



Minutes of the Northern Ireland Practice and Education Council Meeting, held on Wednesday 20th November 2019 at 1.30 pm in Whinstone Suite, Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB

Present: Professor C Curran, OBE, Chair
Mrs A McLernon, OBE, Chief Executive
Dr V Tohani
Mrs A Baxendale
Mrs C Rice
Mr P Davidson

In attendance Ms J Jackson, Head of Corporate Services
Mr E Thom, Senior Associate Member
Miss F Bradley, Senior Professional Officer
Mrs C Lecky, Senior Professional Officer

Secretariat: Mrs D Meleady, Personal Assistant

1.0 APOLOGIES

Apologies were received from Ms D O'Donnell, Mrs L Houlihan, Professor C McArdle and Mrs D Otkar Campbell.

2.0 CHAIR'S BUSINESS

- 2.1 It was noted that no members of the public attended the meeting.
- 2.2 It was noted that there were no Conflicts of Interest from Council Members.
- 2.3 Chair welcomed Ms Jill Jackson, Head of Corporate Services to her first Council Meeting.
- 2.4 Chair welcomed Mrs Caroline Lecky, Ms Fiona Bradley, Senior Professional Officers who were observing the meeting as part of their induction.
- 2.5 Chair thanked Council Members for a successful and productive Business Planning 2020-2021 Workshop that was held that morning.

3.0 MINUTES OF THE PREVIOUS MEETING

- 3.1 Minutes of the meeting held on the 4th September 2019 (NIPEC/3/2019) for consideration.

A copy of the Minutes had previously been circulated.

Council Members agreed the Minutes for the meeting held on the 4th September 2019.

4.0 MATTERS ARISING

4.1 Detailed in updated Action Plan

A copy of the updated Action Plan had previously been circulated. It was noted that items had been actioned and updated.

Council Members noted that the Public Appointments (DoH) had issued a Newsletter and that Council vacancies for NIPEC posts would be advertised but that there was no timescale for this.

Chair asked that the 'Closed' section of the Action Plan be removed when one further meeting has taken place and actions have been closed.

ACTION:

D Meleady to remove the 'Closed' section of the Action Plan.

5.0 CORRESPONDENCE

- 5.1 It was noted a copy of the letter dated 18th September 2019 from Mr R Pengelly, Permanent Secretary and HSC Chief Executive, DoH, regarding Change or Withdrawal of Services – Revised guidance on Roles and Responsibilities had previously been circulated.
- 5.2 It was noted a copy of the letter dated 18th September 2019 from Ms J Johnston, Deputy Secretary Healthcare Policy Group, DoH, regarding Arrangements of Public Appointments Competitions had previously been circulated.
- 5.3 It was noted that a copy of the letter dated 21st October 2019 from Ms A Sutcliffe, CBE, Chief Executive and Registrar, NMC, regarding Nursing and Midwifery Council Communication Plans in Relation to EU Exit had previously been circulated.
- 5.4 It was noted that a copy of the letter dated 10th October 2019 from Mr R Pengelly, Permanent Secretary and HSC Chief Executive, DoH, regarding Agenda for Change Industrial Action – Business Continuity and Contingency Planning had been previously circulated.
- 5.5 It was noted that a copy of the letter dated 30th October 2019 from La'Verne Montgomery, Director of Corporate Management, DoH, regarding Extension of the Article 50 Period to 31st January 2020 had previously been circulated.
- 5.6 It was noted that a copy of the letter dated 7th November 2019 from La'Verne Montgomery, Director of Corporate Management, DoH, regarding General Election Guidance had previously been circulated.

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

6.1 A copy of the Chief Executives Report.

A copy of the Chief Executives Report was tabled and will be appended to the end of the November Council Minutes. Mrs A McLernon took Council Members through her report and highlight specific activities, providing clarification as required to Council Members on the following:

- Supervision
- Future Nurse, Future Midwife
- Neurology Nursing
- Enabling Professionalism
- Upgrading of NIPEC website

6.2 Consultation Activity Report

A copy of the consultation activity report was previously circulated. It was noted that the PHA Draft Training Framework and PHA Mental Health & Suicide Prevention Framework of Training Consultation were the same Consultation. There were no further updates.

7.0 CORPORATE CONTROL & FINANCE

7.1 Head of Corporate Services Report

A copy of the Head of Corporate Services Report had previously been circulated.

7.2 Report from Standing Committee

7.2.1 A copy of the confirmed Minutes of A&R meeting A&RC/3/2019 held on the 25th June 2019 had previously been circulated.

7.2.2 A copy of the unconfirmed Minutes of A&R meeting A&RC/4/2019 held on the 8th October 2019 had previously been circulated. There was nothing further to report.

7.3 Financial Management Summary

It was noted that a copy of the BSO 'Finance Report for Month 7' was circulated in late mailing as the draft was only received on the 19th November 2019. Mr E Thom gave an overview on the following:

- Revenue – RRL
- Capital – CRL
- Funding on the Transformation Projects.

It was noted that a letter would be sent to the DoH shortly regarding the surrender of surplus funds from both the Projects and NIPEC's core funding. The funds surrendered were identified as follows:

| Revenue funding | Allocation | Retracted Funds |
|---|-------------------|------------------------|
| 2019-20 | £'000 | £'000 |
| Transformation Projects: | | |
| <ul style="list-style-type: none"> • Future Nurse and Future Midwife | 523 | 139 |
| <ul style="list-style-type: none"> • Transforming Nursing and Midwifery Data | 865 | 156 |
| <ul style="list-style-type: none"> • Post-Graduate Masters in Nursing | 116 | 6 |
| Sub Total | 1,504 | 301 |
| Core RRL | 1,167 | 15 |
| Total Revenue Funds | 2,671 | 316 |

7.4 Corporate Risk Register 2019-20, Ver: 8 November 2019

It was noted that a copy of the above was previously circulated.

The following risk area was drawn to Council Members attention:

- **Brexit**
Which now had the level of risk reduced due to the current situation. It was noted that the situation is monitored on an ongoing basis and will be reviewed as information is forthcoming from the DoH Brexit group.

7.5 KPIs

A copy of the above was previously circulated.

It was noted that the Performance Indicators for 2019/20 were all green. Council Members attention was drawn to HR Staff Absences which was red for September 2019 due to a member of staff being off on sick leave but that NIPEC was still within their annual target figure of 3.7% with a current figure of 1.22%.

7.6 Annual Report & Accounts 2018-19

Mr E Thom provided an update regarding the above. Council Members noted that there were no Priority One issues.

7.7 DoH Arm's length Body; Mid-year Assessment Statement

A copy of the above was previously circulated. Council Members noted that a copy of NIPEC's response was sent to the Department of Health before the deadline of Friday 18th October 2019.

7.8 NIPEC Accommodation – James House Project

A copy of a 'Critical Milestone Chart' received from the Department of Health: Assets and Estate Management on the 23rd October was previously circulated.

Mr Thom updated Council Members on the discussion between Land and Property Services and the Department of Health regarding the cost of the lease for Centre House for NIPEC and NIGALA. Council Members noted that the increased cost had been identified to the DoH as a funding pressure for 2020-21.

Council Members noted that Ms Jill Jackson and Mrs Cathy McCusker attended a meeting to look at Architectural drawings and there would be a meeting between the NIPEC senior team to look at and consider if James House would be fit for purpose. One of the drawbacks from the move to James House could be accessibility particularly for NIPEC stakeholders.

Council Members indicated that the issue of accessibility for stakeholder would be kept under review by the Chief Executive to ensure the business needs of NIPEC are not impacted.

7.9 NIPEC's Business Continuity Plan

A copy of the plan had previously been circulated.

Discussion took place regarding the indication from Unions regarding the possibility of Industrial action and the implications on NIPEC business. Council Members noted that Ms Jill Jackson would be leading weekly meetings every Monday to discuss impact on NIPEC business.

8.0 SAFETY AND QUALITY

8.1 NIPEC Professional Work Plan 2019/20 – Progress Monitoring Report: September 2019 to November 2019

A copy of the NIPEC Professional Work Plan for 2019/202 – Progress Report was previously circulated. Council Members noted that NIPEC’s work-streams were all on target.

Council Members noted the update.

9.0 CHIEF NURSING OFFICER UPDATE

CNO forwarded a written copy of her report. It was agreed that this would be forwarded to Council Members in confidence and not for circulation.

ACTION:

DM to forward the CNO Report to Council Members for information.

10.0 ANY OTHER BUSINESS

A copy of the Schedule of Meetings for 2020 had previously been circulated.

There was no further business.

11.0 DATE, TIME AND VENUE OF NEXT MEETING

The next public meeting of NIPEC Council will be on Wednesday 18th March 2020 at 2.00 pm, in the Meeting Room, NIPEC, Chichester Street, Belfast.

Miss F Bradley and Mrs C Lecky were asked to leave the meeting due to the confidential nature of further business.

Secretary’s note: There is a change of venue for the March 2020 meeting. This meeting will now take place in the La Mon Hotel and Country Club, 41 Gransha Road, Castlereagh, Belfast, Co Antrim, BT23 5RF at 2.00 pm.

CHAIR



DATE: 20th November 2020