



**NIPEC/6/2013**

**MINUTES**

**Minutes of the Northern Ireland Practice and Education Council Meeting, held on Thursday 14<sup>th</sup> November 2013, Council Room, Centre House, 79 Chichester Street, Belfast at 9.30 am**

**PRESENT:**

- Professor C Curran, Chair**
- Dr G Henry, Chief Executive**
- Dr V Tohani**
- Mrs D McNamee**
- Mr P Davidson**
- Mrs M Clark**
- Mrs M Lupari**
- Mrs J Brownlees**
- Mrs R Burrows**

**In attendance:**

- Mr E Thom, Head of Corporate Services**
- Mrs F Cannon, Senior Professional Officer**
- Ms B Devine, Senior Professional Officer**

**Secretariat:** **Mrs D Meleady. Personal Assistant**

**1.0 APOLOGIES**

Apologies were received from Mrs C Rice, Mrs A Baxendale, Mrs D Oktar-Campbell, Mr P McGreevy, Mrs L Houlihan and Mrs C McArdle.

**2.0 CHAIR'S BUSINESS**

2.1 No Members of the Public attended the meeting.

2.2 It was noted that Mrs Catherine Rice from the Clinical Education Centre had been appointed as a Professional Member to the NIPEC Council from the 28<sup>th</sup> October 2013.

2.3 It was noted that expressions of interest and nominations for the post of Deputy Chair which became vacant on the 1<sup>st</sup> October 2013 had been received and that Mrs Alison Baxendale was put forward for the post of Deputy Chair. As there were no objections from Council Members it was agreed that Mrs A Baxendale would be appointed as Deputy Chair.

- 2.4 Chair informed Council Members that the Accountability Meeting with the Permanent Secretary had been a forthright meeting. The review of NIPEC was high on the agenda and Chair and Chief Executive had taken the opportunity to talk about ways of strengthening the role of NIPEC. It was noted that a person had been appointed to head the review but that NIPEC had yet to be informed formally. The Chief Executive echoed that the opportunity that they had with the Permanent Secretary, had been generally positive. Discussion had included the NES Model, at this point the Chief Executive provided Council Members with a brief overview of the NES Model. Chair will keep Council Members updated on developments associated with the review.
- 2.5 It was noted that a workshop within the overarching umbrella of Team Building for Council Members. This would be taking place on the 21<sup>st</sup> January 2014, a venue had yet to be agreed.
- 2.6 It was noted that an updated Schedule of NIPEC Meetings had been tabled.

### **3.0 MINUTES OF THE PREVIOUS MEETING (*Circulated*)**

- 3.1 Minutes of the meeting held on 4<sup>th</sup> September 2013 (NIPEC/5/2013) for consideration.

The minutes of the Council Meeting held on 4<sup>th</sup> September 2013 (NIPEC/5/2013) were amended to reflect

- Typo at agenda item 5.3 with the removal of 't' and on
- Page 6 Priority: Workforce it was noted that the funding allocation referred to the Investment Proposal to the ICT Structure.

Subject to the amendments being made, the minutes were proposed as an accurate record. The minutes were approved by all present.

### **4.0 MATTERS ARISING**

- 4.1 Chair informed Council Members that NIPEC's Annual Conference had been received well and feedback from attendees had been very positive.
- 4.2 Update on the Refurbishment work. Chair thanked staff for continuing on with their day to day work during all the upheaval and invited Council Members to visit Floor 2 to have a look around. Chair also thanked Mr E Thom for all his hard work during this process.

### **5.0 CORRESPONDENCE**

- 5.1 A copy of letter from Ms Julie Thompson, Deputy Secretary/Senior Finance Director, DHSSPS dated 30<sup>th</sup> October 2013 regarding Revenue Resource Limit 2013/14. It was noted that NIPEC's allocation would be reduced by 1% with immediate effect. With regard to the ICT Infrastructure proposal as of yet no decision has been received. There was some concern on the 2014/15 period may also have a 1% applied.

## 6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

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

This report provided an overview of business activities which have been pursued since the NIPEC Council meeting on 4<sup>th</sup> September 2013.

#### **Priority: Practice**

Several significant events have been hosted and/or co-ordinated by NIPEC over the past couple of months. These events include:

- A meeting (6<sup>th</sup> September 2013) of the four-country group which oversees the implementation of *Strengthening the Commitment the UK Modernising Learning Disabilities Nursing Review*.
- This four-country meeting was immediately followed by a regional event for Learning Disabilities nurses and senior nursing staff to hear about a recently developed Health Equalities Framework.
- The first meeting of a NIPEC supported Regional Professional Forum for Senior Nurses working within the Independent and Voluntary sector which will provide an opportunity for peer support.
- NIPEC supported the Public Health Agency in the delivery of a workshop for nurse prescribers (5<sup>th</sup> November 2013). Ms Brenda Devine is NIPEC's lead for this work stream.
- Working closely with Mrs Charlotte McArdle (CNO DHSSPS) NIPEC hosted an information event (25<sup>th</sup> October 2013) for the CNO of Malta and two of his senior nursing and midwifery colleagues. The Chief Executive thanked Marina Lupari for this opportunity, Marina responded that she wanted to promote NIPEC's work and that the delegation from Malta had been highly impressed with the organisation.

#### **Priority: Education**

The Senior Professional Officer (Education) with other Senior Professional Officers led on the quality assurance of a sample of DHSSPS commissioned development and learning activities (non NMC regulated) for the period 2012-2013. The QA Final Report would be shared with Council Members in due course.

Through a collaborative approach, Mrs Frances Cannon working with HSC Trusts' Assistant Directors of Nursing has pushed forward with work to finalise and test a quality assurance process for in-house training.

NIPEC's Senior Professional Officers worked closely with colleagues from a large Independent sector care provider to deliver information sessions to nurses at a senior level working within its nursing homes.

#### **Priority: Professional Development**

NIPEC has continued to work with the Public Health Agency in the implementation of *Delivering Excellence Supporting Recovery: A Professional Framework for Mental Health Nurses in Northern Ireland 2011-2016*.

NIPEC continues to support professional development of the nursing and midwifery workforce. One example of this was NIPEC's annual conference on 9<sup>th</sup> October 2013. This event attracted a full audience. The conference programme included: a Ministerial address by Minister Poots, an address by the CNO, a keynote address by Dr Sue Hammer and presentations by Professor Jonathon Wallace (Ulster University), Ms Claire Buchner (PHA), Mr Sean Donaghy (HSCB), Mr Gary Loughran (ITS, BSO), Ms Angela Drury, Mrs Cathy McCusker and Mrs Frances Cannon. NIPEC also ran a successful abstract competition which concluded with the finalists presenting their work to the conference. In addition the conference included an information session provided by NMC in relation to revalidation. The `Chief `Executive put on record her thanks to all those who contributed to the success of the conference but a particular note of thanks was paid to the Conference Planning Team which included Mrs Brenda Devine, Ms Angela Drury, Mrs Janet Hall, Mrs Lorraine Andrews, Mr Mark Jameson and Mr Jonathan McClurg.

NIPEC co-ordinated an event for the NMC on revalidation for nurses and midwives. This event consisted of a presentation followed by a question and answer session. The session was provided by Ms Yasmin Becker, Assistant Director for Revalidation NMC. The event targeted nurses employed in General Practice and the Independent and Voluntary sector. This event attracted a capacity audience and a "waiting list".

#### **Priority: Advice and Guidance**

NIPEC was asked by DHSSPS to develop resources to support the implementation of *Promoting Good Nutrition: A Strategy for good nutritional care for adults in all care settings in Northern Ireland 2011-2016*. The project was chaired by Mrs Pauline Mulholland (SEHECT), Dietician and who had previously led on the development of the strategy within DHSSPS. Mrs Cathy McCusker was the NIPEC Project lead and both made significant efforts to bring this work to a conclusion. A Final Draft Report, which includes the PGN resources, has been submitted to CNO. The CNO has signalled her intention to launch these resources at her forthcoming conference on the 27<sup>th</sup> November 2013.

Under the umbrella of Recording Care, work has been progressed to develop standards to support record keeping. It is understood that these standards will be launched at the forthcoming CNO conference. Ms Angela Drury continues to be NIPEC's lead on the Recording Care work stream.

Following the launch of the *Preceptorship Framework* Mrs Cathy McCusker submitted an article for publication to the Journal of Preoperative Practice. It is anticipated that it would be published in the December 2013 issue.

#### **Priority: Engagement, Partnership and Communication**

Every effort continues to be made to maintain and develop relationships with various stakeholders, by participating in a range of regional groups and attending regional events; several examples are listed below

- An Invitation to join the HSC Knowledge Transfer Exchange Stakeholder Group had been received. Dr Carole McKenna is NIPEC's representative

on this group. It is understood that this group next meets on 26<sup>th</sup> November 2013.

- The Chief Executive and Ms Angela Drury attended the PHA's Personal and Public Involvement Standards Workshop on 7<sup>th</sup> November 2013.
- The Chief Executive, Ms Brenda Devine and Dr Carole McKenna attended the Clinical Education Centre's Stakeholder Event on 11<sup>th</sup> November.
- An invitation to attend the forthcoming NIGALA Stakeholder Event (6<sup>th</sup> December 2013) has recently been received and accepted.

In advance and immediately following NIPEC's annual conference, work has been progressed by Susan Ekin and Julie Edgar to prepare an issue of *NIPECNews*. It is anticipated that this issue would be released in the very near future. It

**Priority: Governance and Performance**

NIPEC's accountability meeting with the DHSSPS was held on 19<sup>th</sup> September 2013. Both Chair and Chief Executive had an opportunity to discuss the anticipated review of NIPEC with the Permanent Secretary. This was followed, as is normally the case, by a detailed discussion on NIPEC's performance. Overall feedback from Departmental colleagues was positive.

NIPEC's Accommodation Group, chaired by Mr Edmund Thom successfully achieved its goal of implementing, within the agreed timeframe, the outcome of NIPEC's accommodation review. The Chief Executive took this opportunity to express her gratitude to the Group and all those NIPEC staff who worked tirelessly to achieve this. The success was all the more impressive when one took into consideration that staff continued to deliver on all NIPEC's activities during this period of disruption

Contact has been made with the sponsoring branch in respect of NIPEC's business plan for 2014-15. A workshop to develop the business plan for 2014-15 would be held immediately following the November Council meeting. Indication of DHSSPS priorities are to be finalised.

In relation to finances it was important to note that NIPEC was informed, through correspondence from DHSSPS dated 30<sup>th</sup> October 2013, that its resource allocation had been reduced by a 1% (£14000). The necessary actions have been taken in response to this. It is not yet confirmed if this reduction would be applied in the financial year 2014-15.

**Priority: Information**

Mr Mark Jamison continued to support the effective delivery of NIPEC's business by overseeing and managing NIPEC's website, mini-websites, and various ICT resources. In addition he continued to provide invaluable professional support at NIPEC's various events and workshops.

**Priority: Evidence**

A project to look at the refreshing of NIPEC's Development Framework continued under the leadership of Mrs Cathy McCusker.

The Chief Nursing Officer had recently requested NIPEC to look at the development of a Career Pathway. Dr Carole McKenna and Mrs Frances Cannon are working closely with Mrs Caroline Lee (DHSSPS) in order to progress this initiative.

### **Priority: Workforce**

Congratulations were extended to Mrs Karen Kerr, who had been offered a post with NI Hospice. Her departure brings to an end NIPEC's support to the administrative aspect of the DHSSPS's education commissioning group activities.

During September NIPEC said a sad goodbye to Bernie Delaney and Ena Patton on their retirements. Both of these members of staff served NIPEC with dedication and commitment over considerable periods of time and the Chief Executive, wished to acknowledge the valuable contribution they made during their times with NIPEC.

NIPEC's Joint Negotiating Consultative Committee still meets regularly.

Chair thanked the Chief Executive for her report.

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

A copy of this report had previously been circulated. There was nothing further to report on this.

## **7.0 CORPORATE CONTROL & FINANCE**

### **7.1 Head of Corporate Services Report**

A copy of the Head of Corporate Services Report was previously circulated.

#### **Financial 'Executive Summary for Council' – Month 6 (September 2013)**

To note that a copy of the 'executive summary' had been circulated to members.

#### **Capital Resource Limit – 2013/14**

NIPEC received a CRL from the DHSSPS dated 23<sup>rd</sup> August 2013 under 'General Capital' for its essential project bids of £1,258.

This was split down into:

Microsoft LifeCam HD Webcams (8)	£600
Spider Phone	£658

#### **NIPEC Accommodation Working Group**

The implementation of the agreed business case was being taken forward via the following under a project time line:

- Monthly 'Accom. Management Working Group' incl (HEIG + Contractor rep.)
- Weekly 'Corporate Services Internal Accommodation Working Group'

- Monthly Business Team meetings and Staff meetings – updates
- Quarterly Council meetings – updates

### **Main developments to date:**

**Lease:** A copy of the wording within the draft new lease had been agreed by the BSO, Solicitor and NIPEC was currently awaiting the Landlord's agreement to a floor plan map showing floor(2), as at 1<sup>st</sup> December 2013, which would then be inserted as an appendix to the lease document.

**Dilapidation Work:** NIPEC and the HEIG have now reached agreement with the Landlord on a one off cash sum which would enable NIPEC to walk away from floor one with no need to remove partitions, reception area or the kitchen etc and replace the carpets.

The initial report quoted a figure of £39,064.35 for this work. However, a full and final settlement had been reached at £13,500, including professional fees to Colliers with the proviso that NIPEC replace some of the ceiling tiles which had been altered to accommodate the installation of ICT equipment which was hung from the ceiling.

NIPEC also pursued with BSO, ITS, the damage to the carpet tiles and redecoration of the walls which had occurred over the period of their rental of the office space and they have agreed to pay NIPEC £5,169.24 to cover this damage.

**Refurbishment Work:** The main element of the work was completed on the 21<sup>st</sup> October 2013 and a new metered electrical supply has now been installed onto floor (2) as from 22<sup>nd</sup> October 2013. As the cost of the refurbishment work is under budget it is anticipated that the NIE costs would be met from this variance.

**HR Aspects:** The (p/t) catering assistant and the (p/t) domestic cleaner have both now left. A short term cleaning contract has been put in place using, a Pals contract, under a service level agreement with an outside provider to clean the offices etc.

This arrangement would be reviewed in March 2014 before placing a yearly out sourced contract.

Work was also ongoing implementing, within the current funded establishment, the agreed reshaping and realigning of the corporate services structure to ensure that it best meets the organisation's future needs.

It was noted that this working group would now be winding down.

### **Risk Register**

A quarterly 'Assurance Framework: Corporate Risks 2013/14, (*version 7 – November*)' which had been circulated at (7.4).

## **Draft Business Plan 2014-15**

Following the NIPEC Stakeholders Event held on the 14<sup>th</sup> August 2013 and the receipt of the DHSSPS priorities for NIPEC for 2014-15 under:

- *Theme/Domain 1 : Governance (two milestones)*
  - *Theme/Domain 4 :Nursing and Midwifery (two milestones)*
- preparation for the drafting of the above would take place at the November 2013 Council workshop.

An indicative Revenue allocation for the year 2014/15 had been set by the DHSSPS currently at £1,393,911 for NIPEC.

### **7.2 Report from Standing Committee**

7.2.1 A copy of the confirmed Minutes of the Audit and Risk Committee Meeting AC/3/2013 held on 28<sup>th</sup> May 2013 had been previously circulated.

7.2.2 A copy of the unconfirmed Minutes of the Audit and Risk Committee Meeting AC/4/2013 held on 15<sup>th</sup> October 2013 had been tabled. Mrs D McNamee drew Council Members attention to 4.3.2 regarding External Gift/Hospitality/Invitation Register and 8.1.2 the receipt of a copy of the Internal Auditor's Mid-year Assurance statement.

7.3 A copy of the NIPEC Executive Management Summary for Council had been previously circulated and Mr Thom drew Council Members attention to £14,000 that had been returned to the Department but was not included in this summary.

7.4 A copy of NIPEC's High Level Risk Register had been previously circulated and Mr Thom updated Council Members on further changes to the register which would be updated before going onto the NIPEC website.

Chair indicated at this point in the meeting that there had been very little feedback from the Department concerning the "Board Self Governance Risk Assessment" that had been completed by NIPEC earlier in the year.

## **8.0 SAFETY AND QUALITY**

8.1 A copy of the update on NIPEC Projects had been previously circulated. The Chief Executive gave a variance update on the following:

- KPIs
- All Ireland Data Base
- Promoting Good Nutrition
- Bereavement

8.2 Presentations were given by Mrs France Cannon on her Nursing Trip to Chicago. Marina Lupari asked for a copy of her presentation to share with the E Connected Health. Also Ms Brenda Devine presented on Nurse Prescribing. Chair thanked the Officers for their presentations.

## 9.0 CHIEF NURSING OFFICER REPORT

Apologies had been received from the Chief Nursing Officer but she forwarded a written update on the following:

### **CNMAC**

A workshop was held in September with full discussion and engagement from all present. Key priorities were identified for the R+D and person centred subgroups. These two subgroups were working to establish membership and first meetings. The chairs had been asked to develop the governance templates for Terms of Reference and action plans once the groups had been established. Meetings had taken place with the other two chairs and they had been tasked along similar lines. The four groups are as follows:

Sub Group	Chair
Person centred cultures	Professor Brendan McCormack
Workforce and Education	Mr Alan Corry Finn
R+D	Professor Tanya McCance
Technology and Informatics	Mrs Kathy Fodey

### **Normative Staffing**

Paper completed and agreed. Work was underway to assess the financial and workforce implications of the introduction of the paper as a tool to assist workforce planning. There would be a target in the Commissioning Plan Direction for 14/15 around normative staffing in acute Medical and Surgical wards.

### **Quality 2020/Patient Experience Workshop**

This was held on 23<sup>rd</sup> September. Good attendance and engagement from Senior Leaders in health and social care. Presentations were made by the trusts, PHA and DHSSPS. Dr Neil Bacon from [iwantgreatcare.com](http://iwantgreatcare.com) also presented on real time user feedback systems. As a result of the workshop the following had been agreed

- Chief Nursing Officer as policy lead would develop a framework for patient experience as a key element of Q2020
- Patient Client Council would take forward a business case for real time feedback system for patient's carers and families in NI.
- The Department with the Public Health Agency would take forward the development of a regional survey commencing in 2014.

### **Hyponatremia Inquiry**

The Inquiry was now reaching its conclusion and was due to complete on Friday 15<sup>th</sup> November. There were a number of previous departmental officials giving evidence this week including Professor Dame Judith Hill and Dr Etta Campbell. Transcripts would be available of the hearings on the inquiry website. Next week a series of panel presentations would be heard from the BHSC, HSCB, PCC and DHSSPS. The Departmental evidence would be given by Permanent Secretary, Chief Medical Officer and Chief Nursing Officer. Following which Judge O'Hara would write his report.

### **Workforce Update**

Work began on all of the work streams. The advanced practice/specialist nursing proposal had been agreed and was being taken forward by NIPEC on behalf of CNO. Brenda Creaney was chairing the group and the first meeting had taken place.

## **Revalidation**

The NMC held a governance review in May 2013, which led to the creation of new advisory groups. The Revalidation Stakeholder Advisory Group was one of these bodies, and would seek to get external input into the revalidation programme. The Code: Standards of conduct, performance and ethics for nurses and midwives (NMC, 2008) (also known simply as 'The Code') is NMC's core publication with regard to the standards expected of all those who work in the nursing and midwifery professions. It was being reviewed as part of the revalidation programme of work. Revalidation would require registered nurses and midwives to regularly demonstrate that they remain fit to practise. The model agreed by the Council in September 2013 would require a self declaration that they were fit to practise in accordance with the revised Code. Since the Code is a major dependency for revalidation, the consultations can be considered as two phases of a whole; phase one would focus predominantly on the revalidation model and phase two on the revised Code. The two phases would reflect the interconnected nature of these two concepts. The first phase would commence in January 2014 and the second phase in April 2014. There would be a consultation for a period of 12 weeks for both phases.

## **Paediatric review**

On the 5 November 2013 the Minister launched a consultation document on the Review of Paediatric Healthcare Services provided in Hospitals and Community in Northern Ireland. It was being completed in three phases, phase one of the review focuses on hospital services at local, area, regional and supra regional level.

Phase two covers community services and the interface between hospital and community. Both these phases were being taken forward in this first consultation process which runs until the 31 January 2014.

Phase three would cover palliative care and end of life care for children with complex and life limiting conditions and due to its importance had been considered separately. The consultation document should be ready for launch in the near future.

Following completion of the consultation and responses process one final strategy would be published by the Department next spring.

## **10.0 ANY OTHER BUSINESS**

An updated Schedule of meetings for 2014/15 was tabled for information.

## **11.0 DATE, TIME AND VENUE OF NEXT WORKSHOP AND MEETING**

The next meeting of NIPEC Council would be held on Wednesday 12<sup>th</sup> March 2014 at 2.00 pm in Spinning Room, Mossley Mill, Newtownabbey, Co Antrim. A NIPEC workshop would take place on the 21<sup>st</sup> January 2014, venue to be confirmed.

## 12.0 CONFIDENTIAL BUSINESS

There was no Confidential Business.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
DATE