Minutes of the Northern Ireland Practice and Education Council Meeting, Thursday 6th June 2013, Council Room, Centre House, 79 Chichester Street, Belfast at 2.00 pm

PRESENT:   Professor C Curran, Chair
Dr G Henry, Chief Executive
Mrs F McMahon
Dr V Tohani
Mrs A Baxendale
Mr A Henry
Mrs J Brownlees
Mr P Davidson
Mr P McGreevy
Mrs L Houlihan
Mrs M Clark
Mrs D McNamee
Mrs C McArdle

In attendance:  Mr E Thom, Head of Corporate Services
Mrs F Cannon, Senior Professional Officer

Secretariat:   Mrs D Meleady, Personal Assistant

Members of the Public:  None

1.0  APOLOGIES

Mrs R Burrows, Mrs D Oktar-Campbell

2.0  CHAIR’S BUSINESS

2.1  No members of the public attended the meeting.

2.2  It was noted that an Extra Ordinary Council Meeting would take place on 25th June 2013 at 11.15 am to consider and agree the Annual Report and Accounts for 2012/2013.

2.3  It was noted that a Remuneration Committee Meeting would take place directly after the Council Meeting.
2.4 Chair welcomed Mrs Charlotte McArdle, newly appointed Chief Nursing Officer to her first meeting. She also passed on Council’s sympathies to her on the recent death of her father.

2.5 It was noted at agenda item 5.2 that Mrs Diane Taylor had now taken up the post of Head of HSC Leadership Centre. It is understood that an internal trawl within the Department would be held for covering initially for six months.

2.6 It was noted that an update on Board Governance Self Assessment Tool would be given at NIPEC’s Accountability Review meeting that would be held on 26th June 2013. Chair indicated that she would give feedback to Council after this meeting.

2.7 It was noted that the NIPEC Audit and Risk Committee’s Annual Report of Activity and Assurance to the Council, April 2012 to March 2013 was tabled for information at agenda item 7.6.

2.8 It was noted that an updated NIPEC High Level Risk Register in respect of agenda item 7.4 had been tabled for information.

3.0 MINUTES OF THE PREVIOUS MEETING (Circulated)

3.1 Minutes of the meeting held on 6th March 2013 (NIPEC/1/2013) for consideration.

3.2 Minutes of the Extra Ordinary meeting held on 11th April 2013 (NIPEC/2/2013) for consideration.

The above minutes of the Council Meeting held on 6th March 2013 (NIPEC/1/2013) and the minutes of the Extra Ordinary Council Meeting held on 11th April 2013 (NIPEC/2/2013) were proposed to be an accurate record. The minutes were approved by all present.

4.0 MATTERS ARISING

Chair informed Council Members that NIPEC’s Accommodation Proposal had been accepted.

It was agreed at this point that the Chief Nursing Officer would give her update as she had another appointment that afternoon and needed to leave the meeting early.

The CNO reported on the following:

- Transforming your Care
- Restructuring of Nursing and Midwifery Advisory Group within the DHSSPSNI.
- Re-establishment of CNMAC
- Northern Ireland Representative on the Nursing and Midwifery Council
- Quality 2020 Strategy
• Francis Report
• NIPEC had been asked to develop a proposal related to ICT Infrastructure

5.0 CORRESPONDENCE (Circulated)

5.1 The following correspondence had been circulated to Council: A copy of letter received from Dr A McCormick, Permanent Secretary regarding Mid-Staffordshire NHS Foundation Trust Public Inquiry (Francis Report).

5.2 A copy of letter received from Mrs D Taylor, Director of Human Resources regarding Senior Executive Pay Award 2012/2013 had been previously circulated.

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

6.1 A copy of the Chief Executive’s Report was tabled.

The report provided an overview of activities undertaken and progressed since the last Council meeting. The report is structured to reflect the priorities contained within NIPEC’s Business Plan 2013-14.

Priority: Practice
A range of regional work streams continued to be progressed. NIPEC had also hosted and led on a number of workshops related to certain work streams, for example

• A workshop to inform and support the development of a regional abbreviation policy for nursing and midwifery (1st May 2013)
• A workshop to inform a potential future phase of Normative staffing within community nursing services (10th May 2013)
• A workshop to consider the learning and development needs of learning disability nurses to support the implementation of Transforming Your Care (19th April 2013)

A small project group is taking forward work to assess the impact of Regional Ward Sister/Charge Nurses project ‘Leading Care’.

Priority: Education
The Chief Executive and Senior Professional Officer (Education) presented the Quality Assurance Report of a sample of DHSSPS commissioned development and learning activities (non NMC approved) for the period 2011-2012. Work had also been initiated to quality assure a sample identified by the DHSSPS for the period 2012-2013.

Through a collaborative approach, NIPEC with HSC Trusts’ Assistant Directors of Nursing, have pushed forward with work to try to develop a quality assurance process for in-house training.

Working closely with colleagues within Higher Education Institutions information sessions had been delivered to pre registration nursing students.
**Priority: Professional Development**

NIPEC continues to support the implementation of Delivering Excellence Supporting Recovery: A Professional Framework for Mental Health Nurses in Northern Ireland 2011-2016, by liaising and co-ordinating with HSC Trusts to support the completion of an up-to-date self assessment of progress against recommendations.

Following the recent appointment of Mrs Charlotte McArdle as Chief Nursing Officer, DHSSPS, a review was undertaken of a draft regional action plan to support the implementation of Strengthening the Commitment the UK Modernising Learning Disabilities Nursing Review (2012). It was anticipated that in the near future, arrangements for a consultation process, would be agreed.

The Chief Executive and certain Senior Professional Officers continue to contribute to the implementation of various work streams associated with Quality 2020.

**Priority: Advice and Guidance**

NIPEC has been asked by DHSSPS to develop resources to support the implementation of Promoting Good Nutrition: A Strategy for good nutritional care for adults in all care settings in Northern Ireland 2011-2016. A project group was established, through which resources were developed and in the recent past these were consulted on. This work is now drawing to a conclusion.

Delivering Care: A Framework for Nursing and Midwifery Workforce Planning to Support Person – Centred care in NI. This work was led by the PHA and facilitated by NIPEC. The first phase sought to develop staffing ranges for general medical and general surgical hospital in-patient wards. The report of phase one is with the Public Health Agency. NIPEC also provided some initial support in the form of co-ordination in respect of nurse workforce planning within emergency departments, it was subsequently decided that this element of work did not require a further contribution from NIPEC. Following a recent workshop focused on workforce planning within community nursing services a draft paper had been prepared and it is thought that the contents of this paper will inform potential future phases of the Delivering Care work stream.

Following the launch of the Preceptorship Framework Cathy McCusker had submitted an article for publication to the Journal of Preoperative Practice, which had been accepted.

**Priority: Engagement, Partnership and Communication**

Every effort continues to be made to maintain and develop relationships with various stakeholders, by participating in a range of regional groups and attending regional events. Planning is in hand for NIPEC to host a meeting of the four country group tasked with oversight of the implementation of Strengthening the Commitment the UK Modernising Learning Disabilities Nursing Review (2012). In addition an invitation to attend RCN Nurse of the
Year Event has been received by Chair, CE and Senior Professional Officers. Work had also been progressed to prepare an issue of NIPEC News. It is anticipated that this issue would be released in the forthcoming weeks.

**Priority: Governance and Performance**

Contact had been made with the sponsoring branch in respect of NIPEC’s Business Plan for 2013-14. A workshop to start business planning for 2014-15 will be held, as previously agreed, in August 2014. DHSSPS colleagues had been in contact to confirm arrangements in June 2013 for NIPEC’s accountability meeting. NIPEC had also received confirmation of its resource allocation for 2013-14. Recently NIPEC had received DHSSPS approval of its Strategic Outline Case/Business case for accommodation. It was also relevant to note that arrangements would be put in place for an implementation group. Invitations to join the group would be issued to Health Estates Investment Group (HEIG), and Land and Property Services (LPS).

**Priority: Information**

The ICT Officer was progressing work aimed at enhancing NIPEC’s website. Various policies related to ICT and Records’ management had also been updated.

**Priority: Evidence**

Through the various work streams NIPEC continued to work collaboratively with stakeholders to develop and/or refresh various guidance documents. NIPEC had suggested to CNO two potential professional networks/fora which might, in the future, make a contribution to the development of evidence-based guidance/resources.

**Priority: Workforce**

NIPEC’s Joint Negotiating Consultative Committee had been established and arrangements put in place for regular meetings supported by the HR Director BSO. KSF continued to be used to underpin the appraisal system.

Finally, it was with delight that the Chief Executive advised NIPEC Council that Mrs Frances Cannon (Senior Professional Officer for Education) had been awarded a place on a Healthcare Information and Management System Society (HIMSS) study trip. This award included an expenses paid trip to Chicago from 17th June to 21st June 2013 inclusive.

_Council Members received the Chief Executive’s report._

6.2 A copy of the Consultation Activity Report *(Circulated)*

No discussion was required on any consultation activity.

6.3 Corporate Plan 2013 - 2016 and Business Plan 2013 - 2014 –

It was noted that NIPEC was still awaiting final confirmation from the Department.

It was also noted that a NIPEC Council workshop would be taking place in August 2013 to initiate Business Planning for 2014/2015.
6.4 A presentation was given by Mrs Frances Cannon on the Quality Assurance of Development and Non-NMC Regulated Education Commissioned by DHSSPS 2011 – 2012.

7.0 CORPORATE CONTROL & FINANCE

7.1 A copy of the Head of Corporate Services Report was previously circulated.

Financial ‘Executive Summary for Council’ – Month 1 and 2
To note that due to the requirement for the previous financial year’s ‘General Ledger’ to be closed off after the accounts were audited it had been customary for the April and May expenditure to be collated into the first budgetary statement for the new financial year. This would normally be produced around the mid June period.

Assurance and Accountability Arrangements for ALBs – Business Planning for 2013/14.
Following the workshop held on the 23rd January 2013 a copy of NIPEC’s ‘Corporate Plan 2013-2016’ and the ‘Annual Business Plan 2013-14’ was submitted to the sponsoring department in February 2013 for their consideration.

Revenue Estimates – 2013/14
NIPEC had received in a letter dated 3rd May 2013 details of its revenue estimates for 2013/14 based on an allocation (Revenue Resource Limit) of £1,369,875 for the year.
[This was £13 less than the figure used for setting the revenue budgets noted at the March 2013 meeting.]

NIPEC Accommodation Working Group
It was noted that NIPEC submitted its SOC/Business Case on the 16 April 2013 to DHSSPS and HEIG.

The DHSSPS, Finance came back to NIPEC on the 23rd April 2013 with some comments and the following additional information had been inserted into the document:

Page 4, additional section headed ‘NIPEC –Objectives for this Proposals’ and footnote regarding potential savings shown in % terms.

NIPEC – OBJECTIVES FOR THIS PROPOSAL.
NIPEC’s current accommodation lease expires on the 31st August 2013 and therefore within NIPEC’s Business Plan for 2012/13 under ‘Governance’ is the objective to ensure that the organisation’s accommodation needs are met by producing a Strategic Outline Case/Business Case to be taken to the DHSSPS for consideration.
In light of the current austere economic financial climate NIPEC’s target was to achieve a reduction in its accommodation rental costs post 1st September 2013 in the range of 20 - 25%.  

Page11, Section 8. Risks have now been stated against options 2 and 3 and the act taken to mitigate them.

Risks

The major risk associated with both options 2 and 3 was the risk arising from a delay in the decision making once the preferred option had been identified. A delay after the 25th May 2013 would result in NIPEC being unable to serve the minimum three months notice to its Landlord on its lease resulting in both floors having to be retained longer than planned and hence lengthening the time frame for achieving savings. 

In order to mitigate this risk NIPEC:

1. included this item as a specific business objective within its 2012/13 Business Plan. 
2. established an accommodation working group in March 2012 and involved representatives from HEIG in the membership. 
3. used its Accountability Review meetings with its sponsoring department to keep the DHSSPS appraised of developments and progress during the year.

Page 14, Section 15. This is a new section to address management/implementation aspects of the preferred option.

Management/Implementation of the preferred option

HEIG had advised NIPEC that based on previous similar type of work undertaken for other Agencies/NDPBs the refurbishment of the floor (2) could be carried out under a ‘Measured Time Contract’ with the assistance of the Works and Estates department of the HSC Belfast Trust.

In order to ensure the co-ordination and timeliness of the implementation within the three month window NIPEC proposed to establish a small working group with the following membership:

- Head of Corporate Services (NIPEC), CHAIR
- Corporate Services Manager (NIPEC)
- IT & Information Officer (NIPEC)
- Representative from (HEIG)
- Representative/s (From contractor/s)

The remit of this group will be to ensure that the contract for the refurbishment work of floor (2) was appropriately delegated and managed. To provide a forum for the co-ordinating of the contractor’s work and the decanting of the relevant NIPEC staff to enable NIPEC’s functions to continue during this

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1 Through the renegotiation of the lease associated with this Business Case and if the Business Case is approved NIPEC can achieve a reduction of 27.3% in the cost of its rent charges per square foot. By moving onto one floor i.e. floor (2) NIPEC’s total accommodation costs from 2014/15 can be reduced by 36.2% per annum.
period and to address and resolve, within their level of authority, any issues which may arise.
The group would also have a communication objective to keep staff and Council updated on progress during the three month period.
A time line of the proposed work of the group was shown in appendix 5.
Following the implementation of the above, the group would develop and agree a post project evaluation (PPE) and submit it within 3 months of the end of the project. The PPE would be formally signed off by the Council on behalf of NIPEC.

Pages 26 & 27, Appendix 3. Workings for all the options for Rent, Rates and Services Charges, by year, have now been shown

Page 31, Appendix 5. Linked into Section 15 an outline of a time line for the project and PPE.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>MAY 2013</td>
<td>NIPEC serve notice to the Landlord by the 31st May 2013</td>
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<tr>
<td>JUNE</td>
<td>Establish the IWG group and hold first of the weekly meetings. Agree action plan and timetable for work.</td>
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<td></td>
<td>Commence preparation on awarding the contract for the refurbishment</td>
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<td></td>
<td>Liaise with ITS on a potential date for leaving office accommodation on floor 1</td>
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<td></td>
<td>Apprise the Business Team on actions and progress</td>
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<tr>
<td></td>
<td>Apprise Council of progress at June meeting</td>
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<tr>
<td></td>
<td>Staff meeting to update on actions</td>
</tr>
<tr>
<td>JULY</td>
<td>Award the refurbishment contract for floor 2</td>
</tr>
<tr>
<td></td>
<td>Apprise the Business Team on actions and progress</td>
</tr>
<tr>
<td></td>
<td>Staff meeting to update on progress and actions</td>
</tr>
<tr>
<td>AUGUST</td>
<td>Decant relevant staff onto floor 1 to facilitate refurbishment</td>
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<tr>
<td></td>
<td>Contractor to commence work on the refurbishment of floor 2</td>
</tr>
<tr>
<td></td>
<td>Apprise the Business Team on actions and progress</td>
</tr>
<tr>
<td></td>
<td>Staff meeting to update on progress and actions</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>Decant as appropriate staff onto floor 1 and move staff back onto floor 2</td>
</tr>
<tr>
<td></td>
<td>Apprise the Business Team on actions and progress</td>
</tr>
<tr>
<td></td>
<td>Staff meeting to update on progress and actions</td>
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<tr>
<td></td>
<td>Apprise Council of progress at September meeting</td>
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<tr>
<td>OCTOBER</td>
<td>Decant as appropriate staff onto floor 1 and move staff back onto floor 2</td>
</tr>
<tr>
<td></td>
<td>Apprise the Business Team on actions and progress</td>
</tr>
<tr>
<td></td>
<td>Staff meeting to update on progress and actions</td>
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Appendix 5
| NOVEMBER 2013 | Apprise Council of progress at November meeting |
|              | Apprise the Business Team on actions and progress |
|              | Staff meeting to update on progress and actions |

| FEBRUARY 2014 | Post Project Evaluation (PPE) developed and agreed by IWG |

| MARCH | PPE submitted to Council for consideration before going to DHSSPS |

**NOTE: - Communications**
- **Weekly** meetings of the IWG
- Progress feedback to each **monthly** meeting of the Business Team
- Progress feedback to each **quarterly** meeting of the Council.
- **Monthly** meetings of staff to give feedback.

**Risk Register**
A quarterly ‘Assurance Framework: Corporate Risks 2013/14, *(version 1)*’ which was taken to the Audit & Risk committee meeting on 28th May 2013 had been circulated at (7.4).

**Draft (unaudited) - Annual Report & Accounts 2012/13**
To note that the draft (unaudited) accounts and narrative had been forwarded to the external auditor for auditing. A copy of the draft document was taken to the Audit & Risk Committee meeting held on the 28th May 2013.

**Audit and Risk Committee – Annual Report 2012/13**
A draft document would be taken to the Audit and Risk Committee meeting scheduled for the 28th May 2013.

7.2 Report from Standing Committee

7.2.1 A copy of the unconfirmed Minutes of the Audit Committee Meeting AC/1/2013 held on 12th February 2013 had previously been circulated at the March 2013 meeting.

7.2.2 A copy of the unconfirmed Minutes of the Audit Committee Meeting AC/2/2013 held on 28th May 2013 was tabled for information. It was noted that an Audit Committee Self-Assessment Checklist had been received from the DHSSPSNI and Mrs McNamee took members through the document and after discussion the members agreed the checklist. It was also noted from this discussion that a letter of appointment to the Audit and Risk Committee would be issued to each member and an induction checklist completed for each new member.

7.3 An update was given on NIPEC Executive Management Summary for Council

7.4 A copy of NIPEC’s High Level Risk Register had been previously circulated. An updated version was tabled at the meeting.
7.5 A copy of NIPEC’s Review of Management Costs was tabled. The CE took Council Members through the important sections of this proposal. It was noted that management costs were not identified for Agencies and Non Departmental Bodies but NIPEC had been asked to deliver to the spirit of the priorities. There was some discussion around risk, finance and access to Clinical Education Programmes. It was also noted that there was an opportunity for IT support from Universities via a Student Placement. Council commended the Chief Executive for achieving savings. Council approved the Review of Management Costs.

7.6 A copy of Annual Report of Activity and Assurance to the Council April 2012 to March 2013 was tabled for information.

8.0 SAFETY AND QUALITY

8.1 A copy of an update on NIPEC Projects had previously been circulated. It was noted that Lisa Houlihan was participating in the Abbreviation Policy work-stream as a Trust representative.

9.0 CHIEF NURSING OFFICER REPORT

The Chief Nursing Officer report was given earlier in the meeting.

10.0 ANY OTHER BUSINESS

Chair indicated that the NIPEC Review would be raised at the Accountability Review Meeting.

Members of the Audit and Risk Committee, Chief Executive and Head of Corporate Services were asked to leave the meeting as a Remuneration Committee meeting could proceed with its business.

11.0 DATE, TIME AND VENUE OF NEXT WORKSHOP AND MEETING

The next public meeting of NIPEC Council would be held on Wednesday 4th September 2013 at 2.00 pm. An extra ordinary Council Meeting would be held on the 25th June 2013 at 11.15 am. Also a NIPEC Workshop would be held on 14th August 2013 time to be agreed. All of these meetings would be held in the Council Room, Centre House, 79 Chichester Street, Belfast.

12.0 CONFIDENTIAL BUSINESS

There was no Confidential Business.