

Minutes of the Northern Ireland Practice and Education Council Meeting, held on Wednesday 5th September 2018 at 2.00 pm in the Meeting Room, NIPEC.

Present: Professor C Curran, OBE, Chair
Mrs A McLernon, OBE, Chief Executive
Mrs A Baxendale, Deputy Chair
Mrs M Clark

In Attendance: Mr E Thom, Head of Corporate Services

Secretariat: Mrs D Meleady, Personal Assistant

1.0 APOLOGIES

Apologies were received from Mrs C Rice, Mr P McGreevy, Mrs L Houlihan, Mrs D Oktar-Campbell, Mrs R Burrows, Professor C McArdle, and Mr P Davidson.

2.0 CHAIR'S BUSINESS

2.1 To welcome members of the public to the meeting

No Members of the public attended the meeting.

2.2 To ask Council Members if there are any Conflicts of Interest.

There were no Conflicts of Interest declared.

2.3 Update on Expressions of Interest regarding NIPEC Whistleblowing Representative.

Professor C Curran informed those Council Members present that there were three expressions of interest in taking on the role of NIPEC Whistleblowing Representative. Those members were:

- Mrs L Houlihan who had indicated at the June meeting she would be happy to undertake this role.
- Mrs C Rice
- Mr P Davidson

Chair felt that Mrs L Houlihan should take on this role but as her tenureship was due up at the end of September 2018 she felt that she would ask Mrs C Rice if she would take it up in the interim until Mrs Houlihan's tenure ship was extended by the Public Appointments Unit. It was noted that should this term be extended then Mrs Houlihan would have a longer period in which to carry out this role while Mr Davidson would have less. It was also noted that Mrs Rice was a member of the Audit and Risk Committee so Chair expressed the view that it was good to share these various roles across Council. Chair thanked those Council members who had expressed an interest.

Council Members present agreed with Chair's decision on this.

- 2.4 Professor C Curran asked those present that as the Council Meeting was not quorate today, would those present be in agreement that the business of the meeting proceeds with the agenda with any agreed actions being ratified at the next meeting. Council Members present agreed with this suggested action. It was also felt that Chair should contact the Public Appointments Unit to notify them that this meeting was not quorate.
- 2.5 To note that Dr V Tohani and Ms D O'Donnell were unable to attend the meeting today due to personal reasons. If available they would have been in attendance as a member of the public as extensions of their tenureship had not been confirmed by the Public Appointments Unit.

Chair requested that an email be sent out to Council Members for the November 2018 meeting to ensure that the meeting will be quorate.

ACTION:

Email to be sent out to Council Member to ensure that the meeting will be quorate in November 2018.

Chair to contact the Public Appointments Unit to notify them that this meeting was not quorate and to again stress the urgency of council members appointments.

3.0 MINUTES OF THE PREVIOUS MEETING (*Circulated*)

- 3.1 Minutes of the meeting held on 28th June 2018 (NIPEC/2/2018) for consideration.

Minutes of the meeting held on the 28th June 2018 (NIPEC/2/2018) were agreed by those members who were present but would be ratified at the November 2018 meeting and signed off then.

ACTION:

Minutes of the meeting held on 28th June 2018 to be ratified at the November 2018 council meeting.

4.0 MATTERS ARISING

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

5.0 CORRESPONDENCE

- 5.1 It was noted that a letter was received from Mr R Pengelly, Permanent Secretary and HSC Chief Executive on 5th July 2018 regarding NHS 70th Birthday and had previously been circulated.
- 5.2 It was noted that an email was received from Matthew McClelland, Director of Fitness to Practise, NMC on 1st August 2018 regarding NMC Fitness to Practise Strategy and had previously been circulated.
- 5.3 It was noted that an email was received from Diane Taylor, HSC Leadership Centre on 14th August 2018 regarding Implementation of the HSC Leadership Strategy and was previously 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 is appended at the end of the Council Minutes. Mrs McLernon took Council Members through her report and highlighted specific activities, providing clarification as required to members on a number of points.

- Confidence and Supply Transformation Funds. Council Members thanked staff for all their hard work in getting to this stage.
- Multi-professional Education – Council Members expressed their delight in a Senior Professional Officer being invited to contribute to this piece of work.
- Nursing and Midwifery Informatics and eHealth awards – Council Members commented that it was a great achievement by this Senior Professional Officer to be shortlisted for this UK award.

Council Members noted that a Team Building event is taking place for all staff on the 13th November.

Debate took place regarding support for staff and Mrs A Baxendale asked Mrs McLernon if she had access to support. Mrs McLernon highlighted that this is available on a very regular basis from a range of sources and in particular singled out the regular and expert support provided to her by Professor C Curran, Chair of NIPEC, amongst others including the CNO, Director of RCN and also from all the staff in NIPEC.

6.2 A copy of the Consultation Activity Report had previously been circulated.

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 for information.

7.2 Report from Standing Committee

7.2.1 A copy of the confirmed Minutes of the Audit and Risk Committee Meeting A&R/1/2018 held on 13th February 2018 had previously been circulated.

7.2.2 A copy of the unconfirmed Minutes of the Audit and Risk Committee Meeting A&R/2/2018 held on the 28th June 2018 was tabled for information. Mr E Thom brought Council Members attention to the following:

- Draft Annual Report and Accounts 2017/18 have now been laid before the Assembly and will be put on the NIPEC website in due course when the final printed version is received.
- NIPEC HR Summary Report 2017/18 which showed NIPEC's cumulative sickness absence rate was the lowest of the HSC organisations at 2.15%.
- DoH – HSC Travel Audit update to be given at agenda item 7.7.
- Internal Audit – Progress Report to the Audit Committee in that all nine of the outstanding recommendations had been fully implemented.

7.3 Financial Management Summary

A copy of this was previously circulated. It was noted that the August figures would not be available until mid-September and that NIPEC would be in a better position in November to know what would be handed back to the DoH.

Mrs A Baxendale asked if any lower band graded staff could be recruited to assist with the work being undertaken in NIPEC. Mr Thom indicated that employing some one from an agency for a short period was not always productive in that staff had to spend time bringing them up to speed. He also advised Council that BSO had asked if NIPEC would take someone from their HSC Intern scheme again this year. However, due to the uncertainty of the funding position as at April 2018 the Business Team agreed not to do so on this occasion.

7.4 Corporate Risk Register 2018/19

A copy of this report was previously circulated. Mr Thom drew Council Members attention to Risk 3 on the Corporate Risk Register regarding the vacancies on the council. Mr Thom indicated to members that the scoring was now standing at 20 which is high to reflect the seriousness of this situation and that if there was no change this would increase to 25 by the end of September 2018. Council members agreed the scoring for Risk 3 and if required was to be raised up to the highest score beyond September.

With regard to R5 Staff Absence Rate, it was noted that this had now been reduced to 0.84% on the register and therefore is now low on the Corporate Risk Register. Council members were content with the grading of this risk.

7.5 NIPEC Annual Report and Accounts 2017-18

It was noted that the audited Annual Report and Accounts for 2017/18 was signed off by the NIAO on the 5th July 2018 and after being laid the document is now with the designer/printer. A copy of the final printed PDF version will be placed on the NIPEC website.

7.6 KPIs

A copy of this report up until July 2018 had previously been circulated. It was noted that the professional activity is not referred to in the document as the activity is covered in a more comprehensive report in the current NIPEC Annual Work Plan which is reported on at agenda item 8.1. Mr Thom updated Council Members for the month of August on the following:

- Data Information – 0 - no breaches occurred
- Whistleblowing – 0 instances
- Financial – prompt payment 30 calendar days - 100%
prompt payment 10 calendar days – 89%
- Purchasing – 0 instances
- Human Resources – No August figure has been received yet
- Losses - 0 instances

Mr Thom indicated that an FOI has been received regarding how many over and underpayments of salary had been made to staff in the past three years. Mr Thom indicated that he had emailed the Head of Shared Services for NIPEC details and was advised that they would be compiling a Regional Response. Council Members did note that NIPEC was not affected within the 16 organisations which were affected by the recent issue of members of staff being overpaid in their salaries.

Council Members received the update.

7.7 Compliance with the Permanent Secretary instructions regarding Travel 2018/19 – Final Report

A copy of the Final Report was circulated to Council Members. It was noted that NIPEC received a 'Satisfactory' level of assurance and that two priority 2 recommendations were noted based on the internal audit's regional classifications for HSC organisations as part of this travel audit.

The 'Satisfactory' level is defined as: *“Overall there is a satisfactory system of governance, risk management and control. While there may be some residual risk identified this should not significantly impact on the achievements of system objectives”*

Council Members noted that a review of NIPEC's document on Travel has been carried out and an updated version will be going to the Business Team meeting for agreement.

7.8 Draft Property Asset Management Plan (PAMP) – 2018-19 to 2023-24

A copy of this Draft Property Asset Management Plan (PAMP) had been previously circulated to Council Members for information. It was noted that this plan would be going to the Business Team meeting for approval in September 2018 before being sent to the Asset and Estate Management branch. Clarification had been received on when NIPEC's lease was up and this was confirmed for November 2019 and that the Belfast optimisation project was going ahead. The Finance representative for the Centre House element of the project was looking at leases on behalf of all the public body tenants of the building and that no further information has been received regarding the need for a Business Case for an extension to NIPEC's lease to 2023-2024. If required it would need to be with the DoH by November 2018.

Council Members received the update.

7.9 Equality, Good Relations & Disability Duties Annual Progress Report 2017-18

A copy of the above report was previously circulated. Mr Thom gave a brief update on the process and indicated to Members that the report needed to be with the ECNI by the 31st August 2018. It was noted as in previous years NIPEC submitted a draft report, signed off by the Chief Executive within the deadline. Mr Thom asked Council Members if they had any issues and those Council Members present stated they had none. This report was agreed by Chair's Action.

8.0 SAFETY AND QUALITY

8.1 NIPEC Professional Work Plan 2018/19 (*Circulated*)

A copy of the Professional Work Plan had previously been circulated. Mrs McLernon drew Council Members attention to the following amber area:

- Recording Care – it was noted that work has been delayed and within the learning disabilities areas this has not been initiated due to capacity issues.

Mrs A Baxendale sought an update on the Transformation Bids and associated projects. Mrs McLernon indicated that NIPEC was seeking advice on the business cases and assured Council Members that they would be updated regarding these projects via the work plan. Council Members also stated that they would like to be updated if there is impact on other NIPEC workstreams.

8.2 Draft NIPEC Annual Quality Report 2017/18 for approval

A copy of the draft NIPEC Annual Quality Report for 2017/18 was previously circulated for information.

It was noted that a copy of this report was to be with the DoH on the 15th September 2018. Because the meeting was not quorate it was agreed that an email would be sent out to those Council Members who were not in attendance for any comments to be received by the 15th September. If no comments were received it would be assumed that they were content with the report.

Mrs M Clark thanked all staff for the significant effort in getting this report ready.

ACTION:

Email to be sent to Council Members who were not at the meeting to ask for comments regarding the above report. To be submitted to the DoH by 15th September 2018.

9.0 CHIEF NURSING OFFICER UPDATE

The Chief Nursing Officer was unable to attend this meeting due to other diary commitments but she sent in a written update. Council Members received the Chief Nursing Officer's update on the following:

- Mental Health Nursing Review
- ECG Budget Allocation 2018/19
- Future Nurse Standards
- Transformation Bids
- Nursing and Midwifery Workforce

- Nursing Assistant Resources
- Public Health
- Nursing and Midwifery Task Group
- Midwifery and Children's Nursing
- A District Nursing Framework 2018-2026
- Health for All Children Fifth Edition

10.0 ANY OTHER BUSINESS

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 21st November 2018 at 2.00 pm, Yarn Room, Mossley Mill, Carnmoney Road, Newtownabbey, Co Antrim.

It was agreed to ensure that this room would be able to facilitate Teleconferencing for Council Members who would wish to join the meeting via this facility.

ACTION:

To establish if there is a teleconferencing facility available for the November 2018 meeting.

Please note that the Annual Business Plan workshop will be taking place prior to the November council meeting.

NIPEC/3/2018



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CONFIDENTIAL AGENDA

12.0 CONFIDENTIAL BUSINESS

No Business.

CHAIR

Carol Curran

DATE: 5th September 2018