



IT WAS NOTED THAT THE ANNUAL BUSINESS PLAN WORKSHOP TOOK PLACE PRIOR TO THE COUNCIL MEETING.

Minutes of the Northern Ireland Practice and Education Council Meeting, held on Wednesday 21st November 2018 at 2.00 pm in Yarn Room, Mossley Mill, Carnmoney Road, Newtownabbey, Co Antrim.

Present: Professor C Curran, OBE, Chair
Mrs A McLernon, OBE, Chief Executive
Mrs A Baxendale, Deputy Chair
Mrs C Rice
Mrs D Oktar-Campbell
Mrs M Clark
Mr P Davidson
Dr V Tohani

In attendance: Mr E Thom, Head of Corporate Services
Mrs C McCusker, Senior Professional Office

Secretariat: Mrs D Meleady

1.0 APOLOGIES

Apologies were received from Professor C McArdle, Mrs D O'Donnell and Mrs L Houlihan

2.0 CHAIR'S BUSINESS

2.1 To welcome members of the public to the meeting.

No Members of the Public attended the meeting.

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

There were no Conflicts of Interest declared save at the under noted 6.1

Dr V Tohani asked members to note that he was now Chair of the Public Health Committee. Council Members congratulated Dr Tohani on his appointment.

2.3 It was noted that the Board Governance Self-Assessment Submission Document was being prepared for discussion and would be shared with Council Members prior to the March 2019 meeting for agreement.

- 2.4 Chair thanked everyone for their input to this morning's workshop and for commencing the Council Meeting earlier than 2.00 pm.
- 2.5 Chair asked if Council Members would be happy for Mrs C McCusker to present the first draft of the Quality Improvement (QI) Strategy at the start of the meeting and for Dr V Tohani to provide a brief synopsis on his attendance at the WHO Healthy Cities Conference. Council Members agreed to this.

Cathy McCusker presented the first draft of the QI Strategy and gave Council Members background as to how she pulled the Strategy together by looking at examples produced by other organisations. Cathy McCusker then took Council Members through the draft Strategy and asked if they would let her have their comments. The Strategy has to be signed off at the March 2019 Council meeting.

It was noted that the Strategy was brought to the staff Team Away Day and there was good engagement from staff and awareness of staff who have undertaken or are undertaking QI programmes. Staff were made aware that there were different options available for some of the QI programmes (Levels 2 and 3) which would support staff development. This part of the day also assisted staff in realising how Quality Improvement was already part of their daily work and how they could get involved in Quality Improvement activities to improve how they work in their respective roles in NIPEC.

Council Members felt that this was a good draft, it was succinct and recommended that the Driver Diagram should be included in the body of the document. One Council member suggested the use of Road Maps in the strategy.

Council Members were happy that the Strategy could be finalised to be signed off and suggested it should be reviewed in one year.

Council members congratulated Mrs McCusker on the document, in particular highlighting that the strategy will inform the way forward for the organisation.

Chair thanked Mrs McCusker for her presentation.

ACTION: Mrs C McCusker to provide Final Draft Strategy for signing off at the March 2019 meeting. This Strategy will be reviewed again at the March 2020 meeting.

Dr Vinod Tohani then provided a brief synopsis of his attendance at the WHO Healthy Cities Conference from the 1st to the 4th October 2018 which he attended on behalf of NIPEC. Dr Tohani informed the meeting that 67 Countries attended the conference and that Belfast has been a member since 1988. Some of the themes of the conference included Leisure, Housing and Transport. Dr Tohani reported that there was progress to be made to improve public health on a global basis but believed there is commitment to this. He concluded by indicating this was an interesting and

importance conference which also provided opportunities for participants to network from the member counties.

Chair thanked Dr Tohani for his synopsis.

3.0 MINUTES OF THE PREVIOUS MEETING

- 3.1 Minutes of the meeting held on 28th June 2018 (NIPEC/2/2018) for ratification.

Minutes of the meeting held on the 28th June 2018 (NIPEC/2/2018) had been previously circulated and were agreed.

- 3.2 Minutes of the meeting held on the 5th September 2018 (NIPEC/3/2018) for consideration.

Minutes of the meeting held on the 5th September 2018 (NIPEC/3/2018) had previously been circulated and were agreed.

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 a letter was received on the 20th September from Anne Trotter, Assistant Director, Education and Standards, NMC regarding a consultation on Re-joining or Staying on our Register following time away from Practice (Launch: Return to Practice) which had previously been circulated.

- 5.2 It was noted that an email was received from Department of Health EU Exit team on the 2nd October 2018 regarding Publication of EU Exit Information and had previously been circulated.

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

- 6.1 A copy of the Chief Executives Report

A copy of the Chief Executives Report was tabled and is appended at the end of the 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.

At the start of Mrs McLernon's report Chair indicated a Declaration of Interest in respect of the Master's programme.

Update was given on two of the transformation projects:

- FNFM – Staff are now in post.
- TN&MD – One Band 8a has been appointed, the other Band 8a is still to be appointed.
Trusts will be appointing Band 7 staff, one for four Trusts and two for the Belfast Trust.
Contracts for these posts will run until 31st March 2019 at which time they may be extended to complete the project-All ALBs await information regarding funding beyond this date.

Mrs McLernon highlighted the need to manage financial risks associated with this as the organisation could not retain staff beyond this date should funding not be available. Regarding in-year underspends Council Members were reassured that Mr Thom continues to monitor this and it would be returned, as required, to the Department of Health. It was noted that none of the posts in the Transformation projects are permanent.

Council Members also noted that two new Senior Professional Officers Band 8b would be starting to replace Karen Murray, Midwifery post and Carol McKenna who is currently on a career break.

Other updates were as follows:

- Future Nurse Future Midwife – The NMC are yet to issue Future Midwife standards but this will be taken forward following a consultation to take place in February 2019. In relation to this Mrs A McLernon, Mrs K Murray will be joining a KPMG telephone interview on the 22nd November to represent views regarding the possible extension of pre registration training for midwives to 4 years.
- Brexit – Day 1 Delivery Planning – It was noted that Mr E Thom is now the NIPEC Representative and will attend a contingency planning workshops which will focus on the 6 weeks before and 12 weeks after Brexit. There are no risks identified from NIPEC.
- Launch of the Delegation Framework– It was noted that a number of invites will be sent out to Council Members.
- Nursing and Midwifery Informatics and e Health – It was noted that Mrs A Reed participated in a week long exercise associated for the selection of a provider for the Encompass Programme of work.

6.2 A copy of the Consultation Activity Report had previously been 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 the Audit and Risk Committee Meeting A&R/2/2018 held on the 28th June 2018 had previously been circulated.

7.2.2 A copy of the unconfirmed Minutes of the Audit and Risk Committee Meeting A&R/3/2018 held on the 9th October 2018 had previously been circulated. There was nothing further to report.

7.3 Financial Management Summary

A copy of the BSO 'Finance Report for Month 7' was previously circulated together with a copy of the funds surrendered as per the October 2018 financial monitoring round. Mr E Thom updated Council Members on the current projected year-end financial position as at November in regard to:

- Revenue Resource Limit - £20,000 to be surrendered
- Transformation Funds - £70,000 to be surrendered
- VES Funds – £61,000 has been returned to date
- Capital Resource Limit

7.4 A copy of the Corporate Risk Register 2018/19, Version 8 November 2018 together with a copy *the HSC Regional Model for Risk Management* had previously been circulated. Mr E Thom drew Council Members attention to Risk 3 'Council Membership' - vacancies and indicated that there could be serious implications for next year for the Council's corporate governance if the current members terms of office are not extended or new members appointed to the present vacancies. Chair informed Council Members that she asked for Memberships to be extended until 2020 but the Public Appointments Unit did not agree to this, which may be due to having no Minister at this time. Council Members asked that this be raised at the Accountability Meeting in January as a matter of urgency.

It was also noted that a copy of the Proposal for a new Model for Risk Management went to the Audit and Risk meeting and Dr V Tohani felt it would be good to share with Council Members. It was agreed at Audit and Risk that this model would be adopted by NIPEC and used in the 2019-20 NIPEC Risk management Strategy Action Plan.

ACTION: Chair to contact the Public Appointments Unit regarding a timeline for recruitment.

7.5 KPIs

A copy of the above report up to the 7th November 2018 had previously been circulated. Mr E Thom drew Council Members attention to an Assembly question that was received seeking information on how much money was spent on contracting the Private sector to perform all medical treatments over the past 5 years. It was noted a NIL return had been forwarded from NIPEC.

Members noted that all the KPI indicators were green.

7.6 Standing Orders for Meetings of the Council and its Committee for agreement.

7.7

It was noted that a copy of the Reviewed Standing Orders for Meetings of the Council and its Committees was previously circulated. Mr E Thom took Council Members through the following changes and updated Council Members as to what these changes were:

- Page 4, Section 3.1 Appointment of Chair (reference made to Statutory Rule 2002 No.386, Section 3 – Terms of Appointment)
- Page 6, Section 5.6 Quorum (indicating teleconferencing facilities will be available to ensure meetings are quorate)

Council Members agreed the changes.

7.8 NIPEC – Summary of Council Membership Terms of Office

It was noted that a copy of the current position has previously been circulated and was discussed at agenda item 7.4.

7.9 Contracting Out of External Audit - NIPEC. Copy of NIAO letter of 31 October 2018

It was noted that a copy of the above letter had previously been circulated and was drawn to Council Member's attention.

8.0 SAFETY AND QUALITY

8.1 NIPEC Professional Work Plan 2018/19

It was noted that a copy of the Professional Work Plan had previously been circulated. Mrs A McLernon drew council Members attention to the following amber area:

- Abbreviations – This objective has been delivered from NIPECs perspective and the document was launched by the DoH in 2016, however Mrs A McLernon gave a background update to Council Members regarding engagement by Dr G Lavery (retired) with the Medical profession. A meeting is being arranged with Dr Mark Roberts, Safety Forum, Mrs McLernon and Mrs Karen Murray who led

on the project to agree the way forward further to which a meeting is likely to be arranged with the Chief Medical Officer.

- 8.2 A Presentation by Mrs Cathy McCusker, Senior Professional Officer of Draft Outline of NIPEC Quality Improvement Strategy was given at the beginning of the meeting (please see above).

9.0 CHIEF NURSING OFFICER UPDATE

The Chief Nursing Officer provided a written update for the meeting. It was agreed that this would be forwarded to Council Members but were reminded that this report was not for sharing.

ACTION: DM to forward the Chief Nursing Officer's written update and remind Council Members that this report was not for circulation.

10.0 ANY OTHER BUSINESS

- 10.1 A schedule of Council meetings for 2019 had previously been circulated.

Mrs M Clark indicated that she would not be available if a Council Meeting was scheduled for the 28th June 2019.

11.0 DATE, TIME AND VENUE OF NEXT MEETING

The next public meeting of NIPEC Council will be on Wednesday 27th March 2019 at 2.00 pm, Meeting Room, NIPEC.



CONFIDENTIAL SECTION

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12.0 CONFIDENTIAL BUSINESS

There was no confidential business.

CHAIR

Carol Curran

DATE: 21st November 2018