



NIPEC/1/2014

Minutes of the Northern Ireland Practice and Education Council Meeting, Wednesday 12th March 2014 at 2.00 pm in the Spinning Room, Mossley Mill, Newtownabbey, Co Antrim.

PRESENT: **Professor C Curran, Chair**
 Dr G Henry, Chief Executive
 Dr V Tohani
 Mrs A Baxendale
 Mrs J Brownlees
 Ms C Rice

In Attendance: **Mr E Thom, Head of Corporate Services**
 Mrs C McCusker, Senior Professional Officer
 Mrs F Cannon, Senior Professional Officer

Secretariat: **Mrs D Meleady**

1.0 APOLOGIES

Mrs M Clark, Mr P Davidson, Ms M Lupari, Mr P McGreevy, Mrs D Oktar-Campbell, Mrs C McArdle, Mrs D McNamee, Mrs R Clark and Mrs L Houlihan

2.0 CHAIR'S BUSINESS

Chair took this time to express her admiration and thanks to Dr G Henry for all her good work at NIPEC and would like to wish her well in her new post at the Clinical Education Centre. Dr Tohani and Mrs J Brownlees reiterated Chair's comments saying how impressed they were with her leadership in the short time she had been at NIPEC and they wished her well in her new role. Council presented Dr Henry with a bouquet of flowers.

Dr Henry stated that she enjoyed working at NIPEC and said that she had the support of a great team and thanked them, Council and Chair for their support to her and that NIPEC would always have a special place in her heart.

2.1 No members of the public attended the meeting.

2.2 Chair invited expressions of interest and nominations for a Lay Council Member to sit on the Audit and Risk Committee as Alan Henry resigned his position on Council. Chair wished him well.

- 2.3 It was noted that the Mid Year Accountability Meeting took place on the 12th December 2013. Good feedback had been received and Chair thanked Mr E Thom for all his hard work.
- 2.4 It was noted that the end of year Accountability Review Meeting would be taking place on the 19th June 2014.
- 2.5 Receipt of the notes of the Council Workshops on 14th November 2013 and 21st January 2014 were noted.
- 2.6 Chair asked Council Members to sign their Declaration of Interests to be returned to D Meleady at the end of the Council Meeting. D Meleady to follow up with Council Members who were absent from the meeting.
- 2.7 Chair reported to Council Members that there was a comprehensive report on the NIPEC Council Workshop held on 21st January 2014, Chair to sign this report off before sharing with Council Members.
- 2.8 Chair welcomed Catherine Rice to her first Council Meeting.
- 2.9 Chair welcomed Alison Baxendale to her first meeting as Deputy Chair of NIPEC.
- 2.10 A brief discussion took place regarding Council Meetings now being held in external venues and it was agreed that Council Members be notified a week in advance of the meeting to remind Council Members of the venue for that particular meeting. It was also agreed for Council Members to notify Deirdre Meleady if they would be attending the meeting a week in advance to assist with hospitality arrangements.

3.0 MINUTES OF THE PREVIOUS MEETING (*Circulated*)

- 3.1 Minutes of the meeting held on 14th November 2013 (NIPEC/6/2013) for consideration.

The minutes of the Council Meeting held on 14th November 2013 (NIPEC/6/2013) were approved by all present.

4.0 MATTERS ARISING

Chair gave Council Members a brief update on the NIPEC Review. It was noted that no meeting with Paula Smyth had been arranged. The meeting with Catherine Daly, Deputy Permanent Secretary and Patricia Corbett, Director of Human Resources had taken place and was a very productive meeting. Catherine Daly highlighted that the Review would take a much more broader focus now to encompass Social Workers, Pharmacists etc. Chair stated that as nursing was the biggest workforce NIPEC could take that profession forward. Dr V Tohani also commented that the work NIPEC does no one else does.

Chair said it was important that the functions and form of NIPEC should remain the same and that she will be championing this along with the new Chief Executive when appointed. It was noted that the Chief Executive post had been advertised.

This new comprehensive review will be discussed further at the Accountability Review Meeting in June.

Mrs A Baxendale said that Council Members would support the organisation during the review and support staff during the threat of a review. There was great admiration for staff during the duration of this review and there was full support for the Senior Professional Officers from Council Members.

5.0 CORRESPONDENCE (*Circulated*)

- 5.1 It was noted that a letter from Dr A McCormick, Permanent Secretary dated 4th February 2014 regarding Honest Broker Service – Go Live for Research Use had been received.
- 5.2 It was noted that a letter from Dr A McCormick, Permanent Secretary dated 15th November 2013 regarding Departmental Objectives for 2014-15 ALB Business Plans has been received.
- 5.3 It was noted that a letter from Dr A McCormick, Permanent Secretary dated 20th February 2014 regarding The Role of ALBs in Community Planning had been received.

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

6.1 A copy of the Chief Executives Report

This report provides an overview of business activities which have been pursued since the NIPEC Council meeting on 14th November 2013.

Priority: Practice

NIPEC has co-ordinated and/or provided a number of important events and workshops over the past three months as follows:

- Jointly with Belfast Health and Social Care Trust NIPEC co-ordinated and hosted a visit by Mr Paul Garrett and Ms Cheryl Haswell from Gloucester Hospital Trust on the (6th December 2013).
- Hosted a workshop with representatives drawn from the Independent and Voluntary sector organisations and universities to consider the potential to increase capacity within the sector for practice placements for pre registration nursing students (9th December 2013).
- Under the umbrella of the Normative staffing work stream NIPEC and the Public Health Agency led on two workshops, one in relation to Health Visiting (20th January 2014) and a second in relation to Emergency Care Nursing (3RD March 2014). Ms Angela Drury is NIPEC's lead SPO for this work.
- A second meeting of NIPEC's Regional Professional Forum for Senior Nurses working within the Independent and Voluntary sector. Ms Angela Drury and Mrs Cathy McCusker jointly support this forum.
- A launch on the (13th February 2014) of the Promoting Good Nutrition Resources within the Northern Ireland Electronic Care Record. This work has

now been completed and is web based on the Departments PGN website and also in NIECR as pdfs. Mrs Cathy McCusker was NIPEC's lead SPO for this work.

- NIPEC in collaboration with the Clinical Education Centre hosted a visit by senior nursing colleagues from the Mater Hospital Dublin (21st February 2014).
- NIPEC has supported DHSSPS in the analysis of consultation responses received to the Regional Action Plan to support the implementation of *Strengthening the Commitment the UK Modernising Learning Disabilities Nursing Review*.
- NIPEC is working in partnership with the PHA on the implementation of some of the Objectives from *A Strategy for Maternity Care in NI 2012-2018*. To support this steering and working groups have been established. Currently there is extensive engagement process being undertaken with women, midwives, general practitioners and obstetricians through face to face discussion groups and online surveys. Ms Brenda Devine is NIPEC's lead SPO on this project.
- NIPEC co-ordinated the first meeting of a Project Steering Committee on 3rd February 2014. This project aims to develop a workforce Plan for Nursing and Midwifery in Northern Ireland (2014-2019). Dr Carole McKenna is NIPEC's lead SPO on this project.
- The first meeting of a Task and Finish Group to develop a Career Pathway for Nursing and Midwifery was held on 3rd February 2014. NIPEC are leading this work on behalf of the DHSSPS. Dr Carole McKenna is NIPEC's lead SPO on this project.

Priority: Education

The report of the quality assurance of a sample of DHSSPS commissioned development and learning activities (non NMC regulated) for the period 2012-2013 had been submitted to the DHSSPS and a date secured for the Chief Executive and Mrs Frances Cannon to present the report to DHSSPS colleagues namely Mrs Charlotte McArdle, Chief Nursing Officer and Ms Patricia Corbett, Director of Human Resources.

At its most recent meeting the last Education Strategy Group approved two documents which had been developed on a collaborative basis by NIPEC, Universities and HSC Trusts. They are:

- A self assessment tool which aims to quality assurance process for in-house training delivered by nurses and midwives
- An information leaflet for nurses and midwives on APEL

Arrangements are in hand to disseminate the both of these. Mrs Frances Cannon is NIPEC's lead SPO for these matters.

Priority: Professional Development

NIPEC was asked by DHSSPS to provide project management support to the regional review of the nursing and midwifery workforce. A first meeting of the Project Steering Committee was held on 4th February 2014. Dr Carole McKenna is NIPEC's lead SPO for this work. In light of the timeframe of the review DHSSPS has also agreed to provide limited short term funding to facilitate NIPEC's support to the review of the Nursing and Midwifery Workforce.

NIPEC continues to deliver on its core function to support the professional development of the nursing and midwifery professions. In particular NIPEC arranged, co-ordinated and co-facilitated with the NMC a total of seven events in relation to revalidation for nurses and midwives. These events were delivered within local HSC Trusts as well as a regional level event in Mossley Mill, which was aimed at nurses and midwives who do not work within Trusts. These events seemed to be well received by attendees.

Planning was at an advanced stage for NIPEC's annual conference for Ward Sisters, Charge Nurses and Nurse or Midwife Team Leaders. This conference would be held on 9th April 2014 in the Kings Hall Belfast. The Health Minister, Professor Brendan McCormack and the Chief Nursing Officer kindly agreed to address the conference.

Priority: Advice and Guidance

As previously noted NIPEC was asked by DHSSPS to develop resources to support the implementation of *Promoting Good Nutrition: A Strategy for good nutritional care for adults in all care settings in Northern Ireland 2011-2016*. The project was chaired by Mrs Pauline Mulholland (SEHECT) who is a dietician and who had previously led on the development of the strategy within DHSSPS. Mrs Cathy McCusker was NIPEC's Project lead and both made significant efforts to bring this work to a conclusion. The resources were launched by the Minister at the Chief Nursing Officer's Conference on 27th November 2013.

More recently the resources have been included in the Northern Ireland Electronic Care Record and this was marked by a regional launch event which included an address by the Chief Nursing Officer.

Under the umbrella of Recording Care, Northern Ireland's Standards to Support Person Centred Record Keeping Practice by nursing and midwifery staff were developed. These were launched at the Chief Nursing Officer's conference on 27th November 2013. Ms Angela Drury is NIPEC's lead SPO for this work.

SCAN continues to be disseminated widely on a monthly basis.

Priority: Engagement, Partnership and Communication

Work continues on the maintenance and further development of relationships with various stakeholders.

During February 2014 NIPEC welcomed members of its newly formed PPI e-Forum to an induction event. This focused on supporting the members gain an insight of NIPEC's role and operational activities. Time was also taken to consider and agree ways in which the members' contribution can be supported and facilitated.

NIPEC was represented by Dr Carole McKenna at NIGALA's stakeholder event on 6th December 2013.

NIPEC was also represented at a regional event to consider priorities for the forthcoming E Health and Care Strategy.

On 19th February NIPEC hosted a visit by the DHSSPS's Under Secretary and the Director of HR. The programme for this event included a walk around NIPEC's refurbished accommodation, an opportunity to meet staff and presentations by the Chief Executive and Senior Team on a range of activities and work streams for the purpose of demonstrating NIPEC's performance of governance requirements and how the NIPEC's professional activities deliver on strategic priorities and support the development of the professions.

Over the recent months NIPEC took the opportunity to test its Partnership Framework. It is intended that the results of this test would be presented to Council at a forthcoming meeting. Ms Brenda Devine has led on this work.

Priority: Governance and Performance

Following the successful completion of NIPEC's Accommodation review a Post Project Evaluation (PPE) was undertaken and submitted to the DHSSPS. In the last few days very positive comments, in respect of the PPE, have been received from the Asset and Estate Management Branch, Health Estates Investment Group.

NIPEC's Business Plan 2014-2015 was submitted to the Sponsor Branch, within a timeframe which had been agreed by both parties. Whilst NIPEC was notified of its indicative allocation it is relevant to note that this allocation requires formal confirmation.

Priority: Information

Mr Mark Jamison continues to support the effective delivery of NIPEC's business by overseeing and managing NIPEC's website, mini-websites, and various ICT resources. In addition he continues to provide invaluable professional support at NIPEC's various events and workshops.

Priority: Evidence

Initial steps have been taken to develop an action plan to encourage further evidence based practice across NIPEC .

The DHSSPS' Chief Nursing Officer has very recently requested NIPEC to take an oversight role in regional level aimed at establishing 'expert wards'. It is anticipated that over the forthcoming months a project initiation document will be prepared and submitted to CNO.

The Chief Nursing Officer has also asked that NIPEC take forward work to support nursing within emergency care departments. An initial meeting was held on 3rd March 2014 with representatives of the Emergency Care Nursing Network and a further meeting is planned for mid April 2014.

Priority: Workforce

NIPEC's Joint Negotiating Consultative Committee continues to meet regularly.

6.2 A copy of the Consultation Activity Report

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

7.0 CORPORATE CONTROL & FINANCE

7.1 Head of Corporate Services Report

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

Financial 'Executive Summary for Council' – Month 10 (January 2014)

It was noted that a copy of the 'executive summary' had been circulated to members at (7.3)

NIPEC received a letter dated 10th January 2014 informing it of the reduction in its RRL of £74,633 resulting from the surrender of non-recurrent funds in December 2013.

NIPEC's revenue allocation for 2013/14 had been amended from the initial **£1,369,875** to **£1,281,242** to reflect the above and the 1% reduction in ALB's/Agencies funding by the DHSSPS in the autumn of 2013.

Capital Resource Limit – 2013/14

NIPEC received formal notification of an additional CRL from the DHSSPS dated 27th January 2014 of **£9,500**. This additional funding was made under the regional HSC ICT funding programme.

This funding will be used to purchase:

- 9 Apple ipads Air ,32Gb
- 2 Standard Laptops
- 1 Desktop PC
- 2 Tablet/Slates

NIPEC Accommodation Working Group

Main developments to date have been:

- **Lease.** New 3 yr lease with a break clause after year 2 had been signed by both parties and took effect from 1st December 2013 with the new rent rate being applied.
- **Dilapidation Cost.** The Landlord was paid the sum of £13,500 in December 2013.
- **Post Project Evaluation (PPE).** A copy of this return had been circulated at 7.5 of the agenda. It was forwarded to the DHSSPS on the 14th February 2014.

- **Land & Property Services (LPS).** NIPEC were still awaiting a formal review by the rates surveyor of its accommodation prior to the LPS issuing an amended rates evaluation assessment for the current accommodation.

Risk Register

A quarterly 'Assurance Framework: Corporate Risks 2013/14, (*version 8 – January 2014*)' had been circulated at (7.4).

Property Asset Management (PAM) plan 2014/15 to 2019/20

A draft plan in line with the guidelines set by the DHSSPS, Health Estates Investment Group (HEIG) in January 2014 was with the Business Team for comment. A Plan was to be submitted to HEIG by the 30th April 2014.

Sustainable Development Report for 2014/15

As part of the 2014-15 governance objectives set by the DHSSPS, a sustainable development report for 2014-15 has to be submitted to the DHSSPS by the 30th April 2014. A copy is with the Business Team for comment.

Response to Sustainable Developing Reporting Framework

NIPEC received a letter by e-mail dated 16th January 2014 from HEIG requesting a response as an HSC organisation to six priority areas in regard to the above.

The purpose of the reporting framework was to enable the DHSSPS, ALBs to demonstrate that they were making an appropriate contribution to the achievement of sustainable development, and to allow the Department to provide evidence of progress on the delivery of the six priority areas for action which were contained within the OFMDFM strategy.

Deadline for the response is 31st March 2014 and a draft was with the Business Team.

General Capital Allocation 2014/15

Letter received from the DHSSPS dated 4th February seeking bids for the above by the 28th February 2014. A copy of NIPEC's agreed bids was circulated to Council Members.

Test Drilling of Revenue Expenditure Decisions 2013/14

The DHSSPS in a letter dated 5th February 2014 advised HSC organisations that the Department was required to conduct ad hoc 'test drilling' of economic revenue appraisals and PPEs to ensure that the appropriate appraisal standards have been taken on a proper basis. Therefore, information has been sought from organisations for the periods:

- 1st April 2013 to 31st January 2014. (*Report submitted by 12th February 2014*)
- 1st February 2014 to 31st March 2014. (*Report submitted by 11th April 2014*)

A copy of the NIPEC e-mail in response to the above is attached

Draft Business Plan 2014-15

Following the workshop held in January 2014 and the e-mail to Council members, NIPEC has finalised the above and submitted it to the DHSSPS within the agreed deadline of 6th February 2014.

As the document was still in draft until approved by the Sponsoring Department, a copy had been placed on the Council members section of the NIPEC website.

It was asked if the Accommodation was now working for what had to be delivered. It was noted that it was now achieving better Value for Money and with the new technology of tele and video conferencing and web cams in Senior Professional Officer's offices this had enhanced the requirements for Officer's to meet their individual work-streams.

7.2 Report from Standing Committee

7.2.1 A copy of the confirmed Minutes of the Audit and Risk Committee Meeting AC/4/2013 held on 15th October 2013 had previously been circulated.

7.2.2 A copy of the unconfirmed Minutes of the Audit and Risk Committee Meeting AC/1/2014 held on 11th February 2014 had been tabled. Dr V Tohani, Deputy Chair said he was happy with the response. Chair to approach Mr P Davidson and Mrs M Clark regarding membership of the group.

7.3 A copy of the NIPEC – Executive Management Summary for Council had previously been circulated.

7.4 A copy of the NIPEC High Level Risk Register had previously been circulated. It was noted that Mr A Henry's resignation would be noted at Section 4 Council Membership.

7.5 A copy of the NIPEC – Post Project Evaluation (PPE) for the Accommodation Business Case has been previously been circulated.

7.6 A copy of the NIPEC Accessable Formats Policy had been previously circulated. Mr E Thom outlined the way forward and Council Members endorsed the document. Chair thanked Mr Thom for all his hard work.

8.0 SAFETY AND QUALITY

8.1 A copy of an Update on NIPEC Projects have been previously circulated. Dr Henry gave updates on certain projects and variance reports for a few of the projects. It was asked if work-streams could be numbered for easier referencing when reading. Dr Henry to speak to Mrs J Edgar regarding this.

8.2 A presentation was given by Mrs Cathy McCusker, SPO on the Attributes Framework. Dr Henry indicated to Council Members that NIPEC was hitting the international agenda. Chair thanked Mrs Cathy McCusker for her presentation.

9.0 CHIEF NURSING OFFICER REPORT

As the CNO was unable to attend, no report had been received.

10.0 ANY OTHER BUSINESS

No further business.

11.0 DATE, TIME AND VENUE OF NEXT WORKSHOP AND MEETING

The next public meeting of NIPEC Council will be held on Thursday 26th June 2014 at 2.15 pm, Venue: Main Room, 3rd Floor, Belfast Central Mission, Glengall Street, Belfast. There will be a meeting at the beginning to sign off NIPEC's Annual Report and Accounts.

At this point the public were asked to leave the meeting due to the confidential nature of further business.

CHAIR

DATE