



Northern Ireland Social Care Council

Unconfirmed Minutes of Council Meeting Wednesday 21 October 2015 at 10.00am NISCC Offices, Millennium House, Belfast

Present:

Council

Jim Perry (Chair)	Brenda Maitland
Joe Blake	Maire McMahon
Geraldine Campbell	Catherine McPhillips
Julie Erskine	Anne O'Reilly
Ruth Lavery	Lee Wilson

In Attendance:

Colum Conway (Chief Executive)
Mark Bradley (Director of Registration & Corporate Services)
Carolyn Ewart (Vice Chair of Registrants Forum)
Patricia Higgins (Director of Regulation & Standards)
Marian O'Rourke (Head of Workforce Development)
Maureen Martin- Minute Taker

Apologies:

Neil Bodger (Council Member)
Roberta Magee (Chair of Registrants Forum)
Trevor Spratt (Council Member)

Item		Action
1.	Welcome and Apologies	
1.1	The Chair welcomed everyone to the meeting and introduced Carolyn Ewart. Vice Chair of the Registrants Forum. Apologies had been received from Neil Bodger, Roberta Magee and Trevor Spratt.	
2.	CLEAR Annual Education Conference Boston	
2.1	<p>The Director of Regulation and Standards and the Head of Workforce Development delivered a presentation on their attendance at the CLEAR (Council on Licensure, Enforcement and Regulation) Annual Education Conference, Boston in September 2015.</p> <p>The Director of Regulation and Standards explained that CLEAR is an international organisation based in America with worldwide reach and is well attended by delegates from Australia, New Zealand, Ireland and UK. CLEAR is a regulators' networking body and promotes regulatory excellence for a wide range of regulators ranging from Health & Social Care to finance and real estate. NISCC is now a member of CLEAR so has access to its full library of educational tools and resources.</p> <p>In October 2014, an invitation to submit a paper was sent out by CLEAR and a paper on the Professional in Practice (PiP) was submitted by NISCC and subsequently selected by CLEAR. The Director of Regulation and Standards and the Head of Workforce Development were invited to the Annual Education Conference in Boston to deliver a presentation on PiP to delegates from across the world at a 2.5 day event. Following the success and positive response to this presentation, NISCC has been invited to add their PiP submission to the CLEAR educational and tool resource.</p> <p>The Head of Workforce Development stated that the conference was very useful as each delegate had to attend other presentations and it was very interesting to attend these and to be able to gain a</p>	

different perspective on regulation in other countries.

The keynote address was delivered by Anthony Marini and The Director of Regulation and Standards and the Head of Workforce Development were both reassured that NISCC has a good model of care due to the importance highlighted in his address of ongoing competence and the importance of “soft skills” (relationship building, collaborative work and evidence based practice). The importance of these “soft” skills have already been recognized by NISCC as core skills and are reflected in PiP and the social care training framework in development. As the audience was from a mixed workforce, these “soft” skills may not have the same emphasis placed on them and the ability to recognise, teach and assess these skills may still need to be taught in some workforces, e.g. construction.

Presentations were also delivered by the Scottish Social Services Council and CORU. The Director of Regulation and Standards stated that the Resilience Workshop presented by Jenny Bulbubia, CORU was extremely informative and topical and that this is a key topic that NISCC need to do more work around.

Members were reminded that they can attend a lunchtime seminar by Jenny Bulbubia to be held at NISCC on 31 March 2015. NISCC to do some work with CORU around their model of regulation

The Director of Regulation and Standards and the Head of Workforce Development both stated that the conference was a very useful event and has resulted in agreement to future collaboration and engagement with a number of organisations. The positive feedback from the presentation has resulted in:

- ✓ Discussion with NICON on attendance at 2016 conference
- ✓ A possible collective presentation with NISCC, GMC and Pharmaceutical Society on the role of the regulator
- ✓ Further engagement by the Head of Workforce Development with Canadian regulators in Physiotherapy , Social Work and Interior Designers

The Chair and Council members commended The Director of Regulation and Standards and the Head of Workforce

	<p>Development for the excellent presentation and noted that the CLEAR conference was a worldwide forum and that they had presented at the largest workshop with outstanding feedback. The Chair stated that regulation is under a spotlight due to the recent PSA report and with the groundbreaking work that NISCC is undertaking and its promotion of excellent practice in Social Work and Social Care, NISCC is well placed to contribute to discussions on regulation.</p> <p>A member queried whether a summary of the CLEAR conference and presentation should be written up for public domain</p> <p><i>Action: The Director of Regulation and Standards to follow up on how a summary of the CLEAR conference could be presented.</i></p>	PH
3.	Declarations of Interest	
3.1	None were received	
4.	Chair's Business	
4.1	<p>The Chair gave members a verbal update on the following:</p> <ul style="list-style-type: none"> • Extension of appointments to NISCC Council have now been confirmed and confirmation letters from the DHSSPS issued to for relevant council members • Committee membership will be confirmed and signed off before next council meeting • The Mid Year Accountability meeting with the Permanent Secretary has been scheduled for 26 November 2015 • The PSA report, Rethinking Regulation will be reviewed and discussed at the Professional Strategic Issues Group meeting directly following the council meeting • PiP Awards were held in the Dunadry Hotel on 7 October 2015. The Chair thanked everyone involved in the planning and the delivery of the event and commented on the excellent turnout and high standard of the event • Standards roadshows - the Chair noted that most of the Council members have already attended one or more workshops and reported that he was very impressed with 	

	the high standard of delivery and the positive feedback and response from registrants. The Chair commended especially the excellent manner of delivery and content of Professional Advisor, Helen McVicker.	
5.	Chief Executive's Report	
5.1	<p>The Chief Executive spoke to the Chief Executive's Report</p> <p>The Chief Executive updated members on the following:</p> <ul style="list-style-type: none"> • The DHSSPSNI has engaged the Social Care Institute for Excellence (SCIE) to produce an evaluation of the impact of registration of the social care workforce. NISCC are working with SCIE to develop the evaluation framework which will be tested throughout. The logic model will be the spine of the evaluation and the questions set now will ensure that NISCC is on the correct trajectory so it is essential that these questions are accurate . Discussion took place on the proposed 5 year assessment period as a member considered that this would not be a long enough period to establish the impact of registration and queried whether an interim evaluation over a ten year period should be built into Council. • IMPact European Project - The Chief Executive explained the IMPact organisation captured data on social and economic impact and via IMPact, NISCC had engaged with other UK countries in building an assessment toolkit with a framework due by March 2016 • The Chief Executive and the Director of Regulation and Standards had met with RQIA to work on the Employers' Code and it had been agreed that the Code will go into the RQIA work plan next year • The Chief Executive had participated in a half day summit held by the Commission for Older People. The Chief Executive had been a speaker and a member of the Q&A panel at the event to highlight good practice in the delivery of Domiciliary Care in Northern Ireland. He had also attended an event to mark the end of Claire Keatinge's tenure as Commissioner for Older People in Northern Ireland. 	

	<p>The Chief Executive reported that the Commissioner for Older People had attended the N.I Assembly Health Committee on 7 October 2015 to give evidence on the report “Changing the Culture of Care Provision in Northern Ireland” and to report on what key elements of the report have been implemented and that RQIA are attending the Health Committee today to give a response.</p> <ul style="list-style-type: none"> • The Chief Executive had attended a retirement event for Maxine Devenney, Chief Education Welfare Officer on behalf of NISCC and as a result of the engagement with the Education and Welfare teams will be speaking at their annual event in November 2015 • The new Standards of Conduct and Practice for Social Workers and Social Care Workers were launched at the Cedar Foundation’s Ardkeen Supported Living facility on Wednesday 30th September 2015. Although it was a low key event, the launch went very well and is now being followed by a series of workshops across the region • The Chief Executive had chaired the bi-annual 5 Nations Regulators meeting that was hosted by NISCC on 2nd October 2015. This meeting brought together senior managers of Health & Care Professions Council (HCPC), CORU, NISCC, Care Council Wales (CCW) and Scottish Social Services Council (SSSC) to discuss areas of mutual interest. • The Chief Executive had chaired the Carers N.I 50th Anniversary summit which took place on 14th October 2015 at Crumlin Road Gaol, Belfast <p>Council members noted a good range of engagement by the Chief Executive</p>	
6.	Minutes of Council Meeting held on Wednesday 1 July 2015.	
6.1	<p>The Minutes were agreed as an accurate record of the meeting and will be signed by the Chair pending the following changes:</p> <ul style="list-style-type: none"> • a correction to the attendance list • an amendment at item 11.1 to “ Front Line” instead of “ front line staff training” 	

7.	Matters Arising	
7.1	No matters arising	
8.	Business Matters	
8.1	NISCC Allocation Letter 2015/16	
8.1.1	<p>The Director of Registration & Corporate Services reported that the NISCC Allocation Letter 2015/16 had been provided for information only and was to confirm the current year allocation of £2,284,000. Further in year reductions are unlikely although reductions have been requested for 2016/17 of 5%, 10% and 15%. The Director of Registration & Corporate Services will examine the scenarios and assess the impact for each of these reductions.</p> <p>It was noted that funds had been ring-fenced from the allocated amount for the increased employer superannuation this year</p>	
9.	Performance Reporting	
9.1	Q.2 Business Performance Report (for information)	
9.1.1	<p>The Director of Registration & Corporate Services spoke to the Registration section of the report.</p> <ul style="list-style-type: none"> • It was agreed that the summary giving each of the core objectives was more helpful and informative. • Registration objectives are all green and some stats have been included to reflect the change of register. This is important as this will give oversight relating the to roll out and the monitoring of additional registrants. 170 people have registered from this cohort and NISCC is waiting on another 70 payments. • The Registration Manager is attending registration workshops for the Western and Northern HSCTs and the Director of Registration & Corporate Services is to arrange a meeting with the Belfast Trust HR department to discuss issues raised at his meeting with their Operational leads • Registrants are still being removed from register- mainly for nonpayment of fees. The Director of Registration & Corporate Services is to meet with Shared Services to 	

	<p>discuss deduction at source of the registration fee which gives a tax benefit for registrants and could be deducted over 6 or 12 months although NISCC would still receive just one payment. This would be beneficial for employers as it would allow staff to remain on rota and would also reduce the NISCC workload by having to remove a lower number of registrants from the register. Consent of registrants would need to be sought to allow deduction of fees at source. The Chair noted that registrants may also be able to claim tax back on fees as they can be claimed for 3 years retrospectively</p>	
9.1.2	<p>The Director of Regulation and Standards spoke to the Conduct section of the report</p> <ul style="list-style-type: none"> • It was noted that last year's figures have now been included which is helpful for comparison • Performance KPIs are now all being met. • All Conduct July KPIs were not met but this had been investigated and was due to circumstances outside of NISCC control and is now back on track <p><i>Action – It was agreed that the Council would be informed if a tribunal has not concurred with a NISCC conduct decision</i></p> <ul style="list-style-type: none"> • No Workforce development stats in report but all on target The Chief Executive stated that it is difficult to capture data in this area but the planning process may help to develop this. • The Chief Executive reported that after an initial fear of getting on Twitter it is being used now through the communication strategy. The use of social media, such as Facebook, YouTube and Twitter are now the most effective method for information exchange (the PiP Launch is on YouTube) and access to the NISCC website is required for online registration. NISCC is to meet with the heads of Trusts to discuss their staff access as currently their access to social media is blocked. Feedback to the E newsletter is very positive 	PH
9.1.3	<p>No issues noted with the Corporate Services and Governance section of the report</p>	

9.1.4	<p>The Finance Report was tabled for information.</p> <p>The Director of Registration & Corporate Services spoke to the report and noted that it was linked to the NISCC Allocation letter.</p> <ul style="list-style-type: none"> • NISCC is operating within budget with a slight overspend at year end. • Income as projected at beginning of year but registration income may need reviewed as roll out progresses • Payroll - pay award and ring fenced money for superannuation noted • Goods and services- slight overspend in some smaller areas • Underspend in Legal and committee fees with legal costs as predicted. Invoices from Tughans will decrease monthly as this is moved across to Shared services • Fewer committees in first half of year so will be monitored over coming months • Money set aside and profiled over the next six months for roll out • Prompt payment stat has been reported at Audit Committee already. 	
10.	Partnerships Updates	
10.1	<p>Quarterly Participation Partnership Report</p> <p>The Chair of the Participation Partnership spoke to the report and the following was noted:</p> <ul style="list-style-type: none"> • The report has been expanded and will also be uploaded to the NISCC website • Members of the Participation Partnership group are happy with the design of the report and will input in the production of the report as they are keen to show how the partnership is making a difference • The Director of Registration & Corporate Services stated he had presented at a recent General Dental Council meeting on participation and they had been very impressed with the level of participation and the tenets of involvement. • Due to illness some of the Participation Partnership members are not able to attend so there will be a drive to recruit new members. <p>The Chief Executive emphasised that it is important that involvement and participation information is captured and recorded</p>	

	The Chair informed members that the Participation Partnership group and the registrants Forum will attend either a joint or separate facilitated workshop by Rob Rae, 3rd Horizons and that it would be useful to involve both these groups in the development of Corporate plan.	
10.2	The Participation Partnership Forum unconfirmed minutes 23 June 2015 were noted	
10.3	Workforce Development Update	
10.3.1	<p>The Chief Executive gave a verbal update on Workforce Development as there were no papers or minutes available from the previous workshop by 3rd Horizon.</p> <p>Rob Rae has produced a paper on Horizon scanning (3 Horizons short, medium and long term) and agreement and has completed the logic model for the Workforce Development Partnership (WDP). This will be shared with the Partnership once finalised and the work plan should be agreed at a WDP meeting at the end of November and then shared with Council.</p> <p>Six key areas of work have been agreed with the Partnership and will form the basis of their work plan. The Chief Executive noted that it a leadership role is fundamental to the WDP in driving this plan forward.</p> <p>A Domiciliary Care subgroup of employers has now been established and have agreed to work in a twofold way:</p> <ol style="list-style-type: none"> 1. Strategic approach to domiciliary care workforce 2. Assist and advise on domiciliary care registration roll out <p>The Chief Executive, the Director of Regulation & Standards and the Head of Workforce Development are to meet with individual members of the WDP to agree areas of the work force plan. Key figures need to be kept engaged with in order to maintain a strategic approach.</p>	
10.4	Registrants Forum unconfirmed minutes 15 September 2015 were noted	
10.4.1	The Director of Regulation & Standards reported that this had been	

	<p>the initial meeting of the newly formed Registrants' Forum and the agenda had included the Standards of Conduct and Practice and Employers Code with work on the Employers' Code due to commence next month and guidance on the Employers' Code will be a priority item on the next agenda.</p> <p>A member agreed that it was beneficial to have re-established the Registrants' Forum and stressed that the guidance would be a key issue, as with increasing demands on every health service the reality of practice would place pressure on registrants in maintaining the standards.</p> <p>A discussion followed on the responsibility of both employers and registrants in regards of poor practice and where this responsibility ends. It was stated that the message that needs to be disseminated to registrants is that the standards are a tool to support professional practice and not as a means to hold to them to account.</p>	
10.5	Professional Strategic Issues Review Group minutes 29 June 2015 were noted	
10.5.1	<ul style="list-style-type: none"> • A Professional Strategic Issues Group meeting to be held after the Council meeting so an update will be available for the next meeting • The PiP review has been completed and focused on the roll out. NISCC staff have been out promoting PiP within the Health & Social Care Trusts and with voluntary organisations • A first meeting of a new subgroup to developing degree to doctorate level has taken place • The CLEAR conference, Boston is a good reflection on PiP partnership and learning that has emanated from it 	
11.	Audit & Governance	
11.1	Audit & Governance unconfirmed minutes of 14 October 2015 were noted.	
11.2	<i>The Council endorsed the Corporate Risk Register</i>	
11.3	The Chair stated that the roles and responsibilities for groups and individuals is useful but ultimate, overall responsibility lies with	

	council <i>The Council endorsed the Risk Management Strategy</i>	
11.4	The Business Continuity Plan and Strategy need to be tested on a regular basis. Due to the recent IT failure a real event has happened and a scenario based one will be planned for the future. <i>The Council endorsed the Business Continuity Plan & Strategy</i>	
11.5	<i>The Council endorsed the Assurance Framework</i>	
11.6	The Information Governance Q.1 & Q.2 Reports were noted	
11.7	HIA Mid-Year Report was noted. Council members agreed that it is a useful summary document and an important part of the governance process as it informs the Mid-year assurance statement	
11.8	The NISCC Mid-Year Assurance Statement was noted <ul style="list-style-type: none"> • The Chair queried the date of Board meeting stated in the document and this is to be amended from 14 October to 21 October and the word Board is to have Council in brackets added • Noted the BSO Limited assurance was noted and the Council advised that this will also be discussed at Audit committee for impact on NISCC 	
11.9	Internal Audit Progress Report to Audit Committee was noted It was agreed that the information is to be kept under consideration and several priority 2 issues that need to be dealt with. It was highlighted that it is very rare to receive substantial assurances which were given in this report.	
11.10	Shared Service Audit Reports was noted	
12.	AOB	
12.1	A member had requested inclusion of the NIAO Report on the Events Company for discussion at the Council meeting and it was felt that it might be useful to have a check exercise on learning. The Chair referred back to the Risk Management strategy- the ultimate responsibility lies with the Council and stressed the important role of the Audit committee in continuing to offer a challenge function. Minutes of both Committee and Council should reflect the nature and extent of the challenge.	

	<p>The Director of Registration & Corporate Services reassured members that the NISCC External Auditors meet with the Audit Committee who are representative of Council members and in this respect differ from the Events Company which did not have an Audit Committee in place.</p> <p>It was agreed that governance should be the framework for the assurance of corporate objectives and not at the heart of it as a danger of risk adversity could arise. It is important to find the “balance” in managing the risks in order that care objectives can continue to be met.</p>	
12.2	The Chief Executive reported that Terms of Reference for Registration Roll Out Evaluation would be brought to Council once they have been better developed	
13.	Date of next Council meeting	
13.1	Wednesday 3 February 2016	