

**Northern Ireland Social Care Council  
Confirmed Minutes of Council Meeting  
Friday 30<sup>th</sup> June 2017 at 9.30am  
NISCC Offices, Millennium House, Belfast**

**Present: Council**

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

**In Attendance:**

Lorraine Conlon- Dept. of Health, Government Liaison Officer (Observer)  
Colum Conway- Chief Executive  
Patricia Higgins – Director of Regulation & Standards  
Declan McAllister- NIGALA (Observer)  
Roberta Magee - Chair, Registrants' Forum  
Maureen Martin – Minute taker

**For Item 3.1 only- Public attendees**

Shauna Corr  
Bernie Ferguson  
Georgina Hendy  
Nicola Laverty  
Paul McCartney  
Tracy McCartney Tracy Morris

**Apologies:**

Neil Bodger

Item		Action
<b>1.</b>	<b>Welcome and Apologies</b>	
1.1	The Chair welcomed everyone to the meeting and in particular formally noted the attendance of Declan McAllister in the capacity of observer prior to the commencement of his appointment as Director of Registration & Corporate Services.	
1.2	Apologies had been received from Neil Bodger.	
1.3	The Chair advised that, in accordance with Standing Orders, an opportunity would be given for a small group of members of the public to join the Council meeting under an item at Chair's Business and for a representative of the group to read a 10 minute statement on their behalf. The Chair gave a short introduction on the background of the group and advised that the members would be invited to join the meeting at an appropriate stage (see 7.3.1).	
<b>2.</b>	<b>Declarations of Interest</b>	
2.1	Julie Erskine declared an interest as Chair of BSO.	
<b>3.</b>	<b>Chair's Business</b>	
3.1	<p>The Chair reported that an encouraging response had been received for the Public Appointments recruitment for Council Chair and members and shortlisting and interviews dates are now confirmed.</p> <p>Several members highlighted feedback they had received which indicated that some individuals had found the application process somewhat daunting which may have resulted in them not applying for the positions.</p>	
3.2	The Chair thanked all those that had attended a retirement event for previous Council members, Joe Blake, Maire McMahon and Trevor Spratt. This event had also marked the departure of the previous Director of Registration & Corporate Services, Mark Bradley.	
3.3	<p>The Chair advised that as a further 3 Council members, as well as the Chair, are due to retire at the end of September, it may be more prudent to transact any essential Council business at the Council Strategic session on 7<sup>th</sup> September as the next Council meeting is scheduled for 25<sup>th</sup> October. The Chair will liaise with SMT and DoH and advise members accordingly..</p> <p>In response to a query from a member, the Chair confirmed that in order to</p>	

	share learning, formal exit interviews have been carried out with previous members who have retired and will be arranged for departing members in September.	
3.4	The Chair reported on his attendance at the annual NICON conference on 18 <sup>th</sup> /19 <sup>th</sup> May and noted it as a successful, well participated event.	
3.5	The Chair advised members that NISCC had hosted 200+ delegates for the PiP Awards ceremony 15 <sup>th</sup> June and thanked the PiP Committee and staff members for their work around the event.	
3.6	The Chair reported that the recent interviews for the Chair of the Degree Partnership post had not resulted in the appointment of a successful candidate. It was noted that the current PAU recruitment for a Council Chair and members may have impacted on applications for this post. The current Chair of the Degree Partnership has agreed to remain in post until a new appointment is made.	
3.7	The Chair advised that updated information was not yet available on the budget allocation.	
3.8	The Chair reminded members that a short joint staff/Council lunch was taking place directly after the meeting to thank staff for their contribution particularly in light of the increased workload due to roll out of registration.	
3.9	The Chair thanked the Chief Executive and the Head of Fitness to Practise for their guidance and engagement with the public group prior to their attendance at today's Council meeting.	
3.10	Members congratulated the Chair for his MBE award for his services to the community in Ballymena.	
<b>4.</b>	<b>Chief Executive's Report</b>	
4.1.	The Chief Executive reported that he had been invited to present awards at the graduation event for this year's Social Work class at Queens University Belfast and in order to facilitate this request would be unable to attend the joint staff/Council lunch scheduled for after the meeting.	
<b>5.</b>	<b>Minutes of Council Meeting held on Wednesday 26th April 2017.</b>	
5.1	Following a query relating to item 3.3 it was confirmed that the Chair will not be involved in the interview process for Council members as both a new Council Chair and members will be appointed during one set of interviews.  The Government Liaison Officer noted that the Public Appointments Unit are expediting the recruitment process by running one joint exercise due to the	

	<p>timing of the appointments of new Chair and Members.</p> <p><b>Decision:</b>  <b><i>The Minutes of 26th April 2017 were agreed as an accurate record of the meeting and will be signed by the Chair.</i></b></p>	
<b>6.</b>	<b>Matters Arising</b>	
6.1	<i>None</i>	
<b>7.</b>	<b>Business Matters</b>	
7.1	<i>Draft Annual Report and Accounts 2016/17 ( for approval and adoption)</i>	
7.1.1	<p>The Chair of Audit &amp; Risk Assurance Committee presented the draft Annual Report and Accounts 2016/17 which have now been audited and considered by the Audit &amp; Risk Assurance Committee. The Chair of Committee stated that there were no significant comments from the Northern Ireland Audit Office or substantive issues raised and commended the Report for adoption by Council. Thanks were extended to all staff involved in the preparation of the Report and Accounts including Internal and External Auditors. Members were advised that the next stage of the process is for the Northern Ireland Audit Office to apply the certificate before the Report is laid before the Assembly by the end of July.</p> <p><b>Decision:</b>  <b><i>The Council formally approved and adopted the NISCC Annual Report and Accounts 2016/17</i></b></p>	
7.2	<i>Social Work Degree Partnership Annual Report ( for information)</i>	
7.2.1	The Director of Regulation & Standards noted that the report had been provided for information only and indicated that a summarised analysis will be provided for the next Council meeting.	
7.3	<i>Public Statement – members of Public joined meeting for Item 7.3 only (10.10a.m- 10.25a.m)</i>	
7.3.1	The Chair welcomed members of the public to the meeting, advised them of NISCC housekeeping arrangements and invited the group representative to read out a short prepared statement. This related to particular personal circumstances around individual experiences of the social care system. A copy of the statement was provided to the Council administrator and no discussion took place on the content.	

8.	Performance Reporting	
8.1	<i>No papers due to timing of Council meeting.</i>	
9.	<b>Partnerships Updates</b>	
9.1	<i>Quarterly Participation Partnership Report (for information )</i>	
9.1.1	<p>The Chair of the Participation Partnership spoke to the quarterly Participation Partnership report and the following were highlighted:</p> <ul style="list-style-type: none"> <li>• The book entitled “<i>Doing Relationship-Based Social Work</i>” has now been launched and has been well received. Several hard copies have been ordered for NISCC’s publication library. The Committee Chair commended those involved from the Participation Partnership group and the University of Ulster for their successful co-authorship of Chapter 8;</li> <li>• A member of the Participation Partnership group had been involved in the development of the NISCC easy read Standards which will be launched later in the year. It was agreed that a future development may be to incorporate the Standards for Social Workers and Social Care Workers into one booklet to make them more accessible. Council agreed that this was an excellent, tangible example of coproduction.</li> </ul> <p>The Committee Chair noted the value of Council meetings for discussion on the activity of the Participation Partnership group and to provide assurance to Council around the quality of engagement for the organisation. The importance of the role of the Participation Partnership group was stressed, particularly around networks of engagement, influence on decision making and strategic direction as well as their challenge function on quality and areas of engagement.</p> <p>The Committee Chair commented on the challenge in terms increasing membership of the partnership and of those involved in its projects.</p> <p>Council members thanked the Committee Chair for the excellent report and level of activity of the partnership.</p> <p>The Chief Executive noted that the Business Plan contains an action around the development of broader networks and progression around the activity of</p>	

	<p>the Participation Partnership and proposed that discussion on this should be an important area of induction for new Council members.</p> <p>The Committee Chair referenced item 6.2 under Matters Arising (1 February 2017) and confirmed that the specific issues mentioned have been addressed and a letter issued for consideration to the Chair of Council.</p> <p><b>Decision:</b> <b>Council noted the Quarterly Participation Partnership Report.</b></p>	
9.2	<i>Action: Council noted the Participation Partnership Forum unconfirmed minutes of 23 May 2017.</i>	
9.3	<i>Workforce Development unconfirmed minutes of 1 June 2017</i>	
9.3.1	<p>The Chair of the Workforce Development Partnership reported that the group continues to meet to deliver on products including the Social Care Symposium and Social Care Workforce report. The Committee Chair noted excellent attendance and engagement by members with a good momentum of influence building around the work of the partnership.</p> <p>The Chair of the Workforce Development Partnership commented on the importance of the meetings as a unique strategic forum for many providers in the voluntary, private and public sector to discuss and advance key agenda items around social care and the workforce.</p> <p><b>Decision:</b> <b>Council noted the Workforce Development Partnership unconfirmed minutes of 1 June 2017.</b></p>	
9.4	<i>PiP Partnership unconfirmed minutes of 7 June 2017 ( tabled)</i>	
9.4.1	<p>The Chair of the PiP Partnership commended all involved in the arrangements for the PiP Awards ceremony held on 15<sup>th</sup> June and reported that it had been an excellent, well organized and successful event.</p> <p>The Chair noted that the Chief Social Services Officer had attended the event as keynote speaker and to present awards and confirmed that a letter of thanks has been issued to him.</p> <p>Congratulations were extended to the Chief Executive and Professional Advisor, Brenda Horgan on the receipt of their awards</p> <p><b>Decision:</b></p>	

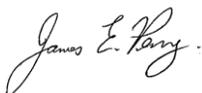
	<b><i>Council noted the PiP Partnership unconfirmed minutes of 7 June 2017</i></b>	
<b>10.</b>	<b>Audit &amp; Risk Assurance</b>	
10.1	<i>Audit and Risk Assurance Committee meeting of 21 June 2017 ( tabled)</i>	
10.1.1	<p>The minutes of the Audit and Risk Assurance Committee meeting of 21 June 2017 were tabled.</p> <p>The Chair of the Audit &amp; Risk Assurance Committee reported that the meeting of the 21 June had concluded the work of the Internal and External Auditors and no substantive areas of concern had been raised.</p> <p><b><i>Decision:</i></b> <b><i>Council noted the Audit and Risk Assurance Committee unconfirmed minutes of 21 June 2017</i></b></p>	
10.2	<i>Corporate Risk Register ( tabled)</i>	
10.2.1	<p>The Committee Chair advised that the Corporate Risk Register is regularly reviewed with the Assurance Framework and will remain a live document due to the new outcome based format.</p> <p>Members agreed that the new format made the documents more easily read and comprehensible and thanked staff for their work in their compilation. Following discussion, it was agreed that a workshop on the new outcome based format should be arranged for all Council members and a date canvas will be circulated.</p> <p>It was noted that the heading of column one on page 6 should be amended to “theme” instead of “standard”.</p> <p><b><i>Decision:</i></b> <b><i>Subject to the amendment agreed, Council approved the Corporate Risk Register.</i></b></p> <p><b><i>Action:</i></b> <b><i>A date canvas for a Council workshop on Outcome Based Risk Register to be circulated.</i></b></p>	Admin
10.3	<i>Assurance Framework ( tabled)</i>	
10.3.1	The Committee Chair advised that all of the Assurance controls in the	

	<p>framework were assessed as green apart from no. 10 (Systems – Infrastructure and Leadership) as funding is yet to be secured.</p> <p><b>Decision:</b> <b>Council approved the Assurance Framework.</b></p>	
10.4	<i>Revised Risk Management Strategy</i>	
10.4.1	<b>Decision: Council endorsed the revised Risk Management Strategy</b>	
10.5	<i>Draft Report to Those Charged with Governance</i>	
10.5.1	<b>Decision: Council endorsed the Draft Report to Those Charged with Governance</b>	
10.6	<i>Internal Audit Progress Report to Audit Committee( for information)</i>	
10.6.1	<p>The Chair of the Audit &amp; Risk Assurance Committee advised that the Internal Audit Progress Report to Audit Committee gave a summary of progress made against the 2016/17 Audit Plan and confirmed that a robust audit system is in place . It was noted in particular that NISCC had been awarded substantial assurance for Risk Management and Regulation of Social Care in Fitness to Practise.</p> <p><b>Decision: Council noted the Internal Audit Progress Report to Audit Committee</b></p>	
10.7	<i>Internal Audit Strategy &amp; Plan 2017/18 – 2019/20 ( for information)</i>	
10.7.1	<p>The Chair of the Audit &amp; Risk Assurance Committee advised that the Strategy and Plan outlined the areas for proposed internal audit assignments for 2017/18 – 2019/20. In response to a query, the Chief Executive confirmed that although a 5 year evaluation framework of registration is in the Corporate Plan, there will be enough information available for the scheduled internal audit review of registration in 2018/19.</p> <p><b>Decision: Council noted the Internal Audit Strategy &amp; Plan 2017/18 – 2019/20</b></p>	
10.8	<i>Q.4 Information Governance Report ( for information)</i>	
10.8.1	<p>The Director of Regulation &amp; Standards spoke to the Q.4 Information Governance Report. She advised that the report had been provided for information purposes only and highlighted that two data breaches were reported during the 4<sup>th</sup> quarter but did not require reporting to the Information Commissioner’s Officer and NISCC staff had followed the correct reporting procedure.</p> <p><b>Decision: Council noted the Q.4 Information Governance Report</b></p>	

10.9	<i>Records Management Strategy ( to endorse)</i>	
10.9.1	<p>The Director of Regulation &amp; Standards advised that the Records Management Strategy had been updated with the following changes since the previous version had been endorsed:</p> <ul style="list-style-type: none"> <li>• 1.2- Removal of “ <i>The Northern Ireland Ombudsman and Information Commissioner’s Office’s ‘Good Administration and Good Records Management ‘ (2014);</i></li> <li>• 4.1.1 - Insertion of “<i>The Registration Manager has overall responsibility for records management within NISCC, reporting to the Director of Registration and Corporate Services. All staff have individual responsibility to manage their records appropriately according to the Records Management Policy and procedures</i>”</li> </ul> <p><b>Decision:</b> <b>Council endorsed the revised Records Management Strategy</b></p>	
10.10	<i>Information Governance Strategy</i>	
10.10.1	<p>The Director of Regulation &amp; Standards reported that the Information Governance Strategy had been updated with minimal changes since the previous version had been endorsed. Members agreed the following revisions should also be added:</p> <ul style="list-style-type: none"> <li>• Page 7. 9.2 – “undertake Information Governance training” to be replaced by “complete Information Governance training”</li> <li>• Reference should be added to the strategy relating to the destruction of information held</li> <li>• Assurance to be given around restricted access to complaints for non authorised staff</li> <li>• Assurance to be given around storage and chain of command for personal records held by Fitness to Practise team</li> </ul> <p><b>Decision: Subject to the proposed amendments. Council endorsed the revised Information Governance Strategy</b></p> <p><b>Action: Director of Regulation &amp; Standards to address the Fitness to Practise personal records storage</b></p>	DR&S
11.	<b>AOB</b>	
11.1	The Chair reported that a well-attended Non-Executive Director (NED)	

	<p>development event for Council members had been held at Mossley Mill on 31<sup>st</sup> May. The NICON event provided an opportunity for NEDs to come together to meet and network across organisations to consider emerging good practice in health and social care governance and discuss what leadership and governance actions can best support progress in individual organisations and across the system.</p> <p>The Chief Executive noted that NICON are facilitating a series of seminars which may be of interest to Council members and information on these will be circulated.</p>	
11.2	<p>The Chair congratulated NISCC for winning the Best Human Services App Award 2017 conferred by husITa for the suite of Child Development Apps. HusITa is an international organisation with the aim of promoting the ethical and effective use of information technology in Human Services and Professional Advisor, Mairead Harkin is to present jointly with the Scottish Social Service Council at a European Social Network conference on 26<sup>th</sup> June on “<i>Using Digital Learning to develop a flexible workforce</i>”.</p>	
11.3	<p>The Chair noted that one member of Council had been nominated and attended Whistle Blowing training. The Chief Executive confirmed that as the Whistle Blowing policy is a regional policy it will be issued for review of implications for NISCC once it is finalised.</p> <p><b><i>Action: It was agreed that a member will circulate an outline paper drafted on the roles and responsibilities of nominated person.</i></b></p>	
12.	<b>Date of next Council meeting</b>	
12.1	The date of the next Council meeting is Wednesday 25 <sup>th</sup> October 2017.	
12.2	The Chair advised that consideration will be given, if required, to adapting the Strategic Session of 5th September to transact any necessary Council business.	

**Minutes: Approved by: Jim Perry, Chair**

**Signature:** 

**Date: 13 December 2017**