

**Northern Ireland Social Care Council
Confirmed Minutes of Council Meeting
Wednesday 10th October 2018 at 2.00p.m
NISCC Offices, Millennium House, Belfast**

Present: Council

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

In Attendance:

Carolyn Ewart – Deputy Chair of the Registrants' Forum
 Patricia Higgins - Interim Chief Executive
 Declan McAllister- Director of Registration & Corporate Services
 Maureen Martin – Council Secretary
 Kevin Mulhern- Communication & Engagement Manager (for item 1 only)
 Marian O'Rourke – Interim Director of Regulation & Standards

Observer:

Fiona McMahon, Board Apprentice
 Lorraine Conlon, Government Liaison Officer

For Item 1 only:

Richard Pengelly, Permanent Secretary, Department of Health
 Sean Holland, Chief Social Work Officer, Department of Health
 Jackie McIlroy, Deputy Chief Social Work Officer, Department of Health

Apologies:

Roberta Magee , Chair of Registrants' Forum
 Sandra Stranaghan - Policy & Operations Manager
 Lee Wilson, Council Member

Item		Presenter
1.	Welcome and Apologies	
1.1	The Chair welcomed everyone to the meeting. The Chair noted	Chair

	<p>that the Public Appointments Unit has formally extended the appointment of Lee Wilson and Brenda Maitland for six months.</p> <p>The Chair advised that the Social Care Council is hosting a Boardroom Apprentice for a year through the Strictly Boardroom program and welcomed Fiona McMahon to the meeting. Each Boardroom Apprentice is appointed a mentor and "Boardroom buddy" and it was agreed that this role will be resumed by Brenda Maitland.</p>	
1.2	Apologies were received from Lee Wilson, Roberta Magee and Sandra Stranaghan.	Chair
2.	Declarations of Interest	Chair
2.1	No Declarations of Interest were received.	
		Chair
3.	Welcome to the Permanent Secretary	
3.1	<p>A special welcome was extended on behalf of the Social Care Council to the Permanent Secretary and his colleagues from the Office of Social Services. After introductions were made, the Chair advised that the interim Chief Executive and Director of Registration & Corporate Services would deliver a presentation on the work of the Social Care Council. The following were highlighted:</p> <ol style="list-style-type: none"> 1. The work of the Social Care Council as a Workforce Regulator, Sector Skills Council and an Awarding Body and a brief overview of the key areas of the organisation including the register profile and Model of Regulation; 2. How the agenda of the Social Care Council contributes to the Transformation program specifically through key projects undertaken in conjunction with the Department of Health and Health Board on Systems Dynamic Modelling and Domiciliary Care training; 3. Our Ambition as : <ul style="list-style-type: none"> • An enabler for Social Care transformation • A sector leader for data analysis and intelligence • An agile and innovative regulator • A Centre of Excellence for Social Work and Social 	Interim Chief Executive and the Director of Registration & Corporate Services

	<p style="text-align: center;">Care</p> <p>The Permanent Secretary thanked the interim Chief Executive and Director of Registration & Corporate Services for the informative presentation and agreed that cross organisational and cross sectoral work is an important part of the Transformation program.</p> <p>The Permanent Secretary reported that feedback from the Chief Social Services Officer had highlighted the Social Care Council as a well-run Arms' Length Body (ALB) in terms of governance and management. Consequently, although a Landscape Review is expected to be undertaken within 12 months, it is not considered an urgent priority.</p> <p>The Permanent Secretary apologised to those Council members affected by the recent changes in legal advice around reappointment.</p> <p>Discussion took place on the promotion of Social Care as a career choice and around the values based recruitment and retention of staff, access to development and training and the challenge of promoting the value of the Social Care workforce.</p> <p>The Chair thanked the Permanent Secretary and his colleagues for attending the Council meeting and it was agreed that more regular visits would be arranged.</p> <p>The Permanent Secretary and his colleagues left the meeting at 3.15p.m.</p>	
4.	Chair's Business	Chair
4.1	<p>The Chair noted that the presentation had been well received by the Permanent Secretary and the Chief Social Services Officer and thanked the interim Chief Executive and the Director of Registration & Corporate Services for their input and delivery. The Chair updated members on the following:</p> <ol style="list-style-type: none"> 1. The Chair and the Chief Executive had attended a positive Accountability meeting on 4th July with the Permanent Secretary; 	

	<p>2. A Risk Management training session facilitated by Amberwing had been held for the Senior Management team and Council members on 17th July and a further session is planned for 17th October;</p> <p>3. Detail of discussion on the mid/long term agenda for the organisation which took place at the Council Strategic session on 24th September to be shared at next Strategic session on Business Planning on 12th November;</p> <p>4. Information on the Echo Project to be circulated and the Chair requested expressions of interest to be returned to the Council secretary</p>	
5.	Interim Chief Executive's Report	Interim Chief Executive
5.1	<p>The interim Chief Executive advised that she had provided a paper to report on external and internal engagement undertaken since appointment to the post on 1st September 2018 and invited questions from members.</p> <p>The interim Chief Executive commended the organisation on gaining the Investors in People Silver award status and advised that representatives from the organisation had accepted the award at a ceremony held at Belfast Castle on Friday 5th October 2018.</p>	
6.	Minutes of Council Meeting of Wednesday 27th June 2018 (for approval)	
6.1	The Minutes of the Council meeting of Wednesday 27th June 2018 were approved subject to an amendment at 9.1.1 – insertion of "Chair" at the first sentence.	
7.	Matters Arising	
7.1	<p><i>Item 8.3.1</i></p> <p>The Director of Registration & Corporate Services updated members on item 8.3.1 and clarified that 45% of 4000 Social Care workers who had left the register in 2017/18 had been on it for less than one year.</p>	

8.	Business Matters	
8.1	<i>Q2020 Annual Progress Report (for information) – Paper B</i>	
8.1.1	<p>The Director of Registration & Corporate Services spoke to the Q2020 Annual Progress Report on behalf of the Policy & Operations Manager and requested consideration for approval by Council. Members were advised that the document is based on a Departmental template and is a requirement of governance compliance.</p> <p>Members commended the comprehensive and positive report and noted that it indicated a significant amount of work and captured the importance of quality improvement in NISCC.</p> <p>It was agreed that although the report has to be completed on a designated template it would be helpful to include an Executive Summary to give more substantive detail on partnership engagement and achievement throughout the year and to develop an action plan for the year ahead with input from Committee members. The Executive Summary can be uploaded to the NISCC website with a link to the full report. Members requested additional time to review and comment on the Q2020 Annual Progress Report before the submission date at the end of October.</p> <p>Action: Council members to review and comment on the Annual Q2020 Progress Report and Action Plan. The Director of Registration & Corporate Services to draft an Executive Summary of the Q2020 Annual Progress Report incorporating the comments submitted by Council members</p>	DR&CS
8.2	<i>Equality Annual Progress Report (for approval) – Papers C & D</i>	
8.2.1	<p>The Director of Registration & Corporate Services spoke on behalf of the Policy & Operations Manager on the Equality Annual Progress Report.</p> <p>The Director of Registration & Corporate Services advised that NISCC is required to submit an Annual Progress Report to the Equality Commission every year reflecting its progress against its Equality Action Plan and Disability Action Plan. The template used is provided by the Equality Commission to meet their needs, and the content is developed jointly by NISCC and BSO Equality Unit.</p>	

	<p>Subject to Council's approval, the Progress Report is submitted to the Equality Commission and published on NISCC's website.</p> <p>During the year, 2017/18, NISCC continued to deliver on its primary equality requirements and recommendations delivered from the Equality Action Plan were –</p> <ul style="list-style-type: none"> • All staff received awareness training in equality, diversity and disability related issues including engagement with external organisations for presentations and information on Disability Actions days; • All policies, procedures, strategies and decisions are Equality Screened; and • Equality progress reports are published quarterly. <p>Members requested additional time to review and comment on the Equality Annual Progress Report before the submission.</p> <p>Action: Council members to review and comment on the Equality Annual Progress Report and Action Plan. The Director of Registration & Corporate Services to draft an Executive Summary incorporating the comments submitted by Council members</p>	
8.3	<i>Equality and Human Rights Screening Report April 2017 - March 2018 (for information)- Paper E</i>	
8.3.1	Action: Council noted the Equality and Human Rights Screening Report April 2017 - March 2018	
8.4	<i>Equality & Disability Action Plans 18/19 – 22/23 (for approval) - Paper F</i>	
8.4.1	<p>Following discussion, it was agreed that in order to increase the visibility of the report an Executive Summary will be brought to Council and uploaded to the NISCC website. The Executive Summary should capture the wider work of the Committees that is not reflected in the full reports. The following was agreed:</p> <ul style="list-style-type: none"> • an awareness session around public appointments should be delivered with particular reference to proactive work with nontraditional targets for public appointment; • report to be available in easy read version; • Page 5 – name of Chief Executive and Chair to be amended to reflect new post holders, 	

	Action: Council approved the Equality & Disability Action Plans 18/19 – 22/23 subject to the proposed amendments	
8.5	<i>Equality and Human Rights Mitigation (for information) – Paper G</i>	
8.5.1	Action: Council noted the Equality and Human Rights Mitigation	
9.0	Performance Reporting	
9.1	<i>Business Performance Report at 31 August 2018(for approval) - Paper H</i>	
9.1.1	<p>The Director of Registration & Corporate Services spoke to the Business Performance Report. The report provides an assessment of performance for the financial year up to 31 August 2018, cumulative progress made up to the end of month 5 towards the 2018/19 Business Plan Objectives and a summary of the activity planned for the next three months. The Director of Registration & Corporate Services gave a brief overview of the summary report and advised detailed reports were included in the Appendices. The following were highlighted:</p> <ul style="list-style-type: none"> • 9 out of 11 key performance indicators on track towards 2018-19 objectives; • two indicators currently outside target which are within Strategic Theme 2 (registration processing capacity) and Theme 5 (Customer satisfaction with NISCC services), both of which were impacted by the implementation of the new registration database however neither should continue long term and are not considered a risk to overall business: <ul style="list-style-type: none"> ➢ Registration KPI - Process 95% of new applications / renewals within 20 days is currently 65% ➢ Customer Service KPI - Customers report 85% satisfaction with NISCC Service is currently 80% • Appendix 2 provides infographics on work to date and is a starting point to show impact and outcomes. A workshop has been arranged to examine the Evaluation framework and whether the right impacts are being measured; • Section 2 outlines planning over the next 3 months; • An annual Engagement Plan will be brought to Council <p>The Director of Registration & Corporate Services advised that the Registration KPI did not give cause for concern as it indicated that</p>	

	<p>the delay in updating decisions to the Register was only 1 day outside of target.</p> <p>The interim Chief Executive confirmed that additional resources were proactively being sought for Fitness to Practise and the Senior Management team maintains clear oversight of activity. Engagement work with employers on the threshold for referral to NISCC will be undertaken.</p> <p>It was noted that the Director of Registration & Corporate Services is working on a business case with Sponsor Branch on more long term sustainable resources for Fitness to Practise given the increase in the Register and activity</p> <p>Action: Council approved the Business Performance Report to 31 August 2018.</p>	
9.2	<i>Finance Performance Report (for approval) – Paper I</i>	
9.2.1	<p>The Year End forecast at 30th September was tabled.</p> <p>The Director of Registration & Corporate Services spoke to the Finance Performance report and the following were highlighted:</p> <ul style="list-style-type: none"> • The current financial position presents a year to date position at September of breakeven due to registration fee income in September of £40k plus an additional £40k in fees due to the increase in the register. The Director of Registration & Corporate Services will monitor fee income for October and November; • Variance in agency spend is due to internal restructuring of Customer Services and Registration teams. A review of the job description is underway by BSO HR therefore a recruitment process to fill the vacancies will not be completed until the review is finalised • A Change control budget has been successfully bid for and a business case is under review at the DoH with £85k expected and set aside for work. <p>Action: Council approved the Finance Performance Report to 31 August 2018</p>	

10.	Partnership Updates	
10.1	<i>Workforce Development Partnership unconfirmed minutes 5 September 2018 (for information)- Paper J</i>	
10.1.1	<p>The Committee Chair gave an overview on the work of the Partnership. The Workforce Development briefing newsletter was commended as a helpful way to share information and the Communications Manager is to lead on the development of further newsletters with a broader reach.</p> <p>Following discussion at the last meeting, it was agreed that an action plan will be taken to the December meeting of the Workforce Development Partnership. The action plan will pull together feedback on two key themes of collective leadership and raising the profile of the social care workforce and reflects the connection to the transformation agenda and adult reform.</p> <p>Action: Council approved the Workforce Development Partnership unconfirmed minutes of 5 September 2018.</p>	
10.2	Action: Council approved the Registrants Forum unconfirmed minutes of 13 September 2018 - Paper K	
10.2.1	<i>Registrants' Forum Terms of Reference (for approval)- Paper L1 & L2</i>	
10.2.1.1	<p>The interim Chief Executive requested endorsement from the Council for the Registrants' Forum Terms of Reference which had been amended to reinvigorate the Committee after a reduction in membership. The revised Terms of Reference suggests a reduction in number of members, a different approach to communication and engagement and a reduction to three meetings a year instead of four.</p> <p>Two members indicated their intention of becoming members after an invitation to join the Forum was extended to Council by the interim Chief Executive.</p> <p>Action: Council formally endorsed the Registrants' Forum Terms of Reference</p>	
10.3	<i>PIP Partnership unconfirmed minutes 5th September 2018 (for approval) – Paper M</i>	
10.3.1	The Committee Chair advised that the PiP Partnership meetings	

	<p>were well attended. Following discussion at the last meeting around resourcing of new initiatives and supporting further PiP programmes, it was agreed that a Task and Finish group would be convened to look at the issues highlighted.</p> <p>Council approved the PiP Partnership unconfirmed minutes 5th September 2018</p>	
10.4	<i>PiP Partnership Terms of Reference (for approval)- Paper N</i>	
10.4.1	<p>The interim Director of Regulation & Standards requested approval from Council for the PiP Partnership Terms of Reference which had been subject to an annual refresh.</p> <p>Action: Council formally endorsed the PiP Partnership Terms of Reference</p>	
10.5	<i>Remuneration Committee unconfirmed minutes 27th June 2018 (for approval) – Paper O</i>	
10.5.1	Action: Council approved the Remuneration Committee unconfirmed minutes of 27 June 2018 subject to an amendment at page 4, item 10.1 to clarify that the policy related to authorisation of travel outside of the U.K and Ireland.	
11.	Governance	
11.1	<i>Audit & Risk Assurance unconfirmed minutes 3 October 2018 (for approval) – Paper P tabled</i>	
11.1.1	<p>The Chair of the Audit & Risk Assurance Committee gave a brief overview of the meeting on 3 October 2018 and advised that the interim Committee Chair had attended to support transitional arrangements following the appointment of the new Committee Chair. Audit & Risk Assurance Committee members had attended from Internal Audit, External Audit and NIAO to review and approve year end papers.</p> <p>The Committee Chair informed members that he had been asked to highlight concerns raised at the meeting around the lack of financial expertise due to the departure of one of the Committee members. It was noted that this has been temporarily addressed by the extension of this Committee member for up to 6 months, but the risk still needs to be mitigated and reviewed at the upcoming Strategic Risk Identification session as the situation may reoccur in</p>	

	<p>6 months' time.</p> <p>The Chair of Council advised that it is anticipated that the issue around public appointments may be resolved within next 1- 2 months.</p> <p>Action: Council approved the Audit & Risk Assurance unconfirmed minutes of 3 October 2018</p>	
11.2	<i>NISCC Mid-Year Assurance Statement (for approval)- Paper Q</i>	
11.2.1	<p>The Director of Registration and Corporate Services advised that the NISCC Mid-Year Assurance Statement had been reviewed by the Audit & Risk Assurance Committee recommended to Council for approval.</p> <p>Action: Council approved the NISCC Mid-Year Assurance Statement.</p>	
11.3	<i>Final Report to Those Charged with Governance (for information) – Paper R</i>	
11.3.1	<p>The Director of Registration and Corporate Services advised that the final draft of the Report to Those Charged with Governance had been approved by the Audit & Risk Assurance Committee and had been provided to Council for information.</p> <p>Action: Council noted the final draft of the Report to those Charged with Governance.</p>	
12.	AOB	
12.1	The interim Chief Executive confirmed she has received the official letter of appointment as Accounting Officer for NISCC from the Department of Health and mandatory Accounting Officer training has been arranged.	
12.2	The Chair thanked members for their support during the recent uncertain period surrounding Members' appointments.	
12.3	The Boardroom Apprentice thanked the Chair and members for hosting the placement and supporting the learning opportunity.	
12.4	Action: It was agreed that contact details including personal email addresses and mobile numbers for members should be	Secretary

	<i>circulated to the group</i>	
13.	Date of Next Meeting(s)	
13.1	<p>The following dates were noted:</p> <ul style="list-style-type: none"> • 9.30a.m – 5.00p.m Wednesday 17th October - Strategic Risk Identification Workshop • 9:30am – 1:30pm 12th November - Strategic Workshop • 10.00a.m Wednesday 16th January 2019 - Council meeting 	

Approved by Council 16th January 2019

Paul Martin, Chair of Council

Signature:


