

NIPEC/3/2010



Minutes

Northern Ireland Practice and Education Council Meeting, Wednesday 8th September 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
Mrs E Hayes
Mrs D McCormick
Mr I McGowan
Mrs D McNamee
Mrs M O'Hare
Mrs P Patten
Mr M Rea
Dr V Tohani

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 S McConnell-Campalani; Mrs T Corey; Dr S Magee; Mrs F McMahan.

2.0 CHAIR'S BUSINESS

2.1 Chair reflected that this would be the final Council meeting for herself and a number of members. She thanked those members who had come to the end of their period under their 'minute of appointment', for their support to her and for their hard work and commitment to NIPEC during their 8 years of office as unpaid lay and professional members of NIPEC Council.

The Chair also welcomed the appointment of three new members - Mrs Sarah-Jane (Sally) McConnell-Campalani; and Mrs Deirdre McNamee (professional members); and Dr Vinod Kumar Tohani, (lay member) - and wished them well during their term of office.

On behalf of her colleagues, Mrs Patten said it had been an enjoyable 8 years as a member of NIPEC Council and thanked professional and administrative staff for their support over the years.

- 2.2 Referring to the appointment of a new Chair for NIPEC, the Chair advised members that an application pack has been prepared but no date had been given as to when the advertisement will be placed in the regional press.
- 2.3 Chair referred to paragraph 3 of 4.1 of the minutes of the Extra Ordinary meeting of NIPEC Council held on 30th June 2010, and advised members that a reply to NIPEC's letter of 23rd July had been received from the Department of Health regarding the two issues raised. Chair advised that the breakeven target of 0.25% had been raised by a number of other Agencies and a resolution to this has not yet been reached. However, NIPEC's request for a Capital Resource Limit (CRL) allocation had been agreed on a recurring basis.
- 2.4 Chair updated members on discussion at recent meeting of the NI Confederation which looked at the development of a strategic approach to the ongoing financial constraints facing the public sector. Chair added that this piece of work is ongoing and the final document will be shared with the Permanent Secretary, Mr Andrew McCormick.
- 2.5 Chair advised members that nothing further had been received on the proposed review of NIPEC and a number of other small agencies/organisations.
- 2.6 The Extra Ordinary Council Meeting requested for February 2011 to discuss NIPEC's Equality Scheme was not required and Chair advised that this issue would be placed on the agenda for discussion at the scheduled March 2011 meeting.
- 2.7 Chair referred members to the Draft Corporate Plan 2010-2013 tabled at today's meeting. Following discussion it was agreed members would forward their comments to the Chief Executive's office by Friday, 17th September, following which an amended version would be sent to NIPEC's Clearing House for final comment and approval.

3.0 MINUTES OF THE PREVIOUS MEETING

- 3.1 After consideration Council **approved** the minutes of the Council Meeting held on 9th June (NIPEC/2/2010) and the Council Extra Ordinary Meeting held on 30th June (NIPEC/2a/2010) as an accurate record.

Mr McGowan referred to the penultimate paragraph of 4.1 of the minutes of the Council's Extra Ordinary Meeting and asked that, for clarification purposes, the minutes be amended to read "Mr Peter McGowan advised the Council ..."

This amendment was agreed and both sets of 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 members noted progress made on consultations received since the last Council meeting on 9th June 2010.

7.0 CHIEF EXECUTIVE'S REPORT

7.1 The Chief Executive presented her report to members which provided an update on the second quarter performance of NIPEC against its Business Plan and the 23 business objectives within the 4 key strategic themes.

The Chief Executive advised members that whilst all objectives were on target for completion, she drew their attention to business objective 2.4 which indicated an 'amber' status. This, she explained, was because all other projects fed into this objective and any delay in one project could affect achieving this objective.

The Chief Executive also alerted members to the possibility that the status of business objective 4.2 may change in light of ongoing financial constraints within the health service and wider public sector.

7.2 The Chief Executive referred members to the Key Priorities Work Areas Flowchart included in their papers, adding that the detail of progress made on each work area will follow within the designated Senior Professional Officer and Head of Corporate Services reports.

7.3 Members were provided with activity information relating to NIPEC's main website and the Development Framework and Practice and Quality websites. It was noted that the Frequently Asked Questions (FAQ) section on the main NIPEC website is under review to ensure this is up-to-date. In response to a query from Mrs Baird, the Chief Executive clarified that all queries received via the website are responded to on an individual basis,

and are only added to the FAQ should the same query be received on several occasions.

The Chief Executive advised that consideration is being given to 'refreshing' the Development Framework website, and a review of the utility of the Practice and Quality website is planned.

Members were then briefly updated and shown the Nursing and Careers website which, following final editing of video clips will go live in the near future. Professor Boore's suggestion of the inclusion of an inspirational story from a student with a disability was noted.

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 to completion.

In response to a query from Mrs Baird regarding the timetable for completion of the Leading Care: Regional Ward Manager Project, Mrs McCusker advised members that this is due to complete at the end of September 2010. She added that the various project outputs, including the website, will be launched by the Minister for Health at the regional conference on 6th October. Mrs O'Hare commented that the planned 'Ward Sister/Charge Nurse' job title could be confusing and felt that 'Ward Manager' was a more neutral title. Dr Tohani suggested the development and publication of an information leaflet about the website would be helpful. It was confirmed that communication regarding the new section of the website would be carried out by electronic means.

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 referred members to the draft annual Progress Report 2009/10 on Section 75 of the NI Act 1998 and the Disability Discrimination Order (DDO) 2006, a copy of which was in their papers for today's meeting. The draft report had been forwarded to the Equality Commission to meet their deadline of 31st August 2010, and following today's discussion a final report will be forwarded

Mr Thom referred to page 4 of the draft report, and advised members that an Audit of Inequalities has been completed which will inform NIPEC's action plan and the development of a new Equality Scheme. Mr Thom also highlighted the policies and procedures developed and reviewed during the year, and the

engagement and involvement of NIPEC's stakeholders in a number of projects and work areas.

Mr McGowan queried if, in light of the low response rate from NIPEC staff to the recent HSC staff survey, there were any plans to repeat this survey. Mr Thom explained that staff were given the option of deciding themselves if they wished to complete and return the survey. He added that where questions were irrelevant to NIPEC and its work, a 'non-applicable' response was not provided. In addition, whilst the survey was to be confidential, the use of reference numbers had meant some staff had been unwilling to participate in the survey. Following discussion, Mr Thom agreed to amend the draft report to reflect this background position.

Following discussion, the draft report was **approved** subject to the aforementioned amendments.

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 11th May 2010 (AC/2/2010)

10.2 Unconfirmed Minutes of the Audit Committee Meeting held on 30th June 2010 (AC/3/2010)

Mrs Baird requested that the unconfirmed minutes of 30th June 2010 be amended to identify this as an extra ordinary meeting of the Audit Committee. Mrs Baird reminded members that the discussion which had taken place at this meeting had been conveyed to Council members at their extra ordinary meeting later on the same date.

11.0 CHIEF NURSING OFFICER UPDATE

Professor Bradley was not in attendance and therefore no update was provided.

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, 24th November 2010 at 2.00 pm, in the Council Room, Centre House, 79 Chichester Street, Belfast.