



Minutes of the Northern Ireland Practice and Education Council Meeting, held on Wednesday 27<sup>th</sup> March 2019 at 2.00 pm, in the Meeting Room, NIPEC, Centre House, 79 Chichester Street, Belfast.

**Present:** Professor C Curran, OBE, Chair  
Mrs A McLernon, OBE, Chief Executive  
Mrs A Baxendale, Deputy Chair  
Mrs D O'Donnell, (via Teleconferencing)  
Dr V Tohani  
Mrs L Houlihan

**In Attendance:** Mr E Thom, Head of Corporate Services

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

## **1.0 APOLOGIES**

Apologies were received from Professor C McArdle, Mr P Davidson, Mrs M Clark, and Mrs D Oktar-Campbell, Mrs C Rice

## **2.0 CHAIR'S BUSINESS**

2.1 To welcome members of the public to the meeting.

No Members of the Public attending the meeting.

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

There were no Conflicts of Interest declared.

2.3 Draft Board of Governance Self-Assessment Document.

A copy of this document was previously circulated to Council Members for comment. The majority of Council members were happy with the content of the Self-Assessment document and had no further comments to make. Regarding Council vacancies, a Council Member asked about the possibility of inter board transfers from other public bodies. However given that we have professional vacancies on the board there was no need to do this and that Chair would speak to the Public Appointments Unit.

Council agreed the content of the Board of Governance Self-Assessment document.

## 2.4 Declaration of Interests for Council Members

Mr E Thom forwarded an email to Council Members enclosing the Declaration of Interests form for completion. A reminder is to be sent to those Council Members who have yet to respond.

**ACTION: DM to email those Council Members who have yet to return their completed and signed Declaration of Interests form.**

2.5 It was noted that a letter had been received from the Permanent Secretary at Agenda Item 5.5 below and was tabled for information.

2.6 It was noted that a copy of the Chief Executives Report was tabled at Agenda Item 6.1.

2.7 It was noted that a copy of the CNO Report was tabled at Agenda Item 9.0.

## 3.0 MINUTES OF THE PREVIOUS MEETING

3.1 Minutes of the meeting held on the 21<sup>st</sup> November 2018 (NIPEC/4/2018) for consideration.

A copy of the above was previously circulated. It was noted that the following change would be made to minutes at Item 6.1, update on the TN&MD transformation project:

*“...Trusts will be appointing a Band 7, 1 4 of the 5 Trusts and 2 for the Belfast Trust to ...**to be changed to....Band 7 staff, one for four Trusts and two for the Belfast Trust**”*

Council Members agreed the minutes once this change had been made.

## 4.0 MATTERS ARISING

4.1 Detailed in updated Action Plan

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

## 5.0 CORRESPONDENCE

5.1 It was noted that an email was received from the Chief Executive Forum dated 4<sup>th</sup> December 2018 regarding their Annual Report for 2017/18 which had previously been circulated.

5.2 It was noted that a letter received from Mr R Pengelly, Permanent Secretary, dated 3<sup>rd</sup> January 2019 regarding cancellation of the Mid-Year Accountability Meeting had previously been circulated. Professor C Curran indicated that in her response to Mr Pengelly she again raised the situation of NIPEC's Council Membership.

5.3 It was noted that a letter received from Mr R Pengelly, Permanent Secretary, dated 21<sup>st</sup> January 2019 regarding EU Exit Preparedness had previously been circulated.

5.4 It was noted that a letter from Mrs A McLernon to Professor C McArdle regarding Transformation Projects dated 6<sup>th</sup> February 2019 and a letter from Professor C McArdle dated 14<sup>th</sup> February 2019 in response to this had previously been circulated. Mrs McLernon indicated that she was delighted with the Department of Health's reply to her letter and recognition of the work being undertaken by NIPEC.

It was noted that Funding for the Transformation projects had not been confirmed and that the Confidence and Supply Fund is reported to be over committed by some £50 million.

It is anticipated that budgets for the Future Nurse Future Midwife and the Post Registration Masters' projects may be protected but that funding for the TNMD Recording Care is not clear.

5.5 It was noted that a letter received from Mr R Pengelly, Permanent Secretary regarding Public Sector Shared Services Programme (PSSSP) dated 20<sup>th</sup> March 2019 had been tabled for information.

## **6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT**

### **6.1 A copy of the Chief Executives Report**

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

Mrs McLernon updated Council Members on the following areas:

- **Transformation Projects**
- **Engagement, Partnership and Communication**
- **Visit to NES, Scotland**
- **Two further pieces of work to be added to the Business Plan under Career Pathway development – Stroke Nursing and Neurology Nursing**

Council Members thanked the Chief Executive and staff for all the work that has been undertaken and to Mr Thom and in particular the corporate team, senior team for their contribution to the Transformation projects as no additional funding has been available to support this aspect of the projects.

6.2 A copy of the Consultation Activity Report was previously circulated. There were no further updates.

## 7.0 CORPORATE CONTROL & FINANCE

### 7.1 Head of Corporate Services Report

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 confirmed Minutes of A&R meeting A&RC/3/2018 held on the 9<sup>th</sup> October 2018 had previously been circulated.

7.2.2 A copy of the unconfirmed Minutes of A&R meeting A&RC/1/2019 held on the 12<sup>th</sup> February 2019 had previously been circulated. There was nothing further to report.

### 7.3 Financial Management Summary

A copy of the BSO 'Finance Report for Month 10' was previously circulated together with a copy of the Summary Sheet of NIPEC's 2018-19 Allocations.

Mr E Thom updated Council Members on Month 11 with a surrender of a further £60,000:

- Made up from £35,000 surrendered on RRL due mainly to the Pay Award's additional 2% and £25,400 which was to enhance the Delegation website. However, NIPEC had just been informed that due to PALS not sending this out for tender in a timely manner and then a nil response to the tender, NIPEC would have been unable to spend this within this financial year. Mr Thom had subsequently written to the Department of Finance to see if the £25,400 could be ring-fenced for next year but was still awaiting on a response.

#### **ACTION:**

**Council Members to be apprised of the response from the Department of Finance.**

- A further £25,000 was surrendered from the two Transformation Projects:
  - £16,000 from the TNMD Project
  - £ 9,000 from the FNFM Project

Overall 55% has been surrendered in funds from the Transformation Projects.

As of yet no Allocation letter has been received for the financial year 2019-20. Mr Thom indicated that he would be attending a Finance Forum meeting on the 21<sup>st</sup> May 2019 and would be querying the 6.2% funding for Employers Pension Contribution that the Department of Health stated they would be funding.

Council Members noted that the PCC have indicated that they will be moving out in August 2019.

#### 7.4 Corporate Risk Register 2018/19, Version 12 March 2019

A copy of the above was previously circulated.

Council Members noted the position of the current 7 corporate risks i.e. 2 closed, 3 medium status and 2 low status. It was also noted that two new risks would be added to the April 2019 version :

- Cyber Security – in respect of the network & security of equipment in HSC organisations that use Bluetooth etc and that ITS do not currently monitor the use of
- Brexit – As the Government's 'Operation Yellow Hammer', had been stood down on the 25 March 2019 following the nearing of the proposed EU exit date, it was felt that this item should now be placed on the risk register in respect of possible difficulties staff may have in getting to work if any protests should take place around the final Withdrawal Agreement or No Deal situation.

#### 7.5 KPIs

A copy of the above report up to 28<sup>th</sup> February 2019 had previously been circulated. Council Members noted that the six main areas were all in 'Green'.

#### 7.6 Draft Business Plan 2019-20

A copy of the draft NIPEC Business Plan for 2019-20 was forwarded to Sponsor Branch under an email dated 23<sup>rd</sup> January 2019 from the Chief Executive. A copy of the email and final draft plan was previously circulated to members.

#### 7.7 Annual Report and Accounts 2018-19

Council Members noted that part of the production of the above involved Council Members to complete the annual 'Declaration of Interests' template and return it duly signed to NIPEC. A copy of the template had been previously emailed to Council Members on the 27<sup>th</sup> February 2019 for return by 27<sup>th</sup> March 2019. It was noted that NIPEC was still waiting on the return of some of the completed forms.

## 7.8 HSC 2019 Staff Survey – ‘#HaveYourSay’

Council Members noted that the regional HSC Staff Survey went live on the 4<sup>th</sup> March 2019 until the 12<sup>th</sup> April 2019. The survey, which is carried out every two years has been designed in partnership with Trade Unions and will be administered by an independent, external organisation, Northern Ireland Statistics and Research Agency (NISRA).

Results of the survey will be available later in the year for HSC organisations. A copy of the final version of the survey questions was previously circulated. It was noted that sixteen invitations to take part in the survey were sent out and to date five questionnaires have been completed i.e. a 31.3% response rate.

Council Members received the Head of Corporate Services Report.

## 8.0 SAFETY AND QUALITY

### 8.1 NIPEC Professional Work Plan 2018/19

A copy of this report was previously circulated.

Council Members were asked to note that the report is to the end of March so no further updates will be needed at the next meeting as this provides an end of year position on the objectives. All objectives have been delivered as planned.

Mrs A Baxendale asked regarding the welfare of staff with such a large workload being undertaken. Mrs McLernon indicated that there is ongoing support for staff, encouraging them to have time and looking at ways to help them individually, e.g. working flexibly. It was noted that all staff recently attended a Team building event which was very successful.

It was asked if maybe a message from Council Members would be helpful. It was agreed that staff would be told at the next staff meeting of Council Members' appreciation of the amazing pace of work that they carry out for the organisation.

Mr Thom told Council Members that the Chief Executive was very supportive of the Senior and Corporate Teams.

**ACTION: Mrs McLernon to pass on Council Members message of appreciation to staff at the next staff meeting.**

## 8.2 Quality Improvement Strategy 2019 - 2023 for agreement and signing off.

It was noted that further work had to be done on the Strategy and Council Members agreed that this would be emailed to them for agreement and signing off.

**ACTION: Cathy McCusker to do further work and email to Council Members for agreement and signing off.**

## 9.0 CHIEF NURSING OFFICER UPDATE

The Chief Nursing Officer provided a written update for the meeting and a copy of this was tabled. Mrs McLernon drew Council Members attention to the section on Nursing Now and Public Health and the workshop that was held on this. There were no further updates.

Council Members were reminded that this update was confidential.

## 10.0 ANY OTHER BUSINESS

There was no further business.

## 11.0 DATE, TIME AND VENUE OF NEXT MEETING

The next public meeting of NIPEC Council will be on Tuesday 25<sup>th</sup> June 2019 at 11.00 am, Meeting Room, NIPEC.



## AGENDA

Minutes of the Northern Ireland Practice and Education Council Meeting, held on Wednesday 27<sup>th</sup> March 2019 at 2.00 pm in the Meeting Room, NIPEC, Centre House, 79 Chichester Street, Belfast.

### CONFIDENTIAL AGENDA

#### 12.0 CONFIDENTIAL BUSINESS

No Business.

CHAIR

*Carol Curran*

DATE: 27th March 2019