



Minutes of the Northern Ireland Practice and Education Council Meeting held on Wednesday 22nd November 2017 at 2.00 pm in the Antrim Civic Centre, Stiles Way, Antrim, Co Antrim

Present: Professor C Curran, OBE, Chair
Mrs A McLernon, OBE, Chief Executive
Mrs M Clark
Mr P Davidson
Mrs L Houlihan
Mrs D Oktar-Campbell
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 A Baxendale, Ms D O'Donnell, Mrs R Burrows, Ms C Rice, Professor C McArdle, 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 the meeting.

2.2 Council Members were invited to declare any Conflicts of Interest. Professor C Curran declared a potential Conflict of Interest in regard to agenda item 2.7 and it was noted that Mrs A McLernon would present this when it came up on the agenda.

2.3 It was noted the Council Effectiveness Final Report 2017/18 had been received and was previously circulated. This would be discussed at agenda item 7.7.

2.4 It was noted that an invitation was received to attend the All Ireland CNOs Conference on the 6th December 2017 in the Titanic Suite, Belfast. Council Members attending are Mrs D Oktar-Campbell and Mrs L Houlihan.

2.5 Congratulations were given to Mrs C Rice on her recent marriage. It was noted a congratulations' card had been sent to her.

- 2.6 It was noted that a copy of the Memorandum of Understanding with the Department of Health is now on the NIPEC website under Corporate Documents area. A copy of this will be forwarded to new Council Members and current members were asked if they would like a hard copy of this to please let Deirdre Meleady know. A copy of this would also be tabled at a future Council Meeting and on an annual basis thereafter.
- 2.7 It was noted that a letter was received from Professor Hugh McKenna, Dean, Medical School Development, Ulster University (UU), dated 17th November 2017 regarding an invitation to NIPEC to form a Memorandum of Understanding with UU for NI Graduate Entry Medical School development. A copy of this was previously circulated.

Mrs A McLernon took Council Members through this invitation and the Memorandum and the rationale for being involved in the training for medical staff. It was then opened to Council Members for consideration. Mrs M Clark stated that she would support this and it was nice to see that NIPEC was acknowledged and respected for the work that it was doing. It is important that future Business Plans give consideration of how NIPEC can help and support the medical staff. It was noted that the Senior Team had the same view. Dr V Tohani, Mr P Davidson and Mrs D Oktar-Campbell agreed and supported this.

Council Members agreed to the signing of the Memorandum of Understanding for the Ulster University NI Graduate Entry Medical School development.

- 2.8 Council Members were asked for their thoughts on Video or Telelink Facility for future Council meetings should they not be able to attend a Council Meeting.

Council Members agreed that this would be useful and it was agreed to pilot this at a future meeting.

ACTION: To pilot the use of a Video or Telelink Facility at a future council meeting.

3.0 MINUTES OF THE PREVIOUS MEETING (*Circulated*)

- 3.1 It was highlighted that Mr P McGreevy's apologies had not been noted for the Council Meeting held in September 2017. The Minutes of the meeting held on 6th September 2017 (NIPEC/3/2017) were agreed with the inclusion of Mr McGreevy's name.

ACTION: Mr P McGreevy's apologies to be noted in the September 2017 Council Minutes.

4.0 MATTERS ARISING

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

5.0 CORRESPONDENCE

- 5.1 It was noted that a letter had been received on 17th October 2017 from Mr R Pengelly, Permanent Secretary regarding HSC Collective Leadership Strategy. This had been previously circulated.
- 5.2 It was noted that an email had been received from the Public Health Agency regarding 'Stay Well this Winter' programme. This had been published on the NIPEC website.
- 5.3 It was noted that an Information leaflet issued by the Department of Health on Carbon Monoxide Poisoning had previously been circulated for information.
- 5.4 It was noted that a memo had been received from Mr R Pengelly, Permanent Secretary regarding the appointment of Mr David Gordon to the post of Director of Communications for the Health and Social Care system. This had been previously circulated.
- 5.5 It was noted that a letter had been received on 25th October 2017 from Mr R Pengelly, Permanent Secretary regarding Delivering Together 12 Month Progress Report. This had previously been circulated.
- 5.6 It was noted that a letter had been received on 30th October 2017 from Professor C McArdle, Chief Nursing Officer regarding Changes to the Anonymous Registration Scheme in NI. This had previously been circulated.
- 5.7 It was noted that a letter had been received on 9th November 2017 from Mr Andrew Dawson, Director of Workforce Policy (Acting) regarding HSC Whistleblowing Framework and Model Policy. This had been previously circulated.

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 either at the meeting or after. It was noted that funding for the the Professional Officer post for the Recording Care workstream was now at risk.

Mrs D Oktar-Campbell stated that this was a very positive report and reflective of the work carried out by NIPEC Senior Professional Officers.

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

There was nothing further to report and Chair told 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 Unconfirmed Minutes of the Audit and Risk Committee Meeting A&RC/3/2017 held on 10th October 2017 had been circulated.

Dr V Tohani, Chair of the Audit and Risk Committee stated that this meeting was not quorate but that there were no issues or actions raised at the meeting which required a vote to be taken. However, in the future Video/Tele conferencing may help if members have difficulties in being able to attend.

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

A copy of the BSO Finance Report for Month 7 together with a NIPEC projected year end summary had been circulated. Mr E Thom indicated that there had been some difficulty this month with BSO in getting the financial statements extracted from the FPL system. Mr Thom took Council Members through his report highlighting the following areas:

- PCC rental of space
- Reduction in Centre House rates
- Expenditure committed/anticipated to date not yet taken into account

7.4 Corporate Risk Register 2017/18

A copy of the above had previously been circulated.

The following three risks were highlighted from the Register:

- Work/project objectives within the 2017/18 Business Plan
- Council Membership vacancies
- GDPR Protection Officer – a brief discussion took place around this risk and the need for a Protection Officer. Council Members were informed that it is a requirement to appoint a 'Data Protection Officer' and NIPEC plan to procure this via the SLA with BSO who have been asked to provide information regarding services and their associated cost. This information is awaited from the BSO, and will include HR costs for buying in this expertise and staff awareness training.

7.5 KPIs

A copy of the above had previously been circulated.

It was noted that several areas had been removed from the previous edition as part of the NIPEC approach to reduce duplicate notification and papers copied. It was also noted that the professional activity is not referred to in the document as their activity is covered in the NIPEC Annual Work Plan which will be referred to later in the meeting. One area was highlighted regarding staff absence.

7.6 Audit and Risk Committee updated Terms of Reference for consideration and approval.

A copy of the above had previously been circulated.

It was noted that additional wording was highlighted at Section 3 (last two paragraphs), a new section 4 and 5.2 to ensure that they continue to reflect best practice and that this had been agreed at the Audit and Risk meeting held on the 10th October 2017.

Council Members agreed with the wording and approved the updated Terms of Reference for the Audit and Risk Committee. A copy of the updated version will be forwarded to the Sponsor Branch, Department of Health in line with the requirement within the 'Management Statement and Financial Memorandum' document.

7.7 Internal Audit Report entitled "Council Effectiveness 2017/18"

A copy of the above report was previously circulated.

Mr E Thom highlighted to Council Members the following areas:

- Composition of NIPEC Council and the vacant posts that are still not filled
- Council and Audit and Risk Committee:
 - Terms of Reference for Audit and Risk Committee
 - Quantity of Information issued to Council Members
 - Use of Technology in distribution of papers to Council Members
- Council Meeting Minutes and minuting of same to ensure that an accurate record of discussion is recorded
- NIPEC Register of Interests being extended to all Council members and senior staff and publication of the Register on NIPEC's website.

It was noted that the Council members and NIPEC's Senior Team had their declared interests stated within the Annual Report and Accounts which was placed on the website in due course. However, as part of

NIPEC's policy on transparency a copy of the Council members declared interests will now also be placed under the individual Council Members section on the website

Overall it was felt that this was a satisfactory report by Council Members.

7.8 HSC Policy on Partial Retirement

A copy of this policy was previously circulated.

Mr E Thom informed Council Members that this Regional policy was tabled and agreed at the Joint Negotiating Committee meeting on 20th October. Once the draft document has been approved by Council this policy will be amended in regard to the process for application by interested staff to reflect NIPEC's position as a small ALB. Further to this it will then be issued to all staff.

Mr P Davidson asked for further clarification on the need for partial retirement. It was emphasised that this was to facilitate staff who are retiring but who then can return to work and release part of their lump sum. It was noted that in terms of NIPEC, only those members of staff who are on the 1995 Pension Scheme are eligible to take this up.

Dr V Tohani stated that he thought it was a good idea allowing people to go part-time and not lose the expertise of that person whilst remaining on the same Terms and Conditions.

Mrs L Houlihan also thought it was good that staff were given this choice.

Council Members then agreed the Policy.

7.9 It was noted that a copy of the NIPEC - Council Membership Terms of Office had gone to the Sponsor Branch meeting. A copy of this had previously been circulated.

8.0 SAFETY AND QUALITY

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

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

- Maternity Strategy 2012-2018 (Phase Two): Community Maternity Care Project. This work is near completion.
- Specialist Practice Nursing – The CE proposed that the wording be amended to support the development of a Career Pathway for District Nursing to be initiated in February 2018. Council Members agreed to the change of the Business Objective.

- Support Resilience across the Nursing and Midwifery Workforce – Council Members noted the delay in the timescale due to securing a Chair for the Steering Group. Mr Bob Brown, Executive Director of Nursing had now agreed to Chair this group. Council Members were content with the new timescale.

8.2 This was noted at agenda item 2.4.

8.3 It was noted that NIPEC's Annual Conference was being held on the 21st February 2018.

9.0 CHIEF NURSING OFFICER UPDATE

It was noted that there were no further updates from the last report presented to Council at the September Meeting.

10.0 ANY OTHER BUSINESS

10.1 A schedule of meetings for 2018 had been circulated. Council Members noted the dates.

Professor C Curran took this opportunity to thank Council Members and Senior Professional Officers for their hard work this morning at the Business Planning event.

11.0 DATE, TIME AND VENUE OF NEXT MEETING

It was noted that the next public meeting of NIPEC Council would be held on Wednesday 14th March 2018 at 2.00 pm in the Meeting Room, NIPEC.



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12.0 CONFIDENTIAL BUSINESS

There was no Confidential Business.

CHAIR

Carol Curran

DATE: 22nd November 2017