



**Northern Ireland Social Care Council
Unconfirmed Minutes of Council Meeting
Wednesday 23rd May 2018 at 10.00a.m
NISCC Offices, Millennium House, Belfast**

Present: Council

Paul Martin (Chair)
Noelle Barton
Neil Bodger
Sarah Browne
Roslyn Dougherty
Gerry Guckian
David Hayes
Christine Hunter
Catherine McPhillips
Anne O'Reilly
Lee Wilson

In Attendance:

Colum Conway - Chief Executive
Patricia Higgins – Director of Regulation & Standards
Declan McAllister- Director of Registration & Corporate Services
Maureen Martin – Minute taker

Observer:

Danny McCann – Department of Health

Apologies:

Carolyn Ewart
Roberta Magee
Brenda Maitland
Jacqui McGarvey

Item		Presenter
1.	Welcome and Apologies	
1.1	<p>The Chair welcomed everyone to the meeting and apologies were noted from Carolyn Ewart, Roberta Magee, Brenda Maitland and Jacqui McGarvey.</p> <p>The Chair welcomed Gerry Guckian to his first Council meeting and explained that he had been appointed as a Council member from 1st May 2018. Mr. Guckian gave a brief overview of his previous background and experience and introductions were made to all attendees.</p> <p>The Chair advised that the Head of Workforce Development would join the meeting for Item 4 only and would deliver a service presentation on the Adapt Learning Platform.</p>	Chair
2.	Declarations of Interest	Chair
2.1	No Declarations of Interest were received.	
		Chair
3.	Chair's Business	
3.1	<p>The Chair advised that there were no items under Chair's Business. The Chair noted that since his appointment in April he has undertaken an overview of the role and operations of the organisation including the Partnerships and Committees, in order to better understand how they are connected to deliver the overall service of NISCC.</p> <p>The Chair informed members that as part of his introduction to the work of NISCC, meetings have been arranged with individual teams to gain insight into the function.</p> <p>The Chair commended the Induction pack issued to all new members and in particular noted the Standing Orders as a useful and informative document.</p>	

4.	Service Delivery Presentation	Head of Workforce Development
4.1	Learning Platform- Adapt	
4.1.1	<p>The Head of Workforce Development delivered a presentation on the learning platform, Adapt and invited questions throughout. The following were highlighted:</p> <ul style="list-style-type: none"> • NISCC has been developing learning and development through the use of technology. Adapt is an authoring tool that will allow NISCC to edit and update content; • A preview was given of the Learning Zone that can be accessed by all via the NISCC website and is due to launch at the end of June 2018; • The Adult Care Toolkit was developed from an existing app and the content was updated and reworked to make it more accessible. The Toolkit has 4 modules: <ol style="list-style-type: none"> 1. Standards, Values & Transitions 2. Supporting Health & Wellbeing 3. Safeguarding 4. Dementia, Delirium and Palliative Care • The Workforce Development Officer is working with employers and reference groups to ensure the content is correct and can influence and support practice. The dementia model, in module 4, was developed in conjunction with Dementia N.I to ensure the content was accurate and can correctly support and influence practice; • The Learning platform is entitled Adapt as the technology can adjust for viewing via a mobile phone, tablet or computer screen; • The learning platform can be used by employers for induction /update training; • Information contained relating to Standards is only applicable in U.K so a disclaimer to be placed on site to mitigate risk re international use; • Long term maintenance is resource intensive to ensure the site is fit for purpose. Personnel is required to ensure content is up to date. Partnership working needs to be effective to ensure uploaded content is accurate and current so an annual review 	

	<p>will be completed with a reference group. Collaborative working with Care Council Wales, Scottish Social Services Council and SCIE is ongoing.</p> <p>The Head of Workforce Development advised that Council will be updated on the development of any future products.</p> <p>Discussion followed on the presentation. In response to a query on the efficacy of online learning, the Head of Workforce Development advised that the Scottish Social Services Council had supporting evidence that a visual/audio medium is very effective and the accessibility of the information also allows for a flexible learning schedule. Technology based learning has proven to be more appealing to a younger workforce.</p> <p>It was noted that as the Adapt learning platform is NISCC branded it could assist to strengthen a more positive and less punitive perception of the organisation. It was agreed that the learning platform should be well promoted to strengthen and identify the NISCC brand to a large, diverse workforce.</p> <p>A member suggested that the invoice receipt generated on registration could be used to deliver learning and development information.</p> <p>The Council commended the Head of Workforce Development on the Adapt Learning Platform presentation. The Chief Executive noted that a service presentation will be an ongoing Council agenda item meeting and the Director of Registration & Corporate Services will deliver a presentation at the next Council meeting in June.</p> <p>The Head of Workforce Development left the meeting at 11.05a.m.</p>	
5.	Chief Executive's Report	
5.1.	<p>The Chief Executive presented the report and accepted questions from Council members. The following queries were noted:</p> <ul style="list-style-type: none"> • <i>What is Social Work England?</i> – HCPC has been the regulator for Social Workers as well as 15 other health professions across England. As approximately 50% of Fitness to Practise 	

	<p>cases are relating to Social Work, the government decided that this will be transferred to a new standalone regulator; SW England. Jonathan Bacon is the project lead for SW England and recruitment is currently underway for a Chief Executive and Chair. The Chief Executive advised that he will update members as required.</p> <ul style="list-style-type: none"> • A member queried the decision by CORU not to recognize Social Work degree from Northern Ireland and the impact of this on recruitment in Republic of Ireland. The Chief Executive explained that CORU are constrained by legislative directive and therefore do not allow automatic recognition in the Republic of Ireland. NISCC are drafting FAQs to assist with a fast track process for Internationally Qualified Social Workers (IQSW). • What is Systems Modeling? – the Chief Executive advised the Transformation Implementation group chaired by the Permanent Secretary have been tasked to take forward Delivering Together. The group has engaged the Innovation Unit based at the Department of Finance to look at some areas of work. NISCC has facilitated a workshop on system modeling for the social care workforce in conjunction with the Innovation Unit. • Delegation Framework is examining the practice interface around social care and nursing tasks. The Chief Executive has been working with RQIA and NIPEC to bring better management and governance to nursing and social work. 	
6.	Minutes of Council Meeting of Wednesday 21st March 2018 (for approval)	
6.1	The Minutes of the Council meeting of Wednesday 21 st March 2018 were approved.	
7.	Matters Arising	
7.1	O'Hara Report	
7.1.1	The Director of Registration & Corporate Services has reviewed the report at the last Arm's Length Bodies' Corporate Forum meeting and key areas of learning for NISCC will be addressed at an On Board training session arranged for Council members on 27 June.	

7.2	<i>Board Self-Assessment and Action Plan (for approval)</i>	
7.2.1	<p>The Director of Registration & Corporate Services advised that the Board Self- Assessment results and action plan had been provided for approval. Key actions have been identified in the action plan including Board induction and training and development for new Council members. This will also be reflected in the Governance Statement. It was noted that Board Effectiveness is due for review by Internal Audit this year.</p> <p>The Chair noted that Internal Audit had highlighted at the last Audit & Risk Assurance Committee meeting that a quinquennial Landscape review is due this year. The Chief Executive advised that he would raise this at the upcoming departmental Ground clearing meeting.</p> <p><i>Action: Council approved the Board Self-Assessment and Action Plan and to be reviewed annually</i></p>	
8.	Business Matters	
8.1	<i>Finance Report 2017/18 - for approval</i>	
8.1.1	<p>The Director of Registration & Corporate Services spoke to the Finance Report 2017/18 and requested consideration for approval by Council.</p> <p>The following was noted:</p> <ul style="list-style-type: none"> • The report provides the final breakeven financial position for income and expenditure at year end to 31 March 2018. Breakeven position at year end is on target with a small underspend of £5073. A variance analysis has been provided within the report however it was noted that Council had been apprised of Pay and Non Pay figures at each Council meeting; • Funded financial pressures at year end were the Apprenticeship Levy, which following discussion between the Department of Health and HMRC had to be included in the accounts for 2017/18 with a £9,000 impact on the Income & Expenditure account. A death in payment service of £9,000 was made during the 2017/18 accounting period funded by additional RRL. Additional unknown financial pressures impacting at year end were due to an expense item raised in error without added VAT. A review of ordering processes will mitigate any further errors. A late invoice from the Landlord for service charges in 2017/18 	

	<p>had been received resulting in an additional cost to the Income and Expenditure Account of £4,300.</p> <p>Action: The Finance Report 2017/18 was approved by Council</p>	
8.2	Risk Progress Report at May 2018 - for approval	
8.2.1	<p>The Director of Registration & Corporate Services spoke to the Risk Progress Report at May 2018 and advised that the new versions of the Risk Assurance Framework and Risk Register had been provided following the implementation of Risk Management software. The new system provides an number of advantages including:</p> <ul style="list-style-type: none"> • Increased transparency as new or amended risks can be easily identified; • Greater accountability as risk owners manage their own risks and actions; • Greater efficiency as the new system is easier to update and maintain; • Smarter reporting as risks can be reported on without manual intervention. <p>It was noted that the increase of referrals and new concerns in Fitness to Practise may need to be reassessed as a major impact. The Director of Regulation & Standards advised that steps have been taken to address the risk including managing appropriate referral thresholds, working with employers on their role and the role of the regulator and the recruitment of two additional posts to the Fitness to Practise team.</p> <p>In response to a query, the Director of Regulation & Standards advised that there has been good engagement with the Police Service of N.I (PSNI) regarding the rationale for requests from NISCC for additional registrant information and the impact of the delay in receipt. Work is still ongoing with the PSNI to resolve the matter on the disclosure of sensitive information and will be escalated to the Department of Health if resolution is not reached.</p> <p>The Director of Registration & Corporate Services confirmed that a report on GDPR compliance had been reviewed at the last Audit & Risk Assurance Committee.</p> <p>Members commended the new system and improved reporting layout.</p>	

	Action: Council approved the Risk Progress Report at May 2018	
8.3	Progress Report on the Information System Upgrade(for review)	
8.3.1	<p>The Director of Registration & Corporate Services spoke to the Progress Report on the Information System Upgrade and noted the following:</p> <ul style="list-style-type: none"> • The system has a revised Go Live date of 9th July 2018 due to a number of defects raised at User Acceptance testing (UAT) in February; • The second phase of UAT testing will be completed on 18th May and the Supplier has confirmed that all defects will be resolved in line with the project plan; • There will be a period of 5 working days of downtime to facilitate the transfer to the new Information system. The Public Facing register will be available and will be updated using a manual workaround to support any Fitness to Practise outcomes during this time. <p>The Chair of the Audit & Risk Assurance Committee provided assurance to Council that the Committee has maintained close oversight on the Information System Upgrade.</p> <p><i>The Progress Report on the Information System Upgrade was noted by Council</i></p>	
9.0	Performance Reporting	
9.1	Q.4 Performance Report (for approval)	
9.1.1	<p>The Director of Registration & Corporate Services spoke to the Quarter 4 Performance Report for the period April 2017 to March 2018. The following were highlighted:</p> <ul style="list-style-type: none"> • Yearly Regulation KPIs (Key Performance Indicators) have been met apart from 2 out of 3 Registration KPIs outside target due to the impact on performance from the first half of the year; • Fitness to Practise KPIs were impacted by the increase in new case referrals and the increased complexity of some cases which are dependent on support from external parties. Fitness to Practise resources and KPIs are to be reviewed to ensure the sustainability of service in line with increasing activity; 	

	<ul style="list-style-type: none"> • Mitigations and assurances for objectives not fully met for 2017/18 have been provided in the report along with business achievements and range of activities in the organisation. <p>The Council commended the Senior Management team on the level of detail and assurance provided by the Performance Report. A member noted that the report also demonstrates the influence of Non – Executive Directors on the strategic direction of the organisation, particularly in the areas of leadership, communication and engagement.</p> <p>Action: The Q.4 Performance Report was approved by Council</p>	
10.	Partnership Updates	
10.1	Participation Partnership Forum unconfirmed Minutes 5 March 2018 (for information)	
10.1.1	<p>In the absence of the Committee Chair, the Director of Registration & Corporate Services gave an overview on the work of the Participation Partnership Forum for the benefit of new Council members including:</p> <ul style="list-style-type: none"> • Two members of the forum had been involved as panel members in several categories of the Social Work awards; • The forum had been involved in giving feedback on the Early Intervention Early Intervention Professional Development Framework consultation; • Informal one to one meetings are being held with forum members to get feedback on whether the role of the forum is being met; • A progress action plan is reviewed at each forum meeting; • The forum was informed on the NISCC Business Plan via an informal, interactive presentation; • Plans are underway for the recruitment of new members. <p>Council noted the Participation Partnership Forum Unconfirmed minutes of 5 March 2018.</p>	
10.2	Workforce Development unconfirmed Minutes 12 April 2018 (for information)	
10.2.1	<p>For the benefit of new Council members, the Committee Chair gave a brief overview on the composition of members and the remit of the Workforce Development Partnership and highlighted the following:</p>	

	<ul style="list-style-type: none"> • The group is comprised of a cohort of employers from the voluntary , private and public sector, which allows for excellent data gathering and intelligence which has informed several published reports this year; • The group works from a logic model and a set of outcomes around 24 activities; • Officials from the Department of Health may attend some meetings when there are strategic items on the agenda; • The group does not have a fixed membership and is well attended. <p>The Chair reminded new members that they are entitled to attend any Committee meeting and encouraged them to do so where possible as it is a useful way to gain insight and understanding into the function of the group.</p> <p><i>Council noted the Workforce Development unconfirmed minutes of 12 April 2018</i></p>	
11.	AOB	
11.1	<i>NISCC Email Accounts for Council members</i>	
11.1.1	<p>The Director of Registration & Corporate Services confirmed that Council papers are allowed to be shared via Council members' personal email addresses as these are published and accessible on the NISCC website. Any papers that may contain personal sensitive information or commercial in confidence would not be shared via Council members personal email addresses. A technology plan to support secure access to council papers for Council members will be finalised and presented to Council in October 2018.</p> <p>It was requested that acronyms are spelled out in full in Council minutes to assist new Council members with terminology.</p>	
12.	Date of Next Meetings	
12.1	<p>The following dates were noted:</p> <ul style="list-style-type: none"> • 27th June 2018- Remuneration Committee <p>27th June 2018 – Council Meeting</p>	