

**Minutes**

**Northern Ireland Practice and Education Council Meeting, Wednesday 9<sup>th</sup> June 2010,  
Centre House, 79 Chichester Street, Belfast, at 2.00 pm**

**Present:** Mrs M Griffith, Chair  
Miss F McMurray, Chief Executive  
Mrs H Baird  
Professor J Boore  
Professor M Bradley  
Mrs T Corey  
Mrs E Hayes  
Dr S Magee  
Mr I McGowan  
Mrs F McMahan  
Mrs P Patten

**In attendance:** Mrs C McCusker, Senior Professional Officer  
Mr E Thom, Head of Corporate Services

**Secretariat:** Mrs J Hall, Corporate Services Manager

**1.0 APOLOGIES**

Mrs M O'Hare; Mrs D McCormick; Mr M Rea

**2.0 CHAIR'S BUSINESS**

- 2.1** Chair welcomed Ms Rosemary Cook, Director of Queens Institute, and Ms Kathryn Lynch, Research Midwife at Queens University Belfast, to the meeting.
- 2.2** Chair updated members on progress made with the current recruitment of Council members which is being overseen by the Department of Health's Public Appointments Unit.
- 2.3** Chair advised members that an Extra Ordinary Council meeting will take place on 9<sup>th</sup> February 2011 to consider and approve NIPEC's Equality Scheme.
- 2.4** Chair advised members that to date NIPEC has not received its financial allocation letter for 2010/11 from the Department of Health.
- 2.5** Chair referred members to the recent publication of the Department of Health's Priorities for Action and the Health and Social Care Board and Public Health Agency's draft Commissioning Plan 2010/11, and advised that both documents are available on NIPEC's website.

### **3.0 MINUTES OF THE PREVIOUS MEETING**

**3.1** After consideration Council **approved** the minutes of the Council Meeting held on 10<sup>th</sup> March (NIPEC/1/2010) as an accurate record.

The minutes were **signed** by the Chair.

### **4.0 MATTERS ARISING**

It was **noted** that items referring to matters arising would be taken under their individual headings as identified on the agenda.

### **5.0 CORRESPONDENCE**

There was no correspondence.

### **6.0 CONSULTATION ACTIVITY**

The Chief Executive referred members to the consultation activity report in their papers, and the involvement of a number of Council members in developing the NIPEC response, either through providing written comments or attendance at meetings/workshops, was noted.

### **7.0 CHIEF EXECUTIVE'S REPORT**

**7.1** The Chief Executive presented a new style report to members which looked at the performance of NIPEC against its 23 business objectives within 4 key strategic themes in the first quarter of 2010/11. The report also provided members with the status of each objective in terms of their progress and cross referenced each objective with specific projects being undertaken by NIPEC. The Chief Executive added that the Executive Team, who met every 2 weeks, also receive detailed project updates, and members would continue to receive a more detailed report from the Senior Professional Officers and the Head of Corporate Services later in the agenda.

The Chief Executive drew members' attention to one objective which was reporting an Amber status, and explained this was due to the Regional Record Keeping Initiative Steering Group requesting a meeting with the CNO thereby extending the timetable of this project.

**7.2** The Chief Executive referred members to the Key Priorities Work Areas Flowchart included in their papers, adding that the outcome of discussions with the Department of Health and other health and social care organisations would result in further key work areas for NIPEC during 2010/11.

**7.3** Members were provided with activity information relating to NIPEC's main website and the Development Framework and Practice and Quality websites. Following discussion, it was agreed that contact should be made with the

winners, runners up and nominees for the RCN Nurse of the Year Awards to encourage them to publish their particular project on the Practice and Quality website, and offer them support to do so. Mrs McMahon suggested that a proposal should be made to the RCN to secure a more formal arrangement in future.

Council **noted** the report from the Chief Executive.

## **8.0 DESIGNATED SENIOR PROFESSIONAL OFFICER REPORT**

Mrs McCusker, Senior Professional Officer, presented the report to the Council, which provided members with an update on projects and initiatives and progress on their completion.

Referring specifically to development of recruitment information for school leavers, Mrs McCusker updated members on progress in filming and editing video clips for the nursing and midwifery careers website. Mrs Hayes advised that the website would be helpful in forthcoming information days planned in local schools and offered to forward NIPEC a DVD developed for school leavers by the Belfast City Hospital.

Mrs McCusker also updated members on the Leading Care: Regional Ward Manager Project, advising that the project was on target for completion in September 2010, and the Patient Client Council will be seeking feedback on some aspects of the ward sister/manager role in all the HSC Trusts and in public venues.

In response to a query from Mrs Patten regarding the piloting of the competence assessment tool in promoting mental health and wellbeing of children and young people, the Chief Executive advised this could be looked at once the assessment tool had been launched and feedback could be sought from the online users of the tool, which is due for completion at the end of June.

Council **noted** the report from the designated Senior Professional Officer.

## **9.0 HEAD OF CORPORATE SERVICES REPORT**

Mr Thom, Head of Corporate Services, presented the report to the Council, and highlighted the completion of the technical work associated with the development of the nursing and midwifery careers website; and the publication of NIPEC's Business Plan for 2010/11 on NIPEC's website.

Mr Thom updated members on the compilation of NIPEC's Annual Report and Accounts for 2009/10 and advised that the unaudited position showed a 0.4% underspend. The final report will be considered by the Audit Committee at 11.30am on 30<sup>th</sup> June and presented to the Council for their approval at an extra ordinary meeting at 1pm.

Council **noted** the report from the Head of Corporate Services.

## 10.0 REPORT FROM STANDING COMMITTEE

### 10.1 Confirmed Minutes of the Audit Committee Meeting AC/1/2010 held on 2<sup>nd</sup> March 2010 (AC/1/2010)

### 10.2 Unconfirmed Minutes of the Audit Committee Meeting held on 11<sup>th</sup> May 2010 (AC/2/2010)

Mrs Baird referred to the unconfirmed minutes and drew members' attention to a number of issues.

Members **noted** a positive end of year report had been received from the internal auditors.

Mrs Baird referred to agenda item 7.2 and **advised** members that NIPEC's draft accounts for 2009/10 would be presented to the NI Audit Office within the permitted timescales, and confirmed the final Accounts would be considered by the Audit Committee at 11.30am on 30<sup>th</sup> June 2010.

## 11.0 CHIEF NURSING OFFICER UPDATE

Professor Bradley provided members with information and an update on the following issues:

- Current financial situation within the Department of Health and health and social care services
- Comprehensive Spending Review (CSR) for 2010/11
- 'Bring Back Matron' debate in the NI Assembly by the Health, Social Services and Public Safety Committee
- Review of the Director of Nursing role
- Launch of Palliative Care End of Life Strategy
- Launch of Strategy for School Nursing and Health Visiting
- Launch of NI Strategy for Nursing and Midwifery at CNO Conference
- Launch of GAIN Guidelines
- Launch of CAMHS project in Autumn 2010
- Consultation on Mental Health Framework for Nurses planned for July – September 2010
- Launch of Midwifery 20:20
- 3-day visit by NMC in September 2010
- Development of Nutrition Strategy

Clarification was sought and a brief discussion took place on the proposed review of NIPEC and a number of other small agencies/organisations.

**12.0 ANY OTHER BUSINESS**

There was no further business.

**13.0 DATE, TIME AND VENUE OF NEXT MEETING**

The next meeting of the Council will be held on Wednesday, 8<sup>th</sup> September 2010 at 2.00 pm, in the Council Room, Centre House, 79 Chichester Street, Belfast.