



Ag Rialáil Gairmithe Sláinte  
agus Cúraim Shóisialaigh

Regulating Health +  
Social Care Professionals

# Annual Report 2012

Including:

Report of the Health and Social Care Professionals Council

Report of the Social Workers Registration Board

Report of the Radiographers Registration Board

An Chomhairle um Ghairmithe Sláinte agus Cúraim Shóisialaigh  
Health and Social Care Professionals Council



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# Abbreviations and definitions

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<b>Act</b>	Health and Social Care Professionals Act, 2005
<b>Board</b>	Registration board
<b>CEO</b>	Chief Executive Officer
<b>Committee</b>	Advisory committee of Council/Board, chaired by a member of Council/Board, which makes recommendations for decision by Council/Board
<b>CORU</b>	Umbrella body responsible for regulating health and social care professionals, including the Health and Social Care Professionals Council and the 12 registration boards to be established under the Health and Social Care Professionals Act, 2005
<b>Council</b>	Health and Social Care Professionals Council
<b>Department</b>	Department of Health
<b>HCPC</b>	Health and Care Professions Council
<b>HR</b>	Human resources
<b>HSE</b>	Health Services Executive
<b>IASW</b>	Irish Association of Social Workers
<b>ICT</b>	Information and communications technology
<b>Minister</b>	Minister for Health
<b>Registrar</b>	Chief Executive Officer when exercising her duties as Registrar to the registration boards
<b>Registration board</b>	An individual registration board for one of the professions covered by the Act
<b>RRB</b>	Radiographers Registration Board
<b>SWRB</b>	Social Workers Registration Board
<b>WTE</b>	Whole-time equivalent

## What is CORU?

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CORU is the umbrella body responsible for protecting the public by promoting high standards of professional conduct, and professional education, training and competence, amongst registrants of designated health and social care professions. It is responsible to the Minister for Health.

CORU comprises the Health and Social Care Professionals Council (the Council), established in 2007, and the 12 registration boards to be established under the Health and Social Care Professionals Act, 2005 (the Act), relating to the following professions:

Clinical biochemists	Physiotherapists
Dietitians	Psychologists
Medical scientists	Radiographers
Occupational therapists	Social care workers
Orthoptists	Social workers
Podiatrists	Speech and language therapists

To date the Minister has established the Social Workers Registration Board and the Radiographers Registration Board. The remaining boards will be established on a phased basis.

When all 12 registers named in the Act are fully operational, CORU as a whole will be responsible for the registration of more than 20,000 professionals. The Opticians Board, which registers optometrists and dispensing opticians, is also expected to merge with CORU in 2014. Legislative changes are needed to complete this process.

# 2012

## At a glance

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- Establishment of the Radiographers Registration Board

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- First election for membership of the Social Workers Registration Board

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- Amendments to the Act put in place

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- Statutory Instruments enacted:
  - Time Limits for Payment of Annual Fees for Retention of Registration Rule 2012
  - Election of Members for Appointment to Social Workers Registration Board Bye-Law 2012
  - Criteria for Restoration to the Social Workers Register Bye-Law 2012

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- Corporate systems finalised, with measurable improvements in relation to finance, procurement, audit, risk and governance, communications and human resources

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- Online registration services launched

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- Shared services delivered in payroll, print services, ICT support and HR

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- Staff complement increased by 20% to 18

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- Completion of the first approvals and monitoring reviews of university courses under Part 5 of the Act

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- Development of structures and mechanisms to support the opening of the Fitness to Practise mechanism

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# 1. Report of the Health and Social Care Professionals Council

## 1.1 Chairperson's statement

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As Chairperson of the Health and Social Care Professionals Council, I am pleased to present the Council's Annual Report for 2012.

This year we have made significant progress in achieving our objective of protecting the public through the regulation of health and social care professionals. The Social Workers Register completed its first full year of operation during 2012 and in January the second registration board, the Radiographers Registration Board, was appointed. Appointments for registration boards for dietitians, occupational therapists and speech and language therapists were awaited at year end.

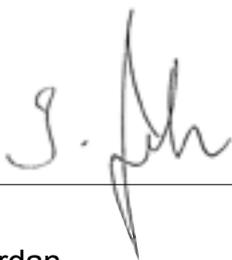
During 2012, work continued in developing the legislative framework underpinning CORU's functions. In March, Statutory Instrument No. 77 of 2012 (Time Limits for Payment of Annual Fees for Retention of Registration Rule 2012) was enacted. This sets out the time period within which registrants must pay second and subsequent retention fees to Council in order to maintain registration in the register of their designated profession. In December, amendments to the Health and Social Care Professionals Act 2005 were signed into law by President Higgins. When implemented, these will allow for the appointment of professional nominees to the Council, as well as changes in registration criteria, and further implementation of the EU Directive for recognition of professional qualifications.

I would like to thank the members of Council for their dedicated work during 2012, all undertaken on a voluntary basis. In June, Council member Sharon Foley resigned, while Council member Julie Ling, and Council observer Monica Egan, finished their terms in August. I would like to thank them for their invaluable contributions to the work of the Council.

Council's four committees provided vital support to Council in 2012. I would like to express my appreciation, and that of Council, to the members of these committees for their commitment and expertise. On behalf of Council, I would also like to thank the Chief Executive Officer and the staff of CORU for their hard work and dedication.

During 2012, the Minister for Health and the staff of his Department continued to support CORU in our work. I would like to thank them for this, and I look forward to continuing good relations in the coming year as we move towards the regulation of further health and social care professions.

I am pleased to report that during 2012 the Council met all requirements under the Ethics in Public Office Act, 1995 and 2001. The Council was also fully tax compliant, and in compliance with the Code of Practice for the Governance of State Bodies.



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Tom Jordan  
Chairperson

## 1.2 CEO's foreword

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As Chief Executive Officer, I would like to thank the Chairperson and members of the Council, including the observers, for their dedication and support to the work of the organisation during the year. Council worked effectively with the registration boards during 2012, providing support and guidance as they carried out their functions under the Act.

CORU continued to develop successfully during 2012, working towards achieving our primary objective of protecting the public. The number of social work registrants increased, with many renewing their registration for the first time in May.

The second registration board, the Radiographers Registration Board, was appointed by the Minister for Health in January 2012. The Board, supported by the Executive, worked hard during the year in preparation for the opening of the Radiographers Register, expected in 2013. Preparations were also made during 2012 for the induction and servicing of further registration boards, still awaited at year end.

In August, the terms of office of six members of the Social Workers Registration Board (SWRB) expired. I would like to thank them, and another member who resigned in July, for their contribution to the Board during the critical first years of its existence. I would like to welcome the new member who joined the Board in August, and wish to acknowledge the hard work of the remaining members, who continued with the Board's functions despite their reduced numbers. Thanks are also due to the members of the SWRB's two committees and its Panel of Assessors. The work of these groups underpins and supports the decision-making of the SWRB.

In conjunction with the increased workload at CORU, staff numbers increased to 18 during 2012. I would like to welcome the new staff members to the team, and thank them and the rest of the staff for their conscientious and tireless work during the year. Many of our staff have been recruited through the government re-deployment process and we thank the Public Appointments Service for their assistance in these matters.

I would like to thank the Department of Health, in particular the Professional Regulation Unit, for their on-going help and support. I would also like to express my appreciation to other regulatory bodies, at home and abroad, for being readily available to advise and share their experience in the field of regulation.



Ginny Hanrahan  
Chief Executive Officer

## 1.3 Background

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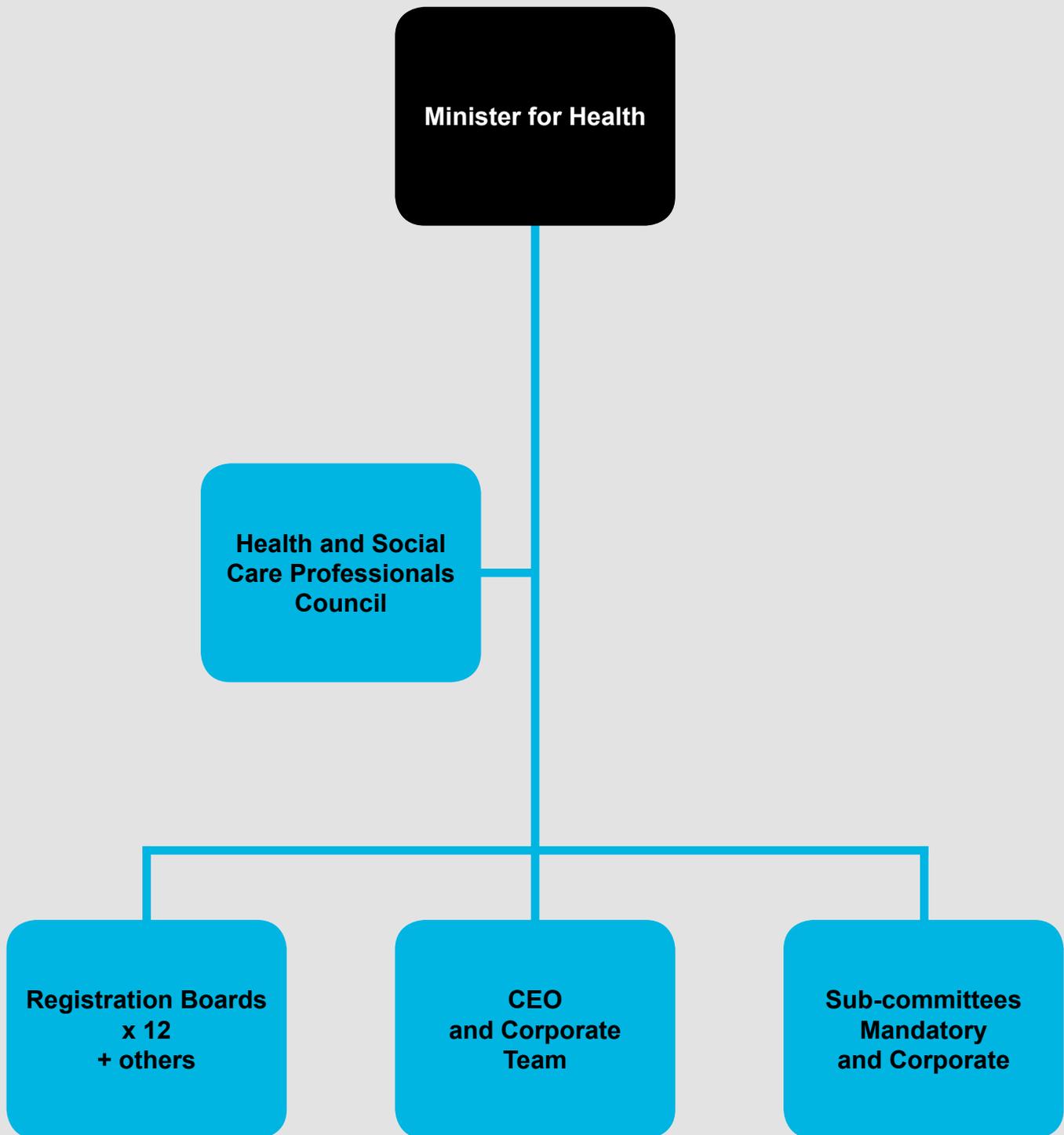
The Health and Social Care Professionals Act was passed in 2005. The Act provides for the establishment of a regulatory system for 12 named health and social care professions. The aim is to protect the public by promoting high standards of professional conduct, and professional education, training and competence, among registrants of the designated health and social care professions. These are:

- Clinical biochemists
- Dietitians
- Medical scientists
- Occupational therapists
- Orthoptists
- Podiatrists
- Physiotherapists
- Psychologists
- Radiographers
- Social care workers
- Social workers
- Speech and language therapists.

The Minister for Health will appoint a registration board to carry out registration and education functions for each of the professions to be regulated. Registration boards are independent bodies corporate with perpetual succession and their own seal.

In order to facilitate the establishment and smooth operation of the proposed regulatory system, the Act provides for the establishment of an independent Council as a body corporate. Ultimately, when the registers are up and running, the Council will be self-funding. The Council is unique in Ireland's statutory regulation system for the health and social care professions, in that it is the only regulator dealing with multiple professions. One of the Council's main functions is to oversee and coordinate the activities of registration boards to ensure consistency in the regulatory system. Council's object and duties appear in Appendix 1.

The Council comprises one representative from each of the professions to be regulated, and a corresponding lay person. To ensure the maintenance of a lay majority, the chairperson is also a lay member. Legislative amendments to allow the professional nominees be appointed to Council prior to the establishment of their registration boards, were signed into law in December 2012. It is expected that the Minister for Health will confirm the nominees' appointments as full Council members early in 2013. Council membership and attendance at Council meetings during 2012 appear in Appendix 2.



## 1.4 Council activities in 2012

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The Act gives each registration board responsibility for carrying out registration and education functions related to its specific profession. The Council does not have direct responsibility for these functions, and instead has overall oversight and coordination roles. It is in this context that Council issues guidelines to registration boards, including on making the bye-laws that underpin the requirements for registration. Council's coordination role ensures consistency in the regulatory system.

During 2012, as well as fulfilling its role in registration and education, Council maintained oversight of the finance and corporate governance functions of the organisation. Details of Council's activities appear below.

### 1.4.1 Registration

#### **Fee structure**

In July 2012, Council approved a concession on fees for existing practitioners who are availing of the transitional arrangements which allow them time to apply to the Board for registration. This concession will be available to applicants from each profession after their register opens. Existing practitioners will be required to pay an application fee to process their registration application. While they will have to complete an annual renewal form each year after registration, they will not be required to pay a retention fee until one year after the close of the transitional period.

#### **Online registration system**

In September, CORU launched the first online components of its new ICT registration system. The aim of the system is to make future renewals, registration, updating of details, and maintenance of Continuous Professional Development (CPD) records easier for registered health and social care professionals. It also allows the public to use a filtering "Search the Register" function which will become increasingly important as the number of professional registers and registrants grows. The full system will be rolled out in several phases.

The first online components now in place allow registrants to confirm personal and employment details that CORU holds about them and to update these details via the web. The system also facilitates online renewal and payment of the retention fee by credit/debit card.

The next phase, due in 2013, will further enable electronic communication with registrants and will facilitate record and statistical information management.

Later phases will allow registrants to maintain their own CPD records and complete other processes online.

#### **Elections**

Council issued framework guidelines for the registration boards to use in determining the election procedures for members.

#### **Rules**

A Rule on fees was made by Council on the time limits for payment of the annual retention fee for registration. This Rule is Statutory Instrument number 77 of 2012, named Time Limits for Payment of Annual Fees for Retention of Registration Rule 2012.

## 1.4.2 Education

The Registration and Education Committees amalgamated in late 2011. The Committee comprises members of the Council and external members with an expertise in education and registration. During 2012, the Committee reviewed existing council education policy to ensure quality assurance in the approval programmes. The Committee also oversaw the development of continuing professional development requirements for registrants.

### **Continuing Professional Development (CPD)**

The first phase to develop a framework policy on CPD to guide registration boards in setting out requirements for their profession began in 2012, involving research on:

- existing CPD systems for the 12 professions covered by the Act
- existing CPD systems for other professions in Ireland
- CPD systems and trends in the international regulatory context.

During this phase a wide consultation was undertaken with key stakeholders, including all 12 professions as well as the Opticians Board, trade unions and employers. The second phase, comprising the development a model of CPD for the purpose of registration, will take place in 2013.

## 1.4.3 Corporate Services

CORU's corporate services department deals with finance, resources, ICT, staffing, governance and communication issues.

### **Human resources**

During 2012, CORU's staff complement rose to a total of 18 whole-time equivalent (WTE) posts. New appointments were made through a combination of redeployment and external recruitment through the Public Appointments Service.

### **ICT**

The first phase of the new ICT online registration system went live in September 2012. Details can be found in section 1.4.1 Registration.

### **Shared services**

The Food Safety Authority of Ireland began administering CORU's payroll and pensions arrangements at the start of 2012, at no cost to CORU. In another cost-free service, towards the end of 2012 the Revenue Printing Centre began to assist with CORU's design and printing requirements.

## 1.4.4 Communications

CORU continued to communicate directly with stakeholders during 2012. This engagement included running public consultations, making presentations at professional and other relevant conferences, responding to requests to meet with interested groups and contributing to publications.

### **Website**

CORU's website ([www.coru.ie](http://www.coru.ie)) allows the organisation to communicate efficiently with its audiences, while also providing an important information resource for health and social care professionals. In 2012, an average of 3,700 individuals visited the CORU website each month, over 83% of whom were new visitors.

## **Newsletter**

In 2012, CORU launched a new quarterly newsletter providing information on our activities, role and functions. The newsletter is circulated widely, as well as being available on the CORU website.

## **Patient safety**

During 2012, CORU continued its involvement with the on-line information portal, [www.healthcomplaints.ie](http://www.healthcomplaints.ie), which provides information to the public on how to make a complaint or give feedback about health and social care services in Ireland. CORU's CEO chairs the initiative's governance committee.

## **Collaboration with the professions**

In 2012, CORU continued to communicate with the professional bodies of all 12 professions named in the Act, in particular with the social workers and radiographers whose boards have already been appointed. In advance of the expected appointment of the Speech and Language Therapists, Occupational Therapists and Dietitians Registration Boards, CORU met with the relevant professional bodies.

### **1.4.5 Other activities**

#### **Legislative amendments**

The Health and Social Care Professionals (Amendment) Act 2012 was signed into law in December 2012 and is due to be commenced in the first quarter of 2013. The principal amendments introduced by the Act relate to:

- the appointment of professional nominees to the Council
- changes in registration criteria, including the power to allow Registration Boards to put in place a scheme for returners to practice
- further implementation of the EU Directive for recognition of professional qualifications.

#### **Fitness to practise**

Council continued to make preparations for the commencement of the Fitness to Practise framework. In time, matters relating to fitness to practise will form a significant part of the Council's work.

#### **Framework Code of Professional Conduct and Ethics**

Council approved a plan for a review of the Framework Code of Professional Conduct and Ethics, to be carried out under the stewardship of the Fitness to Practise Committee. The review will gather the experience of the professions that have used the Framework Code to guide the development of their profession-specific Codes of Professional Conduct and Ethics.

#### **Transfer of other organisations to CORU**

At the end of 2012 the Department of Health began drafting legislation to enable the transfer of the Opticians Board, which regulates optometrists and dispensing opticians.



## Audit, Risk and Governance Committee

**Role:** To review and provide oversight on the reliability and integrity of financial systems, internal control and operational information, review of corporate governance processes and review of systems of risk management.

**Membership:** Sharon Foley (chair until June), Tim Dalton, Vincent McCabe, Stephen McMahon (chair from June), Maeve Murphy (from June) and Odhrán Allen (from June).

### Key activities in 2012:

- Review and approval of 2011 financial statements and implementation of Comptroller and Auditor General's audit requirements
- Annual review of Code of Corporate Governance
- Monitoring and review of internal financial controls and tax compliance
- Review and monitoring of risk register.

### Attendance:

Name	8 Feb	6 June	21 Sept	22 Nov	6 Dec
Odhrán Allen	N	✓	X	✓	✓
Sharon Foley*	✓	X	N	N	N
Tim Dalton	X	X	✓	✓	X
Vincent McCabe	✓	✓	✓	X	X
Stephen McMahon*	✓	✓	✓	✓	✓
Maeve Murphy	N	✓	✓	✓	✓

## Registration and Education Committee

**Role:** To advise Council on policies and procedures in relation to registration and education.

**Membership:** Ann Taylor (chair), Odhrán Allen, Marie Culliton (from May), Monica Egan (to August), Muiris FitzGerald, Lorraine Horgan, Maeve Murphy, Jackie Reed.

### Key activities in 2012:

- Made recommendations to Council on the development of policy and guidance in respect of the registration, education and Competent Authority processes.
- Monitored the development of the CPD model.

### Attendance:

Name	18 Apr	28 May	27 Aug	12 Nov
Odhrán Allen	✓	✓	X	X
Marie Culliton	N	✓	✓	✓
Monica Egan	X	X	N	N
Muiris FitzGerald	X	✓	✓	✓
Lorraine Horgan	✓	✓	✓	X
Maeve Murphy	✓	✓	✓	✓
Jackie Reed	✓	✓	✓	✓
Ann Taylor*	✓	✓	✓	✓

## Fitness to Practise Committee

**Role:** To develop a Fitness to Practise framework, including issuing guidance on the Codes of Professional Conduct and Ethics, advising on the development of policy, and identifying issues in matters relating to fitness to practise.

**Membership:** Dorothy Donovan (chair until July), Richard Booth, Jenny Bulbulia, Fionnuala Cook, Marie Culliton (from November), Ursula Fernée (from November), David Power (to June), Kristin Quinn (appointed chair in December), Emma Stokes.

### Key activities in 2012:

- Brought papers to the Council to establish the foundations for the fitness to practise mechanism, including papers on the form of a complaint, the structure of the disciplinary committees and communications.
- Began a review of the Framework Code of Professional Conduct and Ethics used by Registration Boards to develop their own respective Codes of Professional Conduct and Ethics.
- Devised a project plan for the development of policies, procedures and guidelines to be approved by Council for the establishment of Fitness to Practise.

### Attendance:

Name	19 Jan	12 Apr	12 Jun	13 July	20 Sept	24 Oct	19 Nov
Richard Booth	✓	✓	✓	✓	✓	✓	✓
Jenny Bulbulia	✓	X	✓	✓	✓	✓	✓
Fionnuala Cook	✓	X	X	X	✓	X	X
Marie Culliton	N	N	N	N	N	N	X
Dorothy Donovan*	✓	✓	X	X	X	✓	X
Ursula Fernée	N	N	N	N	N	N	✓
David Power	✓	✓	N	N	N	N	N
Kristin Quinn*	N	✓	✓	✓	✓	✓	X
Emma Stokes	✓	✓	✓	X	X	X	✓

Kristin Quinn became acting chair on 20 September, and was appointed chair in December. Jenny Bulbulia took the chair on 19 November.

## **2. Report of the Social Workers Registration Board**

This Report is an account of the activities of the Social Workers Registration Board during 2012, presented to the Health and Social Care Professionals Council for inclusion in the Council's Annual Report 2012, as required under Section 25(1) of the Health and Social Care Professionals Act 2005.

## 2.1 Background

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In August 2010, the Social Workers Registration Board (SWRB) became the first of the 12 boards to be established under the Health and Social Care Professionals Act 2005. Its object is

“to protect the public by fostering high standards of professional conduct and professional education, training and competence among registrants of that profession”.

The Board comprises 13 unpaid members. Seven are “lay” members (not social workers), while the remaining six are professional nominees, representing:

- educators
- managers
- social workers delivering frontline services.

See Appendix 3: **The object and duties of registration boards as set out in the Act**

See Appendix 4: **Details of the Social Workers Registration Board membership**

The register for social workers opened on 31 May 2011, marking the introduction of statutory registration of social workers in the Republic of Ireland. The register shows specific information on all registrants and is available to view on the CORU website. The two-year transition period for existing practising social workers to apply for registration (known as “grandparenting”) ends on 31 May 2013. After this date, only registered social workers, or those who have applied for registration, will be able to use the protected title of “social worker”.

During 2012, the first full calendar year of registration, the SWRB continued to carry out its functions in relation to:

- maintaining a register of members of the social work profession, including issuing certificates of registration
- approving programmes for the education and training of applicants for registration
- monitoring, in accordance with the Act, the continuing suitability of these education and training programmes.

In addition, following public consultation, the Board made two new bye-laws in relation to the election of members to the SWRB and the criteria for restoration to the register.

## 2.2 Board activities in 2012

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### 2.2.1 Registration

#### **Bye-laws**

The SWRB made the following bye-laws following public consultation and with the approval of Council:

- Election of Members for Appointment to the Social Workers Registration Board Bye-law 2012
- Criteria for Restoration to the Register Bye-law 2012.

#### **Board membership and elections**

Each of the registration boards appointed under the Act is to consist of 13 members, six of whom will be appointed by the Minister on their election by the registrants of that profession (usually referred to as the “professional” members) and seven persons appointed by the Minister (usually referred to as the “lay” members).

The Social Workers Registration Board started 2012 with a full complement of 13 members. One member resigned in July and the terms of office of six others expired in August, leaving only seven members on the Board. Three of the vacancies were for members of the profession who are registrants (two practitioners and one manager) and these were due to be filled by election.

Following the making of the relevant bye-law in May, the Board published Notice of Election and Request for Nominations in June. One nomination was received. As the number of candidates was less than the number of vacancies in the electoral category, the candidate was declared duly elected without a poll.

The remaining four vacancies, for “lay” members, are to be filled by the Minister for Health. The Department, through the Public Appointments Service, sought expressions of interest under the following categories:

- representative of the management of the public health sector, the social care sector or both;
- representative of third-level educational establishments in the State involved in the education and training of persons with respect to the practice of the profession;
- representative of the interest of the general public.

We await the Minister’s appointment of these members. In the meantime, the Board is fully functioning, as 40% of the total members currently in office constitute a quorum at a meeting.

#### **Applications for registration**

In addition to completing the standard application form and paying the required fee, applicants for registration who are new entrants to the profession must:

- satisfy the Board that they hold an approved qualification that meets the standards of proficiency set by CORU;
- be fit and proper to engage in the practice of their profession; and
- have sufficient knowledge of the language necessary to practise in the State.

There were 154 people on the Social Workers Register at the beginning of 2012. At year-end, there were 214. These registrants comprised 196 new entrants to the profession and 18 existing practitioners.

In advance of SWRB decisions about granting or refusing registration, the Social Workers Registration Committee reviews and assesses applications for registration, makes recommendations to the Board and can review policies and procedures and provide advice to the Board regarding "fit and proper" and other issues, as appropriate. The committee comprises seven members of the SWRB. The Social Workers Registration Committee's work is carried out with strict adherence to confidentiality regarding sensitive information and data protection.

During 2012:

- there were 117 new applications for registration
- 96 applicants were granted registration
- one applicant was restored to the register
- no applicant was refused registration.

At year end, there were 42 applications at the verification stage and awaiting presentation to the SWRB in 2013. Following the annual renewal of registration on 31 May, there were 16 voluntary removals from the register. Council directed the Board to remove 22 registrant names from the register as a result of non-payment of the retention fee.

### **"Grandparenting" for existing practitioners**

Section 91 of the Act, provides for a transitional period (the "grandparenting" period) that allows individuals to apply for registration who have been practising in the five years prior to the opening of their register and who:

hold a Schedule 3 qualification (NQSW and CQSW in the case of social workers)

or

hold a qualification that is sufficiently relevant and of a standard not lower than the Schedule 3 qualification

or

successfully complete an assessment of professional competence.

Applicants must also satisfy their Board that they are "fit and proper" to engage in the practice of the profession. Following this assessment, they must complete an application form and pay the required fee.

The closing date for social worker practitioners who wish to be considered for registration under these criteria is 31 May 2013. Up to the end of 2012, less than 1% of existing practitioners had registered.

### **"Grandparenting" fee concession**

In July 2012, Council approved a concession on fees for existing practitioners who are availing of the transitional arrangements. Existing practitioners will be required to pay an application fee to process their registration application. While they will have to complete an annual renewal form each year after registration, they will not be required to pay a retention fee until one year after the close of the transition period. For social workers, this means that these registrants will not be required to pay the retention fee until 31 May 2014.

### **Renewal of registration**

The annual date for renewal of registration for social workers is 31 May, the anniversary of the opening of their Register. The first renewal date occurred in 2012. In preparation for this, Council made a Statutory Instrument called the Time Limits for Payment of Annual Fees for Retention of Registration Rule 2012.

## Removal from the Register

The Board secured Council approval for the procedure to allow registrants to apply to have their names removed from their register voluntarily. As noted above, in all, 38 social worker registrants left the Register after 31 May 2012. All of those removed from the Register were new entrants to the profession in 2011.

## Online registration system

Phase one of the new ICT online registration system went live in September 2012. The aim of the new system is to make renewals, registration, updating of details and maintenance of Continuous Professional Development records easier for registrants and applicants. The new system will mean that:

- existing registrants can confirm personal and employment details that CORU holds about them and update these details online
- registrants can renew their membership and pay the annual retention fee online by credit/debit card
- the public can search to see if a social worker is registered.

### 2.2.2 Competent Authority for recognition of qualifications gained outside the State

The SWRB is the Competent Authority for social work in the Republic of Ireland under EU Directive 2005/36/EC. Before applying for registration, holders of qualifications obtained outside the Republic of Ireland must apply to the SWRB for recognition of their qualifications, which are assessed against the standards of proficiency required for qualifications gained in the State.

The number of applications made for recognition of international qualifications during 2012, at 29, was significantly lower than the 2011 figure of 44. Apart from our neighbours Great Britain and Northern Ireland, and Anglophone countries such as the USA, Australia and Canada, most applications in 2012 came from Poland and Slovakia. The table below illustrates the distribution of applications for recognition received in 2012.

The SWRB International Qualifications Committee assesses applications for recognition of qualifications, makes recommendations to the Board and provides advice on related policy matters. The committee comprises four SWRB members and three non-Board members with education and practitioner expertise. Three of the Board members on this committee completed their terms of office in August 2012.

To support the work of the Committee and the SWRB during 2012, members of the Panel of Assessors reviewed and made recommendations to the Board on the recognition of qualifications.

## Applications for Recognition of Qualifications during 2012

Decision types / countries	TOTALS	Germany	Poland	Slovakia	GB & NI	USA	Australia	India
Number of applications received	29	1	6	3	12	5	1	1
Number of applications processed	29	1	6	3	12	5	1	1
Number of positive decisions	29	1	6	3	12	5	1	1
Number of negative decisions	0							
Application currently being examined	0							

### 2.2.3 Education

#### Panel of Assessors

During 2012, the SWRB further developed the role and function of its Panel of Assessors to include matters relating to education programmes, assessment of professional competence and the recognition of international qualifications. The Board also increased the Panel's membership to include more practitioners.

#### Approval and monitoring of social work education programmes

The SWRB, as part of its approval and monitoring cycle, undertook two full programme reviews and three monitoring reviews with approved programmes:

- **Full reviews**
  - Masters in Social Work, National University of Ireland, Galway
  - Bachelor in Social Studies, University of Dublin, Trinity College
- **Monitoring reviews**
  - Master of Social Work/Postgraduate Diploma in Social Work Studies, University College Cork
  - Master in Social Work/Postgraduate Diploma in Social Work, University of Dublin, Trinity College
  - Bachelor of Social Work, University College Cork.

Following the reviews, the SWRB were satisfied as to the continuing suitability of these programmes. Reports of reviews carried out by the SWRB are available on the CORU website.

### 2.2.4 Communications with social workers

The CEO and executive of CORU attended conferences and engaged directly many times in 2012 with representatives of the Irish Association of Social Workers (IASW), the social workers' professional association, and with IMPACT, the union which represents many social workers.

There was also on-going communication with bodies which regulate social workers in other jurisdictions.

#### Communication with potential social worker registrants

In advance of the end of the transitional period on 31 May 2013, CORU undertook a significant programme of face-to-face meetings with many groups of existing social work practitioners, including HSE social worker teams, local authority social workers, disability social workers, head medical social workers, mental health social workers and IASW groups. In addition:

- Newsletters and publications were circulated widely to create awareness of the new regulatory requirements.
- Posters about registration were printed and distributed to employers and social work agencies throughout the country, encouraging social workers not to delay in applying for registration.
- Information about social worker registration featured in the quarterly CORU Newsletter which was circulated widely during 2012.
- Articles on the subject appeared in other publications, including an opinion piece by the CEO which appeared in the Winter 2012 edition of the HSE magazine "Health Matters".



### **3. Report of the Radiographers Registration Board**

This Report is an account of the activities of the Radiographers Registration Board during 2012, presented to the Health and Social Care Professionals Council for inclusion in the Council's Annual Report 2012, as required under Section 25(1) of the Health and Social Care Professionals Act 2005.

## 3.1 Background

---

The Radiographers Registration Board (RRB) was appointed by the Minister for Health on 24 January 2012, the second of the 12 registration boards due to be established under the Health and Social Care Professionals Act 2005. Its object is

“to protect the public by fostering high standards of professional conduct and professional education, training and competence among registrants of that profession”.

The Board comprises 13 unpaid members. Seven are “lay” members (not radiographers), while the remaining six are professional nominees, representing:

- educators
- managers
- radiographers/radiation therapists delivering frontline services.

At the end of 2012, there was one vacancy in the “lay” members category.

See Appendix 3: **The object and duties of registration boards as set out in the Act**

See Appendix 5: **Details of the Radiographers Registration Board membership**

During 2012, the RRB carried out its functions in relation to:

- preparing for the opening of the Register:
  - developing draft bye-laws
  - setting the approved qualifications for radiographers and radiation therapists for entry to the register
  - developing the criteria and standards of proficiency for radiographer and radiation therapy education and training programmes
- developing the policies and procedures necessary to register both radiographers and radiation therapists on the Radiographers Registration Board.

## 3.2 Board activities in 2012

---

### 3.2.1 Board membership

At the first meeting of the Radiographers Registration Board on 14 February 2012, six members were drawn by lot, in accordance with the agreed procedure, to serve a two-year term. The remaining members will serve a four-year term. Jason Last, as the only nominee for the position of Chair, was deemed elected by the Board and will serve a two-year term.

### 3.2.2 Preparation for opening of the Radiographers Register

During 2012, the Board made preparations for the opening of the Radiographers Register, including:

- developing the draft bye-laws required for:
  - the Code of Professional Conduct and Ethics for Radiographers and Radiation Therapists
  - qualifications needed for entry to the Register
- considering how to accommodate two different professions under one registration board. The Board explored this matter in consultation with the Department of Health.

The Board requested Council to appoint advisors to assist in the development of the draft bye-law arising from the Code of Professional Conduct and Ethics. The following were appointed:

- Michelle Leech, Deputy Head of Discipline and Assistant Professor in Radiation Therapy, Trinity College, Dublin
- Val Challen, Education Executive Officer, European Federation of Radiographer Societies.

### 3.2.3 Education

In preparation for opening the register, the Radiographers Registration Board set the approved qualifications for entry to the register for radiographers and radiation therapists. The Board also adopted the approval and monitoring process for education programmes. In March, an Education Sub-Group began to develop criteria and standards of proficiency for radiographer and radiation therapy education and training programmes. This involved consultation with educators, practitioners, trade union and employers.

At the Board's request, Council appointed two advisors, one to advise principally in relation to diagnostic radiographers and the other to advise in relation to radiation therapists.

### 3.3 Board meetings and advisory groups

---

The RRB met nine times in 2012. Dates and attendance at RRB meetings appear in Appendix 5. Dates and attendance at the Education Sub-Group meetings appear below.

<b>Key to meeting attendance</b>	✓: attended	X: apologies or absent
----------------------------------	-------------	------------------------

#### Education Sub-Group

Name	6 Sept	8 Oct	13 Nov	19 Nov
Suzanne Dennan	✓	✓	✓	✓
Catherine McKenna	✓	✓	✓	✓
Louise Rainford	✓	✓	✓	✓
Olwyn Ryan	X	X	X	X

## 4 Appendices

### Appendix 1

#### Object and duties of the Council

---

According to the Act, “the object of Council is to protect the public by fostering high standards of professional conduct and professional education, training and competence among registrants of the designated professions”.

#### Duties of the Council

The Council’s functions, as set out in the Act, are to:

- oversee and co-ordinate the activities of registration boards
- provide administrative support and secretarial assistance to registration boards and their committees
- receive applications and make decisions about registration concerning the refusal of registration boards to grant or restore registration
- enforce standards of practice for registrants of the designated professions, including the codes of professional conduct and ethics adopted by their registration boards
- establish committees of inquiry into complaints, inquiries and discipline, as outlined in Part 6 of the Act, against registrants of the designated professions
- make decisions and give directions under Part 6 relating to the imposition of disciplinary sanctions on registrants of the designated professions
- advise the Minister, either on its own initiative or at the Minister’s request, on all matters relating to the Council’s functions under the Act
- encourage registration boards to collaborate with each other, where practicable, including in the professional education and training of registrants
- issue assessment guidelines for the purposes of section 91 (pertaining to initial registration of existing professions within the designated professions for the opening of the registers and during the transitional period)
- perform any function that may be assigned by the Minister to the Council and that relates to:
  - the registrants of any designated profession, their education and training and the practice of the profession
  - the implementation of any directive or regulation of the Council of the European Union concerning the practice of, and person engaged in, health care or social care.

The Council “has power to do anything that appears to it to be requisite, advantageous or incidental to, or to facilitate, the performance of its functions under the Act”.

## Appendix 2

### Health and Social Care Professionals Council membership and attendance at meetings in 2012

---

#### The Health and Social Care Professionals Council

During 2012, the membership of the Health and Social Care Professionals Council comprised:

Chairperson:

- Tom Jordan

One person who “is representative of the management of the public health sector, the public social care sector or both sectors”:

- Jackie Reed

One person who “is representative of the management of a voluntary or private sector organisation concerned with health or social care”:

- Pat Quinlan

One person who “is representative of third level educational establishments involved in the education and training of persons with respect to the practice of the designated professions and is nominated by the Minister for Education and Science”:

- Ann Taylor

Six people who are “representative of the interest of the general public”, appointed “with the consent of the Minister for Enterprise, Trade and Employment”:

- Martin Higgins
- Stephen McMahon
- Kristin Quinn

At the end of 2012 there were three vacant positions. Sharon Foley resigned in June, Julie Ling finished her term of office in August, and there was one vacancy carried over from 2011.

Three people who have “qualifications, interests and experience” which the Minister for Health and Children considers to “be of value to Council in performing its functions”:

- Jenny Bulbulia
- Dorothy Donovan
- Muiris FitzGerald

One member from each of the 12 professions to be regulated:

Nominated in November 2011, observers from the 12 professions will achieve full membership status when the amendment of the Act is implemented. They are:

- Odhrán Allen (occupational therapists)
- Richard Booth (psychologists)
- Marie Culliton (medical scientists)
- Monica Egan (social workers), retired as an observer in August 2012 on the completion of her term of office as a member of the SWRB
- Tony McAleer (orthoptists)
- Caroline McIntosh (podiatrists)
- Halóg Mellet (dietitians)
- Michele Monaghan (radiographers)
- John O’Mullane (clinical biochemists)
- Maeve Murphy (speech and language therapists)
- David Power (social care workers)
- Emma Stokes (physiotherapists).

## Attendance at Council meetings in 2012

Name	15 Mar	17 May	28 Jun	26 Jul	1 Nov	6 Dec
Odhrán Allen**	✓	✓	✓	X	✓	✓
Richard Booth**	✓	X	✓	✓	✓	✓
Jenny Bulbulia	✓	X	✓	X	✓	✓
Marie Culliton**	✓	✓	X	✓	✓	X
Dorothy Donovan	✓	X	X	✓	X	X
Monica Egan**	✓	✓	✓	✓	N	N
Muiris FitzGerald	X	✓	X	X	✓	✓
Sharon Foley	✓	✓	X	N	N	N
Martin Higgins	✓	✓	✓	✓	✓	X
Tom Jordan*	✓	✓	✓	X	✓	✓
Julie Ling	✓	X	✓	X	N	N
Tony McAleer**	✓	✓	✓	✓	✓	X
Caroline McIntosh**	X	✓	X	X	✓	✓
Stephen McMahan	X	✓	✓	✓	✓	✓
Halóg Mellet**	✓	X	✓	X	✓	X
Michele Monahan**	✓	✓	✓	✓	✓	✓
Maeve Murphy**	✓	✓	✓	✓	✓	✓
John O'Mullane**	✓	✓	✓	✓	✓	✓
David Power**	✓	✓	X	X	X	✓
Pat Quinlan	✓	✓	X	✓	✓	✓
Kristin Quinn	✓	X	✓	X	✓	✓
Jackie Reed	✓	✓	✓	✓	X	✓
Emma Stokes**	✓	X	✓	X	✓	✓
Ann Taylor	✓	✓	✓	X	✓	✓

Sharon Foley resigned in June 2012

Julie Ling finished term of office August 2012

Monica Egan finished term of office August 2012

### Key to meeting attendance

✓ attended

X apologies or absent

N not on Council on this date

\* Chairperson

\*\* Council and Registration Board member

## Appendix 3

### Object and duties of registration boards

---

The object of the registration board of a designated profession is “to protect the public by fostering high standards of professional conduct and professional education, training and competence among registrants of that profession”.

#### **Duties of a registration board**

A registration board’s functions, as set out in the Act, are to:

- establish and maintain a register of members of the designated profession
- issue certificates of registration
- give guidance to registrants concerning ethical conduct and give guidance and support to them concerning the practice of the designated profession and continuing professional development
- monitor, in accordance with the Act, the continuing suitability of programmes approved by the board for the education and training of applicants for registration
- make recommendations concerning sanctions to be imposed on registrants of the designated profession.

With the approval of the Council a registration board may:

- engage in research into education and training relating to the practice of the designated profession, including the formulation of experimental curricula and the evaluation of existing programmes and examination and assessment procedures
- maintain statistical records and make those records available for research and planning.

## Appendix 4

### Social Workers Registration Board membership and attendance at meetings in 2012

---

On 31 December 2012, the membership of the Social Workers Registration Board comprised:

Six members who are registrants of the profession of whom:

- three are engaged in the practice of the profession:
  - Declan Carey (deemed elected in August 2012)
  - Cormac Quinlan
  - vacancy

Monica Egan and Fiona Geraghty completed their terms on the Board in August 2012.

- two are engaged, as members of that profession, in the management of services provided by it:
  - Ursula Fernée
  - vacancy

Mary Hargaden completed her term on the Board in August 2012.

- one is “engaged in the State in the education and training of persons with respect to the practice of the profession”:
  - Suzanne Quin (chair until August 2012).

Seven members appointed by the Minister, of whom:

- one is to be representative of the management of the public health sector, the social care sector or both:
  - vacancy

Pat Dunne resigned from the Board in July 2012.

- one is to be representative of the management of a voluntary or private sector organisation concerned with health or social care:
  - Val Collier
- one is to be “representative of third level educational establishments in the State involved in the education and training of persons with respect to the practice of the profession”, and is nominated by the Minister for Education and Skills:
  - vacancy

Chris Curtin completed his term on the Board in August 2012.

Four are to be “representative of the interest of the general public” and are appointed with the consent of the Minister for Jobs, Enterprise and Innovation:

- Ned Kelly
- Valentine O’Kelly
- 2 vacancies

Damien Courtney and Denis Gallagher completed their terms on the Board in August 2012.

## Attendance at SWRB meetings in 2012

	25 Jan	29 Feb	28 Mar	8 May	30 May	12 Jul	29 Aug	12 Oct	6 Nov	3 Dec
Declan Carey	N	N	N	N	N	N	✓	✓	✓	✓
Val Collier	✓	X	✓	✓	✓	X	✓	✓	✓	✓
Damien Courtney	✓	X	X	✓	✓	X	N	N	N	N
Chris Curtin	X	✓	✓	✓	✓	✓	N	N	N	N
Pat Dunne	X	X	X	X	X	X	N	N	N	N
Monica Egan	✓	X	✓	✓	✓	✓	N	N	N	N
Ursula Fernée	✓	✓	X	✓	✓	✓	✓	✓	✓	X
Denis Gallagher	X	✓	X	✓	✓	✓	N	N	N	N
Fiona Geraghty	✓	✓	X	X	✓	✓	N	N	N	N
Mary Hargaden	X	✓	X	X	X	✓	N	N	N	N
Ned Kelly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Valentine O’Kelly*	✓	✓	X	X	✓	✓	✓	✓	✓	✓
Suzanne Quin*	✓	✓	✓	✓	✓	✓	✓	X	✓	✓
Cormac Quinlan	✓	✓	✓	X	✓	✓	✓	✓	✓	✓

\*Suzanne Quin Chair until 29 Aug

\*Valentine O’Kelly Chair from 12 Oct

Pat Dunne resigned in July 2012.

Six members’ terms of office on the Board expired in August 2012.

Declan Carey was deemed elected in August 2012.

## Appendix 5

### Radiographers Registration Board membership and attendance at meetings in 2012

---

On 31 December 2012, the membership of the Radiographers Registration Board comprised:

Six members who are registrants of the profession of whom:

- three are engaged in the practice of the profession:
  - Michele Monahan
  - Caitriona McGrath\*
  - Mary P Corridan
- two are engaged, as members of that profession, in the management of services provided by it:
  - Suzanne Dennan\*
  - Catherine McKenna\*
- one is “engaged in the State in the education and training of persons with respect to the practice of the profession”:
  - Louise Rainford

Seven members appointed by the Minister, of whom:

- one is to be representative of the management of the public health sector, the social care sector or both:
  - Bill Maher\*
- one is to be representative of the management of a voluntary or private sector organisation concerned with health or social care:
  - Olwyn Ryan\*
- one is to be “representative of third-level educational establishments in the State involved in the education and training of persons with respect to the practice of the profession”, and is nominated by the Minister for Education and Skills:
  - Jason Last (chair)
- Four are to be “representative of the interest of the general public” and are appointed with the consent of the Minister for Jobs, Enterprise and Innovation:
  - Tom Ryan
  - Dympna Watson\*
  - Mary O’ Connor
  - vacancy

\* Members drawn by lot in February 2012 to serve a two-year term on the Board.

## Attendance at RRB meetings 2012

	14 Feb	14 Mar	11 Apr	16 May	13 Jun	25 Jul	5 Oct	13 Nov	5 Dec
Mary Pat Corridan	✓	X	✓	X	✓	✓	✓	✓	X
Suzanne Dennan	✓	✓	X	X	✓	✓	✓	✓	✓
Jason Last*	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bill Maher	✓	✓	✓	✓	✓	✓	X	X	✓
Caitriona McGrath	✓	✓	✓	✓	✓	✓	✓	✓	X
Catherine McKenna	✓	✓	✓	✓	✓	✓	✓	✓	✓
Michele Monahan	✓	X	✓	✓	✓	✓	✓	✓	✓
Mary O'Connor	✓	✓	✓	✓	✓	X	✓	✓	X
Louise Rainford	✓	✓	✓	✓	✓	✓	✓	✓	✓
Olwyn Ryan	✓	✓	✓	✓	X	✓	X	X	✓
Tom Ryan	✓	✓	✓	X	✓	✓	✓	✓	X
Dympna Watson	X	✓	✓	✓	✓	X	✓	✓	✓

## Appendix 6

### Statement on expenses

---

In July 2012, Council approved the inclusion in the annual report of travel and subsistence payments, as part of CORU's commitment to full public disclosure of salaries and conditions.

#### Council/Board Table

	<b>Travel - National €</b>	<b>Subsistence €</b>	<b>Travel - Foreign €</b>	<b>Total €</b>
Health & Social Care Professionals Council Chairperson's remuneration	11,023.41	330.25	2,905.41	8,978.00
Social Workers Registration Board	14,400.67	1,511.13	0	0
Radiographers Registration Board	1,800.85	297.87	0	0
<b>Totals</b>	<b>27,224.93</b>	<b>2,139.25</b>	<b>2,905.41</b>	<b>8,978.00</b>

## 5. Report and Financial Statements

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# Information

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Members of the Council	Tom Jordan, Chairperson Jackie Reed Pat Quinlan Ann Taylor Stephen McMahon Martin Higgins Kristin Quinn Dorothy Donovan Jenny Bulbulia Muiris Fitzgerald
Nominees to the Council	John O Mullane Halog Mellet Marie Culliton Odhrán Allen Tony McAleer Emma Stokes Caroline McIntosh Richard Booth Michele Monahan David Power Maeve Murphy
Headquarters	CORU - Health and Social Care Professionals Council 13-15 The Mall Bracken Road Sandyford Dublin 18
Auditor	Comptroller and Auditor General Dublin Castle Dublin 2
Accountants	Crowleys DFK Chartered Accountants 16/17 College Green Dublin 2

# Report of the Comptroller and Auditor General

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## Health and Social Care Professionals Council

I have audited the financial statements of the Health and Social Care Professionals Council for the year ended 31 December 2012 under the Health and Social Care Professionals Act 2005. The financial statements, which have been prepared under the accounting policies set out therein, comprise the Statement of Accounting Policies, the Income and Expenditure Account, the Balance Sheet and the related notes. The financial statements have been prepared in the form prescribed under Section 21 of the Act, and in accordance with generally accepted accounting practice in Ireland as modified by the directions of the Minister for Health in relation to accounting for superannuation costs.

## Responsibilities of the Council

The Council is responsible for the preparation of the financial statements, for ensuring that they give a true and fair view of the state of the Health and Social Care Professionals Council's affairs and of its income and expenditure, and for ensuring the regularity of transactions.

## Responsibilities of the Comptroller and Auditor General

My responsibility is to audit the financial statements and report on them in accordance with applicable law.

My audit is conducted by reference to the special considerations which attach to State bodies in relation to their management and operation.

My audit is carried out in accordance with the International Standards on Auditing (UK and Ireland) and in compliance with the Auditing Practices Board's Ethical Standards for Auditors.

## Scope of Audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements, sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of

- Whether the accounting policies are appropriate to the Council's circumstances, and have been consistently applied and adequately disclosed
- The reasonableness of significant accounting estimates made in the preparation of the financial statement, and
- The overall presentation of the financial statements.

I also seek to obtain evidence about the regularity of financial transactions in the course of audit.

## Opinion on the Financial Statements

In compliance with the directions of the Minister for Health, the Council accounts for costs of superannuation entitlements only as they become payable. This basis of accounting does not comply with Financial Reporting Standard 17 which requires such costs to be recognised in the year the entitlements are earned.

Except for the accounting treatment of the Council's superannuation costs and liabilities, the financial statements give a true and fair view, in accordance with generally accepted accounting practice in Ireland, of the state of the Council's affairs at 31 December 2012 and of its income and expenditure for 2012.

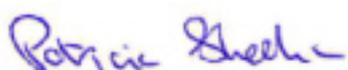
In my opinion, proper books of account have been kept by the Council. The financial statements are in agreement with the books of account.

## Matters on which I Report by Exception

I report by exception if

- I have not received all the information and explanations I required for my audit, or
- My audit noted any material instance where money has not been applied for the purposes intended or where the transactions did not conform to the authorities governing them, or
- The Statement on Internal Financial Control does not reflect the Council's compliance with the Code of Practice for the Governance of State Bodies, or
- I find there are other material matters relating to the manner in which public business has been conducted.

I have nothing to report in regard to those matters upon which reporting is by exception.



Patricia Sheehan

For and on behalf of the

Comptroller and Auditor General

10 August 2013

# Statement on the System of Internal Financial Control

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1. On behalf of the members of the Council of the Health and Social Care Professionals Council, I acknowledge our responsibility for ensuring that an effective system of internal financial controls is maintained and operated. The system of internal financial controls can only provide reasonable and not absolute assurance that assets are safeguarded, transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely period.

## 2. Key Control Procedures

The Council has taken steps to ensure an appropriate control environment by:

- Clearly defining management responsibilities,
- Adopting the principles of corporate governance contained in the Code of Practice for the Governance of State Bodies including:
  - o Affirmation of compliance with procurement guidelines as set out in the Code
  - o Affirmation of compliance with disposal of assets and access to assets by third parties as set out in the Code
  - o Affirmation of implementation of Government policy on the remuneration of CEO
  - o Reviewed and finalised policies and procedures to ensure the effectiveness of the systems of internal financial control.
- Establishing formal procedures to monitor the activities and safeguard the assets of the organisation.

The system of internal financial controls is based on a framework of regular management information, a system of delegation and accountability, a set of financial procedures, administrative procedures including segregation of duties and rigorous ongoing checks by the finance function. In particular it includes:

- A comprehensive budgeting system with an annual budget, which is reviewed and approved by the members of the Council.
- Setting authorisation limits for the disbursement of the Council's funds.
- Regular review by the members of the Council of periodic and annual financial information and reports (including management accounts), which indicate financial performance against budgets.

The Audit, Risk and Governance Committee was established in 2009. The Committee meets at least four times a year.

The Council also appointed a Finance and Resources Committee to review and monitor the annual budget and annual financial reports.

Mechanisms for ensuring the adequacy of the security of the Information and Communication Technology (ICT) systems that include the establishment of appropriate policies and control procedures have been established.

The Council has an internal audit function which reports to the Audit, Risk and Governance Committee of the Council. The internal audit function operates in accordance with the Code of Practice for the Governance of State Bodies. The Council's monitoring and review of effectiveness of the systems of internal financial control is informed by the work of the outsourced internal auditor and the Audit, Risk and Governance Committee.

The executive of the Council is responsible for the development and maintenance of the financial controls framework.

### **3. Annual review of controls**

I confirm that the Council conducted an external review of the effectiveness of the system of internal financial control in respect of the year ended 31 December 2012.



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Tom Jordan  
Chairperson

29<sup>th</sup> July 2013

# Statement of the Council's Responsibilities

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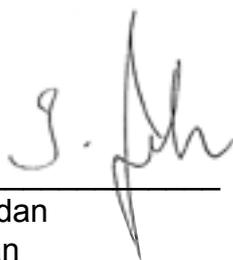
The Health and Social Care Professionals Council was established on the 20 March 2007 under the Health and Social Care Professionals Act 2005.

It is a statutory body charged with ensuring that health and social care professionals practise in a regulated, controlled and safe environment in a manner which will ensure the provision of high-quality health and social care services to the public.

The Health and Social Care Professionals Act 2005, Part 1, Section 21 requires the Council to keep all proper and usual accounts of all moneys received or expended by it including an income and expenditure account and balance sheet. In preparing those financial statements, the Council is required to:-

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Council will continue in operation.
- disclose and explain any material departures from applicable Accounting Standards.

The Council confirm that they have complied with the above requirements in preparing the financial statements. The Council is responsible for keeping proper books of account, which disclose with reasonable accuracy at any time the financial position of the Council and which enable it to ensure that the financial statements comply with Part 1, Section 21 of the Health and Social Care Professionals Act 2005. The Council is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



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Tom Jordan  
Chairman



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Ginny Hanrahan  
Chief Executive Officer

29th July 2013

# Statement of Accounting Policies

## General

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The Health and Social Care Professionals Council was established on 20 March 2007 under the Health and Social Care Professionals Act 2005 to regulate designated health and social care professions. The Act also provides for the dissolution of the National Social Work Qualifications Board and the transfer of its staff, assets and liabilities. The NSWQB was dissolved on 31<sup>st</sup> March 2011.

### 1. Basis of Accounting

The financial statements are prepared under the accruals method of accounting, except as indicated below, in accordance with generally accepted accounting principles under the historical cost convention. Financial Reporting Standards recommended by the accountancy bodies are adopted as they become operative. The unit of currency is the Euro.

### 2. Oireachtas Grant

Income shown in the accounts under Oireachtas Grants is accounted for on a cash receipts basis.

### 3. Fixed Assets and Depreciation

- (i) Fixed assets are stated at cost less accumulated depreciation.
- (ii) Fixed Assets are depreciated at their historical cost less accumulated depreciation. Depreciation is charged to the Income and Expenditure Account on a straight line basis, at the rates set out below, so as to write off the assets, adjusted for residual value, over their expected useful lives as follows:

Furniture & Fittings	20%
IT/Office equipment	33.3%

### 4. Capital Account

The Capital Account represents the unamortised value of income used to finance fixed assets.

### 5. Superannuation

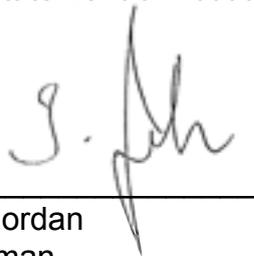
Section 13 of the Health and Social Care Professionals Act 2005 provides for the establishment of superannuation scheme(s) by the Council. The scheme is a defined benefit scheme for the purposes of the Pension Act 1990. The scheme is being operated on an administrative basis pending the approval by the Minister for Health with the consent of the Minister for Finance.

# Health and Social Care Professionals Council

## Income and Expenditure Account for the year ended 31 December 2012

	Notes	Year Ended 31 December 2012 €	Year Ended 31 December 2011 €
<b>Income</b>			
Oireachtas Grant	1	1,619,638	1,211,932
Registration Fees		66,470	39,510
Miscellaneous Income		1,830	345
Secondment Income	2	108,298	81,336
Employment Superannuation Deductions		<u>35,920</u>	<u>29,050</u>
		1,832,156	1,362,173
Transfer to Capital Account	12	<u>(66,930)</u>	<u>(39,488)</u>
		1,765,226	1,322,685
<b>Expenditure</b>			
Salaries	6	<u>1,003,717</u>	<u>711,490</u>
Travel		18,940	12,762
Establishment Costs	3	60,922	63,465
Office Administration	4	290,563	339,123
Registration	5	35,939	25,637
Legal and Professional Fees	7	163,713	101,597
Education/CPD		44,275	5,842
Audit Fees		6,710	9,945
Accountancy Fees		96,042	63,659
Payroll Services		-	4,300
Depreciation		<u>29,198</u>	<u>12,835</u>
		<b><u>1,750,019</u></b>	<b><u>1,350,655</u></b>
Surplus / (Deficit) for the year		15,207	(27,970)
Surplus transferred from NSWQB		-	60,066
Surplus at beginning of year		<u>48,023</u>	<u>15,927</u>
<b>Surplus at end of year</b>		<b><u>63,230</u></b>	<b><u>48,023</u></b>

All losses and gains are recognised in the Revenue Income and Expenditure account.  
The Statement of Accounting Policies and Notes 1 to 17 form part of these Financial Statements.



Tom Jordan  
Chairman



Ginny Hanrahan  
Chief Executive Officer

29<sup>th</sup> July 2013

# Health and Social Care Professionals Council

## Balance Sheet as at 31 December 2012

	Notes	31 December 2012 €	31 December 2011 €
<b>Fixed Assets</b>			
Assets under Development	8	84,000	-
Tangible Assets	9	<u>49,289</u>	<u>66,359</u>
		133,289	66,359
<b>Current Assets</b>			
Cash at Bank		87,714	108,028
Debtors and Prepayments	10	<u>18,593</u>	<u>28,213</u>
		106,307	136,241
<b>Creditors (Amounts falling due within one year)</b>			
Creditor and Accruals	11	<u>(43,077)</u>	<u>(88,218)</u>
<b>Net Current Assets</b>		<u>63,230</u>	<u>48,023</u>
<b>Total Assets</b>		<b>196,519</b>	<b>114,382</b>
<b>Represented by</b>			
Capital Account	12	133,289	66,359
Income and Expenditure Account		<u>63,230</u>	<u>48,023</u>
		<u><b>196,519</b></u>	<u><b>114,382</b></u>

The Statement of Accounting Policies and Notes 1 to 17 form part of these Financial Statements.



Tom Jordan  
Chairman



Ginny Hanrahan  
Chief Executive Officer

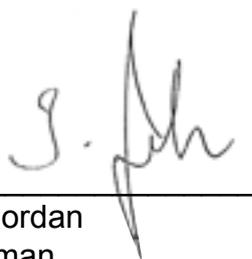
29<sup>th</sup> July 2013

# Health and Social Care Professionals Council

## Cash Flow Statement for the year ended 31 December 2012

	Notes	Year Ended 31 December 2012 €	Year Ended 31 December 2011 €
<b>Reconciliation of surplus to net cash inflow from operating activities</b>			
Surplus for the year		15,207	48,023
Depreciation charge	9	29,198	12,835
Decrease/(Increase) in debtors		9,620	(21,704)
(Increase)/Decrease in creditors		(45,141)	66,148
Capital account movement		<u>66,930</u>	<u>24,232</u>
Net Cash Inflow from Operating Activities		75,814	129,534
<b>Cash Flow Statement</b>			
Net Cash Inflow from Operating Activities		75,814	129,534
<b>Return on Investments and Servicing of Finance</b>			
Capital Expenditure	8 & 9	<u>(96,128)</u>	<u>(52,885)</u>
<b>(Decrease)/Increase in cash in the year</b>		<b><u>(20,314)</u></b>	<b><u>76,649</u></b>
<b>Reconciliation of net cash flow to movement in net funds</b>			
Net (decrease)/increase in cash and cash equivalents		(20,314)	76,649
Net funds at beginning of year		<u>108,028</u>	<u>31,379</u>
Net funds at end of year		<u><b>87,714</b></u>	<u><b>108,028</b></u>

The Statement of Accounting Policies and Notes 1 to 17 form part of these Financial Statements.



Tom Jordan  
Chairman



Ginny Hanrahan  
Chief Executive Officer

29<sup>th</sup> July 2013

# Health and Social Care Professionals Council

## Notes (forming part of the financial statements)

---

<b>1. Oireachtas Grant</b>	<b>2012</b>	<b>2011</b>
	€	€
Department of Health	<u>1,619,638</u>	<u>1,211,932</u>
	<b><u>1,619,638</u></b>	<b><u>1,211,932</u></b>

Grant Income in 2012 was drawn down directly by the Council from the Department of Health. Capital Grants of €83,638 (2011:€52,249) is included in the above figures.

<b>2. Secondment Income</b>	<b>2012</b>	<b>2011</b>
	€	€
Health Information Quality Authority (HIQA)	<u>108,298</u>	<u>81,336</u>
	<b><u>108,298</u></b>	<b><u>81,336</u></b>

This income relates to 2 members of the National Social Work Qualifications Board staff who were permanently redeployed through secondment arrangement to HIQA on the dissolution of the NSWQB on the 31<sup>st</sup> March 2011. This secondment arrangement remains in place until amending legislation is put in place that will enable HIQA to appoint staff members on a permanent basis. Their salary costs are recharged to HIQA on a monthly basis.

<b>3. Establishment Costs</b>	<b>2012</b>	<b>2011</b>
	€	€
Rent, Rates & Service Charges	-	10,785
Repairs & Maintenance	17,909	10,824
Light & Heat	21,293	11,278
Cleaning	9,806	8,369
Insurance	7,368	6,053
Security	4,546	3,973
Relocation Costs	<u>-</u>	<u>12,183</u>
	<b><u>60,922</u></b>	<b><u>63,465</u></b>

In March 2011, Council moved into new office accommodation in Sandyford leased by HIQA. Essential repairs and maintenance were necessary as the building had been unoccupied for three years. Rent, rates and service charges were paid for January/February 2011 in respect of office space shared by the NSWQB & HSCPC in Baggot Street.

# Health and Social Care Professionals Council

## Notes (forming part of the financial statements)

<b>4. Office Administration</b>	<b>2012</b>	<b>2011</b>
	<b>€</b>	<b>€</b>
Telephone	12,046	11,554
IT Development	11,981	5,642
IT Licences and Maintenance	14,455	2,772
IT Support	34,765	11,613
Stationary & Office Expenses	29,246	26,396
Recruitment Charges & Agency Staff	39,479	175,440
Staff Training & Conferences	47,112	25,137
Chairpersons Fees	8,978	8,978
Chairpersons Training	3,475	2,550
Board Expenses	57,099	33,555
Subscriptions	3,986	5,278
Bank Charges	1,076	964
Office Supplies	5,731	7,140
Printing and Publications	<u>21,134</u>	<u>22,104</u>
	<b><u>290,563</u></b>	<b><u>339,123</u></b>

<b>4(a). Board Expenses Breakdown</b>	<b>2012</b>	<b>2011</b>
	<b>€</b>	<b>€</b>
Chairpersons Expenses	329	604
Council Meetings – Room Hire	8,251	2,265
Council Meetings – Travel	13,102	3,358
Council Election Costs	1,037	-
Sub-committee – Room Hire	670	-
Sub-committee – Travel	1,832	-
Registration Board Meetings – Room Hire	7,452	3,931
Registration Board Meetings – Travel	20,918	23,397
Registration Board – Training	<u>3,508</u>	<u>-</u>
	<b><u>57,099</u></b>	<b><u>33,555</u></b>

<b>5. Registration</b>	<b>2012</b>	<b>2011</b>
	<b>€</b>	<b>€</b>
Application Assessment	1,466	-
Process Management and Implementation	18,092	25,637
Public Consultation	<u>16,381</u>	<u>-</u>
	<b><u>35,939</u></b>	<b><u>25,637</u></b>

# Health and Social Care Professionals Council

## Notes (forming part of the financial statements)

<b>6. Salaries</b>	<b>2012</b>	<b>2011</b>
	€	€
Salaries	971,872	560,694
Pension Costs	<u>31,845</u>	<u>150,796</u>
	<b><u>1,003,717</u></b>	<b><u>711,490</u></b>

The total number of WTE employed by the Council at the end of the year was 16 in addition to the CEO (2011 - 10). The charge includes costs relating to the 2 staff who were redeployed to HIQA on dissolution of the NSWQB who are not included in WTE.

	€
Total salaries paid	971,872
Costs of seconded staff (not included in WTE)	<u>(108,298)</u>
Costs of staff	863,574

€45,773 (2011: €24,089) of pension levy has been deducted from salaries and was paid over to the Department of Health.

Included in Salaries are pay costs of €212,399 in respect of staff of the Registration Department.

### Chief Executive Officer's Remuneration

Beaumont Hospital recharge the Council for the CEO's salary costs. The total amount reimbursed to Beaumont Hospital in respect of the CEO's salary in 2012 was €106,779 (2011-€105,630), pension €21,055 (2011-€21,055) and an administration charge of €750 (2011-€750). These amounts are reflected in Salary Costs above.

The CEO was not in receipt of any performance related pay or BIK allowance. The CEO's pension entitlement does not extend beyond the standard entitlements in the model public sector defined benefit superannuation scheme.

The CEO had vouched expenses in respect of Travel & Subsistence totalling €7,986 in 2012 (2011: €4,608) and included €5,894 in respect of foreign travel (€1,923 in 2011).

The Chairperson of the Board was paid the following fees during the year:

	<b>2012</b>	<b>2011</b>
	€	€
Tom Jordan	<u>8,978</u>	<u>8,978</u>
	<b><u>8,978</u></b>	<b><u>8,978</u></b>

# Health and Social Care Professionals Council

## Notes (forming part of the financial statements)

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<b>7. Legal and Professional Fees</b>	<b>2012</b>	<b>2011</b>
	€	€
Legal Fees - General	21,162	30,624
Legal Fees - Regulatory	63,706	-
Procurement	4,663	7,340
Communications	40,307	23,255
Consultants - Fee Structure Review	-	25,713
Consultants - Organisation Development	23,420	6,058
Consultants - HR	-	8,607
Consultants - Health & Safety Management	4,305	-
Consultants - Strategy Development	<u>6,150</u>	<u>-</u>
	<b><u>163,713</u></b>	<b><u>101,597</u></b>

## 8. Assets Under Development

**HSCPC Registration/  
Education/Case Management System**  
€

### Cost

Cost as at 1 January 2012	-
Development costs capitalised	<u>84,000</u>
At 31 December 2012	<b><u>84,000</u></b>

Development costs of the system are capitalised as they are incurred. Depreciation of the asset will not commence until the asset is in use.

# Health and Social Care Professionals Council

## Notes (forming part of the financial statements)

<b>9. Tangible Fixed Assets</b>	<b>Fixtures and Fittings €</b>	<b>IT/Office Equipment €</b>	<b>Total €</b>
<b>Cost</b>			
Cost as at 1 January 2012	26,967	114,645	141,612
Additions in year	4,530	7,598	12,128
Disposals in year	-	-	-
At 31 December 2012	<u><b>31,497</b></u>	<u><b>122,243</b></u>	<u><b>153,740</b></u>
<b>Depreciation</b>			
Accumulated Depreciation at 1 January 2012	11,904	63,349	75,253
Depreciation in year	6,300	22,898	29,198
Disposals in year	-	-	-
Accumulated Depreciation at 31 December 2012	<u><b>18,204</b></u>	<u><b>86,247</b></u>	<u><b>104,451</b></u>
<b>Net Book Value</b>			
At 31 December 2012	<u><b>13,293</b></u>	<u><b>35,996</b></u>	<u><b>49,289</b></u>
At 31 December 2011	<u><b>15,063</b></u>	<u><b>51,296</b></u>	<u><b>66,359</b></u>

<b>10. Debtors &amp; Prepayments</b>	<b>2012 €</b>	<b>2011 €</b>
Other Debtors	9,079	9,037
Prepayments	<u>9,514</u>	<u>19,176</u>
	<b>18,593</b>	<b>28,213</b>

All debtor balances are deemed recoverable within one year.

<b>11. Creditors (amounts falling due within one year)</b>	<b>2012 €</b>	<b>2011 €</b>
Trade Creditors	-	420
Value Added Tax	1,313	-
Credit Card	1,322	2,053
Accruals	<u>40,442</u>	<u>85,745</u>
	<u><b>43,077</b></u>	<u><b>88,218</b></u>

# Health and Social Care Professionals Council

## Notes (forming part of the financial statements)

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<b>12. Capital Account</b>	<b>2012</b>	<b>2011</b>
	<b>€</b>	<b>€</b>
Balance at 1 <sup>st</sup> January	66,359	11,615
Balance transferred to NSWQB	-	15,256
Transfer to Income & Expenditure account:		
Funding to acquire fixed assets	96,128	52,885
Less: Amount released on disposal of assets	-	(562)
Less: Amortisation in line with depreciation	<u>(29,198)</u>	<u>(12,835)</u>
	<u>66,930</u>	<u>39,488</u>
Balance at 31 <sup>st</sup> December	<u><b>133,289</b></u>	<u><b>66,359</b></u>

### 13. Council Members - Disclosure of Interests

The Council has complied with guidelines issued by the Department of Finance in relation to the disclosure of interests by Council Members and these procedures have been adhered to in the year. There were no transactions during the period in relation to the Council's activities in which Council Members had any beneficial interests.

### 14. Office Accommodation

The Council occupies premises in Beacon Court, Sandyford, Dublin 18, which it has licenced from the Health Information and Quality Authority (HIQA) until 2016. The office accommodation was provided in kind. The value of this benefit-in-kind equates to an estimated €380,000 annually.

### 15. CORU Capital Commitments

CORU has commitments in respect of an ICT expenditure project that relates to the creation of a HSCPC Registration/Education/Case Management System. The project and expenditure is spread over a 5 year phase. At the balance sheet date, CORU had outstanding commitments for future payments on the project, which is estimated to be €162,292.

### 16. Comparative Figures

Some changes have been made to the presentation of items in the financial statements and the comparative figures have been reclassified where necessary on a basis consistent with the current year presentation.

### 17. Approval of Financial Statements

The Financial Statements were approved by the Council on 25<sup>th</sup> July 2013.









Ag Rialáil Gairmithe Sláinte  
agus Cúraim Shóisialaigh

Regulating Health +  
Social Care Professionals

**DUBLIN**

**PUBLISHED BY THE STATIONERY OFFICE**

To be purchased from

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ISBN 978-1-4064-2784-4



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