

Northern Ireland



Social Care Council  
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**Social Care Council Board Meeting**  
**Confirmed minutes**  
**10.00a.m on Wednesday 5<sup>th</sup> February 2020**  
**Council Suite 1&2, Social Care Council Offices**

**Present:**

Paul Martin (CHAIR)  
Anne O'Reilly, Board Member  
Brenda Maitland, Board Member  
Catherine McPhillips, Board Member  
Christine Hunter, Board Member  
Gerard Guckian, Board Member  
Jacqueline McGarvey, Board Member  
Lee Wilson, Board Member  
Neil Bodger, Board Member  
Noelle Barton, Board Member  
Roslyn Doherty, Board Member  
Sarah Browne, Board Member

**In Attendance:**

Patricia Higgins, Interim Chief Executive Officer, Social Care Council  
Declan McAllister, Director of Registration and Corporate Services, Social Care Council  
Carolyn Ewart, Northern Ireland Association of Social Workers  
Catherine Maguire, Head of Workforce Development, Social Care Council  
Sandra Stranaghan, Policy and Operations Manager, Social Care Council  
Jordan Adair, Secretariat, Social Care Council

**Observer(s):**

Rosemary Smyth, Department of Health  
Maureen Martin, Social Care Council

**Apologies:**

David Hayes, Board Member  
Kate Harrison, Board Apprentice  
Marian O'Rourke, Interim Director of Regulation and Standards, Social Care Council  
Lorraine Conlon, Government Liaison Officer

Item	Agenda	Action
1.	<b>Welcome and Apologies</b>	
1.1	The Chair welcomed Members to the meeting and thanked Rosemary Smyth for attending on behalf of Lorraine Conlon as the Government Liaison Officer.	
1.2	Apologies were noted from David Hayes (Board Member), Kate Harrison (Board Apprentice), Marian O'Rourke (Interim Director of Regulation and Standards) and Lorraine Conlon (Government Liaison Officer).	
2.	<b>Declarations of Interest</b>	
2.1	None to note.	
3.	<b>Service Delivery Presentations</b>	
3.1	<p><u><i>Duty of Candour engagement process update – Quintin Oliver:</i></u>  Quintin Oliver (QO) and Alan Weir (AW) attended from DoH to provide and update on the Duty of Candour Workstream. He gave a brief background, including the original recommendations put forward by John O'Hara when the work was first established:</p> <ul style="list-style-type: none"> <li>• A duty of candour for <b>organisations</b>;</li> <li>• A duty of candour should be placed on <b>individuals</b>, with support and protection given to those who properly fulfil this duty;</li> <li>• There should be a <b>criminal offence</b> attached to a failure to comply with the statutory duty of candour;</li> <li>• There should be a <b>change in the culture</b> of the health and social care system towards candour and a greater degree of openness and transparency.</li> </ul> <p>He also discussed the work they had completed so far, what the Workstream group were trying to achieve, proposed future sanctions imposed and their next steps with regards to policy options, guidance for staff and final consultation. Members heard that the timeframe for the week and were told that consultation was projected to be completed by the end of August 2020.</p> <p>Members queried whether this work will create the need to have the Standards of Conduct and Practise updated. They were assured that both Helen McVicker and Catherine Maguire were on this working group and would be able to report back should the need arise.</p> <p>A conversation occurred and Members agreed the need for an ongoing change to the embedded culture to ensure patient safety is prioritised over disciplinary instinct and team loyalty that may exist in some organisations.</p>	

	<p>A Member expressed reservations about the individual criminal responsibility and insisted that lawyers advising them will need to follow the reform of clinical negligence.</p> <p>The Chair thanked QO and AW for their presentation.</p>	
<b>4.</b>	<b>Chair's Business</b>	
4.1	<p><u>Accountability Meeting Update:</u> The Chair updated Members on the Accountability meeting in January 2020, saying he had found it a helpful and promising exchange. He continued in saying that he looked forward to the coming year.</p>	
4.2	<p>Members were made aware of the letter the Chair wrote to the new Minister for Health to congratulate him on his appointment. Mr Swann has expressed his interest to learn more about Social Care Workers as they make up the largest percentage of his workforce. The Chair and he are now scheduled to meet on 25<sup>th</sup> March 2020.</p>	
<b>5.</b>	<b>Interim Chief Executive's Report</b>	
5.1	<p>A Member asked for an update on the Delegation Framework. The Interim Chief Executive explained that a workshop had taken place at which the group developed what they thought a framework might look like. She confirmed that draft 1 would be taken to the Department of Health at the end of the week. Members considered whether this framework should be tested at sub-committees and the Interim Chief Executive agreed that this would be useful in terms of feedback.</p> <p>A Member commended the Social Care Council and its staff for the amount of recognition they are receiving from outside Northern Ireland. It was noted that the Interim Chief Executive and the Head of Fitness to Practise would be travelling to Jordan to meet with their accreditation body. The Interim Director of Regulation and Standards was also invited to Australia by the Future Social Services Institute and the Commissioner for Disability in Melbourne to share the work of the Social Care Council as a best practice model for regulation and workforce development for both Social Care and Social Work.</p> <p>A Member suggested using the upcoming World Social Work Day (27<sup>th</sup> March 2020) to engage with the new Minister of Health. Carolyn Ewart (CE) confirmed that BASW would be arranging the event this year but that they have planned to involve the Minister with another piece of work later in the year.</p> <p>A Member raised a concern around the timeliness of receiving Board</p>	

	<p>Papers as receiving them late creates a risk of not being able to read them in time for the meeting. The Director of Registration and Corporate Services apologised for the lateness of some papers and assured Members that changes would be made before the next meeting.</p> <p><b>DECISION: The Social Care Council Board noted the Interim Chief Executive's Report.</b></p>	
<b>6.</b>	<b>Minutes of Board Meeting of 16 October 2019</b>	
6.1	The minutes from the previous meeting on 16 <sup>th</sup> October 2019 were agreed as a true and accurate record.	
6.2	<p>A Member requested that actions agreed during Board meetings be held in a table at the end of minutes so they can be monitored properly. The Board agreed.</p> <p><b>ACTION: Secretariat to add table of actions to the end of Board minutes.</b></p>	JA
<b>7.</b>	<b>Matters Arising</b>	
7.1	No further matters arising.	
<b>8.</b>	<b>Business Matters</b>	
8.1	<p><u>Revalidation Report and Project Group:</u> The Interim Head of Workforce Development presented a paper on Social Worker Revalidation and requested comments from the Board on creating a project group to implement this. She assured Members that she would be looking to have the appropriate people included in discussions and proposed suggestions for attendance to include; Board Members, GMC and NIMDTA.</p> <p>A Member suggested that the Social Care Council needed to be mindful of costs when conducting this project as it would be moving to 100% of checks (from 3-5%). Another Member noted the importance of engagement from an early stage and emphasised the need to complete a stakeholder analysis. They discussed the importance of understanding when the individuals, organisations and systems responsibilities began and ended.</p> <p><b>DECISION: The Social Care Council Board approved the establishment of a project to take forward the Revalidation Project.</b></p>	
8.2	<p><u>James House Office Design:</u> Christine Williams (CW) and David Rooney (DR) from the Belfast Optimisation Project attended the meeting to give Members an</p>	

	<p>update on the proposed layout and design details for the organisations move to James House. They noted a recent development regarding the timetable and explained that the move would be taking place approximately 12 months later than expected. Members discussed:</p> <ul style="list-style-type: none"> <li>• Meeting rooms for hearings being made private and properly sound proof;</li> <li>• Accessible parking for Members of Partnerships on an adhoc basis;</li> <li>• Full accessibility to the building for wheelchair users and the visually impaired;</li> <li>• If the organisation would be able to absorb any of the projected savings;</li> <li>• Technology enabling staff to work flexibly and the promotion of agile working;</li> <li>• How this change will help support a new culture.</li> </ul> <p>Members of the Senior Leadership Team agreed that it was important to keep the Board engaged throughout the development of this project. The Chair thanked CW and DR for attending.</p> <p><b>DECISION: The Social Care Council Board noted the James House Office Design.</b></p>	
8.3	<p><u><i>Conflict, Bullying and Harassment in the Workplace Policy and Procedure:</i></u></p> <p>The Policy and Operations Manager presented the updated Conflict, Bullying and Harassment in the Workplace Policy and Procedure. It was noted that this was based on the regional policy and that only minor changes had been made to link it with the Social Care Council taking into account the results of the HSC Staff Survey. She confirmed that all staff had been consulted as well as receiving training through BSO and that it had been discussed at the Joint Negotiating Forum (JNF).</p> <p>Members agreed that while this policy was very important and while it might seem acceptable in theory that it would be very difficult to manage within the workplace. The Senior Leadership Team confirmed that they would be keeping a close eye on this and would be doing regular surveys through the Culture Investors in People (IIP) group to measure changes. Members suggested also having someone to approach outside of the workplace so staff feel comfortable that it is not being managed internally.</p> <p><b>DECISION: The Social Care Council Board noted and agreed the Conflict, Bullying and Harassment in the Workplace Policy and Procedure.</b></p>	

8.4	<p><u>HR Assurance Report:</u> The Policy and Operations Manager presented the HR Assurance Report to Members and highlighted the following:</p> <ul style="list-style-type: none"> <li>• The Social Care Council has one of the lowest sickness absence rates in the HSC with a 2.99% cumulative absence total (to date) against a KPI of 3.5% and was the first public sector organisation to be awarded IIP's Health and Wellbeing Award in NI in response to its active health and wellbeing programme.</li> <li>• During the period April 2019 to January 2020, six staff left the organisation (including one retirement), one member of staff availed of a secondment and eight new staff joined the organisation (excluding agency staff). One person was also engaged through the Work Placement Scheme facilitated through the BSO Equality Unit.</li> <li>• The organisation also piloted (through open competition) for one member of staff to participate in the Young Scotland and Northern Ireland Programme which is a four day programme with young people across the private and public sectors to improve their confidence, leadership and presentation skills. We will be reviewing the impact of this Programme in the new Business Year.</li> </ul> <p><b>DECISION: The Social Care Council Board noted the HR Assurance Report.</b></p>	
9.	<p><b>Performance Reporting</b></p>	
9.1	<p><u>Business Performance Report Quarter 3 to 31<sup>st</sup> December 2019:</u> The Director of Registration and Corporate Services presented the Business Performance Report for Quarter 3 and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Registration of Workforce – 92% of applications processed within 20 days (KPI = 100%);</li> <li>• Regulation of Workforce – 96% of new referrals triaged within 3 days (KPI = 100%) and 90% of ISOs concluded within 4 weeks (KPI = 100%);</li> <li>• Finance - £31,000 overspend at year end (KPI = £20,000). The Director of Registration and Corporate Services confirmed that this had been registered with the Department of Finance who will hopefully be able to cover this cost.</li> </ul> <p><b>DECISION: The Social Care Council Board noted the Business Performance Report at Quarter 3.</b></p>	
9.2	<p><u>Finance Performance Report to 31<sup>st</sup> December 2019:</u> The Director of Registration and Corporate Services highlighted the following from the Finance Performance Report to 31<sup>st</sup> December 2019:</p> <ul style="list-style-type: none"> <li>• The Social Care Council Revenue Resource Limit (RRL) at</li> </ul>	

	<p>month 9 is £1,509,045 which is accrued to budget. This now includes the additional allocation of the £25,000 pro rata for the year. The additional RRL of £119,995 for employer pension costs and BSO recharges will be included in month 10 figures pro rata for the year.</p> <ul style="list-style-type: none"> <li>• Income &amp; Expenditure has achieved surplus position of £31,485 as at 31st December 2019 and has been registered with the Department of Finance.</li> <li>• The Transformation Project is reporting a £42,794 underspend but the Project Manager assured much of that is backfill costs that have yet to be claimed. The Social Care Council has also been provided with an additional £400,000 non recurrent revenue funding to support the Domiciliary Care Training Transformation Project.</li> <li>• Total capital cost reported as £138,629 to include: Registrations System Change Control, Website development, PC refresh and 360 degree performance framework for Regulatory Committee Members.</li> <li>• Agreement to maintain two FTP Agency posts through to year end and ending all expenditure in variable key Non-Pay areas such as training.</li> </ul> <p>Members were informed that the Department of Health has asked the Social Care Council to deliver a number of small projects around promoting Social Work and Social Care careers and delivering a Social Care event around strength based practice. Members advised caution to the organisation as resources are already stretched but the Director of Registration and Corporate Services argued that it may strengthen the Social Care Council's position at year end if provided with more funding.</p> <p><b>DECISION: The Social Care Council Board noted the Finance Performance Report to 31<sup>st</sup> December 2019.</b></p>	
9.3	<p><u><i>Draft Business Plan 2020-21:</i></u> The Policy and Operations Manager presented the draft business plan for 2020-2021 and highlighted the key improvements and changes within the document. She explained that it would be in consultation through March and asked for comments before the end of February to allow her to make changes before the Board Strategic session on 11<sup>th</sup> March. She also told the Board that the Social Care Council would soon be developing the new Corporate Plan for 2021-2025.</p> <p>Members discussed the importance of the various sub-committees being involved in the development of business and corporate plans from the outset and welcomed the opportunity to robustly test their involvement.</p> <p><b>DECISION: The Social Care Council Board noted the draft</b></p>	

	<p><b>Business Plan 2020-2021.</b></p> <p><b>ACTION: Members agreed to read the document and feedback comments to the Policy and Operations Manager before the end of February.</b></p>	ALL
<b>10.</b>	<b>Sub Committees</b>	
10.1	<p><u>Leaders in Social Care Partnership unconfirmed minutes of 26<sup>th</sup> November 2019 (for information):</u></p> <p>The Chair of the Leaders in Social Care Partnership presented the unconfirmed minutes of 26<sup>th</sup> November 2019. She gave a few key highlights:</p> <ul style="list-style-type: none"> <li>• The investment and increase in Communications is assisting Members engaging with the workforce and is having a positive affect;</li> <li>• Members are practicing shared leadership by having employers chair the 3 Workstreams (Workforce Strategy, Communications and Data Intelligence).</li> </ul> <p><b>DECISION: The Social Care Council Board noted the Leaders in Social Care Partnership unconfirmed minutes of 26<sup>th</sup> November 2019.</b></p>	
10.2.1	<p><u>Professional in Practice Partnership unconfirmed minutes of 4<sup>th</sup> December 2019 (for information):</u></p> <p>The Chair or the Professional in Practice Partnership presented the unconfirmed minutes of 4<sup>th</sup> December 2019 and noted one key problem for the workforce in that the changes to the Mental Capacity Act may impinge on a Social Care Workers and Social Workers roll and function.</p> <p><b>DECISION: The Social Care Council Board noted the Professional in Practice unconfirmed minutes of 4<sup>th</sup> December 2019.</b></p>	
10.2.2	<p><u>PiP Standards for Programme Approval:</u></p> <p><b>DECISION: The Social Care Council Board noted the PiP Standards for Programme Approval.</b></p>	
10.3	<p><u>Participation Forum confirmed minutes of 25<sup>th</sup> September 2019 (for information):</u></p> <p>The Chair of the Participation Forum presented the minutes from their meeting on 25<sup>th</sup> September 2019 and spoke about key highlights from their most recent meeting on 21<sup>st</sup> January 2020. These included:</p> <ul style="list-style-type: none"> <li>• Members had a strong emphasis on being genuinely involved in the development of the business plan;</li> <li>• Continued focus on straightforward language;</li> </ul>	

	<ul style="list-style-type: none"> <li>• A lot of new Members bringing their experiences to the forum;</li> <li>• Very busy agendas so finding new ways to communicate with Members in between meetings;</li> <li>• Very complimentary of the Social Work Awards but uncomfortable with the use of 5 star hotels as venues.</li> </ul> <p>The Member also proposed that the Board should look at the Mental Capacity Act with regards to how it affects service users and carers. It was suggested that Aine Morrison (DoH) be invited to the next Board meeting to discuss the Mental Capacity Act and allow Members to ask questions.</p> <p><b>DECISION: The Social Care Council Board noted the Participation Forum confirmed minutes of 25<sup>th</sup> September 2019.</b></p> <p><b>ACTION: The Secretariat invite Aine Morrison is invited to the next Board meeting to give a short presentation on the Mental Capacity Act.</b></p>	JA
10.4	<p><u>Registrants' Forum unconfirmed minutes of 14<sup>th</sup> January 2020 (for information):</u></p> <p>The Deputy Chair of the Registrant's Forum presented the unconfirmed minutes of the 14<sup>th</sup> January 2020. She explained that Members had been having a few issues with being able to meet over the past year but they have now recently recruited some new Members, including a Social Work Student from Ulster University Magee.</p> <p>The Deputy Chair confirmed that their main concern was the ongoing strike over pay parity and highlighted that despite this now being granted, it does not address the safe staffing issues that will directly impact on service user and carer safety as Social Care and Social Work staff are not able to meet their standards. They discussed briefly the number of Social Care and Social Work vacancies in Northern Ireland and that it was important to find a way of presenting these figures to the new Minister for Health.</p> <p><b>DECISION: The Social Care Council Board noted the unconfirmed Registrant's Forum minutes of 14<sup>th</sup> January 2020.</b></p>	
11.	<b>Governance</b>	
11.1	<p><u>Audit and Risk Assurance Committee unconfirmed minutes of 22<sup>nd</sup> January 2020:</u></p> <p>The Chair of the Audit and Risk Assurance Committee presented the unconfirmed minutes of the meeting on 22<sup>nd</sup> January 2020 and gave a brief overview of what was discussed. Highlights included:  The recent Fitness to Practise audit was awarded a Satisfactory Assurance because of how it was being managed internally;  The Chair requested a timeline for Payroll Shared Services to</p>	

	<p>understand the length of time they had been reporting a Limited Assurance.</p> <p><b>DECISION: The Social Care Council Board noted the Audit and Risk Assurance Committee unconfirmed minutes of 22<sup>nd</sup> January 2020.</b></p>	
11.2	<p><u>Progress Report on the Risk Assurance Framework:</u> The Chair of the Audit and Risk Assurance Committee also reported the following: [REG01] Fitness to Practise (FTP) Resource and Capacity was reduced from an extreme risk to a high risk; A discussion occurred around the [STN01] Social Care Workforce risk and whether or not the Social Care Council had sole ownership of it. Members agreed that the responsibility should be shared with the Department of Health and requested that the Interim Director of Regulation and Standards query this as a member of the Workforce Review Group under Christine Smyth (DoH).</p> <p>Member also discussed the language used and agreed that what is report on the Risk Register should be articulated better. The Director of Registration and Corporate Services agreed to organise a reappraisal of risks by the Risk Management Committee and confirmed that Members would be receiving a decision tree diagram around risk assessment and removal of risks from the register.</p> <p><b>DECISION: The Social Care Council Board noted the Progress Report on the Risk Assurance Framework.</b></p> <p><b>ACTION: The Interim Director of Regulation and Standards to query co-ownership of risk [STN01] Social Care Workforce at the next meeting of the Workforce Review Group.</b></p>	
11.3	<p><u>Board Self-Assessment Action Plan:</u> The Chair agreed to postpone this paper until the next meeting.</p>	
11.4	<p><u>Landscape Review Draft Terms of Reference:</u> The DoRCS confirmed that Richard Humphries (RH) from the Social Care Institute of Excellence (SCIE) had been commissioned by the Department of Health to carry out the upcoming Landscape Review of the future role and functions of the Social Care Council. Members were presented with the draft Terms of Reference and were asked for comments.</p> <p>It was explained that RH would like to meet with Members of the Board as well as external stakeholders. The DoRCS agreed to confirm if interviews were to be conducted individually or in small groups.</p> <p>It was agreed that when dates had been agreed, Maureen Martin would circulate and as for availability to attend the interviews in the</p>	

	<p>Social Care Council offices or dial in via teleconference.</p> <p><b>DECISION: The Social Care Council Board noted the Landscape Review Terms of Reference and agreed to participate.</b></p> <p><b>ACTION: The DoRCS agreed to contact RH to determine how he would like to conduct interviews.</b></p> <p><b>ACTION: Maureen Martin agreed to circulate dates and times for the upcoming Landscape Review.</b></p>	
<b>12.</b>	<b>AOB</b>	
12.1	Members agreed that there was too full and agenda at this meeting and that there needed to be greater management of information brought to the Board meetings.	
<b>13.</b>	<b>Date of Next Meetings</b>	
13.1	<ul style="list-style-type: none"> <li>• Wednesday 11<sup>th</sup> March @ 10am – Board Strategic Meeting</li> <li>• Wednesday 22<sup>nd</sup> April 2020 @ 10am – Board Meeting</li> <li>• Wednesday 27<sup>th</sup> May 2020 @ 10am – Board Strategic Meeting</li> <li>• Wednesday 24<sup>th</sup> June 2020 @ 10am – Board Meeting</li> </ul>	

Signed by: **Paul Martin** (*Chair, Northern Ireland Social Care Council*) on 22<sup>nd</sup> April 2020



Wednesday 5<sup>th</sup> February 2020

<b>ACTION</b>	<b>OWNER</b>	<b>PROGRESS</b>
Members to read the Business Plan 2020-2021 and provide feedback to the Policy and Operations Manager by the end of February.	ALL	Ongoing
Aine Morrison to be invited to next Board meeting to present updates on the Mental Capacity Act.	JA/MM	Ongoing
Query of ownership of risk [STN01] Social Care Workforce at next Workforce Review Group.	MO'R	Ongoing
Dates and times for upcoming landscape review to be circulated to Members.	MM	Completed