



NIPEC/1/2013

MINUTES

Northern Ireland Practice and Education Council Meeting, Wednesday 6th March 2013, Council Room, Centre House, 79 Chichester Street, Belfast at 10.30 am

PRESENT: **Professor C Curran, Chair**
Dr G Henry, Chief Executive
Mrs F McMahon
Dr V Tohani
Mrs A Baxendale
Mr A Henry
Mrs R Burrows
Mrs D Oktar-Campbell
Mrs J Brownlees
Mr P Davidson
Mr P McGreevy

In attendance: **Mr E Thom, Head of Corporate Services**

Secretariat: **Mrs D Meleady, Personal Assistant**

Members of the Public: **None**

1.0 APOLOGIES

Mrs A McLernon, CNO, Mrs D McNamee, Mrs M Clark, Mrs L Houlihan, Mrs S Campalani, Dr Marina Lupari

2.0 CHAIR'S BUSINESS

- 2.1 No members of the public attended the meeting.
- 2.2 A copy of the notes from the NIPEC workshop which was held on Wednesday 23rd January 2013 had been previously circulated for information.
- 2.3 It was noted that a confirmation of date for an Extra Ordinary Council Meeting to discuss the Accommodation Review had to be agreed. Chief Executive gave Council Members an overview of the history of the accommodation and that the Accommodation Working group were focusing on the interim next 2-3 years. A number of options have been considered including:

- Maintain the status quo
- Increase usage of 1st floor
- Concentrate on one floor, which would require minor refurbishment to the second floor. This option would require Council meetings, workshops and any large meetings being held outside of NIPEC. It was noted that a refinement to this option would be the retention of the first floor for a limited period of time to allow for refurbishment work to take place.

Financial information and dilapidation costs are awaited to assist with the Business case/SOC. Some discussion took place regarding renegotiating of rent and maintaining NIPEC's profile throughout this whilst significant decisions were being made. This will be discussed further at the Extra ordinary Council meeting to be held on the 11th April 2013.

- 2.4 The Chair informed Council Members that a Remuneration Committee Meeting was required after the 6th June 2013 Council Meeting. Chair reminded Council Members that following the recent guidelines issued by DHSSPS no member of the Audit & Risk Committee could be a member of the Remuneration committee.
- 2.5 It was noted that NIPEC had revised its Communication and Engagement Strategy (tabled) as per NIPEC's Business Objectives. This is in draft form and Council Members views would be greatly appreciated. This draft version builds on the previous Strategies and on the 10 years of NIPEC's establishment. It would be appreciated if comments were received by 20th March 2013.
- 2.6 It was noted under correspondence Agenda item 5.1 the letter received from the RCN was from Dr Peter Carter, Chief Executive & General Secretary and not from Mrs Janice Smyth.
- 2.7 Council Members were reminded to sign and return their Declaration of Interests forms to Deirdre.
- 2.8 It is understood that Mrs Charlotte McArdle had been offered the post of Chief Nursing Officer. Mrs McArdle was the Executive Director of Nurse Education at the South Eastern Health and Social Care Trust. Thanks was given to Mrs Angela McLernon, Acting Chief Nursing Officer for her support to NIPEC over this acting up period.
- 2.9 It was noted that Mrs Kathy Fodey had recently taken up post of Director of Nursing and Operations at the RQIA.

3.0 MINUTES OF THE PREVIOUS MEETING (*Circulated*)

- 3.1 Minutes of the meeting held on 21st November 2012 (NIPEC/5/2012) for consideration.

After consideration and with the following minor amendment:

Agenda item 6.1 Chief Executive's Report should read....the activities are reported within the areas of:

- *Stakeholder Engagement*
- *Safe and Effective Practice*
- *Education and Learning*
- *Governance*

The above minutes of the Council Meeting held on 21st November 2012 (NIPEC/5/2012) were proposed to be an accurate record. The minutes were approved by all present.

4.0 MATTERS ARISING

4.1 It was noted that there was still no consultation document on the Review of NIPEC.

5.0 CORRESPONDENCE (*Circulated*)

5.1 As reported at agenda item 2.6 a letter has been received from Dr Peter Carter, Chief Executive and General Secretary, regarding Glynis Henry's involvement in the Willis Commission. Chair congratulated the Chief Executive for all her hard work on this.

5.2 It was noted a letter had been received from Dr A McCormick, Permanent Secretary regarding Change or withdrawal of Services – Guidance on Roles and Responsibilities.

5.3 It was noted that a letter had been received from Dr A McCormick, Permanent Secretary regarding Completion of Board Governance Self-Assessment Tool by All DHSSPS Sponsored Arms Length Bodies. Chair informed Council Members that this was a very significant piece of work and had to be completed and returned to the Department by the end of April 2013. Council was informed that this document would be populated and circulated to them or put onto the Council Members section of the NIPEC website for information and further discussion would take place at the Extra Ordinary Council Meeting in April 2013 to sign this off.

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

6.1 A copy of the Chief Executives Report was tabled.

The Chief Executive gave an update to NIPEC Council on a number of activities undertaken since the last Council meeting of 21st November 2012. These activities are reported within the areas of:

- Stakeholder engagement
- Safe and effective practice
- Education and Learning

- Governance

Stakeholder engagement

Every effort continues to be made to engage and maintain positive and mutually beneficial relationships with the various stakeholders. This included various staff participating in and contributing to various regional groups and attending regional and national events. Examples included participation in the Chief Nursing Officer and Executive Directors of Nursing meetings, Education Commissioning Group meetings, Education Strategy Group meetings, Regional Workforce Planning meeting and the Chief Nursing Officer's Conference on 29th November 2012.

In addition, NIPEC also hosted:

- A meeting with the Local Supervising Authority Midwifery Officer at which the Chief Executive and Ms Brenda Devine discussed potential future areas of work directly related to midwifery.
- A four-country meeting on 18th December 2012, to consider current individual approaches of the regions to recruitment and selection for pre-registration nursing programmes, to share good practice and to support collaborative debate. The meeting was chaired by Professor Owen Barr. A follow up meeting was held in Scotland, at which the decision was made to feedback to the commissioners of the work within each country with a view to progressing further work. It was anticipated that NIPEC would reconvene the Gateway Nursing Group in the forthcoming weeks. The meeting which was in Scotland also coincided with NHS Education Scotland's conference on '*Research and Innovation in the Recruitment and Retention of Pre Registration Nursing and Midwifery Students*' at which Professor Barr and Ms Angela Drury presented a paper in relation to the Gateway to Nursing initiative in Northern Ireland.
- A regional event for Nursing Agencies. The event was aimed at both individuals employed through, and those responsible for, the co-ordination of nursing and midwifery staff within agency organisations. The agenda of the event included: Record Keeping Practice, Preceptorship, Safeguarding Children and Maintaining a Portfolio for Continuous Professional Development. This event was planned with the agreement of senior colleagues from RQIA.
- A Transforming Your Care education workshop took place which was tasked with securing an informed strategic understanding of the education needs of Children's nurses so that their contribution to the implementation of Transforming Your Care was maximised. This event was led by Mrs Frances Cannon. Feedback had been positive.
- A highly successful and well attended launch of the Preceptorship Framework on 7th February 2013. Mrs Cathy Mc Cusker was NIPEC's Lead Officer for this work. A mini website for preceptorship is available at <http://www.nipec.hscni.net/preceptorship/>

- In addition a meeting took place with the Chief Executive and Director of Corporate Services of the Nursing and Midwifery Board Ireland to discuss the Practice and Quality Database.

As previously noted arrangements are in hand to facilitate a structured and time bound learning opportunity within HSC Trusts for Senior Professional Officers. Feedback suggested that these opportunities were valued by both the Senior Professional Officers and HSC Trust colleagues.

Safe and Effective Practice

Work streams continue to be progressed. The Chief Nursing Officer has asked NIPEC to lead and work collaboratively with the Local Supervising Authority and senior midwives across the HSC, to develop information and training tools for midwives in Northern Ireland relating to medicines.

NIPEC continues with work to refresh the Development Framework. This work not only takes account of future developments within the professions but also updating the framework from an ICT perspective.

Education and Learning

In line with DHSSPS direction NIPEC has continued to quality assure a sample of DHSSPS commissioned, non NMC approved education and learning activities. The associated report for 2012 has been submitted to DHSSPS and efforts were being made to arrange a meeting with DHSSPS colleagues to formally present it.

NIPEC has actively supported the external review phase of the evaluation of the infrastructure to support learning and assessment in practice; arrangements to prepare a report are in hand.

NIPEC continued to support the DHSSPS with the Education Commissioning process. In the context of Transforming Your Care there had been some discussions as to how NIPEC might continue to support DHSSPS colleagues with this work.

Governance

The Chief Executive took the opportunity to thank Chair, Council members and staff for their contribution to the preparation of NIPEC's three-year corporate plan (2013-2016) and an annual business plan. These documents had been submitted to NIPEC's sponsoring branch within DHSSPS for consideration.

In keeping with NIPEC's annual business plan for 2012-2013 action had been progressed to review NIPEC's accommodation. A small working group comprising of colleagues from Health Estates Investment Group (HEIG), Mr Edmund Thom and Chief Executive continued with work to prepare a strategic outline case. The aim of this review was to ensure that NIPEC's accommodation needs were appropriately met in a way that ensures value for money and enabled NIPEC to deliver its functions. The anticipated review of NIPEC and

associated uncertainty has necessitated that options under consideration were concerned with meeting needs during the interim.

The meeting with Minister Poots on 4th December 2012, in relation to the review of NIPEC proceeded as planned. As more information on the review becomes available Chair and Chief Executive plan to ensure that staff and Council members were updated accordingly.

NIPEC, along with other arm's length bodies, continued to work closely with the Business Services Organisation to facilitate the introduction and bedding down of computerised systems associated with the Business Services Transformation Project (BSTP). The introduction of these new systems represents significant change and when issue/difficulties were encountered these were escalated for resolution with BSTP colleagues.

The Chief Executive took this opportunity to thank Chair, Council members and in particular NIPEC's staff for their continued efforts in providing and supporting NIPEC's activities.

6.2 A copy of the Consultation Activity Report (*Circulated*)

No discussion was required on any consultation activity. It was noted that Council Members would be happy to contact Officer's involved in Consultations that were put onto the Council Member's section of the website.

7.0 CORPORATE CONTROL & FINANCE

7.1 Head of Corporate Services Report (*Circulated*)

A copy of the Head of Corporate Services Report had been circulated for information.

E Thom took Council Members through his report on the major issues that had occurred within Corporate Services since the last Council Meeting in November 2012.

Financial 'Executive Summary for Council' – Month 10

A copy of the financial executive summary for month 10 (January 2013) was circulated at (7.3).

Assurance and Accountability Arrangements for ALBs – Business Planning for 2013/14.

Following the workshop held on the 23rd January 2013 a copy of NIPEC's 'Corporate Plan 2013 -2016' and the 'Annual Business Plan 2013-14' had been submitted to the sponsoring department for their consideration.

Revenue Estimates – 2013/14

A copy of the draft revenue estimates for 2013/14 based on the indicative allocation (Revenue Resource Limit) was circulated in late mailing.

Business Service Transformation Programme (BSTP)

FPL (Finance, Procurement & Logistics) – A number of issues had been raised by NIPEC regarding the functionality of the system which are still to be fully resolved and these have been shared with the Project Team. Staff are using work around solutions in order to ensure goods are ordered etc.

HRPTS (HR, Payroll, Travel and Subsistence) - NIPEC went live on the 4th February 2013 together with the BSO as part of the first organisations to use the new system. All the functions of the HRPTS are not yet operational but would be rolled out over the next three months. Prior to going live staff were able to avail of the following awareness courses as appropriate:

1. **Employees Self Service (ESS)** –All employees.
2. **Managers Self Service, Standard (MSS)** –Staff who have line management responsibility and would need to use the MSS functionality but not in many complex areas.
3. **Managers Self Service, Advanced (MSS)** –Staff who have line management responsibilities and would need to utilise the full suite of MSS functionality.

The **training methods** were:

ESS	<ul style="list-style-type: none">•ESS Awareness Sessions (Demo system) for all staff•Communication Material*•E-learning
MSS (S)	<ul style="list-style-type: none">•MSS (S) Awareness Sessions (Demo system) for all staff•Communication Material•E-learning
MSS (A)	<ul style="list-style-type: none">•MSS (A) Awareness Sessions (Demo system) for all staff•Communication Material•E-learning

NIPEC Accommodation Working Group

The position was that following the meeting held on the 18th January 2013 NIPEC agreed with HEIG (Health Estates Investment Group) the floor plan for moving completely onto the second floor.

In view of the revenue consequences of giving up the first floor i.e. loss of ITS income from sublet and additional cost of hosting meetings, workshops and seminars outside NIPEC a meeting was held with DHSSPS Finance on the 29th January 2012 to apprise them of the situation.

NIPEC has drawn up an estimate of the additional cost for accommodating meetings, seminars & workshops outside of NIPEC and was waiting from the HEIG an estimate of the refurbishment cost for alterations to the second floor and the dilapidations cost involved for the first floor.

A SOC (Strategic Outline Case)/ Business Case had been drafted and a final draft would be available for Council's consideration at the extraordinary Council meeting scheduled for April 2013.

Risk Register

An updated quarterly 'Assurance Framework: Corporate Risks 2012/13, (*version 4*)' which was taken to the Audit & Risk committee meeting on 12th February 2013 had been circulated at (7.4). Draft 2013/14 was in the process of being drawn up .

[Updated areas were shown in yellow highlighter.]

Annual Report & Accounts 2012/13

To note that the background and timetable data was shared with Council members at the workshop meeting scheduled for the 23rd January 2013.

Important dates regarding the Annual Report and Accounts were noted: Audit and Risk Committee Meeting on 28th May 2013, Extra Ordinary Audit and Risk Committee meeting followed by an Extra Ordinary Council meeting on 25th June 2013.

Mr A Henry said it would be useful if a narrative was presented to go with agenda item 7.3, this was noted.

7.2 Report from Standing Committee

7.2.1 Confirmed Minutes of the Audit Committee Meeting AC/5/2012 held on 16th October 2012 were received and discussed.

7.2.2 Unconfirmed Minutes of the Audit Committee Meeting AC/1/2013 held on 12th February 2013 were tabled for information. It was noted that at minute 4.1.1 in these minutes that the Disability Action Plan was put onto the NIPEC website

7.3 NIPEC – Executive Management Summary for Council

A copy of this was previously circulated for information.

7.4 NIPEC High Level Risk Register

A copy of this was previously circulated for information. It was noted that a copy of this document went to the Audit & Risk Committee. It was queried why there were gaps in control at page 8 of this document but Council Members were informed that this was not NIPEC's responsibility but that of the Department.

7.5 NIPEC – Summary of Financial Estimates 2013/14

A copy of this was previously circulated for information. Head of Corporate Services updated Council Members on this indicative financial allocation which was to be received by end of March 2013.

8.0 SAFETY AND QUALITY

8.1 A copy of an Update on NIPEC Projects

A copy of the update had previously been circulated. The Chief Executive took Council Members through a number of NIPEC work-streams and updated Council Members on the status of those work-streams.

9.0 CHIEF NURSING OFFICER REPORT

As the CNO had sent her apologies there was no report.

10.0 ANY OTHER BUSINESS

There was 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 Wednesday 6th June 2013 at 2.00 pm. There will be an extra ordinary Council Meeting on the 25th June 2013 at 11.15 am. Both of these meetings will be held in the Council Room, Centre House, 79 Chichester Street, Belfast.

12.0 CONFIDENTIAL BUSINESS

There was no Confidential Business.

Chair

Date