

**Northern Ireland Social Care Council
Confirmed Minutes of Council Meeting
Wednesday 1 February 2017 at 10.00am
NISCC Offices, Millennium House, Belfast**

Present: Council

Jim Perry (Chair)	Maire McMahon
Joe Blake	Catherine McPhillips
Neil Bodger	Anne O'Reilly
Geraldine Campbell	Trevor Spratt
Julie Erskine	Lee Wilson
Ruth Lavery	

In Attendance:

Lorraine Conlon- Dept. of Health, Government Liaison Officer - Observer
Colum Conway (Chief Executive)
Mark Bradley (Director of Registration & Corporate Services)
Patricia Higgins (Director of Regulation & Standards)
Roberta Magee (Chair of Registrants Forum)
Maureen Martin- Minute Taker

Apologies:

Brenda Maitland (Council Member)

Item		Action
1.	Welcome and Apologies	
1.1	The Chair welcomed everyone to the meeting. Apologies had been received from Brenda Maitland.	
2.	Declarations of Interest	
2.1	None were received.	
2.2	The Chair advised that the annual Declarations of Interest forms had been issued to members for completion and return.	

3.	Chair's Business	
3.1	The Chair congratulated Council member, Julie Erskine on her appointment as Chair of BSO from 5 December 2016 and confirmed her continuing involvement with Council.	
3.2	<p>The Chair reported that a scenario planning template had been circulated to members. The template is the NISCC response to a request from the Department of Health to consider scenarios for the 2017/2018 financial year to assess the impact of a 2%, 5%, 10% and 15% reduction in grant in aid.</p> <p>Due to the political landscape in Northern Ireland, clarification on budget allocation is required. It is expected that a budget may be agreed by the N.I Assembly before the end of March and if this is the case, the Council Strategic session on 29th March will be used to discuss the impact.</p> <p>The Chair noted that although NISCC Standing Orders stipulate that the budget should be signed off by Council by the end of March as the Strategic session is a formal meeting of Council it would allow the budget to be signed off at a later date.</p> <p>The Government Liaison Officer (GLO) confirmed that the Department of Health had not received any further information on the budget and that efficiency savings have been implemented.</p>	
3.3	The Chair noted that a Board Self-Assessment exercise would be held after today's Council meeting.	
3.4	The Chair reported that 60+ applications had been received in response to advertised vacancies for 3 Committee Chairs and up to 6 Committee members. Shortlisting has commenced and interviews will be held throughout February.	
3.5	The Chair updated members on the status of the recruitment exercise for a new NISCC Chair and Council members. Due to the completion of their appointed terms 3 members are due to leave at the end of March 2017 and a further 3 members at the end of September 2017. The Chair reported that the Minister has approved the recommendation by the	

	<p>Public Appointments Unit for the appointment of a new Chair of Council and 7 new members. It is expected that the timetable will be agreed soon and the Chair thanked the GLO for her work in ensuring this matter was brought before the Minister before the commencement of purdah.</p> <p>The Chair reported that he had agreed to remain in position until the recruitment exercise has been completed and a new Chair should be in post by the end of September 2017.</p> <p>The Chair stated that he will update Council on any information regarding the recruitment timetable and of any indication of changes in the political climate that may affect the process.</p>	
3.6	<p>The Chair noted that as the next Audit & Risk Assurance Committee meeting is scheduled for 15th February, there are no Governance items on the Council meeting agenda.</p> <p>The Risk Management Committee had convened on 24th January and no issues of note had been indicated for escalation to the Council.</p> <p>The Corporate Plan and Business Plan are on the afternoon agenda for discussion and the Audit and Risk Committee will also assess these for any impact on risk.</p>	
4.	Chief Executive's Report	
4.1.	<p>The Chief Executive spoke to the report and advised that Jackie McIlroy is in post as Acting Deputy Chief Social Work Officer (DCSO). The previous DCSO, Christine Smyth, has been appointed to a new role as Strategy Director (Social Work) and is currently working on a range of new structures to take forward the second phase of implementation of the Social Work Strategy.</p> <p>The Chief Executive confirmed that an invitation to attend a Council meeting later in the year would be extended to the Acting DCSO.</p>	
4.2	The Chief Executive reported that he had met with the	

	Expert Panel on Adult Social Care and a report on recommendations will be presented to Council at the meeting of 26 th April 2017.	
4.3	<p>The Chief Executive informed members that the Historical Institutional Abuse Inquiry Report had been published on 20th January and NISCC is reviewing for any implications for regulations.</p> <p>It was noted that the report had not contained any direct recommendations for NISCC and only one reference had been made to NISCC in the Report. The reference related to the recommendation that a commissioner for survivors should be appointed and NISCC should work directly with them.</p> <p><i>Action: The Historical Institutional Abuse Inquiry Report to be added to the agenda of the next Professional Issues Strategic Review group.</i></p>	NISCC Admin
4.4	<p>The Chief Executive reported that a new post category had been introduced in England. Nursing Associates will begin training in 2017 in a new role that will sit alongside existing nursing care support workers and fully-qualified registered nurses to deliver hands-on care for patients.</p> <p>The Nursing & Midwifery Council (NMC) agreed last week that they will regulate the new role. The Chief Executive emphasised that although there is no plan to introduce Nursing Associates to the workforce in Northern Ireland, it would be useful to monitor any impact on regulation due to the potential overlap between nursing and social care work roles.</p>	
5.	Minutes of Council Meeting held on Wednesday 19 October 2016.	
5.1	<p>The Chair requested an amendment at Item 7.1 to reflect that the decision made by Council had been to endorse the report.</p> <p>The Minutes will now read as :</p>	

	<p><i>Council endorsed the Consultation on the Review of NISCC Code of Practice for Employers of Social Care Workers</i></p> <p>Pending the amendment the Minutes were agreed as an accurate record of the meeting and will be signed by the Chair.</p>	
6.	Matters Arising	
6.1	<p>Item 7.2 - The Director of Registration & Corporate Services confirmed that information for Council members on the NISCC Consultation process will be built into the Council training programme for the next year.</p>	
6.2	<p>Item 9.1.1 - The Chair of the Participation Partnership confirmed that a meeting will be arranged with the Director of Registration and Corporate Services to agree a letter to be written to the Chair of Council on the issue of non-remuneration of service users and carers in the Partnership.</p>	
7.	Business Matters	
7.1	<i>Draft Corporate Plan</i>	
7.1.1	<p>The Chief Executive spoke to the draft Corporate Plan and advised that pending endorsement from Council, the draft Corporate Plan and Business Plan will be submitted to the Department today for approval.</p> <p>The Chief Executive noted that the draft Corporate Plan had been circulated and reviewed at the Council Strategic session in December and the comments/suggestions from members had been incorporated into the document.</p> <p>Following discussion, members proposed the following revisions to the document:</p> <ul style="list-style-type: none"> • Use of “The NISCC” or “NISCC” should be consistent throughout; • Page 4 - use of language around co-production to be reviewed and a sentence added on the contribution of Participation Partnership in this area ; • Page 6, Our Vision – “Improving standards” to be amended to “Improved standards”; 	

	<ul style="list-style-type: none"> • A general “tidy up” of language throughout <p>Council members commended the Corporate Plan as a very readable, professional and concise document containing relevant, robust themes.</p> <p>The Chief Executive noted that a microsite is in development which, once live, will display infographics, scenario planning and information on the Business Plan built in behind the Corporate Plan. The “click” presentation will make this information easy to access and regular updates will ensure it remains a live document. It is expected that the micro site will be completed in time for the launch of the Corporate Plan.</p> <p>Council members thanked all staff involved in the production of the report.</p> <p><i>Decision: Pending the amendments identified, Council endorsed the draft Corporate Plan.</i></p>	
7.2	<i>Draft Business Plan</i>	
7.2.1	<p>The Director of Regulation and Standards spoke to the Draft Business Plan.</p> <p>The Director reviewed each section of the report and Council members noted the following amendments required:</p> <ul style="list-style-type: none"> • Page 4 - Correction required to spelling of “development” and arrows to be removed • Page 6 - “Disseminate” and date to be removed • Consistency of use of “NISCC” instead of “the NISCC” to be formatted throughout document. • Page 14 – additional organisations to be added at section 2 and “relevant” to be inserted before “<i>sharing data and intelligence</i>” <p>A Council member queried why RQIA had been the only organisation named on Page 14, Section 2 relating to information sharing.</p> <p>The Director of Regulation and Standards noted that this had</p>	

	<p>reflected that the focus of the first year will be on RQIA. It was agreed that improved data/information sharing could be used to inform developments in regulations and departmental policies.</p> <p>The Chair and Council thanked all staff involved in the production of the report.</p> <p>Decision: Pending the amendments identified, Council endorsed the draft Business Plan</p>	
7.3	<i>Draft Business Continuity Plan and Strategy</i>	
7.3.1	<p>The Director of Registration and Corporate Services spoke to the Draft Business Continuity Plan and Strategy and requested endorsement by the Council.</p> <p>The Director of Registration and Corporate Services advised that the Draft Business Continuity Plan and Strategy had been endorsed by Council last year but had been presented again as minor amendments had been made to reflect changing internal roles.</p> <p>The Director of Registration and Corporate Services reported that the Business Continuity Plan and action plan are well embedded in the organisation. A Business Continuity team is in place and will take part in a scenario planning test exercise on 15 March 2017.</p> <p>Decision: Council endorsed the Business Continuity Plan and Strategy</p>	
7.4	<i>Update on Roll Out of Registration</i>	
7.4.1	<p>The Director of Registration & Corporate Services gave a verbal progress update on the roll out of registration of domiciliary care workers.</p> <p>The Director of Registration & Corporate Services advised that 30,788 were on the register as of the 31st January with an additional 2000 open applications in process.</p> <p>The Director of Registration & Corporate Services congratulated the teams involved in the successful roll out process and noted that as a consequence the organisation is</p>	

	<p>ahead of expected targets and it is anticipated that most applicants should have applied for registration by the end of March 2017.</p> <p>It was noted that the overwhelming support by employees and employers at consultation level has resulted in an acceptance and commitment to the roll out of registration.</p> <p>On behalf of the Senior Management team, the Chief Executive thanked the Director of Registration & Corporate Services for his leadership, engagement and commitment to the roll out of registration. The Chief Executive highlighted the importance of continued evaluation and measurement on the impact of registration and the need to build on the relationships that have been established through the process.</p> <p>The importance of data capture and information sharing was agreed particularly as NISCC has spearheaded the roll out of registration for Social Care workers in the U.K.</p> <p>A member advised that UNISON has begun engaging with Domiciliary Care employers and staff on the importance of registration and the consequences of misconduct/ non registration.</p>	
7.5	<p><i>Analysis of Consultation Outcomes of the Review of NISCC Code of Practice for Employers of Social Care Workers</i></p>	
7.5.1	<p>The Director of Regulation and Standards advised that the report contained the analysis of responses to a consultation exercise on the NISCC Code of Practice for Employers of Social Care Workers. The Director of Regulation and Standards stated that approval was being sought from Council on the draft Standards.</p> <p>Details of the consultation process were issued to all employers, registrants, NISCC Partnerships and Committees as well as to a range of other key stakeholders.</p> <p>97 responses to the consultation were received and there was a high level of agreement with the proposed standards. Some minor amendments to wording were suggested and</p>	

the inclusion of a number of additional standards which are reflected in the appended final draft version.

The Director of Regulation and Standards noted that the majority of responses had been received from practitioners who indicated that registrants are taking an interest in how employers are supporting their employees and employer accountability.

As a result of the consultation the following changes have been made to the proposed Standards:

- the wording has been changed at 1.5,2.5,4.1 and 5.4 in line with feedback to ensure greater clarity;
- three additional standards have been added in relation to;
 - (2.6) – management responsibilities for agency workers
 - (3.2) – the provision of a healthy and safe working environment for staff
 - (3.5) – the management of poor performance

The Director of Regulation and Standards noted that following approval from Council , the draft Standards would be presented to RQIA's Management Board for approval prior to being forwarded to the Department of Health for final sign off.

Council members commended the report.

Decision: Council approved the draft Standards

8.	Performance Reporting	
8.1	<i>Q.3 Performance Report</i>	
8.1.1	<p>The Director of Registration & Corporate Services advised that the Q.3 Performance Report had been provided to Council for information and noted the following key information:</p> <ul style="list-style-type: none"> • Registration – KPI for removal process within 20 	

	<p>working days for December 2016 was not met. This was a deliberate decision to not remove workers for nonpayment of fees to minimise impact on the delivery of care over the Christmas fortnight</p> <p>Action: Council noted the Q.3 Performance Report</p>	
8.2	Q.3 Finance Report	
8.2.1	<p>The Director of Registration & Corporate Services spoke to the Q.3 Finance Report and noted the following key information:</p> <ul style="list-style-type: none"> • NISCC is operating within budget at end of month 9 • Under receipt in registration fees as Registrants have been on hold for nonpayment of fees however work has now been undertaken to redress this • A significant anticipated overspend for legal fees has been monitored monthly and is expected to come in on budget <p>Action: Council noted the Q.3 Finance Report</p>	
8.5	<p>The Director of Regulation and Standards advised that the Quality 2020 Annual Report 2015/16 detailed how the NISCC ensures that quality is embedded throughout all aspects of the organisation and requested Board approval.</p> <p>The Q2020 Unit has confirmed that they are content with the submitted report.</p> <p>Decision: Council endorsed the Quality 2020 Annual Report 2015/16.</p>	
9.	Partnerships Updates	
9.1	Quarterly Participation Partnership Report (for information)	
9.1.1	<p>The Chair of the Participation spoke to the quarterly Participation Partnership report and the following were highlighted:</p>	

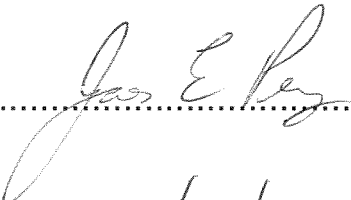
	<ul style="list-style-type: none"> • A Participation Partnership Away Day took place on 6th December 2016 at Lisburn Civic Centre followed by a Christmas lunch. The Corporate Plan and Business Plan were agenda items; • Re- engagement has been undertaken with existing members; • A proposed new member of the Participation Partnership group attended the Away Day as an introductory meeting. Sarah Gardiner is a Social Worker with Kindercare; • Looking ahead- review of Principles of Participation and action list • Participation Partnership member, Maria Somerville was congratulated on her recent appointment to the Transformation Board. It was proposed that the Participation Partnership member will attend a future Council meeting to discuss this role. <p>The Chair of the Participation Partnership recommended endorsement from Council on the appointment of a new member of the Participation Partnership group, Sarah Gardiner.</p> <p><i>Action: Council endorsed the appointment of a new member to the Participation Partnership group, Sarah Gardiner</i></p>	NISCC Administration
9.2	<p><i>Action: Council noted the Participation Partnership Forum unconfirmed minutes of 11 October 2016.</i></p>	
9.3	<p>The Chair of the Workforce Development Partnership reported that the group is coming to an important stage in its development with significant buy-in by key members. A strategic workshop was held to develop John Compton's report on Social Care.</p> <p>It was agreed that this document along with the Assessing the Economic Value of the Adult Social Care Sector in Northern Ireland report will help to place NISCC in a good strategic and leadership position. A member suggested that it is an opportune time to decide how to best build on the</p>	

	<p>combined momentum behind NISCC and the data the organisation has gathered.</p> <p>An employer led Social Care seminar has been proposed as an outworking of the discussions of the Workforce Development Partnership.</p> <p>Action: Council noted the Workforce Development draft unconfirmed minutes of 12 January 2017.</p>	
9.4	<p>The Chair of the Registrants' Forum stated that a meeting had not been convened since the last Council meeting. The next Registrants' Forum meeting is scheduled for 20 February and information on the joint meeting with Council that took place on 16 November 2016 will also be presented at the next Council meeting.</p>	
9.5	<p>The Chair of the PiP Partnership reviewed the minutes of the meeting of 7 December and highlighted the following:</p> <ul style="list-style-type: none"> • <i>Item 2.2</i> - A change in the membership of the PiP Partnership was noted due to retirement of Mary McColgan, University of Ulster. • <i>Item 9.1</i> – PiP Award ceremony has been confirmed for Thursday 15 June 2017 in the Silverbirch Hotel, Omagh • <i>Item 10.1</i> – The Chair of the Pip Partnership noted the commendation of the PiP framework by the External Assessor. The External Assessor had made particular reference to the framework's advocacy for evidence based practice combined with professional judgement. <p>The Chair of Committee noted the exceptional input and value of Ms. McColgan to the PiP Partnership and her long-term support of NISCC and requested that the Chair of Council recognise this by the formal issue of a letter of thanks.</p> <p>Action: Chair of Council to issue a formal letter of thanks to Ms.McColgan for her long service to the PiP Partnership</p>	

9.6	The Chair of the Professional Issues Strategic Review Group reported that the meeting scheduled for 27 January 2017 had been cancelled but a new date for March will be canvassed.	
10.	Corporate Matters	
10.1	<i>Note to Council re Policies</i>	
10.1.1	<p>The Director of Registration and Corporate Services explained that the note outlined minor changes to policies that have been approved already by the Policy Review Group and the Senior Management team.</p> <p>The Director of Registration and Corporate Services requested that Council note the changes to the policies as outlined in the document.</p> <p>A member raised an issue of how Council members are held to account in terms of policies. The Director of Registration and Corporate Services advised that the policies applied to staff and that Members were held to account through the Code of Conduct. He further suggested that this could be picked up at a strategic session to help inform the Board Self-Assessment.</p> <p><i>Decision: Council noted the changes as outlined in the Note to Council re Policies document</i></p>	
10.2	<i>Policies for Endorsement</i>	
10.2.1	<p>The Director of Registration and Corporate Services presented the Complaints policy for approval by Council.</p> <p>The Director of Registration and Corporate Services advised that the Complaints Policy had been completely rewritten to align to the Ombudsman Best Practice guide published last year.</p> <ul style="list-style-type: none"> • Page 18, Item 6.1 Unacceptable Actions Policy section – following a query from a member, it was agreed that it would be of benefit to add a limit to the number of appeals that can be made. 	

	<p>The Director of Registration and Corporate Services noted that an Internal Audit review of the Complaints Policy is currently being carried out and an Internal Audit report on this will be presented at the next Council meeting.</p> <p>Decision: The Council endorsed the Complaints Policy pending amendment at Item 6.1, page 18 to add a limit to the number of appeals that can be made.</p>	
10.2.2	<p>The Director of Registration and Corporate Services presented the No Smoking Policy for approval by Council and noted that the policy had been updated to clarify the HSC position on e-cigarettes.</p> <p>Decision: The Council endorsed the No Smoking Policy</p>	
10.2.3	<p>The Director of Registration and Corporate Services presented the Disclosure Policy for approval by Council and noted that it had been amended to reflect changes from the Conduct to Fitness to Practise model.</p> <p>A member expressed concern at Item 5.2 in respect of the accessibility of an address via the Public Facing Register (PFR) in a domestic violence situation. It was confirmed that the PFR will only give the town of employment.</p> <p>Decision: The Council endorsed the Disclosure Policy</p>	
10.2.4	<p>The Director of Registration and Corporate Services presented the Harassment, Bullying and Intimidation Policy for approval by Council and noted that it had been updated to reflect the inclusion of all Section 75 groups.</p> <p>Decision: The Council endorsed the Harassment, Bullying and Intimidation Policy</p>	
11.	AOB	
	No items for discussion	
12.	Date of next Council meeting	
12.1	Wednesday 26 April 2017	

Minutes Approved by: Jim Perry, Chair

Signature 

Date 27/04/2017

