

Minutes of the Northern Ireland Practice and Education Council Meeting, which was held on Wednesday 18th November 2020 at 2.00 pm. This meeting was held via zoom.

Present: Professor C Curran, OBE, Chair
Mrs A McLernon, OBE, Chief Executive
Mrs A Baxendale, Deputy Chair
Mrs D Oktar Campbell
Mr P Davidson
Dr V Tohani
Mrs C Rice
Ms D O'Donnell
Mrs L Houlihan

In attendance: Ms J Jackson, Head of Corporate Services

Secretariat: Mrs D Meleady, Personal Assistant

1.0 APOLOGIES

Apologies were received from Professor C McArdle.

2.0 CHAIR'S BUSINESS

- 2.1 It was noted that no members of the public attended the online meeting.
- 2.2 It was noted that there were no Conflicts of Interest from any of the Council Members.
- 2.3 Council Members noted that the Council Business Plan Workshop would be taking place on the 25th November 2020 commencing at 9.30 am via zoom. Council Members were asked if they would be content for the workshop to be recorded to assist with the amendment of the Business Plan and to go into 'Breakout' rooms to discuss the plan. Chair indicated that Council Members could email her separately regarding the recording of the workshop if they had any issues to raise and there was agreement on the use of 'Breakout' rooms. Dr V Tohani indicated that he had another meeting to attend but would try to join the workshop if possible.
- 2.4 It was noted that the paper circulated for Agenda item 7.3 was in respect of agenda item 7.3.1.
- 2.5 Mrs A McLernon apologised to Council Members for the late circulation of a number of papers, which was due to work pressures.

3.0 MINUTES OF THE PREVIOUS MEETING

3.1 Minutes of the meeting held on the 2nd September 2020 (NIPEC/3/2020).

A copy of the Minutes of the virtual meeting held on the 2nd September 2020 (NIPEC/3/2020) had been previously circulated for consideration. Chair asked Council Members if they had any matters of accuracy of which there were none.

Council Members accepted and agreed the Minutes from the virtual meeting held on the 2nd September 2020.

4.0 MATTERS ARISING

4.1 Detailed in updated Action Plan

A copy of the updated Action Plan had been circulated. It was noted that items had been actioned and the Action Plan was updated to reflect this. It was noted that Gillian Seeds had sent her apologies for the meeting and hoped to attend the March 2021 meeting to update Council Members on the Orange Book. It was also agreed to convene an annual workshop in the Council timetable to facilitate members with the opportunity to focus on in depth discussion on NIPEC's Risk Strategy and risks. Following discussion it was agreed that the inaugural Risk workshop should take place in May.

ACTION:

Date to be sought in May for the Inaugural Risk Workshop.

5.0 CORRESPONDENCE

- 5.1 It was noted that a letter dated 4th September 2020 had been received from Robin Swann, MLA, Minister for Health regarding Draft Surge Planning Strategic Framework – Stakeholder Engagement Exercise. This had previously been circulated.
- 5.2 It was noted that a letter (1818 – 2020) dated 4th September 2020 had been received from Robin Swann, MLA, Minister for Health regarding Rebuilding HSC Services. This had previously been circulated.
- 5.3 It was noted that a letter (1841 – 2020) dated 11th September 2020 had been received from Robin Swann, MLA, Minister for Health regarding Rebuilding HSC Services. This had previously been circulated.
- 5.4 It was noted that a letter (1865 – 2020) dated 18th September 2020 had been received from Robin Swann, MLA, Minister for Health regarding Rebuilding HSC Services. This had previously been circulated.
- 5.5 It was noted that a letter (1895 – 2020) dated 25th September 2020 had been received from Robin Swann, MLA, Minister for Health regarding Rebuilding HSC Services. This had previously been circulated.

- 5.6 It was noted that a letter (1937 – 2020) dated 2nd October 2020 had been received from Robin Swann, MLA, Minister for Health regarding Rebuilding HSC Services. This had previously been circulated.
- 5.7 It was noted that a letter (1964 – 2020) dated 9th October 2020 had been received from Robin Swann, MLA, Minister for Health regarding Rebuilding HSC Services. This had previously been circulated.
- 5.8 It was noted that a letter dated 14th October 2020 has been received from La'Verne Montgomery, DoH, Director of Corporate Management regarding Further Pause to Sponsorship and Governance Activities. This had previously been circulated.
- 5.9 It was noted that a letter (2002 – 2020) dated 16th October 2020 had been received from Robin Swann, MLA, Minister for Health regarding Rebuilding HSC Services. This had previously been circulated.
- 5.10 It was noted that a letter dated 23rd October 2020 had been received from La'Verne Montgomery, DoH, Director of Corporate Management regarding Review of Arm's Length Bodies – NIPEC. This had previously been circulated.
- 5.11 It was noted that a letter (2036 – 2020) dated 24th October 2020 had been received from Robin Swann, MLA, Minister for Health regarding Rebuilding HSC Services. This had previously been circulated.
- 5.12 It was noted that a letter (2077 – 2020) dated 29th October 2020 had been received from Robin Swann, MLA, Minister for Health regarding Rebuilding HSC Services. This had previously been circulated.
- 5.13 It was noted that a letter (2105 – 2020) dated 5th November 2020 had been received from Robin Swann, MLA, Minister for Health regarding Rebuilding HSC Services. This had previously been circulated.

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

6.1 Chief Executive's Report

A copy of the Chief Executive's Report had previously been circulated in a late mailing via email to Council Members for information. Mrs McLernon took Council Members through her report and highlighted specific activities, providing clarification as required to Council Members on the following areas:

- Update on new working arrangements: Water and Air Conditioning testing completed which allows staff to enter office premises in line with government guidelines.
- Transforming Nursing and Midwifery Data: seeking further funding for a Professional Officer to March 2021 to assist with this project as well as other small pieces of work.
- Future Nurse Future Midwife: challenge of placing students into practice placements
- NI Collaborative: working well
- Career Pathways: development of a Career Pathway Framework between NIPEC and Public Health Agency
- Delegation: testing not progressed.
- Perioperative Nursing: Cathy McCusker is supporting Mary Hinds in this work. Dr Tohani advised the team that he is on this group and indicated that it was felt that Band 5 Nurses were not supported in going into specialist areas, e.g. Theatres.

- Health & Social Well Being Committee: survey completed by staff and the overall comments were positive. It had also shown that it was important that staff do not feel socially isolated.
- Enabling Professionalism: microsite launched in September 2020
- Mrs A McLernon was invited to become a Queen's Nursing Institute Trustee. It was noted that her Declaration of Interest had been updated to reflect this.

It was noted that a letter had been received from the Department of Health regarding Vaccinators. This had been circulated amongst NIPEC Professional Staff and Associates.

Professor Curran emphasised the importance of the work that the Health & Social Well Being Committee were doing and was very happy to see this happening.

Professor Curran and Dr Tohani both thanked Mrs McLernon for her very comprehensive Chief Executive report.

Professor Curran asked that Council Members collective appreciation be conveyed to all staff for their continued efforts, particularly at the current time

ACTION:

Council Members collective appreciation be conveyed to all staff.

6.2 Consultation Activity Report

A copy of the above Report had previously been circulated. Council Members were invited to respond to any of the consultations listed.

7.0 CORPORATE CONTROL & FINANCE

7.1 Head of Corporate Services' Report

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

7.2 Report from Standing Committee

7.2.1 A copy of the confirmed Minutes of A&R Meeting A&R/3/2020 held on the 24th June 2020 had previously been circulated.

7.2.2 A copy of the unconfirmed Minutes of the A&R Meeting A&R/4/2020 held on the 13th October 2020 had been circulated.

It was noted that there were no issues arising from the meeting held on the 13th October 2020.

7.3 Financial Management Summary

7.3.1 Financial Summary of Expenditure – Month 6 (November 2020)

It was noted that the Financial Summary of Expenditure - Month 6 had now been replaced by Month 7 as this was due for submission to the DoH and provided the most up to date position. This was circulated to Council Members via late mailing.

Council Members' attention was drawn to a projected surplus of £238,000 for the year end. This was mainly due to a range of issues arising from the Covid-19 pandemic across the following areas:

- Reduced expenditure in the non-pay budget as a result of home working including underspends in projected travel/room booking and associated costs for engagement sessions and significant underspends in office accommodation related costs such as electricity, heating, photocopying, etc.
- A reduction in planned Bank staff expenditure due to some not being available to work during the pandemic
- Two Senior Professional Officer and one Administrative Officer vacancies not being filled.

Ms Jackson has sought advice from Jemima Keyes, Sponsor Branch, DoH, on the surrender of £195,000 by Friday 20th November 2020 as later retraction requests may not be facilitated by DoH Finance, which would compromise NIPEC's breakeven target for year end. If agreed by Sponsor Branch, Ms Jackson will formally write to DoH Finance and request the retraction and the figure will be reflected in the Month 7 Financial Memorandum.

Mrs A Baxendale asked if 'hidden costs/impact' has been considered due to staff working from home. Mrs McLernon indicated that staff have completed a home ergonomics screening exercise and separate to this, a health and wellbeing survey. As a result of the ergonomics screening exercise a range of equipment is to be made available to staff, e.g. stand-alone monitors and keyboards. The outcome of the health and wellbeing survey is awaited.

Professor Curran indicated that the surrender of funds has already been raised with the Chief Nursing Officer who understands the need to surrender funds at this time and that this was an exceptional year.

7.4 Corporate Risk Register 2020-21, Ver:8 November 2020

A copy of the Corporate Risk Register 2020-21, Version 8, November 2020 was circulated with the Council papers. Ms Jackson gave an update on the following risks:

- Risk 1 - around the achievement of financial breakeven. Ms Jackson confirmed that she had updated the risk to reflect discussion under item

7.3 and asked members if they were content with the wording. Members confirmed their agreement;

- Risk 2 - Ms Jackson proposed that this risk concerning the achievement of Business Objectives be reduced from High to Medium to reflect the realignment of objectives which had been approved by Sponsor Branch. Members approved the proposal;
- Risk 5 – Based on the fact that NIPEC could take no further mitigating action on this risk, Ms Jackson suggested that perhaps this risk should be closed and kept under review. There was some discussion by Council members on this proposal and given that there was still no communication from DoH Public Appointments Unit on advertising the vacancies and replacement posts, it was agreed that the risk description should be reworded to reflect the potential governance risk to NIPEC and be maintained on the register;
- Risks 6 - (Staff Absence) & 7 (Prompt Payment) closed as successful mitigations have been taken and we are on target to achieve; these figures will continue to be monitored under the KPIs and escalated again if required;
- Risk 8 - has been closed as an allocation was received for Future Nurse Future Midwife to end March 2021;
- Risks 9 & 10 - further updates on these are covered under agenda items 7.12 and 7.13 respectively.

7.5 KPIs

A copy of the above report had previously been circulated. It was noted that there were no further Freedom of Information, Assembly Questions or other requests to report since the last meeting. With regard to the absence figure, the month 7 figure had jumped, however the cumulative figure remained well within the target of 3.5% and would continue to be monitored.

7.6 Annual Report and Accounts 2019 – 2020

Ms J Jackson gave the Council Members a verbal update regarding the above. It was noted that Mr Stephen Knox, Northern Ireland Audit Office (NIAO), presented the final Report '*To Those Charged With Governance*' to the Audit & Risk Committee meeting on 11th October 2020 and confirmed that NIPEC received an unqualified certificate without modification and that no adjustments were required.

Ms J Jackson informed the Council Member that the printing of the Annual Report and Accounts had been delayed as the original printing company had gone into liquidation, however another company has been appointed and formatting of the document is being finalised. Once approved by the Northern Ireland Audit Office, NIPEC would publish a copy on the website and proceed with printing of a small number of copies. The DoH has been informed of the delay and will be advised once it has been published on the NIPEC website.

7.7 DoH Mid-Year Assurance Statement

Ms Jackson advised that a draft copy of the report had been prepared in line with DoH guidance and the original timetable for submission of 30th October 2020. It had been approved by NIPEC Business Team at their meeting on 8th September 2020 and by the Audit & Risk Committee on 11th October 2020, for signature by the Chief Executive and onward submission to DoH.

Following the Audit & Risk Committee, NIPEC received further correspondence from DoH advising that routine Governance and Sponsorship activities have been paused to allow DoH staff to focus their efforts on the pandemic. These included the submission of the Mid-Year Assurance Statement which will not be required by DoH until further notice.

7.8 NIPEC Accommodation – James House Project

Council Members noted that a letter had been received in October 2020, NIPEC from Property Management Branch (PMB), DoH, informing that as the Department of Health Business Continuity Plan (BCP) has been reactivated with immediate effect, to allow officials to prioritise the response to Covid-19, all 'business as usual' functions in the Department have been stood down. NIPEC has been advised that the Department and Arm's Length Bodies will not be in a position to input into the James House project until the BCP has been stood down.

Furthermore, DoH PMB plan to reassess the requirement for office space for all DoH ALBs in James House as a consequence of COVID-19. A meeting was convened by PMB on 3rd November 2020 to discuss the way forward and ALBs have been asked to consider future office space requirements in terms of agile working for staff and forward their reviewed requirements to PMB for consideration.

Ms Jackson reminded Council Members that the floor plans for James House had already been agreed earlier in 2020 with the DFP Project Management Board. The latest request from DoH PMB required ALBs to review that agreed space, including projected numbers of FTE staff who would be based in the office and to consider agile working arrangements and how that would affect these numbers. A draft response will be prepared and submitted following consultation with Sponsor Branch.

Mrs McLernon highlighted that no changes to the requirements are needed as NIPEC has already considered and adopted agile working practices which are reflected in the extant plans for James House.

Debate took place regarding the need to ensure that the needs of the organisation are fully understood with caution regarding space saving initiatives which do not consider broader and fundamental imperatives. It was noted that these need to be considered, alongside team working and the cohesiveness which may be lost due to home working and the need to

consider how new staff can be introduced to the organisation, coupled with the health and wellbeing of all staff. Mrs A Baxendale indicated that a safe working environment would need to be maintained, for example issues now with hot desking, sharing of office space, social distancing and the need for rigorous cleaning of shared space due to Covid-19 and also to be mindful of physical space for staff. Dr Tohani also reiterated this and strongly advised that hot desking should be avoided due to the risks of spread of infection.

7.9 NIPEC's Business Continuity Plan

A copy of the above Plan had been circulated to Council Members for approval. Members noted that this version of the Plan had been approved by the Business Team at their meeting in September 2020.

Ms Jackson updated Council Members on the changes to the plan which included expansion of wording around mitigations for Pandemic disruption including a link to PHA website, references to PHA documents and updates of the Key Contacts to reflect changes in personnel. A desktop exercise would be taking place to test the Plan in January 2021 and as it is a live document, it will remain under review and be formally reviewed again in September 2021.

Council Members approved NIPEC's Business Continuity Plan for 2020.

7.10 COVID-19 Risk Assessments and SOPs

Ms Jackson updated Council Members that work continues on the Risk Assessment of NIPEC's accommodation in Centre House with assurance received regarding the air conditioning and ongoing testing of the water systems. The majority of the outstanding actions will take effect once staff return to full office working.

In line with Government advice, all staff continue to work from home however, remedial measures have been put in place should any NIPEC staff or essential maintenance operatives need to access the offices. External visitors are currently not permitted.

Council Members noted that NIPEC had introduced three sets of Operating Procedures – Working from Home, Office Working during COVID-19 and Return to Office Working Procedures. All three Procedures were reviewed in September 2020 and approved by the Health & Safety Committee and Business Team. These are to be reviewed again at the end of November 2020.

7.11 NIPEC Annual Quality Report

Ms Jackson reminded Council Members that the NIPEC Annual Quality Report for 2019/2020 had previously been circulated and approved by Council.

It was noted that the Report had been approved by the Department of Health who confirmed that it met the expectations of the Department as set out previously. The Report has been placed on the NIPEC website.

7.12 Compliance Accessibility Legislation for Websites and APPs

Ms J Jackson informed Council Members that NIPEC's current live main website is partially compliant with the new legislation and an Accessibility Statement that has been placed on the site will be kept under review. She referred to her report which highlights regional plans being taken forward by BSO on behalf of ALBs, to review and subsequently seek regional funding to carry out work which will secure compliance. To date NIPEC has not transferred to the new themed WordPress site however, work on the new version is almost complete and we plan to launch in the coming months.

In addition to the main website, NIPEC has two smaller sites, the Online Portfolio and the Careers' website, both of which were commissioned from an external provider. Following an initial audit of these sites in September 2020, neither was compliant with the legislation therefore some remedial works were commissioned to improve compliance. These works were completed in October 2020 and we are awaiting a written report from the supplier on the current status and further work required. Council will continue to be updated on progress.

7.13 Briefing Paper on Review of NIPEC Policies

A briefing paper on the Review of NIPEC Policies was circulated via late mailing.

Ms J Jackson took Council Members through the paper along with the NIPEC Policies grid highlighting the following:

Background

- That initial scoping has highlighted that a large number of policies have been reviewed and require minimal change however they do require to be approved through the right lines and up to Council as/when appropriate.
- On a similar basis, a large number of policies are adopted from regional policies e.g. Equality, HR etc., and changes which have been agreed at that level are very unlikely to be changed by NIPEC as staff side have agreed same. It was noted that these need to be formally adopted by NIPEC and that the process needs to be established, going forward, as to how these will be agreed through Council as appropriate.

Policies Grid

In relation to the policy grid it was noted that;

- An expansion of the grid now provides a more accurate picture of the current position;
- A categorisation into more specific headings aids clarity;

- There is a need to review, define and re-categorise policies and procedures;

In total there are forty one policies to be reviewed.

In response to the paper presented, Professor Curran highlighted the challenges this presents particularly in the current climate before opening the discussion to Council Members with the opportunity to seek further clarification from the HCS and CE, and to express their views regarding addressing the backlog of policies considering the next Council Meeting would not be until March 2021.

A number of suggestions were considered including:

- Putting the policies onto a secure part of the website so that Council Members can access them easily;
- Where possible, highlighting changes to each of the policies for an easier read;
- Circulation of grouped policies via email to all Council Members who would be convened in themed groups to review specific policies for approval (all members will have the opportunity to review within this process but the themed group will make recommendation) - with the exception of Information Governance policies which will be reviewed by all Members as these are due to be agreed by 31st December 2020;
- It would be appropriate for the policies to be approved via a quorate of Council Members should not all Members be available to look at each of the policies;
- A front cover to be added onto each policy for approval and sign off with a comments section.

Council agreed what they considered to be a constructive and proportionate way forward within a reasonable timescale, recognising that NIPEC is not the only ALB requiring policies to be updated. Chair indicated that nonetheless the issue needs to be ameliorated before summarising the discussions which took place and agreement to the following:

- The timing and approval of the policies;
- Policies to go to the NIPEC Business Team in the first instance for approval prior going to Council Members;
- A target date to have these completed by 30th June 2021;
- To have the Information Governance policies approved and signed off by 31st December 2020 as these should be prioritised along with the Fire Safety Policy.
- Review of the procedure going forward;
- Review timeline of policies as follows:

Ms Jackson to draft two lists of policies and share with Council members for consideration and approval. These will be divided as follows:

- The first list will be those which are overdue or due for review in the next 6 months (on or before the end of June 2021). These will be

fully reviewed, changes will be tracked for ease of reference, a cover sheet added and they will be distributed to BTM/Council for approval;

- The second list will include those policies which are due for review from July 2021 onwards: these will be circulated in their current format to Council members for approval before June 2021 and changes highlighted on the cover sheet where possible. These will then be fully reviewed at the original scheduled date of review.
- Distribution of policies on both lists will be spread to prevent an overload of approvals in any one month.
- It was agreed that the policies would be placed onto the NIPEC website following approval.

ACTION:

Ms J Jackson to initially draw up two lists of policies that need approval and circulate to Council for approval.

Between December 2020 and June 2021, all 41 policies will be issued to NIPEC Business Team and Council for approval.

7.14 Revised NIPEC Risk Strategy and Proposed Corporate Risk Register Template

A copy of the Revised Risk Strategy and Proposed Corporate Risk Register was sent via late mailing.

It was noted that Ms G Seeds was invited to attend the meeting however, as the Department of Health is operating under Business Continuity currently, she was unable to attend. Ms Seeds has offered to review this position in early 2021 with a view to attending the March 2021 Council Meeting.

Ms Jackson took Council Members through the proposed changes to the Risk Strategy and highlighted several areas as follows:

- The review of the risk strategy was an audit recommendation from the Risk Management Internal Audit (IA) which took place in March / April 2020. There were several recommendations including reference to ISO 31000:2018, which had been regionally agreed as the risk model to be adopted by HSC ALBs in 2018. There was also a proposal for NIPEC to reconsider the 4 stages of assessment included in section 10.3 of the original strategy; as these 4 stages were not replicated in the Corporate Risk Register template, Internal Audit had highlighted these and asked NIPEC to reconsider their inclusion in the strategy;
- The review of the strategy had extended more broadly to include reference to the new Orange Book which had been issued in May 2020 by DoH and presented to Council in September;
- Based on the Orange Book, the Risk Appetite categories in the strategy had been expanded to 5, to include Minimalist and Cautious, and there

was further amendment to addressing the risk to include 'Taking the Opportunity'

Following discussion and given the late circulation of the document, it was agreed that members would be given more time to consider the document and that any comments and approvals should be submitted to Mrs D Meleady by Friday 4th December 2020.

The 2021 version of the risk strategy with any further changes incorporated would be presented to NIPEC Audit & Risk Committee in February 2021 in line with normal arrangements.

Ms Jackson also shared a new Corporate Risk Register Template for consideration by Council which included:

- Change to the layout to make better use of the space available as several new sections added;
- Addition of Risk Appetite, Assurances/Controls and Gaps in both, Target Risk Score and an Archive for Closed Risks;
- Capturing and addressing the Risk appetite and seeking assurances for those risks which are largely managed by a third party – Cyber Security;
- Highlighting assurances would tie in with the post controls Assurance Framework which would focus on how and where ALBs obtain their internal assurances from;

It was agreed that initial comments on the new risk register format would be sent in to Mrs D Meleady by 4th December 2020 and that it would be helpful for Council Members along with the Senior Management Team to have a workshop to consider the new template in further detail and for Ms Jackson to demonstrate how it would work in practice. It was agreed that this would take place immediately before the March Council meeting and that members of NIPEC's senior team would also attend. If agreed in March, the new template will be adopted in April for the 2021-22 Corporate Risk Register.

ACTION:

DM to circulate the updated Risk Strategy and proposed new Risk Register template to Council Members for consideration and final approval of the strategy by 4th December 2020.

Date to be arranged for proposed training regarding the Risk Register template.

7.15 NIPEC 5 Year Review of Equality Scheme

Ms J Jackson updated Council Members in respect of the above. It was noted that the next Review was due by the end of March 2021. Given the significant impact of the COVID-19 pandemic on the regional HSC organisations, the Equality Unit had approached the Commission in May 2020 to enquire about the potential for flexibility on the deadline, with a proposed extension for submission of the summary report to June 2021.

Since the request for a proposed extension, the Equality Commission has indicated that they will not be seeking the 5 Year Reviews before end June 2021.

The Equality Commission had already extended the submission date for the Annual Progress Report 2019-20 to 31st December 2020. Ms Jackson explained to Council that due to long-term absence in the corporate team, it had not been completed to date. However, she would lead the completion of the report and asked Council if they would be willing to approve this via email to ensure compliance with statutory requirements. Council was content to agree with the proposed way forward.

ACTION:

Ms Jackson to ensure completion of the Annual Progress Report 2019-20, circulate to members for approval and submit to the Equality Commission by 31st December 2020.

- 7.16 EU Exit, Department of Finance Guidance for NICS Departments and Public Bodies, November 2020.

A copy of this Guidance had been circulated to Council Members.

It was noted that the Arm's Length Bodies EU Exit Group had been reinstated by the Department of Health. This group will meet every two weeks until further notice and the first meeting considered the DoH NI EU Exit Operational Readiness Guidance and associated actions for DoH ALBs in the event of a no deal scenario. The Guidance focuses on a number of areas and including mitigation of data protection risks associated with a scenario in which the UK does not secure adequacy decisions.

A draft Department of Health (NI) EU Exit Operational Readiness Guidance was considered at the ALB EU Exit Forum meeting on Friday 13th November. Once final comments are received, this will be subject to Ministerial approval before issuing.

Professor Curran thanked Ms Jackson for her Reports.

8.0 SAFETY AND QUALITY

- 8.1 NIPEC Professional Work Plan 2020/21 – Progress Monitoring Report 1st September 2020 to 18th November 2020.

A copy of the above Work Plan had been circulated to Council Members. Mrs McLernon drew Council Members attention to the following work-streams:

- Whilst Recording Care had now changed to Red status, the objectives of the project were successfully delivered within budget and agreed timescales however the exit plan was cut short due to the Covid 19

pandemic. Recommendations stemming from the completed project which are supported by the CNO, detail that a next phase of work is required which will require funding. At this stage, there is no identified funding stream by the CNO.

- There were now six projects rated as Amber which have been delayed due to Covid.

9.0 CHIEF NURSING OFFICER UPDATE

No further updates.

10.0 ANY OTHER BUSINESS

10.1 NIPEC Corporate Plan

Mrs A McLernon informed Council Members that at a meeting with the CNO she verbally confirmed there was no need to submit a new Corporate Plan from 1 April 2021 and that the extant plan should be extended by one year. This will be communicated in writing. NIPEC is waiting for confirmation in writing from Sponsor Branch to that effect.

11.0 DATE, TIME AND VENUE OF NEXT MEETING

The next public meeting of NIPEC Council is due to take place on 10th March 2021 at 2.00 pm, in Centre House, 79 Chichester Street, Belfast, BT1 4JE, restrictions permitting, or by Zoom if necessary.

Carol Curran

CHAIR _____

SIGNED 10th March 2021