

Minutes of the Northern Ireland Practice and Education Council Meeting, held on
Wednesday, 20th September 2023 at 2.00 pm in NIPEC's Meeting Room,
James House, 2-4 Cromac Avenue, Belfast BT7 2JA

Present: Kieran McCormick (Chair)
Brenda Kelly
Karen Diamond (Via Teams)
Siobhán Caslin
Ciara Scannell (Via Teams)
Emma McIlveen
Eilidh McGregor
Amit Bhagwat (Via Teams)
Nirmala Bhogal
Katrin Lehmann
Sharon McRoberts (Via Teams)
Linda Kelly, Chief Executive

In attendance: Jill Jackson, Head of Corporate Services
Sara Haller, Boardroom Apprentice

Apologies: Janine Stockdale
Gary Mitchell

Secretariat: Jill Jackson, Head of Corporate Services

1.0 APOLOGIES

The Chair welcomed members to the meeting and noted apologies had been sent from Gary Mitchell and Janine Stockdale. He introduced Desi McKinney, Audit Manager, who was attending in an observer status as part of the ongoing internal audit of Board Effectiveness, and Tim Johnston, DoH Nursing, Midwifery and Allied Health Professionals' Directorate, NIPEC's Sponsor Branch.

2.0 CHAIR'S BUSINESS

2.1 Welcome members of the Public

The Chair welcomed Lorraine Feeney, Practice Education Facilitator in the Western HSC Trust, who was attending the meeting via Teams.

2.2 Council Members - Conflicts of Interest

Members did not declare any conflicts of interest in relation to the agenda items to be discussed at today's Council meeting.

2.3 Boardroom Apprentice: Sara Haller

The Chair introduced Sara Haller to the meeting and offered her a warm welcome to NIPEC on behalf of Council. He confirmed that Sara is the first Boardroom Apprentice to be hosted by NIPEC and clarified that she would be an active participant in Council meetings and some Committees during her time with NIPEC, but not a decision maker. Chair confirmed that an induction meeting had been held by Bronagh Scott and Linda Kelly with Sara on 1st August 2023 to offer some background on NIPEC's work and position within HSC.

Mr McCormick noted that one outstanding action was the nomination from Council members of a Buddy for Sara in order that a consistent level of support, guidance and knowledge could be provided. This role would include meeting with the Apprentice in advance of meetings to talk through the papers and offering support during the meetings. He asked if anyone was interested in undertaking this role if they could send an expression of interest directly to him.

ACTION: Council members to contact the Chair if they are interested in undertaking the role of Buddy to the Boardroom Apprentice.

2.4 Membership of Council Committees

At the June 2023 Council meeting, Chair had discussed membership of NIPEC's Committees going forward. She had circulated a list containing proposed membership as follows:

Audit & Risk Committee: Kieran McCormick (Chair), Siobhán Caslin, Brenda Kelly, Katrin Lehmann and Amit Baghwat;

Remuneration Committee: Bronagh Scott (Chair), Karen Diamond, Emma McIlveen and Sharon McRoberts; and

Professional & Business Committee: Gary Mitchell, Nirmala Bhogal, Eilidh McGregor, Janine Stockdale and Ciara Scannell.

Chair asked members to consider the proposed membership and if they wanted to discuss it further to contact Jill Jackson who would set up individual meetings. It was agreed that if no queries were raised with Chair, that the proposed membership would be formally ratified at the September 2023 Council meeting.

There were no queries raised and therefore the membership of the Council Committees was approved.

2.5 Appointment of Interim Audit & Risk Committee Chair

Mr McCormick advised that as Ms Scott's absence had been pre-planned, DoH had agreed that he should resume the role of Interim Chair pending Ms Scott's return. He explained that this meant he could not act as Chair of the

Audit & Risk Committee during this period and in the spirit of consistency, continuity and stability, had asked Siobhán Caslin to resume her role as Interim Chair of the Committee.

Mr McCormick asked members if anyone was willing to propose and second this choice and the decision was approved.

2.6 Update on Council Members' On Board Training

Chair thanked those members who had completed their training and noted that only one of the members who had commenced in February 2023 had still to complete Part 2, otherwise all was up to date. Once the final session had been completed, Chair asked Ms Jackson if she would confirm with Public Appointments' Unit (PAU).

ACTION: Ms Jackson to confirm with PAU once all On Board training is completed by 2023 members.

2.7 Register of Council Members Activity

The Chair thanked Council members for submitting their quarterly updates to Ms Jackson. He noted that this provided openness and transparency for all members on what individuals are involved in.

Council members noted the Register of Council members activity.

2.8 Permanent Secretary's Attendance at NIPEC Council meeting

Mr McCormick asked members to note that Mr May had sent his apologies for the meeting today and rescheduled for the next meeting to be held on 6th December 2023.

2.9 NIPEC Conference: 4th October 2023

Chair asked the Chief Executive to share details of the conference with Council members.

Linda Kelly advised that the agenda for the Conference was finalised and that the day would focus on the establishment of NIPEC, what the organisation has achieved to date and what future plans may include. She informed members that a video was being developed which highlighted what was happening in HSCNI 21 years ago and that the Chief Nursing Officer and Chief Executive at that time would be making a presentation on the context for the establishment of NIPEC. The current Chief Nursing Officer and Permanent Secretary would also be speaking at the event.

Chair thanked Mrs Kelly for the update and looked forward to welcoming Council members on the 4th October.

3.0 Minutes of Previous Council meeting on 28th June 2023

Council members approved the minutes from the previous Council meeting on Wednesday 28th June 2023.

4.0 Matters Arising

Ms Jackson gave an update in relation to the matters arising as outlined in the Action Plan and members noted the progress to date.

5.0 Correspondence

- 5.1 Correspondence from the Permanent Secretary to ALB Chief Executives: Accounting Officer responsibilities regarding budget spending, issued 25th August 2023.

Council members noted the correspondence.

6.0 Operational Performance and Service Improvement

6.1 Chief Executives Report

The Chief Executive referenced the report which contained some of the key highlights of her work and NIPEC's priorities since the last meeting. She highlighted several developments in the report including the section on Engaging and networking where she updated members on the change in personnel in Sponsor Branch. She also referenced the scoping of the potential of multi-disciplinary training and confirmed that some progress had been made in this area and that she had met with the Chief Executives of NIMDTA and NISCC to discuss how a joint approach could be facilitated.

Mrs Kelly also asked members to note the inclusion of the Lessons Learned section which had been recommended in an Internal Audit of Professional Projects. This would remain a standing update in her reports to Council and she also proposed that this be included in the agenda of the newly established Professional & Business Committee.

Mr McCormick thanked Mrs Kelly for her report and welcomed the inclusion of the Lessons Learned section.

Council members noted the Chief Executives report.

6.2 NIPEC Professional Work Plan 2023-24 – Business Plan objectives progress Monitoring Report from 1st April to 31st August 2023

Mrs L Kelly referenced a copy of the report which had been circulated and confirmed that 4 projects had been completed and that 31 were progressing on target, with none currently assigned Red or Amber status.

Members asked for further explanation on those which had not commenced to date and Mrs Kelly confirmed that 4 were due to commence in September 2023, one in October while a date for the Evaluation of the EMORA (standards for nursing and midwifery training) was being led by QUB and supported by NIPEC and that a timetable for implementation was scheduled to be discussed at CNMAC in October 2023.

Council members noted the Report

6.3 Consultation Activity Report

The Chief Executive advised that activity on consultations remained low and attributed that possibly to the summer break.

Council members noted the consultation activity report.

7.0 Corporate Control and Finance

7.1 Report from Standing Committee: Unconfirmed Minutes of the A&R Meeting held on 27th June 2023

Mr McCormick presented the unconfirmed Minutes of the A&R Meeting held on the 27th June 2023. He advised that these minutes will be formally presented to the next Audit and Risk Committee on 10th October 2023.

Council members noted the unconfirmed Minutes of the A&R Meeting held on the 27th June 2023.

7.2 Financial Summary of expenditure 2023-24, Month 05

Ms Jackson gave an update on the financial position at Month 5. NIPEC were showing an expected full year surplus position of £32k for the year and Ms Jackson informed members that she expected the surplus to increase over the next few months.

Mrs L Kelly advised Council that NIPEC was actively seeking to appoint several Bank Staff to temporarily increase capacity and support achievement of objectives pending the appointment of permanent posts. This would use some of the potential slippage. Ms Jackson confirmed that Sponsor Branch had been informed of the position and that she would be meeting them on 19th October 2023 once the Month 6 figures were ready to discuss and agree the way forward.

Several members proposed using some of the slippage for training and Information Governance/SIRO training was put forward along with Business Continuity training.

ACTION: Ms Jackson to source Business Continuity and Information Governance training for Council members and staff.

Council members noted the Month 5 financial position.

7.3 Corporate Risk Register 2023-24, Version 4

Mr McCormick referenced the discussion at the morning's workshop when a deep dive of NIPEC's risks had taken place. Members had proposed several amendments to the risk including the description of impact, the assessed risk appetite and the potential merge of risks 3 and 4. Mr McCormick also described the presentation from BSO Regional Counter Fraud Unit and asked members to consider if fraud should be woven into any or all of the current risks.

Following further discussion Council agreed that the amendments should be made and presented to the Audit & Risk Committee on 10th October 2023 for final approval.

ACTION: Ms Jackson to ensure amendments made to Corporate Risk Register and present amended version to Audit & Risk Committee on 10th October 2023.

Council members approved the proposed changes and that the amended version should be approved by Audit & Risk Committee.

7.4 KPI's 2023-24

Ms Jackson asked members to note progress to date on the KPIs, all of which were currently Green with the exception of the breakeven position which was designated Red – see item 7.2.

Council members noted the paper.

7.5 Equality

7.5.1 Equality Annual Progress Report 2022-23

Ms Jackson advised that this report had been submitted to the Equality Commission (EOC) by 31st August 2023 following approval by Business Team. Council were asked if they were happy to approve this version or if they had any further amendments.

Council members approved the paper and Ms Jackson agreed to confirm the approval to the Equality Commission.

7.5.2 Equality and Disability Action Plans 2023-28

Ms Jackson confirmed that this was the final version of the 5-year plan and that NIPEC had adapted the document to incorporate any comments from the public consultation. She thanked those members who had contributed to the consultation and asked Council if they were happy to approve the document and for it to be submitted to the Equality Commission by 30th September 2023.

Council members approved the 5-year plan and Ms Jackson agreed to submit to the Equality Commission.

7.6 NIPEC Policies: Standing Orders

Ms Jackson reminded Council that the Code of Accountability for Board Members of HSC Bodies (October 2022) requires NIPEC Council to be clear what decisions and information are appropriate to the Council and that Council must have Standing Orders which set these arrangements out. This review had covered a number of updates (as set out in the cover sheet) including amendments to the revised Code of Conduct issued in October 2022.

Ms Jackson asked if there were any points of clarification in the document and as none were raised, Council approved the latest version of the Standing Orders.

7.7 Review of Decision Time

Ms Jackson informed members that the initial license for Decision Time was approaching its end date and that Council had approved purchase for one-year subject to review before the license is extended. Ms Jackson advised that a Business Case had been prepared and signed off by BTM and that a Post Project Evaluation was now due, her intention being that the review and evaluation be completed together.

To facilitate the review, Ms Jackson had asked NIPEC's Business Manager to draft a questionnaire for feedback and share with Council members and that the outcome would be presented at the December Council meeting.

Council members endorsed this approach.

8.0 Safety and Quality

8.1 Draft Annual Quality Report 2022-23

Mrs L Kelly asked members if they had read the document which had been circulated and whether they had any questions. Once approved by Council, NIPEC would submit the draft to DoH and plan to publish it on World Quality Day on 8th November 2023.

Mr McCormick thanked Mrs Kelly and her staff for the report and felt it covered all of the key points. There was discussion concerning how a number of the corporate documents overlap and how potentially some of these could be streamlined. Ms Caslin noted that the increase in photographs were successful at making the document more enjoyable to read.

Council members approved the draft.

8.2 DoH Covid-19 Public Inquiry Group

Ms Jackson updated members on progress with the Inquiry and advised that NIPEC had been asked for a draft Witness Statement to be submitted in August seeking further detail on NIPEC's contribution to the response planning in NI.

Council members noted the update on the DoH Covid-19 Public Inquiry Group.

9.0 Any Other Business

Two items were raised under A.O.B:

- Appointment of an Interim Deputy Chair – Mr McCormick confirmed that he would email registrant members to seek expressions of interest.
- Members asked if flowers could be delivered to Chair and it was agreed that Ms Jackson would organise these on behalf of Council and staff.

ACTION: Ms Jackson to organise flowers for Chair on behalf of Council members and staff.

The Chair concluded business and asked the Chief Executive and those who were not members of Council to leave in order that the Confidential session could be held.

Mrs L Kelly, Mr McKinney, Mr Johnston, Ms Feeney and Ms Jackson left the meeting.

The date of the next Council meeting is 6th December 2023 at 2.00pm.

**Minutes of the Confidential Session of NIPEC Council Meeting,
held on Wednesday, 20th September 2023 at 2.00 pm in NIPEC's Meeting Room,
James House, 2-4 Cromac Avenue, Belfast BT7 2JA**

- 1.0** Chair thanked members for remaining for the confidential session of the Council meeting which was held to discuss and approve the draft minutes from the Remuneration Committee, held on Tuesday 29th August 2023.

At this confidential session, Council members approved the recommendations from the Remuneration Committee in respect of the Chief Executives performance and subsequent pay review, subject to the Department of Health awarding monies to facilitate same.

- 2.0** No other business was raised and Chair concluded the meeting.