

Minutes of the Northern Ireland Practice and Education Council Meeting, held on Wednesday, 7th December 2022 at 2.00 pm at The Mount Conference Centre Belfast

Present: Ms Bronagh Scott, Chair
Mr Kieran McCormick
Ms Karen Diamond
Ms Siobhán Caslin

In attendance: Mrs Linda Kelly, Chief Executive
Ms Jill Jackson, Head of Corporate Services
Ms Cathy McCusker, Senior Professional Officer (*for agenda item 6.1*)
Ms Brenda Carson, Senior Professional Officer

Apologies: Mrs Catherine Rice
Mrs Maria McIlgorm
Ms Lisa Houlihan
Ms Brenda Kelly
Ms Emma McIlveen

Secretariat: Ms Lisa McEneaney, Business Support Manager

1.0 APOLOGIES

The Chair welcomed members to the meeting. She noted that apologies were received from Ms Catherine Rice, Ms Maria McIlgorm, Chief Nursing Officer, Ms Lisa Houlihan, Ms Brenda Kelly and Ms Emma McIlveen.

2.0 CHAIR'S BUSINESS

2.1 Welcome any Members of the Public

The Chair advised that no members of the public were in attendance at today's meeting.

The Chair welcomed Ms Brenda Carson, new Senior Professional Officer, to the meeting as part of her induction programme.

2.2 Council Members - Conflicts of Interest

Members did not declare any conflicts of interest in relation to the agenda items to be discussed at today's Council meeting.

2.3 Recruitment of new Council Members

The Chair updated members on the recruitment of new Council members. Interviews had taken place and five registrants had been successful at the interview stage. The Chair noted that following the Permanent Secretary's consideration and approval of appointments, new Council members commencement dates would be staggered to ensure that all terms did not end at the same time.

The Chair took the opportunity to formally note the departure of Ms Catherine Rice and Ms Lisa Houlihan, whose tenures were due to end in January 2023. She advised that both Ms Rice and Ms Houlihan had been appointed in October 2013 and September 2012 respectively.

Action: The Chair thanked Ms Houlihan and Ms Rice for all their work to the NIPEC Council and confirmed that she would send a personal note of thanks on behalf of Council along with the small token of appreciation.

2.4 Industrial Action

Chair provided an update in relation to the impending industrial action by UNISON and RCN which included both discontinuous industrial and strike action in December 2022.

Mr McCormick enquired what the impact on NIPEC's programme of work would be and the Chief Executive advised that she assessed it as low impact. Mrs L Kelly also confirmed that she had issued correspondence to all staff on 6th December and daily communication processes had been instigated to manage any impact on NIPEC services.

Council members noted the update on Industrial Action.

2.4 Register of Council Members Activity

The Chair presented the Register of Council Members Activity.

Council members noted the Register of Council Members Activity

2.5 Council Workshops and meetings

The Chair discussed the plan to hold four Council workshops in 2023. She proposed that two of these workshops would be held on the day of the Council meetings and two between Council meetings. The Chair advised that dates and topics would be agreed in due course. Discussion took place in relation to workshops taking place regarding Risk, a presentation from the BSO Regional Counter Fraud Unit and the Business Plan. Chair also asked members to consider potential topics and this led to a suggestion by the Chief Executive that it would be useful to use the Business Planning session to consider in more depth how outcomes are measured.

Action: Members to forward proposed topics for Council workshops to the Head of Corporate Services.

2.6 Leave of Absence

The Chair advised members that she will be taking a leave of absence from 10 January to 17 April 2023. She informed that she had discussed interim arrangements with the Permanent Secretary and that it had been agreed that she would step back from her role for this period.

Chair proposed that Mr Kieran McCormick would act as interim Chair of NIPEC Council for this duration and that Ms Brenda Kelly would act as Deputy Chair. Council members agreed with the Chair's suggestion for interim Chairing and deputy Chair arrangements.

The Chair explained that as Mr McCormick is Chair of the Audit and Risk Committee, he could not fulfil this role while acting into the Chair post and asked members if anyone would be willing to stand in. Ms Caslin agreed to act as interim Chair of the Audit and Risk Committee for this time duration.

Action: Ms Jackson to write to Council members to confirm the amendment to Chairing arrangements from January-April 2023 and seek approval for the interim Chair of the Audit & Risk Committee.

Additions

The Chair congratulated Ms Diamond on winning the Public Health NI Award for partnership working with Belfast Trust Surestart SLT and to Ms Kelly for the NITC Atkinson Award - Tackling Iron deficiency in Pregnancy - on behalf of Belfast Trust Maternity Anaemia Group.

3.0 Minutes of the previous meeting

Minutes of the meeting held on the 7th September 2022 were approved by Council members.

4.0 Matters Arising

Ms Jackson updated members on the matters arising which were detailed in the action plan which had been circulated to members in advance of the meeting.

Actions:

Ms Jackson to make contact with Eileen Mullan regarding the Boardroom Apprenticeship programme for 2023.

Ms Jackson to issue a schedule of Council workshops dates to Council members in due course.

Ms Jackson confirmed that it had been agreed at the November workshop that a review would be undertaken of the Council member induction pack. This would be sent to members for their comments and amended accordingly.

Ms Diamond arrived at the meeting at 2.45pm

5.0 Correspondence

Ms Jackson gave an overview of correspondence previously circulated to Council members and drew members attention to the correspondence from Chief Nursing Officer, Maria McIlgorm: Winter Regulator Letter received 25th November 2022.

6.0 Operational Performance and Service Improvement

6.1 Cathy McCusker Presentation: Preceptorship & Supervision Frameworks

The Chair welcomed Mrs McCusker to the meeting to give a presentation on Preceptorship & Supervision Frameworks.

Council members were very complimentary regarding the Preceptorship presentation and thanked Mrs McCusker for attending. They requested a copy of the presentation to be circulated.

Action: Ms McCusker to send the slides and link to the Preceptorship documentation to Council members.

6.2 Chief Executives Report

The Chief Executive presented her report and confirmed that she had adapted it to keep it at a strategic level. As agreed at a previous meeting, she would highlight the key issues for the CNO in her report going forward.

Mrs L Kelly highlighted some of the key areas of the professional team's current work including:

- Co-Chair of the Regional Learning Disability Nursing Group;
- Career Pathway for District Nursing being led by Cathy McCusker;
- Communities of Practice being led by Carole McKenna;
- The PACE model (digital pathway for Nursing) which had previously been led by NIPEC has transferred to the Encompass CNIO team to lead;
- Work was ongoing on the Nursing Task Group with an action plan being developed for the review and retention report;
- A best practice visit had been facilitated by NIPEC between NI HSC representatives and Health Improvement Scotland and National Education Scotland in November with further meetings organised to discuss how the learning could be brought forward;
- NIPEC held a stakeholder event on 29th November to discuss NMC post-registration standards. There were over 70 attendees invited with good attendance on the day and the session provided a good overview of the requirements.

Council members noted the Chief Executives Report

6.3 A copy of the Consultation Activity Report

Council members noted the Consultation Activity Report

7.0 Corporate Control & Finance

7.1 Report from Standing Committee:

- Confirmed Minutes of the A&R Meeting held on the 6th July 2022;
- Unconfirmed Minutes of the A&R Meeting held on the 11th October 2022.

Council members noted both sets of minutes.

7.2 Finance

Ms Jackson asked Council members to note the month 7 report in conjunction with agenda item 7.2.1 - Letter from DOH Permanent Secretary regarding efficiencies in-year. She advised that as part of the efficiency exercise, the NIPEC Chief Executive and Head of Corporate Services met with Chief Nursing Officer and her team to agree a final amount to offer in efficiencies, the sum of £156k. This figure was made up from some natural slippage due to delays in new staff commencing and she confirmed that NIPEC had agreed to postpone several further recruitment exercises until 2023.

Although no confirmation had been received of the retraction, NIPEC were assuming that this would take place. Even with this, Ms Jackson advised that in Month 7, NIPEC were showing a projected surplus of £82,216 for year-end. She advised that there are plans in place to spend some of the surplus but indicated to Council members that a further small retraction will be required.

Council members noted the Finance month 7 report.

7.3 New Template Corporate Risk Register 2022-23, Version 7

Ms Jackson welcomed Ms McEneaney to the meeting and asked her to present the new Corporate Risk Register Template for members to consider.

Mrs McEneaney advised that the template presented today had been circulated in November 2020 to a previous Council however a subsequent Risk workshop to 'deep dive' the register had not taken place due to Covid-19 related work pressures. Mrs McEneaney stated that following NIPEC Risk and Assurance Internal Audit which had taken place in December 2021, recommendations had been made to include risk appetite, assurances and gaps in controls in the template. The draft template had been approved by Business Team at their meeting on Monday 5th December 2022 and members were asked for their comments.

Council members endorsed the new template Corporate Risk Register and advised that they preferred the layout of the new template as it was much easier to read.

Mr McCormick proposed that the risk score and rating should be RAG rated so the score could be seen at a glance.

The Chair provided comments on consistency of language and if the Risk Register could be reviewed to ensure language is consistent. She also asked about the scoring in relation to risk 8 and 9 and if these could be reviewed.

Council members approved the New Template Corporate Risk Register 2022-23 Version 7.

Action: Ms Jackson and Ms McEneaney to adapt the template to include RAG rating for the scores, review risks 8 and 9 to ensure scoring is correct and ensure the language throughout the register is consistent.

7.4 KPIs 2022 - 23

Ms Jackson presented KPI's 2022-23 and advised that absence was continuing to fall with a score of 0% for the August, September and October and a reduction in the cumulative score to 6.64% compared to 11.9% September.

Council members noted the KPI's 2022-23.

7.5 Business Plan 22/23

Ms Jackson presented the draft Business Plan 2023-24 which had been presented to the Council workshop 23rd November 2022. As suggested by Council members at the workshop, there were several amendments to be made including on sustainability. Ms Jackson asked members that subject to those changes, would Council members be happy for the Draft to be shared with Sponsor Branch before Christmas.

Ms Jackson informed members that the Chief Executive and Senior Team are due to meet with the Chief Nursing Officer and her team in January 2023 to review the draft and prioritise objectives. Ms Jackson explained that any further amendments will be made and a further draft will be presented to the March 2023 Council meeting for ratification.

Council members agreed that they were content for the Business Plan 2022-23 to be shared with Sponsor Branch.

Action: Senior Team to make the suggested amendments to the Draft Business Plan 2023-24 and forward to Sponsor Branch.

7.6 Draft Partnership Agreement

Ms Jackson presented the Draft Partnership Agreement which had been discussed at the Council workshop on 23rd November 2022. Council members had suggested several changes to the document and these had been highlighted in the draft being reviewed today. Ms Jackson asked if Council were happy for the draft to be shared

with Sponsor Branch who have suggested that this will be a standing agenda item for Sponsor Branch meetings in 2023.

Council members were content for the Draft Partnership Agreement to be shared with Sponsor Branch

Action: Ms Jackson to share Draft Partnership Agreement with Sponsor Branch.

7.7 Digital Support for NIPEC Meetings

Ms Jackson presented the paper on Digital Support for NIPEC Meetings.

Subject to Council approval of a preferred option, Ms Jackson advised that next steps were completion of a DPIA on the system and the Business Case to be amended and re-approved by BTM. Once these were complete an order could be placed.

The Chair and Mr McCormick asked given Decision Time was based on Amazon Cloud would there be an additional cost should NIPEC require additional storage? Ms Jackson stated that her understanding was that all costs were included in the quotation provided however she would verify that with the supplier.

Council members approved the purchase and implementation of Decision Time subject to a rigid evaluation after year 1 before proceeding to renew the license in year 2.

Action: Ms Jackson and Ms McEneaney to take forward the DPIA, Business Case and order for the purchase of Decision Time.

7.8 NIPEC's Business Continuity Plan 2022

Ms Jackson presented the Business Continuity Plan 2022 and advised that it had been reviewed and approved by Business Team in April and December 2022. Further mitigations had been included to manage operations in the event of a cyber security attack however it was a 'live' document and would be updated further as and when required.

Council members approved the Business Continuity Plan 2022

Action: Ms Jackson to include personal contact details for Council members with the list of staff personal details to be used in the event of a cyber-attack.

7.9 NIPEC Accommodation

Ms Jackson provided an update in relation to accommodation:

- NIPEC's move date still scheduled for 6th February;
- Handover from contractors to James House Team 14th January 2023;

- Condition survey to be carried out by DOF surveyors – NIPEC surveyors to be asked to attend along with a representative from NIPEC;
- Subject to the outcome of that, CEX to sign off the license for 5 years via the Solicitor;
- Staff invited to visit the new premises on 24th January 2023.

Council members noted the update on accommodation.

Action: Visit to be arranged for Council members to view NIPEC's new accommodation in James House one NIPEC have moved in.

8.0 Safety & Quality

8.1 NIPEC Professional Work Plan 2022-23 – Business Plan objectives progress Monitoring Report from 1st April to 30th November 2022.

The Chief Executive presented the NIPEC Professional Work Plan 2022-23 – Business Plan objectives progress Monitoring Report from 1st April to 30th November 2022. She asked members to note that as recommended in the Professional Projects Internal Audit in September 2022, a table had been included on the front page to summarise the number of actions relating to objectives and the breakdown of their RAG rating.

Council members noted the NIPEC Professional Work Plan 2022-23 – Business Plan objectives progress Monitoring Report from 1st April to 30th November 2022.

8.2.1 DoH Covid-19 Public Inquiry Group

Ms Jackson gave an update in relation DoH Covid-19 Public Inquiry Group. She advised that at the most recent meeting on 24th November 2022, discussion had taken place on Core Participant status for Module 3 and confirmed that NIPEC would not be applying for this status.

Council members thanked Ms Jackson for the update.

8.3 Annual Quality Report 2021-22

The Chief Executive presented the Annual Quality Report 2021-22 which had previously been circulated to members.

Council members noted the Annual Quality Report 2021-22.

9.0 Any Other Business

The Chair closed the meeting and wished Council members a very Happy Christmas and New Year.

10.0 Date and time of next meeting

The next public meeting date of NIPEC Council is 15th March 2023.