

Minutes of the Northern Ireland Practice and Education Council Meeting, Wednesday 30<sup>th</sup> November 2016 at 2.00 pm held in Room 1.3, Clady Villa, Knockbracken Healthcare Park, Belfast.

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

In Attendance: Mrs Karen Murray, Senior Professional Officer

Secretariat: Mrs J Hall, Corporate Services Manager

**It was noted that, prior to the meeting, a refresher training session had been delivered by Ms Barbara Patton, IT Training Officer from the HSC Leadership Centre. The session was for NIPEC Council members on use of their PC tablets, together with instructions on how to register for NIPEC's e-learning training programmes.**

## 1.0 APOLOGIES

Apologies were received from Mrs M Clark, Mr P McGreevy, Prof C McArdle, Mr E Thom.

## 2.0 CHAIR'S BUSINESS

2.1 Council Members were invited to declare any Conflicts of Interest. There were none declared from any Council Member in attendance at the meeting.

2.2 Chair referred to the recent RQIA Review of the Operation of Health and Social Care Whistleblowing Arrangements and the recommendations arising from this review. Council Members were asked to consider the recommendation that "each HSC organisation should appoint a non-executive board member to have responsibility for oversight of the culture of raising concerns within their organisation". Mrs R Burrows offered to fulfil this role, which was accepted and thanked by Chair. Mrs A McLernon advised Mrs Burrows that a suitable date and time would be agreed with Mr Thom to brief her on NIPEC's Whistleblowing arrangements and policy.

**ACTION: Arrange a suitable date and time with Mr Thom to brief Mrs Burrows on NIPEC's Whistleblowing arrangements and policy.**

- 2.3 Council Members were advised no issues had been raised at the Ground Clearing meeting on 9<sup>th</sup> November nor the Accountability Review meeting held with the Permanent Secretary, Mr R Pengelly, on 16<sup>th</sup> November. NIPEC staff were commended for their work. Chair advised that an invitation to visit NIPEC has been forwarded to the Minister for Health.
- 2.4 Chair and Council Members congratulated and applauded Mrs A McLernon on becoming a Fellow of the Queen's Nursing Institute.
- 2.5 Council Members noted that at item 7.6, staff absence at Sponsor Branch has resulted in a delay in finalising NIPEC's Management Statement and Financial Memorandum, which was now expected at the end of December or early January.
- 2.6 Council Members noted all other papers have been tabled at their appropriate agenda items.

### **3.0 MINUTES OF THE PREVIOUS MEETING (*Circulated*)**

- 3.1 Minutes of the meeting held on 7<sup>th</sup> September 2016 (NIPEC/3/2016) were agreed to be a true record of discussion.

### **4.0 MATTERS ARISING**

- 4.1 Updated Action Plan

A copy of the updated action plan had previously been circulated and it was noted that the items had been actioned.

### **5.0 CORRESPONDENCE**

- 5.1 It was noted an email had been received from Sponsor Branch clarifying the position of ALBs responding to Departmental consultations. Following discussion, it was agreed that NIPEC should and would continue to respond as and when appropriate, seeking clarification from Sponsor Branch if required, and keep this position under review.
- 5.2 It was noted correspondence from the Permanent Secretary, Mr R Pengelly, had been received regarding the HSC Code for Senior Executive Recruitment and Selection. A copy of the Code has been forwarded to all Council Members.

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

- 6.1 Chief Executives Report

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 highlighting specific activities.

Dr V Tohani queried if NIPEC is involved with HSC organisations undertaking international recruitment of nursing staff. Mrs A McLernon advised the HSC

Clinical Education Centre is involved in any training requirement for nurses recruited from outside of the UK, and that NIPEC's involvement is more supportive in terms of signposting registrants to NIPEC's online portfolio and other resources available on its website.

Mrs R Burrows queried if the programme of meetings Chair and Mrs McLernon were having with Executive Directors of Nursing extended to the voluntary and independent sector. Chair and Mrs McLernon agreed to consider ways of engaging with this sector and to attend a meeting of the voluntary and independent sector forum.

Chair thanked Mrs McLernon for her report and the SPO's for their continued support on behalf of Council Members.

**Action: Chair and Mrs McLernon to attend a meeting of the voluntary and independent sector forum.**

## 6.2 Consultation Activity Report

A copy of the above report had previously been circulated. There was nothing further to report.

## 7.0 CORPORATE CONTROL & FINANCE

### 7.1 Head of Corporate Services Report

In Mr E Thom's absence, Mrs A McLernon took Council Members through Mr Thom's report, highlighting a number of specific areas as follows:

#### **Financial Executive Summary for Council – Month 7 (October 2016)**

A copy of the above Executive Summary for Month 7 was circulated to Council Members.

Council Members noted a projected small end of year surplus of £3,761; however, this includes some anticipated expenditure prior to the end of the financial year, including accommodation refurbishment; professional associate list; secondment of Band 7; and teleconferencing and videoconferencing equipment.

Council members were also updated on the 'surrendering' of two ring fenced allocations i.e. the 2016/17 VES monies and the accommodation lease dilapidation funds back to the Department of Health.

#### **Risk Register**

A quarterly 'Assurance Framework: Corporate Risks 2016/17' (version 8 – November 2016) has been circulated at agenda item 7.4 and considered by members.

## **NIPEC – KPIs**

A copy of the above up to the 16<sup>th</sup> November 2016 has been circulated at agenda item 7.5.

## **NIPEC – Accommodation – Renewal of Lease**

Council Members were advised that the three-year (straight) accommodation lease has now been duly signed off by both parties.

## **Draft NIPEC Corporate Plan 2017-21 and Business Plan 2017-18**

It was noted that Council Members had considered and discussed both documents at a business planning workshop earlier in the day, when members provided direction on the final drafting of both documents. Some minor amendments will be taken forward after which the draft will be discussed informally with the CNO. Further to this the draft document will be submitted to DoH for more formal views before the end of January with the caveat that these are subject to financial stability and no further cost pressures or reduction in funding. The final plans are due to be submitted to DoH by 31 March 2017. Council agree that further engagement can take place with them by e mail in terms of final sign off.

**Action: NIPEC Corporate Plan 2017-21 and Business Plan 2017-18 to be finalised and submitted to the DoH within required timescales with appropriate approval of the final plans through Council.**

Outcome Based Accountability (OBA) as outlined by the Minister for Health in the launch of her 10-year vision for Health and Social Care had been presented to Council by Cathy McCusker at the planning workshop. Mrs McCusker had suggested that if OBA is used the NIPEC Impact Measurement tool may need to be reviewed. Following discussion, Mrs McLernon agreed to ask the professional team to consider OBA and its use in NIPEC's workstreams and initiatives, reporting back to Council mid 2017/18. It was also agreed that one area of work may be tested from June 2017 subject to this being appropriate and information being available to support use of same within the HSC system

**ACTION: NIPEC's professional team to consider the adoption of OBA and its use in measuring the impact of NIPEC's work reporting back to Council mid 2017/18. One area could be tested from June 2017 subject to this being appropriate and information being available to support use of same within the HSC system.**

## **Management Statement & Financial Memorandum (MSFM)**

A copy of NIPEC's comments on the draft version of the draft MSFM had been circulated at agenda item 7.6. Council Members noted however, that staff absence at Sponsor Branch has resulted in a delay in finalising this document which was now expected at the end of December or early January.

## **Financial Revenue Estimates for 2017/18**

Council Members were advised that work has commenced on drafting NIPEC's Financial Revenue Estimates for 2017/18, although no indication has yet been received from the Department of Health of NIPEC's Revenue Resource Level (RRL) for the forthcoming year.

NIPEC has raised a number of financial pressures with Sponsor Branch at its recent Accountability Review meeting, which amount to over £51,000, nearly 5% of the RRL. These include: 1% Employers NI increase from 1<sup>st</sup> April 2016 (recurring); 1% pay award 2016/17 (recurring); full year effect of rent increase for the new three-year lease; estimated 1.5% increase in BSO Service Level Agreement; estimated 1% pay award in 2017/18; and estimated cost of Belfast One based on city centre business rates.

### **7.2 Report from Standing Committee**

7.2.1 A copy of the confirmed Minutes of the Audit and Risk Committee Meeting (A&RC/2 /2016) held on 24<sup>th</sup> May 2016 had previously been circulated.

7.2.2 A copy of unconfirmed Minutes of the Audit and Risk Committee Meeting (A&RC/3/2016) held on 4<sup>th</sup> October 2016 had also been circulated. Dr V Tohani, Chair of the Audit and Risk Committee, advised there were no specific issues relating to this meeting.

### **7.3 Financial Executive Management Summary for Council**

A copy of the above summary was previously circulated and referred to in the Head of Corporate Services Report at Agenda item 7.1.

### **7.4 High Level Risk Register 2016/17**

A copy of the above was previously circulated and referred to in the Head of Corporate Services Report at Agenda item 7.1. Attention was drawn to the Delivering Financial Savings (page 3) which has been lowered due to 8 months now having passed and the project financial position being more positive.

Chair advised Council Members that the current Council membership vacancies are a standing item at the Accountability Review meetings, and it is anticipated that the terms of office for existing members will be extended.

### **7.5 NIPEC – KPIs**

A copy of the above report was previously circulated and referred to in the Head of Corporate Services Report at agenda item 7.1. Attention was drawn to the current average year end absence rate of 4.15% based on the figures up to September 2016.

## **8.0 SAFETY AND QUALITY**

### **8.1 NIPEC Annual Work-plan 2016-17**

A copy of the work plan progress monitoring report to 30<sup>th</sup> November was previously circulated.

Mrs McLernon updated Council Members on a number of projects and highlighted a number whose status may change to amber or red and timescales for completion may roll into 2017/18. This is due to work pressures within the professional team and the Sponsor Branch / Chief Nursing Officer have been kept apprised.

Mrs McLernon also suggested to Council that the work of the NIPEC Health and Wellbeing Committee be presented at a Council meeting in the near future. This was agreed by Council

**Action: A presentation to Council will be made on the work of the NIPEC Health and Wellbeing Committee (March or June 2017 meeting of the Council – to be advised).**

## **9.0 CHIEF NURSING OFFICER UPDATE**

There was no update.

## **10.0 ANY OTHER BUSINESS**

### **10.1 Schedule of Meetings for 2017**

A schedule of meetings for 2017 was noted.

## **11.0 DATE, TIME AND VENUE OF NEXT MEETING**

The next public meeting of NIPEC Council will be held on 1<sup>st</sup> March 2017 at 2.00 pm in NIPEC's Meeting Room, Chichester Street, Belfast.



## **NIPEC/4/2016**

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### **CONFIDENTIAL SECTION**

#### **12.0 CONFIDENTIAL BUSINESS**

There was no Confidential Business.

CHAIR

*Carol Curran*

DATE: 30 November 2016