



## **TASK & FINISH GROUP - NURSING & MIDWIFERY LEADERSHIP FRAMEWORK**

**3<sup>rd</sup> August 2023 - 10:00am - 1.00pm**

**NIPEC Offices, James House, Cromac Ave, Belfast**

### **DRAFT ACTION NOTES**

#### **In Attendance:**

Myra Weir, Chair  
Carole McKenna, NIPEC Project Lead  
Brenda Carson (NIPEC)  
Denise Boulter (PHA)  
Donna Keenan (WHSCT)  
Elizabeth Graham (NHSCT)  
Elinor Welch (SET)  
Denise Boulter (PHA)  
Donna Keenan (WHSCT)  
Gail Anderson (QUB)  
Grace Hamilton (SHSCT)  
Janet McCusker (CEC)  
Katherine McElroy (PCC)  
Patricia Ferguson (BHSCT)  
Ruth Thompson (RCN)

#### **Apologies:**

Tanya McCance (UU)  
Lynn Woolsey (DoH)  
Eileen McEneaney (Ards Federation)  
Angela Reed (SET)  
Dale Spence (DoH)  
Debbie Goode (Ulster University)  
Karen Murray (RCM)  
Gill Murphy (NHSCT)  
Grace Edge (NHSCT)  
Heather Finlay (CEC)  
Barry Quinn (QUB)

Admin: Chris Carton, NIPEC

## N&M Leadership Framework Task & Finish Group Meeting – Live Action Log from meeting of 3<sup>rd</sup> August 2023

Agenda Item	Date Action Proposed	Action	Lead/s	Status
3.1 Project Initiation Document	03.08.2023	1. PID to be updated following changes from the comments below and recirculated to the Group.	Myra & Carole	Open
		2. Group members to provide any final comments in advance of sign off at the next meeting.	All	Open
3.2 Draft Terms of Reference	03.08.2023	<u>3. Draft Terms of Reference:</u>		
		a) <i>Definition</i> – add a definition of leadership eg Mike West's definition	Myra & Carole	Open
		b) <i>Aim</i> – include at the end of the aim statement ‘in order to nurture high quality, continually improving, compassionate care and support’.	Myra & Carole	Open
		c) <i>Purpose</i> - add ‘to develop the framework’	Myra & Carole	Open
		<u>4. Group Membership:</u>		
		a) Band 5/6 representation – consider nurse and midwife on the group or as an expert reference – Tanya may have nominees from her leadership work	Tanya	Open
b) Inclusivity and diversity– consider minority and ethnic diversity representation on the group - Tanya may have nominees from her leadership work	Tanya	Open		
c) AHP representation - Suzanne Martin to be invited to join the Group due to her expertise	Myra & Carole	Open		

		<p>d) Independent sector representation - discuss with colleagues and forward nominations to Carole - Denise, Patricia &amp; Ruth</p> <p>e) NIMDTA representation - write to Camille Harron to join the Group – CMcK</p> <p>f) HR representation – write to HR Directors to nominate a representative to join the Group</p> <p>g) IT/Digital representation – discuss with colleagues and forward a nomination to join the Group</p>	<p>Denise, Patricia &amp; Ruth</p> <p>Myra &amp; Carole</p> <p>Myra &amp; Carole</p> <p>Denise &amp; Patricia</p>	<p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>
3.3 HSC Collective Leadership Strategy		<p>5. Myra gave a comprehensive overview of the content and ethos of the HSC collective leadership strategy and advised:</p> <p>a) the next meeting will focus on collective leadership enablers and the must's, should's and could's for inclusion in the final leadership framework</p> <p>b) the Sept meeting will focus on the different nursing and midwifery levels / bands</p>		Noted
3.4 Leadership Programmes	03.08.2023	<p>6. Share WHSCT leadership programme which includes different levels</p> <p>7. Group members to forward details about any local or in-house leadership learning, training, development courses or activities – including Leadership Now, Florence Nightingale Programme etc to inform the project</p>	<p>Donna</p> <p>All</p>	<p>Open</p> <p>Open</p>
4.0 Next Steps	03.08.2023	<p>8. <u>Leadership Framework / Project Report</u></p> <p>a) consider how to include the development of management skills/how to manage – without losing the focus on leadership</p> <p>b) ensure the wording included in the framework and report reflects that leadership development is not always about training programmes but other leadership opportunities and building skills are important</p>	<p>All</p> <p>Myra &amp; Carole</p>	<p>Open</p> <p>Open</p>

		8. Consider how this work can link with ROI and across the island of Ireland	All	Open
5.0 AOB	03.08.2023	<u>9. Circulate via email:</u> a) HSC Collective Leadership Strategy b) Mike West's <i>Courage of Compassion</i> document to the members c) reference for Mike West's book - <i>Compassionate Leadership</i>	Carole	Open Open
6.0 Date of Next Meetings	03.08.2023	It was agreed that, due to the nature of this project, all meetings will be face to face and held at NIPEC Offices, James House, Belfast. Thursday 31 <sup>st</sup> August 2023 10.00am - 1.00pm Thursday 21 <sup>st</sup> September 2023 10.00am - 1.00pm Friday 20 <sup>th</sup> October 2023 10.00am - 1.00pm Friday 24 <sup>th</sup> November 2023 10.00am - 1.00pm		