



Minutes of the Northern Ireland Practice and Education Council Meeting, held on Thursday 28th June 2018 at 2.00 pm in Meeting Room, NIPEC.

Present: Professor C Curran, OBE, Chair
Mrs A McLernon, OBE, Chief Executive
Mrs A Baxendale, Deputy Chair
Mr P Davidson
Mrs L Houlihan
Mrs D Oktar-Campbell (via Teleconference)
Mrs C Rice
Dr V Tohani

In Attendance: Mr E Thom, Head of Corporate Services

Secretariat: Mrs D Meleady, Personal Assistant

1.0 APOLOGIES

Apologies were received from Mrs M Clark, Mrs R Burrows, Professor C McArdle, Mrs D O'Donnell and Mr P McGreevy.

2.0 CHAIR'S BUSINESS

2.1 To welcome members of the public to the meeting.

No members of the public attended.

2.2 To ask Council Members if there are any Conflicts of Interest.

There were no Conflicts of Interest declared.

2.3 Council members were referred to the Management-Statement-and-Financial-Memorandum MSFM-Between-DOH-and-NIPEC-2017 that was on the NIPEC website. It is a requirement that this document is tabled with Council members on an annual basis for their attention.

2.4 Chair raised the issue of Council Membership. Chair informed the Council Members that she had received an email from the Public Appointments Unit asking if Members whose tenure is ending this year would consider extending this.

It has been agreed that:

Dr V Tohani, Mrs L Houlihan, Mrs D Oktar-Campbell would extend their tenure for a further 2 years.

Ms D O'Donnell would extend her tenure for a further year.

It was noted that:

Mrs C Rice's tenure ends in 2021.

Mr P Davidson, Mrs A Baxendale and Mrs M Clark's tenure ends in 2019

Mr P McGreevy and Mrs R Burrows tenure would end this year as neither felt they could continue as a Council Member due to other commitments.

It was agreed that this issue would be kept actively under review particularly in terms of keeping the Council quorate.

Chair formally thanked Mr P McGreevy and Mrs R Burrows for their time and commitment they gave Council during their tenureship. Letters of thanks will be sent by Chair to both members.

As Mrs R Burrow's had been designated Council lead for Whistleblowing, Chair asked if any Council Members would wish to step into this role and indicated that an email will be sent out seeking expressions of interest.

It was noted that Mrs Lisa Houlihan indicated she would be interested in taking on this responsibility.

ACTION:

Letters of thanks will be sent by Chair to Mr P McGreevy and Mrs R Burrows.

Mrs D Meleady to email Council Members inviting expressions of interest to undertake the role of Council lead for Whistleblowing.

It was also noted that Mrs A McLernon's secondment to the role of Chief Executive of NIPEC had been agreed for another 3 years. Chair thanked Mrs McLernon for agreeing to the extension.

Chair asked at this point in the meeting if Council Members would be happy to bring forward Agenda Item 7.7 Annual Report and Accounts 2017/18 for agreement and signing off as Mr P Davidson needed to leave the meeting early for another appointment. Council Members agreed to this and Chair asked Mr E Thom to take Council Members through the report. Mr Thom took Council through two unadjusted errors, namely that there was a typo on Page 3 and that he had put in the word 'Report' in the title as suggested by the NI Audit Office. Mr Thom then

invited Dr V Tohani, Chair of the Audit and Risk Committee to present the Annual Report and Accounts 2017/18 to the Council.

*As Chair of the Audit and Risk Committee I am pleased today to formally present to the Council, for consideration, the **'NIPEC Annual Report and Accounts for 2017/18'** together with the External Auditor's Report entitled, **'Draft Report to those charged with Governance Audit Results'** for the NIPEC Accounts'.*

*The Auditor has drawn attention to two unadjusted errors. However, as these are considered by the Auditor to be immaterial, both individually and in aggregate to the financial statements taken as a whole, the Audit and Risk Committee have agreed to the accounts not being changed. The Auditor has given an assurance that the accounts represented a **True & Fair** account of NIPEC's financial position as at the 31st March 2018 and their recommendation to the Comptroller and Auditor General is:*

'that he certifies the 2017-18 financial statements with an unqualified audit opinion, without modification.'

*Following agreement by the Council, the Chair and Chief Executive will Subsequently sign off the Annual Report and Accounts, at the Appropriate pages, with the Chief Executive signing the accompanying **Letter of Representation** for forwarding to the NI Audit Office.*

Council Members agreed the Annual Report and Accounts for 2017/18 and Chair and Chief Executive signed off these and Letter of Representation accordingly.

3.0 MINUTES OF THE PREVIOUS MEETING (Circulated)

3.1 The Minutes of the meeting held on 14th March 2018 (NIPEC/1/2018) were agreed.

4.0 MATTERS ARISING

4.1 A copy of the updated Action Plan had previously circulated. It was noted that items had been actioned and updated.

5.0 CORRESPONDENCE

5.1 It was noted that a letter was received on the 30th March 2018 from Neelia Lloyd, Director of Finance, DoH regarding Financial Allocations for 2018/19 and had been previously circulated.

5.2 It was noted that a letter was received on the 20th April 2018 from La'Verne Montgomery, Director of Corporate Management, DoH regarding Election Guidance and had been previously circulated.

5.3 It was noted that an Update on Key Transformation Priorities April 2018, DoH was received and had been previously circulated.

- 5.4 It was noted a Media Release from NI Audit Office was received on 1st May 2018 regarding Report by the Comptroller and Auditor General to the NI Assembly on the Education Authority 2016-17 Accounts and had been previously circulated.
- 5.5 It was noted that a letter was received on the 10th May 2018 from Peter Wilson, Assistant Director, BSO Procurement and Logistics Service regarding Guidance on the Use of Social Clauses and Social Considerations in Procurement Contracts and had been previously circulated.
- 5.6 It was noted that a letter was received on the 14th May 2018 from Mr Richard Pengelly, Permanent Secretary and HSC Chief Executive, DoH regarding Workforce Strategy for NI along with the Workforce document and had been previously circulated.
- 5.7 It was noted an email was received on the 16th May 2018 from Jackie Smith, Chief Executive and Registrar regarding Lessons Learned regarding the Handling of Morecambe Bay cases and had been previously circulated.
- 5.8 It was noted that a letter was received on the 21st May 2018 from Mr Richard Pengelly, Permanent Secretary and HSC Chief Executive, DoH regarding EU Exit – Day 1 Delivery Planning and had been previously circulated.
- 5.9 It was noted that a letter was received on the 25th May 2018 from Preeta Miller, Financial Management Unit regarding Revenue Resource Limit 2018-19 and had been circulated.

Chair informed Council Members that she had received a letter from Mr R Pengelly, Permanent Secretary on the 7th June 2018 indicating that no accountability issues had been identified with NIPEC however, he still wanted to meet with herself and Chief Executive for an informal discussion. At that meeting he was supportive of the work of NIPEC acknowledging that appropriate Governance arrangements were in place. Chair and Council thanked the Chief Executive and her team.

Chair also updated Council Members on the Travel Audit being undertaken across the HSC. It was noted that the audit had taken place in NIPEC but whilst it was intended to be more focused on international travel this had focused on UK/Rol travel as no international travel had been undertaken by NIPEC staff during the period being audited. The audit of NIPEC's travel was fitted into the normal audit cycle and this was also tabled at the Audit and Risk Committee meeting.

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

- 6.1 A copy of the Chief Executives Report was tabled and is appended at the end of the Council Minutes. Mrs McLernon took Council Members through her report and highlight specific activities, providing clarification as required to members on a number of points.

Mrs McLernon tabled for information an extract from a book titled 'Healthcare Systems: Future Predictions for Global Care' which Mrs C McCusker, Senior Professional Officer had co-written with Dr Gavin Lavery and Professor Charlotte McArdle.

There was some discussion around the Confidence and Supply Transformation Funds regarding the project bids and how funding, recruitment and extant workloads would be managed. Mrs McLernon updated Council Members that recruitment would be going out shortly to backfill two Senior Professional Officer (SPO) posts that would support the organisation to take these projects forward. With regard to funding for the Recording Care and Future Nurse projects, funding would be allocated to Trusts to appoint staff to work with NIPEC. It is envisaged and subject to DoH approval, these staff and their work will be managed through a Memorandum of Understanding. There will be strict governance arrangements to manage all projects and it has been indicated that any unspent monies must be returned to the Department of Health.

Mrs McLernon highlighted that in undertaking these projects there were risks related to the ability to recruit staff (due to the temporary nature of the projects). In addition the potential revenue costs for software development also needs to be addressed before this aspect of the projects can be initiated. She has highlighted known risks to the DoH, indicating that without these being addressed the projects cannot proceed-DoH is aware of the terms under which NIPEC will undertake the work of the projects and CNO is keen for this work to be taken forward.

Council Members were impressed with the volume of work that was being undertaken and were assured by the governance arrangements that were being put in place. Council Members also indicated that they felt the Chief Executives Report was very helpful.

Mr P Davidson asked how comfortable Mrs McLernon was in managing such a huge workload. Mrs McLernon informed Mr Davidson that strategies are in place to manage the projects and associated funds. She indicated that while she acknowledges that this is a significant undertaking, risks to these projects will be kept under review, and that staff are fully committed to delivering the projects. It was noted that the Chief Nursing Officer will be updated as the projects progress and she will be fully apprised of any issues, including the potential for timelines of other current projects to be extended.

Mrs A Baxendale indicated that NIPEC should be delighted to be involved with these projects and that it is heartening to see that the Chief Nursing Officer is fully supportive of the work that NIPEC does.

Mr P Davidson left the meeting at 14.55

Mrs L Houlihan stated that if all these projects are delivered by NIPEC external stakeholders will look at what NIPEC has achieved, which may benefit the organisation in the future.

Council members stated they were all wholly impressed and that staff were a remarkable group of people.

Mrs McLernon informed Council Members that Mrs Karen Murray, Senior Professional Officer would be leaving to take up the post of Director at the Royal College of Midwifery. Also that Mrs Angela Reed, Senior Professional Officer was shortlisted as one of the three candidates for the CNIO of the Year category for the Digital Health Awards, winner to be announced at an event in July 2018.

It was agreed that letters of congratulation should be sent to Mrs K Murray and Mrs A Reed.

ACTION:

Letters of congratulation to be sent to Mrs K Murray and Mrs A Reed.

- 6.2 A copy of the Consultation Activity Report had previously been circulated.

There were no further updates and Chair indicated to Council Members that they were free to send their comments in respect of current consultation activities.

7.0 CORPORATE CONTROL & FINANCE

- 7.1 A copy of the Head of Corporate Services Report had previously been circulated for information.

- 7.2 Report from Standing Committee

7.2.1 A copy of the Unconfirmed Minutes of the Audit and Risk Committee Meeting A&R/1/2018 held on 13th February 2018 had previously been circulated.

- 7.3 Financial Management Summary

It was noted that a copy of the BSO Finance Report for Month 1 and 2 was circulated in late mailing. However, due to year end work pressures within the BSO, Finance the NIPEC budget figures had not yet been uplifted, so the statement only showed expenditure.

Mr E Thom indicated that is based on his figures taking the budgetary figures into effect, plus the two month's income from the rent from the PCC of £27,500 per annum, which gave NIPEC a small surplus position.

The financial allocations for 2018/19 are as follows:

General Revenue RRL

NIPEC received on the 30th March 2018 details of its 2018/19 RRL of £1,178,194 which represents a 1% reduction of £12,000 from the opening 2017/18 position.

Confidence and Supply Transformation Funds

Mr E Thom reported that a further revenue (non-recurrent) ring fenced allocation of £204,000 was received on the 25th May 2018 for the purposes of funding the implementation of 'Future Nurse Transformation' - £820,960. To note that this is an 18 month project which was submitted under costs of £204,339 for 2018-19 and £616,621 for 2019-20.

A further revenue (non-recurrent) ring fenced allocation of £259,000 was received on the 7th June 2018 for the purposes of funding the implementation of 'Transforming Nursing & Midwifery Data – design and capture' - £1,162,362. To note that this is an 18 month project which was submitted under costs of £259,200 for 2018-19 and £903,162 for 2019-20.

E-Health Funding

NIPEC received approval on the 7th June to its business case for a technical rewrite of the Online Portfolio. Funding has been earmarked from the above regional budget of £39,210 and work is currently ongoing in taking the matter through the Procurement and Logistics Services (PaLS) process.

7.4 Corporate Risk Register 2018/19

A copy of the Corporate Risk Register 2018/19 had previously been circulated. A copy of this has been put onto the NIPEC website. Mr E Thom drew Council Members attention to risks R2 meeting NIPEC's objectives with the 2018-19 Business Plan and R3 Council Membership vacancies and updated Council Members accordingly.

7.5 KPIs

A copy of the KPIs up until the end of May 2018 had previously been circulated.

Whilst all the indicators were showing 'green,' Mr E Thom drew Council Members attention in particular to Staff Absences which showed a very satisfactory cumulative position for the two months of 0.83% against a target figure of 3.85%

7.6 Final version of Business Plan 2018/19

It was noted that the Final version of the Business Plan for 2018/19 had been sent to NIPEC's Sponsor Branch.

- 7.7 Annual Report and Accounts 2017/18 for agreement and signing off were sent late mailing and were reported on and discussed earlier in the meeting.
- 7.8 Audit and Risk Annual Report of Activity and Assurance to the Council for the period - 1 April 2017 to 31 March 2018 had been previously circulated.

Mr E Thom asked if Council Members had any comments, of which there were none. Council Members agreed and signed off the Audit and Risk Annual Report of Activity and Assurance to the Council for the period – 1 April 2017 to 31 March 2018.

8.0 SAFETY AND QUALITY

- 8.1 NIPEC Professional Work Plan 2017/18 (***Circulated***) and Professional Work Plan for 2018/19 (***Late Mailing***)

It was noted that the Professional Work Plan for 2017/18 was for the period to end of year, 31 March 2018. Members were content with the report and update provided.

Mrs McLernon apologised for the late mailing for the Professional Work Plan for 2018/19. Mrs McLernon drew Council Members attention to the following amber areas:

Two amber areas in the Work Plan for 2017/18

- Nursing and Midwifery Supervision
- Use of Abbreviations within Health and Social Care Settings

One amber area in the Work Plan for 2018/19

- Recording Care

All other projects were progressing and on target or have been completed.

No issues or queries were raised by members.

9.0 CHIEF NURSING OFFICER UPDATE

The Chief Nursing Officer was unable to attend this meeting due to other diary commitments but she sent in a written update. Council Members received the CNO's update on the following:

- Mental Health Nursing Review which is on target
- ECG Budget Allocation 2018/19
- Future Nurse Standards
- Transformation Bids
- Nursing and Midwifery Workforce
- Nursing Assistant Resources

- Public Health
- Nursing and Midwifery Task Group continues to work towards producing a report
- Co-Production
- Midwifery and Children's Nursing
- A District Nursing Framework 2018/26
- Health for All Children (Fifth Edition)

10.0 ANY OTHER BUSINESS

No further business

11.0 DATE, TIME AND VENUE OF NEXT MEETING

The next public meeting of NIPEC Council will be on Wednesday 5th September 2018 at 2.00 pm in the Meeting Room, NIPEC.

NIPEC/2/2018



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CONFIDENTIAL AGENDA

12.0 CONFIDENTIAL BUSINESS

No Business.