

Minutes of the Northern Ireland Practice and Education Council Meeting, held on Wednesday 14th March 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
Mrs M Clark
Mrs L Houlihan
Ms D O'Donnell
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 Professor C McArdle, Mrs R Burrows, Mr P McGreevy, Mr P Davidson, and Mrs D Oktar-Campbell

2.0 CHAIR'S BUSINESS

2.1 To welcome members of the public to the meeting.

No members of the public attended.

2.2 It was noted that Attributes Training took place at 12.30 md prior to the meeting. Members that attended this training were: Mrs A McLernon, Ms D O'Donnell, Dr V Tohani, Mrs M Clark, Mrs L Houlihan. Mrs A Baxendale and Mrs C Rice had already completed this training. Members received a certificate of completion and a Quality 2020 badge. Those who already completed their training also received a badge.

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

There were no Conflicts of Interest declared.

2.4 Return of Declaration of Interest forms for 2017/18.

It was noted a copy of this had previously been circulated to Council Members and they were reminded to return their completed and signed form to Mrs D Meleady.

2.5 DoH Board of Governance Self-Assessment 2017/18.

It was noted that this document was previously circulated to Council Members for comment.

Comments received indicated that it was felt the document was very comprehensive reflecting well the reality of all aspects of the NIPEC Board's position. It stated the undoubted challenges clearly and fairly, high-lightening the strengths of the Board's work accurately but with modesty. Chair thanked Mrs M Clark for her written comments and further to a brief discussion Council Members agreed the document.

Council Members were reminded that this document does not go to the Department of Health any more but needs to be completed on a yearly basis.

Chair and Council Members thanked Mr E Thom, Mrs J Hall and Mrs D Meleady for their work in pulling the responses together.

Council Members agreed the document.

- 2.5 It was noted that some Council Members felt they would like to reconvene the Council Workshop that was cancelled in January 2018. A few ideas were discussed ranging from a brief workshop prior to the June 2018 meeting to a team-building event for Board members with the MoD later in the year. It was agreed to wait until later in the year to consider a team building-event.

ACTION: To consider a workshop/team-building event for Council Members later in the year.

- 2.6 It was noted that an email to accompany agenda item 1.3 in the Head of Corporate Services Report (7.1) was tabled.
- 2.7 It was noted that the unconfirmed minutes of the Audit and Risk Committee Meeting A&R/1/2018 were tabled.
- 2.8 It was noted that a summary was tabled to accompany Agenda Item 7.11.
- 2.9 It was noted that Financial Planning Scenarios for 2018/19 and 2019/20 were tabled for Agenda Item 12.1 in the Confidential section of the meeting.

3.0 MINUTES OF THE PREVIOUS MEETING (*Circulated*)

3.1 The Minutes of the meeting held on 22nd November 2017 (NIPEC/4/2017) were agreed.

4.0 MATTERS ARISING

4.1 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 from Mr R Pengelly, Permanent Secretary, dated 20th December 2017 regarding Challenges Ahead had been received and previously circulated.

5.2 It was noted that a letter from Professor C McArdle, Chief Nursing Officer, dated 12th February 2018 regarding The Inquiry into Hyponatraemia-related Deaths had been received and circulated.

5.3 It was noted that a letter from Dr P Woods, Deputy Chief Medical Officer, dated 14th February 2018 regarding Recommendations from the Inquiry into Hyponatraemia-related Deaths had been received and circulated.

Mrs McLernon updated Council Members on the meeting she had attended in the Department of Health regarding the recommendations of the Hyponatraemia Inquiry. Mrs McLernon indicated that some of NIPEC's workstreams were key in supporting some of the recommendations. Examples of NIPEC's workstreams were:

- Recording Care
- Delegation
- Handover Reporting
- Raising Concerns
- Supervision
- Enabling Professionalism
- Quality Assurance of Non NMC programmes (e.g.) Fluid Management

It was noted that a second meeting took place Chaired by the Chief Medical Officer to consider the range of issues that have to be addressed.

CNO commissioned the PHA via Mary Hinds to collate information and NIPEC contribute to this scoping exercise.

It was also noted that Mrs McLernon was attending a Mortality and Morbidity workshop on the 23rd March 2018.

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 highlighted specific activities, providing clarification as required to members on a number of points.

Updates were given on:

- Future Nurse – There was robust discussion regarding the current and new programmes and the opportunities that new standards will create to support nurses and midwives to fully impact on population health within the context of legislative policies and strategies within Northern Ireland. Mrs McLernon indicated that the CNO has invited NIPEC to lead a process, similar to that used for the introduction of revalidation, to embed the new standards which need to be in place by September 2020.

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

There was nothing further to report 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 Confirmed Minutes of the Audit and Risk Committee Meeting A&R/2/2017 held on 23rd May 2017 had previously been circulated.

7.2.2 A copy of the Confirmed Minutes of the Audit and Risk Committee Meeting A&RC/3/2017 held on 10th October 2017 had previously been circulated.

7.2.3 A copy of the Unconfirmed Minutes of the Audit and Risk Committee Meeting A&R/1/2018 held on 13th February 2018 were tabled for information.

7.3 A copy of the Financial Management Summary had previously been circulated.

A copy of the BSO Finance Report for Month 10 together with a NIPEC projected year end summary had been circulated.

Council Members were informed on the Department of Health (DoH) non-recurrent increased allocation to support the HSC Voluntary Exit Scheme. In view of the current projected position within NIPEC these funds were surrendered on the 26th January 2018. NIPEC had since received an e-mail from the DoH stating that NIPEC couldn't surrender the VES allocation. Mr E Thom was checking with other ALBs to see if they could use the VES money. Ms H Smyth, DoH, indicated that she would ask the DoH to find out why NIPEC could not surrender the VES money. Mr E Thom had written to Neelia Lloyd, Director of Finance, DoH requesting that the DoH review their position and accept these surrendered finds.

7.4 NIPEC Corporate Risk Register 2017/18

A copy of the Corporate Risk Register 2017/18 had previously been circulated. A copy of this has been put onto the NIPEC website. In respect of Risk Number 4 Mrs M Clark asked the question if NIPEC had to implement the forthcoming EU General Data Protection Regulation (GDPR). Mr Thom indicated that it was a requirement and, therefore, it had been placed on the risk register as NIPEC did not have a Data Protection Officer. However, an enhanced SLA with the BSO was to be put in place to cover this aspect.

7.5 KPIs

A copy of the KPIs had previously been circulated.

It was noted that following the Audit & Risk Committee meeting held on the 13th February 2018 NIPEC had written to its Sponsor Branch in regard to two aspects of the services delivered by the BSO shared Services. These were Internal Audit Reports on BSO 2017/18 and Prompt Payment percentages for December 2017 and January 2018 (a copy of this correspondence was circulated to Council Members).

Mr E Thom also drew Council Members attention to the following:

- Staff Absences
- Payroll system going down.

7.6 Preparation for EU General Data Protection Regulation.

A paper updating Council Members on this had previously been circulated for information.

7.7 liP Re-Accreditation

NIPEC's three year liP accreditation was up in mid-February 2018 and work commenced prior to this date towards re-assessment. The framework used for liP accreditation was changed in September 2015 and NIPEC was assessed on the 10th January 2018 under the Investors in People Sixth Generation Framework at the 'Developed' stage (old Bronze level).

Following an online assessment, interviews and general observations and documentation review the assessor confirmed that NIPEC can continue to hold liP accreditation until 10 January 2021.

Chair and Council Members congratulated staff on achieving this.

7.8 Draft Business Plan 2018/19

A copy of the Draft Business Plan for 2018/19 had previously been circulated.

A copy of the draft NIPEC Business Plan 2018-19 was forwarded to Sponsor Branch under an e-mail dated 31st January 2018 from the Chief Executive. A copy of this e-mail and draft plan was circulated to Council Members.

Council agreed the draft Business plan for 2018/19 subject to confirmation of funding from DoH. They agreed that timescales for completion of Business plan objectives and the objectives within the workplan could be determined by the CE in partnership with the CNO. AMcL highlighted the pressures across the system which impact on the completion of NIPEC projects and objectives (e.g. During January/February a number of key meetings were deferred to a later date due to operational pressures in the acute sector which led to a substantial number of senior nursing sending apologies for meetings and delayed responses to requests for information and/or approval of project reports within work streams that they are engaged). Further to discussion Council agreed that during 2018/19, timescales for completion of work could be omitted from the work plan and agreed with key stakeholders by the CE as the year progresses. The Council will be kept advised on this as the year progresses.

Mrs M Clark indicated that the page numbers needed to be corrected to correspond with the headings throughout the document. Mrs McLernon thanked Mrs Clark for bringing that to their attention.

7.9 Annual Report and Accounts 2017/18

Council Members noted that part of the production of the Annual Report and Accounts for 2017/18 involves members completing and signing the annual Declaration of Interests template which had already been noted at 2.4

7.10 Brexit

It was noted that an update paper had previously been circulated to Council Members for information. The Business team will keep this under review and to date no issues have been identified which need to be considered in terms of a 'Day 1, No Deal'

7.11 Equality and Disability Action Plans 2018-23

A copy of the above document had been circulated. It was noted that this draft document went out for a twelve week consultation on the 2nd October 2017 as part of a wider HSC consultation process. Following feedback, which identified no specific actions for NIPEC, it was then taken to the Business Team meeting in February 2018 prior to coming to this meeting for consideration and signing off.

Council agreed the above plans for forwarding on to the Equality Unit by the 31st March 2018.

8.0 SAFETY AND QUALITY

8.1 NIPEC Professional Work Plan 2017/18

A copy of the NIPEC Professional Work Plan 2017/18 had previously been circulated.

Mrs McLernon took Council Members through the plan and updated them on the following which had an amber rating against them:

- Nursing and Midwifery Supervision
- Specialist Practice Nursing

Mrs McLernon indicated that the reasons for this are out with the control of NIPEC and have been discussed with the CNO.

8.2 NIPEC Annual Conference – 21st February 2018

It was noted the conference took place and was well received by all those who attended it. Chair and Council Members wished for their thanks to be passed on to the Conference planning team for all their hard work.

8.3 Report on Hyponatraemia Inquiry

Mrs McLernon had given an update on their earlier at agenda item 5.3.

8.4 Presentation of QI Strategy

Mrs Cathy McCusker presented to Council on the QI Strategy.

Mrs McCusker proposed that NIPEC develop a QI Strategy (as indicated in the Business Plan) which will encompass its Impact Measurement Framework, HSC Collective Leadership Strategy and QI methodologies. Mrs McCusker facilitated a workshop for the NIPEC Business Team and invited Levette Lamb from the Safety Forum to discuss the QI journey and ensure NIPEC were in line with the rest of the region to agree a way forward to develop a QI Strategy which was simple and easy to understand. A Driver Diagram was used to set out how NIPEC will develop the QI capacity and capability. In relation to readiness it was noted that staff were currently undertaking QI programmes at Level 2 and a member of staff had just completed Level 3. It was indicated that OBA may also be included as part of the NIPEC Impact Measurement Strategy where appropriate. Evaluation of the QI/ impact/adoption of our work should be part of individual project implementation plans.

After some further discussion Council agreed with this proposal as a way forward.

Chair thanked Mrs McCusker for her informative presentation.

8.5 Presentation on the Processes of Audit and Risk

Dr Vinod Tohani gave a presentation on the Processes of Audit and Risk which covered the following topics:

- Constitutional Authority
- Constitution of A&R Committee
- Membership of the Committee
- Duties of the Committee
- Governance
- Internal Audit
- External Audit
- Other Assurance functions
- Management
- Financial Reporting
- Reporting

Dr Tohani thanked Mr E Thom, Head of Corporate Services and Mrs Muriel Lockhart, Secretariat for their support throughout his Chairmanship of the Audit and Risk Committee meetings. Chair thanked Dr Tohani for his informative presentation.

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 on the following:

- Mental Health Nursing Review
- ECG Budget Allocation 2017/18
- Public Health
- Nursing and Midwifery Task Group
- Co-Production
- Midwifery and Children's Nursing
- A District Nursing Framework 2018/2028

Council Members received the CNO's written update.

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 Thursday 28th June 2018 at 2.00 pm in the Meeting Room, NIPEC. ***Please note that this meeting is to sign off the Annual Report and Accounts for 2017/18 and would need to be quorate.***

CHAIR

Carol Curran

DATE: 14th March 2018