with registrants and co-ordinate information flows to and from the NISCC with their relevant stakeholder groupings;
- Act collectively and constructively, in line with the Nolan Principles, in sharing the views and experiences of registrants to inform the work programme of the NISCC.

4. MEMBERSHIP

4.1 The Forum will consist of not more than 10 members. Nominations for membership will be sought by NISCC from the two main Trade Unions NIPSA and UNISON, NIASW the Professional Body for Social Workers, Social Care Employers and the two Degree in Social Work Programmes. Membership of the Forum will be approved by the Council.

4.2 The Registrants Forum is chaired by a member of the Forum selected by vote from existing members, together with a Deputy Chair appointed in the same manner, each for a term not exceeding four years. The student member will be appointed for two years and membership will alternate between the two Degree in Social Work Programmes. Members are required to attend at least 50% of the meetings in a year.

4.2 Chair and Members are required to participate in an annual review, support the Terms of Reference, undertake induction and be available to support the work of the Forum throughout the year.

4.3 Membership will be drawn from all parts of the NISCC Register on the following basis:

1 social work student member

3 social work members

6 social care worker members (including social care manager(s))

5. FREQUENCY AND TIMING OF MEETINGS

5.1 The Forum will meet four times a year. Additional ad-hoc meetings (and/or representation at other NISCC events) may also be required. Members are required to liaise with the Chair in advance if they are unable to attend a meeting for any reason.

5.2 The Chair and Deputy Chair will attend public Council meetings.

- 5.3 Copies of agendas of other Council Committees will be circulated to the Chair and Deputy Chair. Where there are matters of common interest on the agenda and it is thought useful either by the Chair of that Committee or by the Chair/Deputy Chair of the Forum, they will be invited to attend with observer status.
- 5.4 The NISCC will support the arrangements for the Forum meetings by providing the secretariat who will arrange for the distribution of agendas, papers and taking a note of meetings. The Director of Regulation and Standards, or her nominated deputy, will directly support the Chair in the management of the Forum.

6. REPORTING, GOVERNANCE AND ACCOUNTABILITY

- 6.1 Minutes of the Forum will be forwarded to the NISCC Council meeting following each meeting. As a formal Committee of the NISCC, minutes of the Forum meetings will also be published on the NISCC website.
- 6.2 Members of the Forum will be required to comply with good governance practice in their undertakings with the NISCC, attending relevant training sessions as required and working collaboratively with the NISCC and other Partnership members.
- 6.3 The Terms of Reference of the Forum will be reviewed by the Council and the members on an annual basis as part of their programme of work, including an assessment of the extent to which the Forum is complying with its scope and purpose set out in paragraphs 2 and 3 above.

7. ENDORSEMENT

- 7.1 These Terms of Reference were approved by the Registrants Forum on 6th February 2015 and endorsed by Council on 18th February 2015.