

NIPEC/5/2012



MINUTES

Northern Ireland Practice and Education Council Meeting, Wednesday 21st November 2012, 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 S Campalani
Mrs D McNamee
Mrs A Baxendale
Mrs M Clark
Mr A Henry
Mrs R Burrows
Mrs D Oktar-Campbell
Mrs J Brownlees
Mr P McGreevy
Mrs L Houlihan

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

Secretariat: Mrs D Meleady, Personal Assistant

Members of the Public: None

1.0 APOLOGIES

Mrs A McLernon, Acting CNO, Mr P Davidson, Dr M Lupari

2.0 CHAIR'S BUSINESS

2.1 No members of the public attended the meeting.

2.2 A copy of the Notes from the NIPEC workshop held on Wednesday 17th October 2012 were circulated for information.

- 2.3 Chair gave an update from the Business Planning workshop held on 8th November 2012. Further discussion took place regarding the Mission Statement and the Council Members gave their comments, these would be taken on board and the Mission Statement changed to encapsulate these.
- 2.4 The Chair welcomed new members of the NIPEC Council to their first meeting and Council Members introduced themselves to each other. Chair offered to liaise with the new Council Members regarding their individual induction requirements and asked Deirdre Meleady to organise meetings on her behalf.
- 2.5 Feedback from Accountability Review Meeting held on 20th November 2012. Chair assured Council Members that it was a very positive meeting and that the Department had no issues of concern with NIPEC's performance. Also Council Members thanked staff for their ongoing hard work.

3.0 MINUTES OF THE PREVIOUS MEETING (*Circulated*)

- 3.1 Minutes of the meeting held on 5th September 2012 (NIPEC/4/2012) for consideration.

After consideration and with the following minor amendments:

To include Mrs Maureen Clark in the attendance list of the September Council meeting and at agenda item 9.3 to indicate Mrs H Baird comment in quotation marks.

the above minutes of the Council Meeting held on 5th September 2012 (NIPEC/4/2012) were proposed to be an accurate record. The minutes were approved by all present.

4.0 MATTERS ARISING

- 4.1 To seek a further nomination for a Council Member to sit on the Audit and Risk Committee.

Chair asked for an expression of interest to join the above Committee and Mrs Jinna Brownlees nominated herself. Council members agreed that Mrs Jinna Brownlees would be appropriate to join the membership of the Audit and Risk committee.

4.2 Review of NIPEC

Chair updated Council on the Review of NIPEC. She noted that she had been informed that a Consultation Document would be issued by DHSSPSNI. She explained that the process would be a public consultation and added that as an organisation NIPEC would develop a response. It was also noted that as individuals, Council Members might wish to submit a response. Chair also advised that, information gleaned thus far would indicate that one Consultation Document would include both NIMDTA and NIPEC. Chair informed members that she had raised her concerns on this suggested approach. Some discussion ensued on the possible options. Members noted that they considered the merging of NIPEC's functions into another ALB could impact negatively on NIPEC's functions and visibility. It was noted that Chair and the Chief Executive would be meeting with the Health Minister to discuss the Review in the context of Transforming Your Care and implications on the professions.

5.0 CORRESPONDENCE (*Circulated*)

- 5.1 It was noted that a thank you letter had been received from Janice Smyth, Director, RCN NI, regarding NIPEC's 10th Anniversary Conference. Also Chair read from an extract of an article in the Nursing Times, penned by Susan Hamer within which NIPEC had been referenced.

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

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

The Chief Executive tabled and gave an update to NIPEC Council on a number of activities undertaken since the NIPEC Council Meeting of 5th September 2013. These activities are reported within the areas of:

- Stakeholder Engagement
- Safe and Effective Practice
- Education and Learning
- Governance

Stakeholder engagement

The Chief Executive and other members of the Business Team (Senior Professional Officers, Head of Corporate Services, Corporate Services Manager and ICT Officer) continue to maintain working relationships with various stakeholders, participating in regional groups and attending regional

events. Examples included participation in a recent Central Nursing and Midwifery Advisory Committee workshop; attendance at NICON events relating to *Transforming Your Care* (DHSSPS 2012) and *Fit and Well - Changing Lives* (DHSSPS 2012), the proposed 10-year Public Health Framework for Northern Ireland; DHSSPS Promoting Good Nutrition Policy Group meeting; Chief Nursing Officer and Executive Directors of Nursing meeting; Education Commissioning Group workshop; meeting with the Deans of Northern Ireland; the release of *The Report of the Willis Commission Quality with Compassion: the future of Nurse Education* (2012) at the House of Lords, and a meeting in NIPEC with Dr K. Kolyva and Ms N. Patterson of the NMC.

In addition, NIPEC also hosted:

- A visit to Northern Ireland by Lord Willis (10th September 2012) where he met students, mentors, practice education teams, senior staff from Approved Education Institutions, HSC Trusts, RQIA and RCN
- A regional meeting attended by colleagues from various organisations, with the aim of developing a regional level action plan to facilitate the implementation of the recommendations of *Strengthening the Commitment: The Report of the UK Modernising Learning Disabilities Nursing Review* (DOH, DHSSPS, Llywodraeth Cymru and The Scottish Government 2012)
- NIPEC's annual conference, which marked NIPEC's 10th anniversary. Key speakers included Minister Poots and Professor Dame Judith Hill. Unfortunately due to other commitments, Paddie Blaney (former Chief Executive of NIPEC) was unable to be present in person but provided a recorded video message. The conference celebrated the application in practice of a range of NIPEC's resources and products, and following a presentation by the Director of Nursing and AHPs with the Public Health Agency on *Transforming Your Care* (DHSSPS 2012), delegates offered suggestions on how NIPEC could contribute to the development of professional practice and education to support the implementation of change associated with this strategic imperative. Two significant products were also launched, namely:

Leading Teams resources included; core job description, core KSF outline, competence assessment tool and mini website (NIPEC 2012)

Safeguarding Children and Young People: A Core Competency Framework for Nurses and Midwives (DHSSPS, PHA and NIPEC 2012).

As part of the continuous professional and personal development of Senior Professional staff, arrangements are in hand to facilitate a structured and time bound learning opportunity within HSC Trusts. This process had also afforded an opening for various Senior Professional Officers to engage and interact with nursing and midwifery staff within the host HSC Trust to provide information both formally and informally on NIPEC's functions, form and resources and to elicit suggestions as to future work.

Safe and Effective Practice

Work streams continued to be progressed. In the last week the Chief Nursing Officer had indicated an interest in commissioning NIPEC to progress a work stream in relation to non medical prescribing.

Following discussion with senior nursing colleagues, a suggestion had been made for NIPEC to undertake a scoping exercise to compare practice within Northern Ireland with the recommendations of *The Report of the Willis Commission Quality with Compassion: The future of Nurse Education (2012)*.

In addition, work had been initiated to refresh the Development Framework. This work would not only take account of future developments within the professions but would also update the framework from an ICT perspective. F Bradley's secondment has been extended to assist with this with Cathy McCusker supervising and supporting her.

Education and Learning

In line with DHSSPS direction, NIPEC had continued to quality assure a sample of DHSSPS commissioned, non NMC approved education and learning activities. In respect of the evaluation of the infrastructure to support learning and assessment in practice, NIPEC was actively supporting the external evaluation phase of this work. Council members were reminded that DHSSPS had approached NIPEC to provide support (both professional and administrative in nature) to the Education Commissioning process and NIPEC continues to provide this support which is to finish by the end of the current financial year.

Governance

In light of feedback provided to NIPEC at the September 2012 accountability meeting with DHSSPS, the Business Plan for this current year was amended and re-submitted along with an updated work plan to the sponsor branch. In the context of Departmental priorities (2013-2014) for arm's-length bodies, discussion was underway with DHSSPS sponsor branch colleagues with a view to agreeing specific priorities for NIPEC.

In preparation for the forthcoming financial year the Chief Executive and Business Team worked to develop an outline for the forthcoming three-year Corporate Strategy and Annual Business Plan. This work was presented and discussed with Council members at a recent NIPEC Council workshop (17th October 2012) and work was also in hand to amend and refine these documents.

In the context of the review of NIPEC, Professor Curran and the Chief Executive had an opportunity in early November 2012 to meet with Departmental colleagues, Mr Peter Gregg and Ms Joyce Cairns. Through an opportunistic meeting with Mr E Poots, Health Minister, an invitation was extended to Chair and Chief Executive to meet with him. This meeting has been arranged for the 4th December 2012.

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

No discussion was required on any consultation activity. It was agreed to put future consultations into the Council Member's section so that they can comment on these as and when required. Mark Jamison would be asked to liaise with new Council Members to update them on this section of the website.

7.0 CORPORATE CONTROL & FINANCE

7.1 Head of Corporate Services Report

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

E Thom took Council Members through his report on the major issues that had occurred within Corporate Services since the last Council meeting in September 2012.

Financial 'Executive Summary for Council' – Month 7

A copy of the financial executive summary for month 7 (October 2012) was tabled at (7.3)

It was noted that following comments made at the last Council meeting the two additional areas were shown on the statement:

- *at the bottom of the sheet any significant projected adjustments that have been made to reflect a more accurate year end position*
- *an additional column on the right hand side which would show the savings that had been set against the salary secondment costs.*

BSTP – Change Impact Assessment Workshop.

- FPL (Finance, Procurement & Logistics) – this *went live in early November, staff were working their way through the new system as the need arose.*
- HRPTS (HR, Payroll, Travel and Subsistence) - *a new date would be advised in due course.*

NIPEC Accommodation Working Group.

It was noted that following advice from the BSO Legal Directorate we had lengthened our time to prepare the Strategic Outline Case before it goes to Council. It was noted that the new date might be the Council workshop of **23rd January 2013** following which the agreed document would then be forwarded to the DHSSPS for consideration with a response by the 31st May 2013 in order to meet the three month period of notice if required.

At the last meeting it was also agreed that Land and Property Services (LPS) would be instructed to commence discussions on NIPEC's behalf with the representatives of the Landlord in regard to a possible NIPEC lease for appropriate accommodation within Centre House from 1st September 2013 onwards.

HEIG representatives were drawing up and costing possible accommodation options if NIPEC were to move to accommodation only on the second floor. It was noted that this would have implications for future Council meetings and hosting workshops.

The next meeting of the working group was scheduled for Friday 30th November 2012.

Risk Register

An updated quarterly 'Assurance Framework: Corporate Risks 2012/13, (*version 3*)' had been circulated at (7.4) with attention being drawn to pages 7 and 9 of this Framework.

Assurance and Accountability Arrangements for ALBs – Business Planning for 2013/14.

Members noted that at the first meeting of the regional group held on the 1st October 2012 and chaired by the DHSSPSNI that ALBs were advised that they had to submit draft (Council approved) business plans to the Department by mid-January 2013 and this was the timetable which NIPEC was working to within the 'NIPEC Council Governance Cycle'.

It was noted that the next meeting of the above group had been scheduled for the 3rd December 2012.

7.2 Report from Standing Committee

7.2.1 Confirmed Minutes of the Audit Committee Meeting AC/3/2012 held on 29th May 2012 were received and discussed.

7.2.2 Confirmed Minutes of the Extra Ordinary Audit Committee Meeting AC/4/2012 held on 26th June 2012 were received and discussed.

7.2.3 Unconfirmed Minutes of the Audit & Risk Committee AC/5/2012 held on 16th October 2012 were tabled for information. Council Members noted the new title of this committee. With regard to agenda item 4.1.1. this would be circulated when finalised. It was also noted that at agenda item 10.1 that the Mid-Year Assurance Statement had been finalised and circulated.

7.3 NIPEC – Executive Management Summary for Council

A copy of this was tabled for information.

7.4 NIPEC High Level Risk Register

A copy of this had previously been circulated for information and was discussed at agenda item 7.1.

8.0 SAFETY AND QUALITY

8.1 A copy of an Update on NIPEC Projects

This had been previously circulated. It was noted that this update on NIPEC's work-streams would be new to the recently appointment Council Members which also now shows completed work-streams. This matrix reflects NIPEC's business objectives to their 2012/13 business plan.

8.2 A presentation by Ms A Drury on Gateway to Nursing

Ms A Drury gave her presentation on Gateway to Nursing and a hard copy of her presentation was tabled. Council members congratulated her on an excellent piece of work and it was noted that NIPEC was leading on a discussion and networking exercise with the four countries. Some discussion took place around skill sets, funding and selection impact on those who are leaving nursing. Chair thanked Ms Drury for her work on this commenting that this project was a good example of where NIPEC's form enables it, in an impartial way, to bring stakeholders together that would not otherwise be possible.

8.3 A presentation by Mrs F Cannon on Report of the Willis Commission: Quality with Compassion: the Future of Nurse Education

Mrs F Cannon gave her presentation on the overview of the Report of the Willis Commission: Quality with Compassion: the Future of Nurse Education. It was noted that NIPEC hosted an event with the trusts. Council Members thanked Mrs Cannon for a very interesting presentation.

9.0 CHIEF NURSING OFFICER REPORT

A copy of the Chief Nursing Officer's Report had been circulated. Updates included:

- CNO Post interviews beginning in late December
- Key nursing vacancies within the DHSSPS
- Mental Health/Learning Disability posts to be advertised
- CNO Conference on 28th November 2012
- Transforming Your Care: Vision to Action consultation
- Review of NIPEC
- Reduction of the ECG budget
- Commissioning Directions 2013/14

10.0 ANY OTHER BUSINESS

A copy of scheduled NIPEC Council Meetings and Workshops for 2013 had been previously circulated.

11.0 DATE, TIME AND VENUE OF NEXT WORKSHOP AND MEETING

A NIPEC Workshop would take place on Wednesday 23rd January 2013 to agree the Business Plan, time to be agreed. The next public meeting of NIPEC Council would be held on Wednesday 6th March 2013 at 10.30 am. Both of these meetings would be held in the Council Room, Centre House, 79 Chichester Street, Belfast.

At this point the meeting concluded as there was no further business.

12.0 CONFIDENTIAL BUSINESS

There was no Confidential Business