



NIPEC/4/2012

MINUTES

Northern Ireland Practice and Education Council Meeting, held on Wednesday 5th September 2012, Council Room, Centre House, 79 Chichester Street, Belfast at 2.00 pm

PRESENT:

- Professor C Curran, Chair**
- Mrs G Henry, Chief Executive**
- Mrs F McMahon**
- Dr V Tohani**
- Mrs D McNamee**
- Mrs A Baxendale**
- Mr A Henry**
- Mr P Davidson**
- Mrs M Clark**

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

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

Member of the Public: **Ms Anne Law, Acting Ward Manager, SHSCT**

1.0 APOLOGIES

Mrs A McLernon, CNO (Acting), Ms S Campalani

2.0 CHAIR'S BUSINESS

2.1 Chair welcomed a member of the public to the meeting.

2.2 A new Draft NIPEC Council Agenda template was circulated to Council Members for discussion which would reflect the performance and assurance dimensions stipulated in the Health and Social Care Reform Act 2009 – Framework Document that was issued by Dr Andrew McCormick, Permanent Secretary. After a brief discussion Council Members agreed this new agenda as matter of good practice.

2.3 Chair updated Council Members on the advertisement for five Professional Members posts on NIPEC's Council and that the interviews had taken place but that the Assembly had only returned after summer leave and she was waiting on the Ministers confirmation.

2.4 Chair raised with Council Members the issue around the membership of the NIPEC Audit Committee and to seek agreement that the Audit Committee be re-titled to Risk and Audit Committee. Following a brief discussion Chair sought agreement from Council to the Chair of the Audit Committee it was agreed that Mrs Deirdre McNamee would take up the position as Chair and Dr Vinod Tohani as Deputy Chair. Council agreed to this. It was also agreed that the Audit Committee be re-titled as Audit and Risk Committee. It was noted that membership of this committee required a second professional member as the committee membership comprises of two Professional and two Lay members. It was agreed to await the new appointments to the Council before further membership was agreed.

It was also noted that members of the Risk and Audit Committee should be excused from attending any Remuneration meetings.

2.5 Chair welcomed Mrs Frances Cannon, Senior Professional Officer – Education to the meeting.

2.6 Chair asked Ms Angela Drury to introduce the Professional Officers of the Recording Care Project to Council.

Jane Patterson, SEHSCT
Sonya McVeigh, BHSCT
Paula Boyle, SHSCT
Siobhan Shannon, NHSCT
And Sandra Hogg, WHSCT who was currently on annual leave

2.7 Feedback was given to Council Members on NIPEC Stakeholder Event held on 24th August 2012. Mr Alan Henry and Dr Vinod Tohani attended this event and they commended the organisation on a terrific event in putting forward the work and outputs that NIPEC has done to date and asked for their thanks to be noted and given to all staff for their input in making it such a successful event. It was noted that Dr Carole McKenna

was drafting a report that would be issued to Council. The feedback from attendees was positive and it was hoped that this would be reflected in their input into the consultation process. It was also noted that Chair had written to the Health Committee for herself and Chief Executive to meet with them

2.8 It was noted that a Performance Management Survey had been received from the Internal Audit Unit, Business Services Organisation to be completed by 7th September. It was agreed that Deirdre Meleady would send the link to the Council Members so that they could complete the survey.

2.9 It was noted that a letter from Professor Judith Ellis MBE, Interim Chair, NMC had been received regarding the NIPEC Stakeholder Event.

3.0 MINUTES OF THE PREVIOUS MEETING (*Circulated*)

3.1 Minutes of the meeting held on 28th May 2012 (NIPEC/2/2012) for consideration.

After consideration and with the amendment to Page 3, Agenda Item 5.1 where it should read 2012 and not 2011 the above minutes of the Council Meeting held on 28th May 2012 (NIPEC/2/2012) was proposed to be an accurate record. The minutes were approved by all present.

3.2 Minutes of the extra-ordinary meeting held on 26th June 2012 (NIPEC/3/2012) for consideration

After consideration, acceptance of the minutes of the Extra-ordinary Council Meeting held on 26th June 2012 (NIPEC/3/2012) was proposed to be an accurate record. The minutes were approved by all present.

4.0 MATTERS ARISING

4.1 To note NIPEC Council – Annual Governance Cycle had been cleared by the Audit Committee and was circulated to Council for information.

5.0 CORRESPONDENCE (*Circulated*)

5.1 It was noted that a letter dated 3rd August had been received from Cathy Cairns, Assistant Director, Wales, Scotland and Northern Ireland Affairs regarding Change of Arrangements.

5.2 It was noted that a letter had been received from Dr Andrew McCormick regarding Code of Conduct and Code of Accountability for Board Members of Health & Social Care Bodies. It was asked if any members of the Risk and Audit Committee would like to attend a Disclosure of Governance event being held on the 27th September 2012.

6.0 CONSULTATION ACTIVITY (*Circulated*)

No discussion was required on any Consultation activity. Dr Vinod Tohani asked if he could get NIPEC's responses when completed sent to him on the following two Consultations.

- DHSSPS Consultation on the Management of HIV Infected Healthcare Workers in NI
- DOENI – Consultation on the Draft Road Traffic (Drink Driving) (Amendment) Bill and Additional Measures to Tackle Drink and Drug Driving in NI

7.0 CHIEF EXECUTIVE'S REPORT

Introduction

The Chief Executive tabled and gave an update to NIPEC Council on a number of activities undertaken since the NIPEC Council meeting of 28th May 2012. These activities are reported within the areas of:

- Stakeholder engagement
- Human Resources
- Event and highlights
- General

Stakeholder Engagement

The Chief Executive, Head of Corporate Services and Senior Professional Officers continue to participate in various regional groups. They continue to work collaboratively fostering effective relationships with the Acting Chief Nursing

Officer and Nursing Officer colleagues within the DHSSPS, Executive Directors of Nursing and other senior nursing colleagues within HSC Trusts, Public Health Agency senior nurses and midwives, senior professional colleagues from universities and the Clinical Education Centre, and other organisations.

At the last Council meeting (28th May 2012) the Chief Executive reported that she had been nominated as NIPEC's representative to the Quality 2020 Implementation Team. In the past few days NIPEC had been notified of a planned event for the Quality Implementation Team (9th October 2012) and the Chief Executive indicated her intention to attend this event.

Professor Curran, Chair, the Chief Executive and Senior Professional Officers attended the 2012 RCN Nurse of the Year Awards Ceremony in the Culloden Hotel.

In the context of the forthcoming Review of NIPEC a stakeholder event was held on 24th August 2012. The event was attended by a significant number of senior staff from across the HSC system and universities including for example; Dame Judith Hill (Chief Executive NI Hospice), Judith Ellis (Interim Chair of the NMC), Executive Director and senior nursing/midwifery staff from HSC Trusts, the Regulation Quality Improvement Authority, University of Ulster, the Open University, the IHCP, RCN, RCM as well as several NIPEC Council members. A report of the event is being prepared.

The Chief Executive continues to participate in the Commission on Nurse Education ('The Commission'). 'The Commission' is considering the core question of "What are the defining features of excellent education and practice preparation and supervision for those working towards registration that would provide a nursing workforce for future health and social care services in the UK?" Lord Willis of Knaresborough as the Chair of 'the Commission' plans to visit Northern Ireland on 10th September 2012. NIPEC are hosting this visit. Invitations have been extended to nursing students, mentors, the Chief Nursing Officer, relevant senior staff from universities, Executive Directors of Nursing, Practice Education staff, Ward Sisters/Charge Nurses and Team leaders.

Human Resources

Recruitment processes for a number of vacancies for registrant members on Council have been undertaken via the Public Appointments Unit.

Brenda Devine (Senior Professional Officer) remains on secondment to DHSSPS. It is expected that Brenda would return to NIPEC during October 2012.

Cassie Gowdy has now completed her time with NIPEC on work based placement. Michael McGoldrick has been recruited to the placement for a year starting 10th September 2012.

Recruitment to a fixed term administrative and clerical post to support NIPEC to provide Education Commissioning Group activities (an interim arrangement) had taken longer than had been anticipated. However it is anticipated that the post would be filled in the very near future.

Events and Highlights

Planning continues for NIPEC's conference in October which would mark our 10th anniversary

On behalf of DHSSPS, NIPEC had been asked to take forward work to develop an action plan to facilitate the implementation of the recommendations of Strengthening the Commitment: The Report of the UK Modernising Learning Disabilities Nursing Review. This work would include the hosting of a regional workshop on 14th September 2012. Invitations to attend and participate in the workshop have been offered to a wide range of organisations. Thus far indications suggest that the workshop should be well attended.

General

Since the last meeting of NIPEC Council the final report of the Strategic Review of the Nursing and Midwifery Council by CHRE has been released.

Unfortunately the accountability meeting with DHSSPS which had been arranged for 6th June 2012 was postponed. This meeting has now been rescheduled to 18th September 2012. It is anticipated that this meeting would provide an opportunity for DHSSPS to update on the planned review of NIPEC.

Mr E Thom in his role as NIPEC Change Lead for the Business Transformation Programme (BSTP) continues to work closely with and be supported by Paula Smyth. It was noted that Implementation 'go live' dates have been rescheduled.

7.1 Update on NIPEC Projects *(to be tabled)*

A copy of this work matrix was tabled for information and the Chief Executive updated on the following work streams:

- Health Visiting Initiative
- Recording Care: Evidencing Safe and Effective Care
- Delivering Care: A Northern Ireland Framework for Nursing and Midwifery Normative Staffing Ranges to Support Person Centred Care
- Leading Care Implementation Project
- Quality Assurance DHSSPS commissioned Non-NMC Nursing/Midwifery Practice Development and Education programmes
- Delivering Excellence Supporting Recovery: A Professional Framework for Mental Health Nursing
- Preceptorship
- Online Portfolio Development sessions for Nursing, Midwives and Independent Sector
- Update for Directors of Nursing
- Promoting Good Nutrition – Development of Resources Project
- Review: A Partnership for Care Northern Ireland Strategy for Nursing and Midwifery 2010-2015
- Review: Introduction of Support Officer Role on HSC Trusts
- Review of the impact of the Maternity Support Worker role.

It was noted that all work streams are generally on target and the Senior Professional Officers and Administrative team work hard to keep these on target.

It was felt that the Education Commission Group work could also be included in the matrix as an interim arrangement.

It was suggested that estimated expenditure, related to certain workstreams could be included in the next meeting. Chief Executive said there was support for the Team Leader and the DF Refresh but was still awaiting confirmation from the stakeholders. A little discussion took place regarding money available for certain expenditures and it was noted adjustments were made where appropriate and Chair indicated that the balance at the end of the year was more important.

8.0 HEAD OF CORPORATE SERVICES REPORT

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 March 2012:

- Financial 'Executive Summary for Council' – Month 4
A copy of the financial executive summary for month 4 (July 2012) had been circulated at (8.1)

To note that NIPEC was projecting, at the year-end, a financial breakeven situation.

- Capital Resource Limit (CRL) for 2012/13.
This year the DHSSPS moved to a zero based budgeting approach and therefore requested bids from HSC organisations on their capital needs, rather than the previous years' where a 'general capital allocation' of £15,000 was awarded to NIPEC.

Following a submission of £16,225 by NIPEC on the 26th June 2012 against two of the three categories of Contractual Commitments, Essential Projects and Desirable Projects, NIPEC was advised on the 6th August 2012 of an allocation of £12,225 for general capital which covered its essential bids of:

• Replacement IT rolling programme	£7,285
• BSTP Project Modems	£440
• NIPEC ICT Software Platform	£3,500
• ICT Virus protection	£1,000

- BSTP – Change Impact Assessment Workshop.
Due to issues which arose during the User Testing of the FPL software this has meant an eight week movement in the implementation date of the programme for the FPL project.
 - FPL (Finance, Procurement & Logistics) – go live NIPEC - moved from the 1st September to 5th November 2012
 - HRPTS (HR, Payroll, Travel and Subsistence) - new date to be advised was the 5th November 2012.

Council members should note that when implemented the above systems will require travel claims to be made online and participation during the short-listing for selection and recruitment panels will also be a paperless process. (Training in the use of the above software will be by e-learning packages.)

- Council Governance Cycle.
Copy of final agreed document circulated at (4.1) for noting.
- NIPEC Accommodation Working Group.
The NIPEC space utilisation survey has been carried out by the HEIG (Health Estates Investment Group) and a copy of a draft report was received by NIPEC on the 25th July 2012. NIPEC is currently marshalling its comments to the points raised.

Also, in view of the potential complication of the review consultation document on the future of NIPEC being issued by the DHSSPS in the Autumn work has commenced with the assistance of the BSO, Legal Directorate to explore what NIPEC's options are with the Landlord in the event that NIPEC does not exercise the notice period at lease end.

A draft Strategic Outline Case is being worked on which currently identifies seven possible options to be explored and evaluated in regard to meeting NIPEC's future accommodation needs.

- Risk Register
An updated quarterly 'Assurance Framework: Corporate Risks 2012/13' has been circulated at (8.2).

- Annual Equality Monitoring Return 2011/12.
A copy of the above has been circulated at (8.3) for consideration. In view of the Equality Commission's deadline of 31st August 2012 for receipt of this return, in line with previous years, a draft has been approved by the Chief Executive and submitted within the deadline on the understanding that the NIPEC Council will consider the return at its meeting in September 2012.

Council agreed that the document be forwarded to the Equality Commission.

8.1 Executive Management Summary for Council – July 2012

A copy of this had been previously circulated.

8.2 Assurance Framework: Corporate Risks – September 2012

A copy of this had been previously circulated.

It was noted that this was agreed at the Audit Committee Meeting . A query was raised regarding impending accommodation issues should it not be in the High Risk as its on the Low Risk Register. Council Members were informed that they will be updated when more information is known on options and the financial implications.

Also a query around the wording on Page 9 regarding 'Principle Risk' to look at possibly replacing this with 'Lack of Opportunity' or wording of that sort.

8.3 Equality Annual Progress Report 2011/12

A copy of this had been previously circulated for information and that a copy had gone to the Equality Commission.

It was noted that the Equality screening activity was completed by the BSO and then other organisations populated that list and that Human Resources in the BSO do the actual return.

9.0 REPORT FROM STANDING COMMITTEE (*Circulated*)

9.1 Confirmed Minutes of the Audit Committee Meeting AC/2/2012 held on 25th April 2012 were received.

9.2 Unconfirmed Minutes of the Audit Committee Meeting AC/3/2012 held on 29th May 2012 were received.

9.3 Unconfirmed Minutes of the Extra Ordinary Audit Committee Meeting AC/4/2012 held on 26th June 2012. It was noted a letter dated 2nd April 2012 from Fergal Bradley, Central Arms Length Bodies Governance Unit, DHSSPSNI, in regard to Audit Committee Self-Assessment Checklist had been received. Mrs H Baird said that NIPEC was fully compliant and that the checklist would be submitted to the DHSSPS by 28th September 2012.

10.0 CHIEF NURSING OFFICER UPDATE

No update had been received. It was noted that there was tremendous support from the Acting Chief Nursing Officer to the Chief Executive and Chair.

11.0 ANY OTHER BUSINESS

There was no further business.

12.0 DATE, TIME AND VENUE OF NEXT MEETING

A NIPEC Workshop would take place on Wednesday 17th October 2012, time to be agreed. The next public meeting of NIPEC Council would be held on the 21st November 2012 at 2.00 pm. Both of these meetings are to be held in the Council Room, Centre House, 79 Chichester Street, Belfast.

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