



Northern Ireland Social Care Council

Minutes of Council Meeting Wednesday 18 February 2015 at 10am NISCC Offices, Millennium House, Belfast

Present

Council

Jim Perry (Chair)
Brenda Maitland
Julie Erskine
Trevor Spratt
Lee Wilson

Maire McMahon
Geraldine Campbell
Neil Bodger
Ruth Lavery
Joe Blake

Catherine McPhillips

In Attendance

Colum Conway (Chief Executive)
Patricia Higgins (Director of Regulation & Standards)
Mark Bradley (Director of Registration & Corporate Services)
Lorraine Conlon (Government Liaison Officer, DHSSPS)

Apologies

Anne O'Reilly

Angela McCrory – Note Taker

Members of the Public

None

Item		Action												
1.	Apologies for Absence													
1.1	The Chair welcomed everyone to the meeting. He especially welcomed Ms Catherine McPhillips to her first full Council Meeting. The Chair also welcomed Lorraine Conlon, Government Liaison Officer.													
1.2	Apologies had been received from Ms Anne O'Reilly.													
2.	Declarations of Interest													
2.1	There were no declarations of interest.													
3.	Chair's Business													
3.1	The Chair notified members that the Donaldson Report would be discussed at the Council Strategic Session on 25 March. Copies of the report are available on-line: http://www.dhsspsni.gov.uk/donaldsonreport270115.pdf													
3.2	<p>The Chair informed members of the increase in fees for June 2015/16 and 16/17 and, following agreement by email, he asked that this be formally adopted by Council and recorded in the minutes.</p> <table data-bbox="602 1461 1159 1623"> <tbody> <tr> <td>Social Care Workers</td> <td>£25</td> </tr> <tr> <td>Social Workers</td> <td>£55</td> </tr> <tr> <td>Social Care Managers</td> <td>£55</td> </tr> <tr> <td>Students</td> <td>£20</td> </tr> </tbody> </table> <p>These increased levels will apply from 1 April 2015 Fee levels for 2016/17 will increase on the following basis:</p> <table data-bbox="581 1797 1136 1875"> <tbody> <tr> <td>Social Care Workers</td> <td>£30</td> </tr> <tr> <td>Social Workers</td> <td>£65</td> </tr> </tbody> </table>	Social Care Workers	£25	Social Workers	£55	Social Care Managers	£55	Students	£20	Social Care Workers	£30	Social Workers	£65	
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	<p>Social Care Managers £65 Students £20</p> <p>These levels will apply from 1 April 2016</p> <p>This was agreed by Council.</p>	
3.3	<p>The Chair reported that the allocation letter from DHSS&PS for NISCC had been received indicating a 10% reduction in allocation. The Director of Registration and Corporate Services informed Members that a balanced Budget for 2015/16 would be tabled at the Council Strategic Session in March and would be based on the Savings Plan previously discussed.</p>	
3.4	<p>The Chair informed Members that a submission on the roll out of compulsory registration for Domiciliary and Day Care workers was nearing completion and will be given to the Minister for consideration. He asked the GLO to provide Council with an overview of where this was and she confirmed that it would be finalized today and forwarded to Minister.</p>	
3.5	<p>The Chair noted that when Ms McMahon's, Mr Blake's and Professor Spratt's term of office ends in September that Ms McPhillips will be the only Registrant on the Council. It will be important that the Public Appointments Unit at DHSS&PS is encouraged to push ahead with a recruitment exercise for new Council Members. The GLO confirmed she was working with PAU to ensure NISCC was a priority.</p> <p>The Chief Executive informed Council that plans employers will be encouraged to promote membership of the Council within their organisations.</p>	
3.6	<p>The Chair informed members that NICON were preparing a briefing paper ahead of the elections and that he and the Chief Executive were meeting with NICON this afternoon to assist with the development of the paper.</p>	
4.	Chief Executive's Report	
4.1	<p>The Chief Executive spoke to his report, which had previously been</p>	

	<p>circulated for Council's information.</p> <p>The Chief Executive referred to item 3 regarding his meeting at the Professional Standards Authority Symposium in London on 13 February. He informed Members that it was useful to hear what was happening elsewhere and that NISCC was seen as part of the discussions on issues relating to professional regulation.</p>	
5.	Unconfirmed Minutes of Council Meeting held on Wednesday 22 October 2014.	
5.1	The Minutes were agreed as an accurate record of the meeting and will be signed by the Chair.	
6.	Matters Arising	
6.1	Any matters arising will be discussed as part of today's agenda.	
7.	Business Matters	
7.1	Registration Fees 2015/16	
	Registration Fees for 2015/16 were discussed and agreed under Chairman's Business (item 3.2)	
7.2	Council Committees and Partnership - membership	
	The Chairman had held individual meetings with Members of Council, in advance of today's Council meeting. The membership of Partnerships and Committees have been discussed and agreed. New members have been asked to shadow the role of Chair on their respective Committees and Partnerships.	
7.3	Draft Business Plan 2015/16	
	<p>The Director of Registration and Corporate Services invited Council to consider the draft Business Plan for 2015/16.</p> <p>The Director of Registration and Corporate Services took Members through the core objectives. Council asked for the following points to be noted:</p> <ul style="list-style-type: none"> ➤ Strategic Objective 1 - Registration - the word '<i>completed</i>' 	

	<p>should be replaced with <i>'to start'</i> by March 2016;</p> <ul style="list-style-type: none"> ➤ Strategic Objective 2 – Workforce Development – the phrase <i>'world class'</i> –should be replaced with more appropriate terminology; ➤ The wording around activity needs more narrative to take into account our Strategy. <p>The Director of Registration and Corporate Services informed Members that the 'Corporate Services' section will be updated, in light of the Allocation Letter now being received.</p> <p>The Council thanked Ms Stranaghan for her excellent work on the Plan.</p>	
7.4	Standards of Conduct and Practice	
7.4.1	Standards of Codes of Practice	
7.4.2	Standards of Conduct and Practice for Social Workers	
7.4.3	Standards of Conduct and Practice for Social Care Workers	
	<p>The Director of Regulations and Standards presented the revised papers on the Standards of Conduct and Practice to Council. She informed Members that all stakeholders Council have been engaged throughout the process, with Members of the NISCC Participation Partnership being involved in both the Reference Group and the Task and Finish Groups. Both sets of standards combine to provide the regulatory framework which will be used by Committees within the new Fitness to Practice model of regulation. She asked that Council approve the final drafts of the Standards for submission to the DHSSPS for agreement.</p> <p>It was suggested by Council that an appendix be added listing the individual groups who were spoken to and to remove the sentence with the word 'substantial' as there were no substantial issues.</p> <p>The Director of Regulation and Standards noted that the chief Executive has written to the Chief Social Services Officer (DHSS&PS) requesting a meeting to discuss the outcomes of the consultation in relation to the Code of Practice for Employers of Social Care Workers (Employers Code). She confirmed that in the meantime, the Employers Code will remain in its current form.</p> <p>Council passed their thanks to Ms McVicker for her work on the Codes.</p>	

7.5	Whistleblowing	
7.5.1	Guidance for Whistle blowers	
7.5.2	Guidance for Whistle blowers for Social Care Staff	
	<p>The Director of Regulation and Standards introduced the NISCC Guidance for Whistleblowers to Council for information. She informed members that the paper provides information about the actions taken to provide guidance to whistleblowers and to ensure that concerns raised through Whistleblowing are addressed appropriately. The Director of Regulation and Standards reported that the guidance relates to NISCC's statutory responsibility as a prescribed body under the Public Interest Disclosure (Prescribed Persons) (Amendment) order (Northern Ireland) (2012).</p>	
7.6	Social Care Registrant Induction Requirement.	
	<p>The Director of Registration and Corporate Services spoke to this paper, highlighting the current issues presented by this requirement linked to registration. He informed Members that this part of the Register has grown to over 18,000 since 2003 and coupled with the profile and transient nature of this group of workers, it has become increasingly difficult to monitor the requirement for induction linked to registration.</p> <p>He requested that members consider removing the requirement placed on social care registrants for the completion of Induction, as this is not wholly within the registrant's control. He suggested that members consider replacing it with a requirement for Employers of social care workers to confirm, in their endorsement of an application for registration that Induction has been or will be provided to the registrant.</p> <p>This paper therefore proposes to remove the link to registration and strengthen the Employers' responsibility of ensuring that Induction training is provided.</p> <p>Members endorsed the removal of the link to Registration and agreed that the Application Form should be updated to ask the</p>	

	Employer to confirm that Induction has been provided, as per NISCC Induction Standards.	
7.7	Board Self-Assessment 2014/15	
7.7.1	Note of Discussion	
7.7.2	Self-Assessment Tool	
7.7.3	Note of Case Study	
	<p>The Director of Registration and Corporate Services referred to the Council's Strategic Session in January and informed Members that the paper reflected the discussion by Council at that meeting and that this now requires endorsement before being submitted to the Department.</p> <p>Council is required to submit a short note of its deliberations, a final self-assessment tool and a copy of the Case Study carried out by end of March 2015.</p> <p>Members noted that the discussions were helpful on the day and the paper reflected their discussions.</p> <p>Members considered and endorsed the 2014/15 Board Self-Assessment.</p>	
7.8	Registrants Committee Draft Terms of Reference	
	<p>The Director of Regulation and Standards presented the report and gave an overview of the background of the Registrants Committee. She informed Members that the Committee had been in existence since 2008 and the original Terms of Reference were approved by the Council. The Revised Terms of Reference reflect the changed profile of the NISCC register. The Director of Regulations and Standards gave a breakdown of the membership of the Committee. The Director of Regulation and Standards noted that the Terms of Reference refer to the Committee as a Registrants Forum. Members confirmed the important role of the Registrant Forum.</p> <p>Council endorsed the Terms of Reference.</p> <p>The Director of Regulation and Standards was thanked for her</p>	

	work with the group.	
8.	Performance Reporting	
8.1	Quarter 3 Performance Management Report	
	<p>The Director of Registration and Corporate Services informed Members that the purpose of the paper was to provide Council with a report on the business performance of NISCC during the third quarter of business. He presented this report, asking Members to note the expected year end outcome the objectives which will not be completed by the end of March this year. As the Report illustrates, there are reasons for the non-attainment of some objectives.</p> <p>The Director of Regulation and Standards informed Members that new legislation regarding the Fitness to Practice Regulations and revised rules and standards procedures have been concluded in draft form and all should be ready to proceed in 2016.</p> <p>Council thanked staff for their input into the Report.</p> <p>Council noted the Performance update in relation to Communications and engagement in the Report and made reference to the Business Plan for 15/16 in terms of having more specific and measurable actions in this area.</p> <p>Council noted the Report.</p>	
8.2	Quarter 3 Financial Management Report	
	<p>The Director of Registration and Corporate Services presented this report, confirming a break even position at March is anticipated. He noted the identified the planned savings in salaries and expenditure in goods and services were in line with the discussions Council had in October around the in year budgetary pressures.</p> <p>Council noted the report.</p>	
8.3	Quarter 3 Information Governance Report	

	The Director of Registration and Corporate Services presented the report to the Members of Council.	
9	Audit and Governance	
9.1	Unconfirmed Minutes of Audit & Governance 21 January 2015 (for information)	
	The Chair of the Audit and Governance Committee informed Council that the Committee was satisfied with the state of progress and the minutes were for information.	
9.2	Audit & Risk Assurance Committee	
	The Chair of the Audit and Governance Committee presented the revised Terms of Reference, which included the renaming of the Committee as Audit and Risk Assurance Committee to reflect best practice. A Member raised an issue on some of the terminology used. The Chair confirmed that she will take the Terms of Reference back to the Audit Committee for further consideration.	
9.3	Corporate Risk Register	
	The Chair of the Audit and Governance Committee reported that the Audit Committee had considered the NISCC's Corporate Risk Register for 2014/15. Work has commenced on a restyled Register for 2015/16 that better reflects the top strategic risks to the organisation. A member raised some issues over the risks that were reflected and how we could best reflect this, as well as ensuring it is in line with current guidance. The Chair of the Committee agreed to have further discussions at the next Audit Committee on these comments. Council endorsed the Corporate Risk Register.	
9.4	Assurance Framework	
	The Chair of the Audit and Governance Committee reported the Audit Committee had considered the NISCC's Assurance	

	<p>Framework for 2014/15 so that it accurately reflects the re-positioning of the Corporate Risk Register. She asked Council to endorse the Assurance Framework.</p> <p>Council endorsed the Assurance Framework.</p>	
9.5	Records Management Strategy	
	<p>The Chair of the Audit and Governance Committee asked Members to consider and endorse the Records Management Strategy.</p> <p>Council endorsed the Records Management Strategy.</p>	
9.6	NISCC Disclosure Policy	
	<p>The Chair of the Audit and Governance Committee asked Members to consider and endorse the NISCC Disclosure Policy.</p> <p>Council endorsed the NISCC Disclosure Policy.</p>	
9.7	NISCC Audit Action Plan	
	<p>The Chair of the Audit and Governance Committee asked Members to note the NISCC Action Plan. Recommendations arising from recent Audit Reviews will be added to this action plan and will be monitored during 2015/16.</p>	
9.8	Corporate Records Audit for 2014/15 Findings and Recommendations	
	<p>The Chair of the Audit and Governance Committee informed Members that the report was to provide assurance to Council that records are being managed appropriately. She asked Members to note the information.</p>	
10.	Partnerships Updates	
10.1	Workforce Development – Unconfirmed minutes 16 December 2014 (for information)	

	On behalf of the Chair of the Workforce Development Committee, the Chief Executive informed Members that the first meeting of the newly established Workforce Development Partnership took place on 16 December, 2015 with the next meeting to be held in April.	
10.2	Participation Partnership Minutes 18 November 2014 (for information)	
	The Chair of the Participation Partnership informed Members of the work Brenda Horgan, Professional Advisor, was doing in reviewing the Quality Standards of Participation with the involvement of members of the Participation Partnership. A joint session will be held with staff and the Participation Partnership to finalise the associated Action Plan. The Director of Registration and Corporate Services informed Members that this will be followed with a joint meeting of Council and the Participation Partnership. The minutes of the meeting were for information.	
10.3	Participation Partnership – Unconfirmed Minutes 20 January 2015. (for information)	
	The Chair of the Participation Partnership presented the minutes to Council, for information only.	
10.4	Professional in Practice – Unconfirmed Minutes 9 December 2014 (for information)	
	The Chair of the Professional in Practice Partnership presented the minutes for information, and confirmed that the preparation was complete for the launch on 1 June of the <i>Professional in Practice</i> continuous professional development framework.	
10.5	Professional Strategic Issues Group – Unconfirmed Minutes 14 January 2015 (for information)	
	The Chair of the Professional Strategic Issues Group informed Members that there was nothing further to add. The minutes were for information.	

14	Any other business	
14.1	The Chief Executive informed Members that Sean Holland, Deputy Secretary, Social Services Policy Group/Chief Social Services Officer will be attending the next Council Meeting on 29 April.	
15	Date of next meeting	
15.1	The next meeting of Council will be the Strategic Workshop on 25 March when the Budget and the response to the Donaldson report will be discussed. The next full Council meeting will take place on Wednesday 29 April 2015	