



NIPEC/1/2012

Minutes

Northern Ireland Practice and Education Council Meeting, Thursday 15th March 2012, Council Room, Centre House, 79 Chichester Street, Belfast at 2.00 pm

Present:

- Professor C Curran, Chair**
- Mrs G Henry, Chief Executive**
- Mrs H Baird**
- Mrs A Baxendale**
- Mrs S Campalani**
- Mrs E Hayes**
- Mrs D McNamee**
- Mr P Davidson**
- Mr A Henry**

In attendance:

- Mr E Thom, Head of Corporate Services**
- Mrs Cathy McCusker, Senior Professional Officer**

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

1.0 APOLOGIES

Dr V Tohani, Dr M Lupari, Mrs F McMahon, Mrs M Clark, Mrs A McLernon,

2.0 CHAIR'S BUSINESS

- 2.1 There were no members of the public present.
- 2.2 It was noted that a nomination of a Council Member was to be appointed onto the NIPEC Audit Committee. Mrs D McNamee proposed Mr A Henry and Mrs H Baird seconded that proposal. Mr A Henry was appointed onto NIPEC's Audit Committee.
- 2.3 It was noted that a NIPEC Workshop took place on 25th January 2012 and that notes in relation to that workshop were circulated for information.
- 2.4 It was noted that a NIPEC Workshop was due to take place on the 4th April 2012. It was proposed that this would start at 09.30 am and would hopefully finish around 3.30 pm. A programme for the day would be circulated when available.

- 2.5 It was noted that a copy of Council Member's 'Declaration of Interests' required for the Annual Report 2011/12 was enclosed in the papers mailed for checking and amending if required, details against each Council Member's name which was to be signed and returned.
- 2.6 It was noted a copy of the Management Statement and Financial Memorandum 2011 had been tabled for information.
- 2.7 Council Member's received their NIPEC badge for attendance at Conferences and workshops.
- 2.8 A copy of the NIPEC News was tabled for information. Council Members commented that it encapsulated all that NIPEC was doing and felt it promoted NIPEC better than via email. A Henry asked how this was put together and G Henry informed the meeting who was involved in this and the input into this. The Council Members were informed that Mark Jamison and Susan Ekin had major inputs in pulling this newsletter together and she thanked those members of staff for their input into producing this. E Thom informed the Council Members that the only cost incurred was for printing and postage. It was hoped to start in June 2012 for the September 2012 issue.
- 2.9 It was noted that a copy of a letter awarding liP to NIPEC was tabled for information. Chair recorded Council's thanks to staff for achieving this and sends their congratulations.
- 2.10 It was noted a copy of the Quality Assurance Framework, presentation and template for activity of Quality Assurance programmes was tabled for information.
- 2.11 Chair sent congratulations to Dr Carole McKenna on her recent marriage.

3.0 MINUTES OF THE PREVIOUS MEETINGS

- 3.1 Minutes of meeting held on 23rd November 2011 (NIPEC/5/2011)

After consideration, acceptance of the minutes of the Council Meeting held on 23rd November 2011 (NIPEC/5/2011) was proposed to be an accurate record. The minutes were approved by all present.

The minutes were duly signed by the Chair who chaired this meeting.

4.0 MATTERS ARISING

- 4.1 It was agreed to discuss the NIPEC communiqué and if this would be beneficial. E Thom gave a brief background to this and G Henry felt that it would be beneficial in reaching the wider public. E Hayes had mentioned that the communiqué distribution list was different to the NIPEC News and agreed with G Henry that it would be beneficial in continuing with this. The timescale for distributing a communiqué was 10 days after a NIPEC Council meeting. Council was asked if they thought it would be useful to do the same and it was agreed to continue with this.

4.2 A Henry asked about a letter received from Dr A McCormick regarding the Escalation of Risks and where the Council was with this. H Baird was going to raise this at agenda item 9.0 Report from Standing Committee but would be happy to speak about it now. H Baird informed the Council Members that the Chief Executives of Trusts received this letter and asked that a meeting take place with the HSC Board to clarify what it meant in practice and how it would work, they asked that a nomination of the trust be invited to a meeting with the board. This hasn't happened to date and H Baird asked for this to be raised at a Regional Governance meeting of which NIPEC is a member and it was discussed at the last meeting. Mr M Bloomfield from the Regional Governance will write to clarify the position. But no action is required from NIPEC at this moment in time.

G Henry mentioned another letter that complements this letter and that is regarding the Health & Social Care Framework but there is still some discussions around this from a Nursing perspective.

A Henry asked if there was an update on meeting Governance requirements.

E Thom informed the Council that NIPEC currently complies with all the DHSSPS Governance requirements and that it also ensures that it goes forward with best practice. H Baird raised again that she felt in recent years that so much was delegated to the Audit Committee, that in order to meet its responsibility as a Council clarity was needed regarding which papers and issues that come to Audit Committee also need to come to Council so that It is not just referenced in the minutes but that council is fully aware of the responsibilities. H Baird has met with G Henry and E Thom and today Council will see that some of the Corporate documents that come to Audit Committee will be presented to Council. It was further agreed that a schedule would be prepared to enhance the timely communications between Audit Committee and Council. A Henry stated that he would like something on Governance at either Audit Committee or Council.

A Baxendale felt that being a member of the Council she required a level of understanding and knowledge to fulfil her responsibilities as a Council Member. She suggested that if there was a secure site on part of the NIPEC website other Council Members would be able to view documents then it would ensure Council Members be informed regarding discussions that may take place at Council Meetings.

A Henry felt that the Audit Committee agenda was quite heavy and that headline items should go to Council for approval e.g Risk Register should be seen by Council Members. H Baird informed Council Members that this has been discussed and that Corporate Risks but not operational risks should come to Council. A Henry asked if the intention would be that this would come to Council, G Henry stated that high level risk areas e.g. Financial Probity would ensure that NIPEC met that Financial requirements set down in the Memorandum of Understanding between NIPEC and the Department along with other areas including overall management of work-streams and staffing. G Henry, H Baird and E Thom are working through the corporate level risk register to be presented to Council. A Henry asked for clarity that at the next Audit Committee meeting a discussion would take place on what issues stay with the Audit Committee and what comes to Council. H Baird said that discussion could take place but did not feel it was an either/or but that the Audit Committee looks at the details and makes a recommendation to Council and then

Council approves it. E Thom informed the Council that there would be no problem in setting up a secure section on the website and that the Corporate Services Report, Agenda item 8.0 was an attempt to bring high level issues that were going on. C Curran thought perhaps it would be useful to inform the next Council Meeting that she, G Henry and E Thom met about the high level governance that would help direct the committees on what came to council, so that everyone was comfortable with what the broad parameters may be with the intention to provide re-assurance to what colleagues believe Council should broadly consider.

Action point is that C Curran, G Henry and E Thom to meet and discuss this.

5.0 **CORRESPONDENCE**

5.1 It was noted that a letter from Mrs Angela McLernon, Acting Chief Nursing Officer had been received regarding the Strategic Review of the Nursing and Midwifery Council and that NIPEC would have an opportunity to contribute to the Review.

Members noted receipt of this correspondence.

6.0 **CONSULTATION ACTIVITY**

No discussion required on any Consultation activity. But C Curran felt it was important to note that NIPEC does have a role in the consultation activities they are asked to comment on.

7.0 **CHIEF EXECUTIVE'S REPORT**

7.1 Verbal update on current initiatives and professional activities

An update on current initiatives and professional activities was given by the Chief Executive on the following areas:

- Profile of NIPEC
- Forthcoming Events
- Work-streams
- Staffing
- Investors in People Accreditation

The Chief Executive then gave a brief update on each of the following areas

Profile of NIPEC

Work continues to maintain and to enhance NIPEC's profile across the regions. Notable events include the following:

- The first edition of NIPEC News for 2012 has been prepared and will be made available in both print and electronic format.
- Continue production and release of SCaN. Feedback received has been very positive and that Cathy McCusker and Susan Ekin continue to do sterling work in pulling this together.

- In conjunction with the Public Health Agency, the Health and Social Care Board and NIPEC hosted a workshop in January in relation to recovery orientated practice in mental health services and that Dr C McKenna has been invited to a Regional workshop with the Board and Trusts in relation to recovery and subsequently to working with a workshop in Omagh on Recovery. It is looking like NIPEC would be involved in leading on a piece of work around Recovery.
- Leading and hosting of regional workshop in relation to Professionalism on 29th February and that a short report had been issued to the attendees and non-attendees on this.
- Regular meetings between the Acting Chief Nurse and G Henry, and with other colleagues across the province.

Forthcoming Events

Preparation is well advanced in respect of a Regional Conference for Ward Sisters/Charge Nurses which the Minister will be attending. Cathy McCusker and Carole McKenna as well as members of the Administration Team have been working on this. The arrangements are also well advanced for the launch of Guidance for Specialist Nurses on 28th March 2012 and the Minister will also be attending this event.

Unfortunately the event planned for 8th February 2012 with the NMC was postponed due to unfortunate circumstances outside of NIPEC's control. Cathy Cairns has been contacted again, to determine if the opportunity has now passed for this particular piece.

As previously noted NIPEC will reach its 10th Anniversary this year and plans are in hand to hold a Conference on the 10th October 2012 at which the Minister will be attending.

Work-streams

It was noted a wide range of work-streams are underway and members can see this from the Matrix that has been tabled for information. G Henry felt it notable to say that the work-stream on Safeguarding Children: A Core Competency Framework for Nursing and Midwives undertaken by Brenda Devine has concluded and is about to be printed. Discussions are underway with the Department to agree arrangements to launch this. Another area G Henry wished to mention was around Normative Staffing being lead by Angela Drury in partnership with the Public Health Agency and through this, is likely in the longer term take on some work with Emergency Nurse Practitioners.

Work on Preceptorship is nearing conclusion with the final document going out for consultation and that it is hoped feedback on this will be positive.

A Henry queried time spent on the different projects and G Henry informed the meeting that it depended on the length of the project and any extensions are generally around recruitment within the trusts which are out of NIPEC's control. With regard to Finance NIPEC only offer funding within a particular financial year. It

was noted that Council Members are directly involved in NIPEC projects and that G Henry doesn't get direct feedback from them on how they feel the work-streams are working. Internal Audit has been invited to review arrangements in project management and is awaiting the outcome of that process. E Thom indicated that he met with Audit team and informally they have indicated that they are happy and if there was anything it would only be minor and he is awaiting feedback on this.

A Baxendale stated that she was very impressed with what is provided in regard to what is involved in work-streams and asked in relation to the Matrix if the start date could be included. G Henry indicated that she would pass this on to the Senior Team. C Curran felt it may be useful to know what Council Members were included on the different work-streams. D McNamee asked in relation to the Impact Measurement column that there were quite a few work-streams indicating 'to be determined'. G Henry responded that this was one of the anomalies in attempting to introduce impact measures retrospectively on projects already started. G Henry felt it would be useful, once the Impact Measurement Framework is signed off, to do a sample of projects which are nearing completion but in the future these measures would be identified at the outset of projects starting. C Curran indicated that this had been discussed at a previous Council Meeting where the value of carrying out a Case Study on a particular project to draw out the impact following its successful completion was noted.

NIPEC have been asked by the Department to take forward a stakeholder event by the Law Commission in relation to Health & Social Care, which is a different process to Council of Healthcare Regulatory Excellence.

Staffing

F Bradley took up post as Professional Officer (Midwifery) and brings to NIPEC considerable experience.

NIPEC has also agreed to continue to support the secondment of B Devine to DHSSPS for a further six months.

Lukasz Karpinski had taken up post as a clerical officer.

It was noted that the Recruitment of five Professional Officers to support the Regional Record keeping work-stream. These are Sonya McVeigh, BHSCT, Siobhan Shannon, NHSCT, Paula Boyle, SHSCT, Donna Mills, SEHSCT and Sandra Hogg, WHSCT.

The Recruitment and Selection process for a Senior Professional Officer (Education) has been concluded and it is hoped that Frances Cannon will commence employment on the 16th April 2012.

Recruitment and Selection is underway to secure a Band 3 Secretary.

The appointment of Project Officers for the Regional Team Leader project has concluded. Siobhan Donaghy, Mary Rodgers and Amanda McGimpsey have been appointed on a short term fixed contract.

Investors in People Accreditation

NIPEC has been successful in gaining Investors in People (IIP) re-certification. G Henry took the opportunity to acknowledge the commitment and efforts of NIPEC's IIP working group and of all the staff who made this achievement possible.

The Chief Executive finished off her verbal update by thanking Staff, Council and Chair for their ongoing support to the organisation.

The Chair commended the Chief Executive and staff on behalf of the Council on the way things have moved on so positively.

It was asked if Council Members would be able to attend the Ward Sister/Charge Nurse Conference and it was agreed they could attend. Nominations to be given to Cathy McCusker.

- 7.2 Cathy McCusker, Senior Professional Officer gave her presentation on Quality Assurance of DHSSPS Funded Development of Practice activities. Chair thanked Cathy for her presentation.

It was asked how does NIPEC know that patient safety and quality of care has improved because of Quality Assurance Cathy explained that this is not monitored *per se* but that the assessment of the relevant learning outcomes that influence the quality of care takes place.

8.0 HEAD OF CORPORATE SERVICES REPORT

E Thom took Council Members through his report.

- 8.1 Following a meeting on 29th February to review NIPEC's projected end of year financial position it had been estimated that a surplus of £98,000 was predicted. This was on top of the £50,000 already surrendered in December 2011. Therefore, NIPEC had surrendered £148,000 for the year which was approximately 11% of its Revenue Resource Limited (RRL). It was noted this was a one off payment in this current financial year and the DHSSPS had been advised that this was non recurring.

It was asked how significant was the underspend and was there no opportunity for this money to be spent. It was noted that this was because of exceptional circumstances as follows:

- NIPEC had undertaken several projects which required seconding staff from the HSC Trusts. However, due to difficulties within some HSC Trusts in being able to release staff to undertake the full term of the projects this had resulted in funding being returned to NIPEC late in the financial year.
- Also, Ill-health retirement costs had been treated differently this year.

Council was reassured that NIPEC was on target to achieve financial break-even .

The Head of Corporate Services then responded to several queries from members on the management statement for month 10 which had been circulated.

- 8.2 Capital allocation for this year was £20,400 and it was predicted that NIPEC would finish the year with a 0.15% under spend.

- 8.3 It was noted that liP accreditation had been achieved and this had been mentioned earlier in the Chief Executive's Report.
- 8.4 The first meeting of the NIPEC Accommodation Working Group is taking place on the last Tuesday/Wednesday in March 2012 and membership of the group is drawn from NIPEC, Health Estates Investment Group and the sponsoring body. This group is tasked to draw up a draft Strategic Outline Case for the consideration of the Department.
- 8.5 To note that in view of the criticism of the BSO, Finance by the external auditors regarding the quality and timelessness of last year's account, the BSO Finance Director carried out an exercise at Month 09 to produce a set of accounts which hopefully will address potential problems which could have occurred at the year end.

It was noted that an Extra Ordinary Council meeting to sign off the accounts is being held on the 26th June 2012.

- 8.6 To note that the second part of the DHSSPS organised formal training for Senior Information Risk Officer (SIRO) and the Information Asset Officers (IAO) is currently taking place. Within NIPEC work is ongoing in completing an 'Information Audit' to ensure all databases and personal information held by staff is recorded and can therefore be assessed for risk and privacy implications.
- 8.7 It was noted that the Audit Committee terms of reference were to be amended to reflect the current tenure and membership of the Council and the Chair of the Audit Committee will speak on this at agenda item 9.0.
- 8.8 The Internal Auditor had finished her verification of NIPEC's scores for the controls assurance standards for 2011-2012, this morning, and the report is expected in due course.

It was asked at this point what the foot-print was in NIPEC. It was noted that it was 11,000 square feet for two floors. It was also asked to clarify the Department's Guidelines on Accommodation, and how NIPEC manage this. E Thom stated the renewal of the lease is done through Land and Building and a commercial rate is given. Half of the first floor is sub-let since NIPEC was established and £50,000 is received from this. Also rooms are hired out to create income generation, whereas this does not happen with other bodies.

Council noted the written report from the Head of Corporate Services.

9.0 **REPORT FROM STANDING COMMITTEE**

- 9.1 Confirmed Minutes of the Ordinary Audit Committee Meeting held on 11th October 2011 (AC/5/2011).
- 9.2 The Chair of the Audit Committee spoke to the above:

It was noted at the above meeting the new Finance Director, BSO had come and spoken about the new quality improvements that were being planned.

At that meeting the mid year statement of internal control was not available in finalised form but a draft form was presented.

The NI Audit Office, 'Report to those charged with Governance Audit results' for the year ended 31st March 2011 was very late because of issues that KPMG identified and this has been discussed earlier.

Also discussed was the Risk Register and how it would be presented and this is currently being taken forward.

In the Council papers today a copy of the Mid Year Assurance Statement 2011/12 was circulated. It is the requirement of Department of Finance and Personal (DFP) to have an end of year statement of assurance but it is now required to have a mid year assurance statement as well. There were no significant issues raised in this.

Terms of Reference for Audit Committee as they wish to recommend to Council a change in membership of the Audit Committee, at one stage due to the problems with filling the substantial number of vacancies on the Council membership of the Audit Committee had to be reduced to make it viable. However, with the imminent appointments to the Council it is being proposed that it now should be 2 Professional Members and 2 Lay Members, the Chair sought Council's approval to make that change to the membership of the Audit Committee. Council was happy to approve this.

Escalation of Risk was discussed earlier in the meeting.

Financial Management Statements for Month 10 – it was discussed which format would be most useful to Council and what had been circulated was the statement which went to the Audit Committee but if any Council Member can think of another format this could be brought to the next Audit Committee Meeting.

Council **noted** these minutes.

10.0 CHIEF NURSING OFFICER UPDATE

Apologies had been received from Mrs McLernon, Interim Chief Nursing Officer but she had forwarded a CNO update which the Chief Executive shared with Council Members.

The following were reported on:

- Transforming Your Care continues to be progressed as part of a broader Whole System Plan which will be taken forward through a Strategic Planning Group Chaired by Andrew McCormick, DHSSPS.
- The Minister continues to have meetings across Departments with other Ministers to identify opportunities for joint working
- Ongoing financial pressures continue to exist across the system. Whilst it is anticipated that Trusts will deliver within budget this year the anticipated financial pressures and associated challenges for the next financial year are recognised and should not be understated.
- Trusts have submitted their Quality Improvement and Cost Reduction (QICR) plans and these will need to be scrutinised and agreed by commissioners. The challenge is how these will fit

with Trust delivery plans and if they have been risk assessed to anticipate the outcomes of the process, e.g. reduced numbers of posts.

- A major challenge is the redesign of services towards the community.
- Patient experience is increasingly being reflective of the quality of care. There is a need to continue to capture this and use information to improve care.
- The work of NIPEC is crucial to supporting the strategic agenda in particular the work to develop normative staffing levels across the system. These need to be system wide and robust enough to be used by providers and commissioners. At policy level these must also be recognised as a means to supporting future workforce planning and as a measure of what services the existing workforce can safely deliver.
- The workplan of NIPEC must be aligned to and articulated to evidence clearly and succinctly how it supports the broader strategic agenda. Measureable outcomes will not always be easily identified but these are essential if the contribution of NIPEC is to continue to be recognised across the system.
- Commissioning Directions have now been agreed for the next financial year and it is anticipated that the next two years will follow shortly. KPIs, normative staffing levels and the further development of the family nurse partnership programme are, and will continue to be included.
- The Council of Healthcare Regulatory Excellence review of NMC continues. CNO has provided the names of key leaders across Northern Ireland with whom they can engage.
- At present there is no Northern Ireland representative on the NMC due to the resignation of the elected registrant. CNO is liaising with Tony Hazel to explore if an interim arrangement can be put in place pending the outcome of the CHRE review so that Northern Ireland continues to be represented at this crucial time.

11.0 **ANY OTHER BUSINESS**

It was noted that the Chair and CEO had been in contact with the Sponsoring Branch regarding membership of the NIPEC Council, and the need for the vacancies to be progressed. It was noted that 3 Professional Members still require to be appointed. H Baird felt that this needed to go onto the Risk Register if no-one is appointed by June 2012 and that this should be escalated to the Department.

12.0 **DATE, TIME AND VENUE OF NEXT MEETING**

The next public meeting of the Council will be held on Wednesday, 6th June 2012. The meeting will be held in the Council Room, Centre House, 79 Chichester Street, Belfast.

