



NIPEC/5/2013

MINUTES

Minutes of the Northern Ireland Practice and Education Council Meeting, held on Wednesday 4th September 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**
- Mr P Davidson**
- Mrs M Clark**
- Mrs M Lupari**
- Mrs D Oktar-Campbell**
- Mr P McGreevy**

In attendance: **Mr E Thom, Head of Corporate Services**

Secretariat: **Mrs D Meleady. Personal Assistant**

Members of the Public: **Mr Gerry Devlin and Ms Lesley Dickson**

1.0 APOLOGIES

Apologies were received from Mrs J Brownlees, Mrs R Burrows, Mrs A Baxendale and Mrs C McArdle

2.0 CHAIR'S BUSINESS

- 2.1 Chair welcomed Mr Gerry Devlin, Senior Education Officer and Ms Lesley Dickson, PA to the Registrar of the General Teaching Council to the meeting.
- 2.2 Chair thanked Mrs Florence McMahon on her service to the NIPEC Council as a Council Member and in more recent years as Deputy Chair and presented her with flowers. Mrs F McMahon thanked everyone and responded by indicating that she had found serving on the council a worthwhile experience.
- 2.3 It was noted that expressions of interest and nominations for the Deputy Chair post which became vacant on the 1st October 2013 would be required.

2.4 It was noted that Mrs S Campalani has recently resigned from the NIPEC Council and Chair wished to record her thanks for all the support Mrs Campalani had given to the Council during her term.

2.5 It was noted that the November Council Meeting would now be taking place on the 14th November 2013 at 9.30 am which would be followed by a Business Planning event in the afternoon.

It was noted that there was limited feedback from the DHSSPS regarding the Self Governance Risk Assessment and key Actions and that Chair planned to discuss this with NIPEC's sponsoring branch at the forthcoming Accountability Review Meeting.

2.6 There was positive feedback from the NIPEC Stakeholder event which was held on 14th August 2013. Chair thanked those Council Members who attended and staff for making it such a good event. It was noted that Dr C McKenna was preparing a report on this event and that it was anticipated that a draft report would be available for the Accountability Review Meeting.

2.7 It was noted that Dr G Henry, Chief Executive, has had her secondment extended for another 2 years.

2.8 It was noted that a letter from Dr A McCormick, Permanent Secretary has been tabled along with Dr Henry's reply for information at agenda item 5.4.

3.0 MINUTES OF THE PREVIOUS MEETING (*Circulated*)

3.1 Minutes of the meeting held on 6th June 2013 (NIPEC/3/2013) for consideration.

3.2 Minutes of the Extra Ordinary meeting held on 26th June 2013 (NIPEC/4/2013) for consideration.

The above minutes of the Council Meeting held on 6th June 2013 (NIPEC/3/2013) were proposed as an accurate record. The minutes of the Council Meeting held on 26th June 2013 (NIPEC/4/2013) were amended to reflect the attendance of Mrs F McMahon at this meeting and subject to the amendment being made, the minutes were proposed as an accurate record. The minutes were approved by all present.

4.0 MATTERS ARISING

There were no matters arising.

5.0 CORRESPONDENCE

5.1 A copy of letter from Mr D Bingham, Chief Executive, BSO dated 29th July 2013 regarding travel reimbursement for NIPEC Council Members has been previously circulated and a letter of thanks would be sent from Chair.

5.2 A copy of a thank you letter from Mr M Addison, Chair of NMC dated 1st August 2013 regarding use of NIPEC facilities had been previously circulated. It was

also noted that Mrs Maura Devlin, Head of Clinical Education Centre, has been appointed as the Northern Ireland representative on the NMC Council and NIPEC wishes her success in her new role.

- 5.3 A copy of letter from Dr A McCormick, Permanent Secretary dated 24th June 2013 regarding a workshop in respect of Mid Staffordshire NHS Foundation Trust Public Inquiry (Francis Report) had been previously circulated. It was noted that the Chief Executive attended this workshop and provided a presentation.

Dr V Tohani asked if the recommendations of the Mid Staffordshire NHS Foundation Trust Public Report (2013) might have an impact on NIPEC. It was noted that Chair and Chief Executive would review NIPEC's workplan with the purpose of identifying work streams which related to or are aligned with the recommendations of the above Report. The Chief Executive noted that the CNO had established a short life working group to consider the recommendations and that NIPEC was in membership and was contributing into this process.

- 5.4 A Copy of letter from Dr A McCormick, Permanent Secretary dated 23rd August 2013 regarding Performance Management of 2013-2014 Departmental Requirements for ALBs, along with Dr Henry's reply was tabled for information.

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

- 6.1 A copy of the Chief Executives Report was tabled.

Introduction

The report provided an overview of NIPEC's operational activities undertaken since the last Council Meeting. The report was structured to reflect the priorities contained within NIPEC's Business Plan 2013-14.

Priority: Practice

Over the past three months NIPEC continued to focus its efforts on progressing a wide range of regional work streams to support the practice of nurses and midwives. In addition NIPEC hosted and led several regional events and workshops related to certain work streams, including for example

- A workshop relating to the development of a nursing record for 'short in-patient stay' (12th June 2013).
- A workshop to support the development of a regional endoscopy record (Both of these events fall under the banner of Recording Care: Evidencing Safe and Effective Care. Ms Angela Drury, Senior Professional Officer is tasked with leading this work stream.)
- A stakeholder workshop which provided the opportunity for stakeholders to inform NIPEC's Business Plan for the forthcoming financial year (14th August 2013). Dr Carole McKenna was the Senior Professional Officer charged with the responsibility of leading and co-ordinating this successful event.
- The first meeting of the Regional Forum for Senior Nurses working within the Independent and Voluntary Sector (3rd September 2013) which both Ms Angela Drury and Mrs Cathy Mc Cusker are facilitating.

During the summer months, the Chief Executive participated in two DHSSPS led events related to the Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry.

In the very recent past NIPEC has been asked by the CNO to work in partnership with the PHA to progress work within the field of community midwifery to address two significant objectives of the regional strategy, *A Strategy for Maternity Care in Northern Ireland 2012-2018*. Ms Brenda Devine, Senior Professional Officer is NIPEC's lead for this work.

Priority: Education

The Senior Professional Officers have been involved in various and necessary activities to quality assure a sample of DHSSPS commissioned development and learning activities (non NMC approved) for the period 2012-2013.

Through a collaborative approach, NIPEC with HSC Trusts' Assistant Directors of Nursing, have worked to develop an agreed quality assurance process/mechanism for in-house training. Discussions to finalise plans to test this mechanism are underway.

NIPEC continues to provide short term administrative support to education commissioning. Discussion with the sponsoring branch is underway to determine an appropriate way forward beyond 30th September 2013.

The Chief Executive participated in a regional discussion, facilitated by the CNO, to consider issues associated with pre registration nurse training including practice placement availability within the Independent sector. As a result of that discussion NIPEC will work collaboratively with relevant stakeholders to establish and progress a focussed, time bound task and finish group tasked with the development of a gaps analysis and suggested suite of measures to address the gaps identified.

Priority: Professional Development

NIPEC has continued to work in partnership with the Public Health Agency to support the implementation of Delivering Excellence Supporting Recovery (DESR): A Professional Framework for Mental Health Nurses in Northern Ireland 2011-2016. NIPEC prepared a report which scoped recovery orientated practice training (multi-professional) across the province and submitted it to the Chair of the DESR Steering Group and the lead Consultant Public Health Medicine during June 2013. NIPEC has been asked to support the dissemination of the findings of this report within HSC Trusts. Arrangements are being put in place to meet this request.

On behalf of the DHSSPS, NIPEC continues to contribute to the four country group tasked with overseeing the implementation of Strengthening the Commitment the UK Modernising Learning Disabilities Nursing Review (2012). It is relevant to note that in relation to this work NIPEC would be hosting a regional event on 6th September 2013 for learning disabilities nurses and members of HSC Trusts Executive Nursing Teams. The purpose of this event was to share information on the Health Equalities Framework. This was a

recently developed tool, focusing on outcomes and which are being tested for use within the field of Learning Disabilities nursing.

NIPEC was also asked to represent NI in a four country round table meeting to discuss the management of aggression and violence. Mrs Frances Cannon, Senior Professional Officer, participated in this meeting as the representative for nursing within NI. On her return she provided an update to DHSSPS nursing colleagues.

The Chief Executive and certain Senior Professional Officers continue to contribute to the implementation of various work streams associated with Quality 2020. It is relevant to note that Mrs Cathy Mc Cusker, Senior Professional Officer, is NIPEC's project lead on a work stream to develop a framework to support clinical leadership in regards to quality and safety, a multi-professional initiative. Dr Gavin Lavery (Safety Forum) has kindly agreed to Chair NIPEC's regional Steering Group.

Priority: Advice and Guidance

NIPEC was 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 a final report on the work was submitted to the Chief Nursing Officer. Arrangements should be finalised soon to formally launch these resources/products at the forthcoming CNO conference.

Arrangements are in hand to initiate phase 2 of the Gateway to Nursing project.

Priority: Engagement, Partnership and Communication

Energy and effort continues to be made to maintain and enhance relationships with various stakeholders. In the main, engagement is achieved through NIPEC staff participating in a range of regional groups, attending regional events and on a day to day basis working effectively with a wide range of staff from various organisations.

On 6th June 2013 Chair, Chief Executive and available Senior Professional Officers attended the RCN Nurse of the Year Award Ceremony. This thoroughly enjoyable night provided an opportunity to recognise nurses who made an excellent contribution to advance nursing practice, research and service provision.

Planning for NIPEC's annual conference on 9th October 2013 is well underway and are delighted to be joined by Minister Poots, Mrs Charlotte McArdle (CNO, DHSSPS), Susan Hammer (Organisation and Workforce Development Director, National Institute for Health Research) as well as Yasmin Becker (Assistant Director for Revalidation, NMC)

Work is also in hand to prepare an issue of NIPEC News and it is anticipated that this issue would be released during November 2013.

Priority: Governance and Performance

NIPEC completed a mid-year review against the 2013/14 Business Plan. Contact was made with the sponsoring branch in respect of the forthcoming accountability meeting. A successful stakeholder event held on 14th August provided a formal opportunity for NIPEC Council and senior staff to engage stakeholders in order to inform NIPEC's business plan for 2014-15.

NIPEC submitted two proposals to the Health and Social Care Board (HSCB) - to support the nursing response to Transforming Your Care. One of the proposals focused on workforce development with the other focusing on ICT infrastructure. The latter proposal included a financial contribution from both NIPEC and the HSCB. Following a discussion involving the PHA, HSC Trusts and DHSSPS, NIPEC withdrew the workforce development proposal. Unfortunately to date NIPEC has not received a formal response from HSCB in respect of the ICT infrastructure proposal.

NIPEC recently received confirmation of its capital resource allocation for 2013-14. Implementation of the outcome of NIPEC accommodation review is well underway. It is relevant to note that the next meeting of NIPEC Council would take place on 14th November at 9.30am in Belfast Central Mission, Glengall Street, Belfast. The meeting would be followed by a business planning event in the same venue and lunch would be provided.

Priority: Information

Mr Michael McGoldrick recently completed his ICT student placement with NIPEC. In his place NIPEC has been joined by Mr Jonathon McClurg. Jonathon will be working under the supervision of Mr Mark Jamison.

Priority: Evidence

Following the CNO's approval for NIPEC to establish a Regional Forum for Senior Nurses from the Independent and Voluntary sector a successful first meeting of the forum was held on 3rd September 2103.

Priority: Workforce

NIPEC's Joint Negotiating Consultative Committee would meet on 20th September 2013. Staff meetings are in place to support communication on general as well as specific issues associated with the Accommodation Review.

A query was raised regarding funding allocations and it was noted that allocation funding was not yet available.

It was noted that there was no further news on the Review of NIPEC and that Chair and Chief Executive would raise this at the Accountability Meeting.

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

A copy of this report had previously been circulated. The Chief Executive gave a brief update on this.

7.0 CORPORATE CONTROL & FINANCE

7.1 Head of Corporate Services Report

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

Financial 'Executive Summary for Council' – Month 4 (July 2013)

To note that a copy of the 'executive summary' had been circulated to members.

Capital Resource Limit – 2013/14

In response to a DHSSPS request for general capital requirement bids, dated 16th May 2013, NIPEC submitted a total bid of £7,983 using the proforma which was divided into three categories:

- **Contractual Commitments.** *'Projects which have a signed contract for completion. Failure to fund this project will most likely result in financial sanctions from the parties involved.'*
 - **No bids submitted for this category**
- **Essential Projects.** *'Inescapable capital works required to address major risks in 2013/14.'*

Project Name	Brief Description of Need	Consequence of Project not being undertaken	Planned Cost
Installation and implementation of Skype facilities for all the Business Team.	Due to NIPEC relocating all its accommodation onto one floor, post 1st September 2013, there is a need for senior staff to make more use of their offices for meetings etc .These items will assist in facilitating them to communicate more by linking into meetings outside of NIPEC without having to travel to as many external venues.	This has been identified as part of the NIPEC accommodation SOC/Business Case approved by the DHSSPS on the 23 May 2013	
ITEMS:			
Microsoft LifeCam HD Webcams			
8 @ £75			£600
Spider Phone (Knoftel 300 IP SPI - based conferencing Unit)			£658
	TOTAL REQUESTED		1,258

- **Desirable Projects.** ‘Other projects your organisation would wish to undertake if appropriate level of funding is available in 2013/14’.

Project Name	Brief Description of Need	Consequence of Project not being undertaken	Planned Cost
Desktops/Laptops	Rolling replacement programme	Some staff would have to	
desktop machine with dedicated graphic card with	for IT equipment.	continue with their old	
at least 1GB of dedicated video memory and		equipment and this would	
capable of dual display.		be against the organisation's	
3 at £550		drive for max. efficiencies	£1,650
		etc.	
Monitor 19" with stand			
3 at £200			£600
Standard Laptops			
2 at 500			£1,000
Keyboard/Mice			
3 at £25			£75
Tablets	Pilot within the organisation	Other HSC organisations have	
Tablet device with at least 2GB Internal Memory	to assess the feasibility of using	already introduced this	
and 64 GB HD	these for Council members etc		
4 at £750			£3,000
Docking Station 4 at £100			£400
	TOTAL REQUESTED		6,725

NIPEC Accommodation Working Group

The implementation of the agreed business case is being taken forward via the following under a project time line:

- Monthly ‘Accommodation Management Working Group’ including (HEIG + Contractor rep.)
- Weekly ‘Corporate Services Internal Accommodation Working Group’
- Monthly Business Team meetings and Staff meetings – updates
- Quarterly Council meetings – updates

Main developments to date:

Lease. Landlord's agent had confirmed that NAMA have agreed to the new lease arrangements with NIPEC remaining on floor one until end November 2013.

Dilapidation Work. Surveyor from Colliers (Landlord's agent) had visited the premises on the 19th September 2013 and NIPEC is awaiting a report.

Refurbishment Work. Contracts have been awarded by the Belfast HSC Trust under MTC for electrical and refurbishment work. Internally a substantial amount of preparation work has been ongoing in weeding records, disposing of obsolete furniture, documents and equipment, moving staff to new offices to free up areas for refurbishment.

HR Aspects. Following discussions with the (part-time) catering assistant and the (part-time) domestic cleaner both have confirmed in writing that they wish to take the opportunity to go on early retirement and redundancy at the end of September 2013.

Ongoing work within the current funded establishment, on reshaping and realigning the corporate services structure to ensure that it best meets future needs.

Risk Register

A quarterly 'Assurance Framework: Corporate Risks 2013/14, (*version 5*)' has been circulated at (7.4).

Annual Report & Accounts 2012/13

To note that the above was laid before the Assembly on the 11th July 2013.

A letter received from the NIAO dated 16th August 2013 informed NIPEC that "***The audit opinion was unqualified and no report to the Assembly was required***".

7.2 Report from Standing Committee

7.2.1 A copy of the confirmed Minutes of the Audit and Risk Committee Meeting AC/1/2013 held on 12th February 2013 had been previously circulated.

7.2.2 A copy of the unconfirmed Minutes of the Audit and Risk Committee Meeting AC/2/2013 to held on 28th May 2013 had been circulated at the June 2013 Council Meeting. It was noted that there had been no Audit and Risk Committee meeting since then and no further changes made.

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

7.4 A copy of NIPEC's High Level Risk Register had been previously circulated. Council Members agreed that updates to this Register could go onto the NIPEC website.

It was noted that Chair had been in touch with the Public Appointments Unit regarding vacancies due to Mrs Florence McMahon's end of term and Ms Sally Campalani's resignation from NIPEC's Council.

7.5 A copy of the Equality Annual Progress Report 2012/13 had been previously circulated. After a brief discussion it was agreed that the draft report could be signed by the Chief Executive and agreed the Report.

8.0 SAFETY AND QUALITY

8.1 A copy of the update on NIPEC Projects had been previously circulated. The Chief Executive updated Council Members on the work streams. It was agreed that the Chief Executive would update Council Members on projects that were in the 'red 'and any new items.

9.0 CHIEF NURSING OFFICER REPORT

Apologies had been received from the Chief Nursing Officer and no report was submitted.

10.0 ANY OTHER BUSINESS

There was no further business.

11.0 DATE, TIME AND VENUE OF NEXT WORKSHOP AND MEETING

It was noted that the next public meeting of NIPEC Council would be held on Thursday 14th November 2013 at 9.30 am at the Belfast Central Mission, Glengall Street, Belfast. Council members noted there would be a Business Planning event taking place directly after the Council Meeting.

12.0 CONFIDENTIAL BUSINESS

There was no Confidential Business.

CHAIR

DATE

