

Minutes

Northern Ireland Practice and Education Council Meeting, Wednesday 7th September 2011, Centre House, 79 Chichester Street, Belfast, at 2.00 pm

Present: Professor C Curran, Chair
Mrs F McMahon, Deputy Chair
Mrs G Henry, Chief Executive
Mrs H Baird
Mrs A Baxendale
Mrs M Clark
Mr P Davidson
Mrs E Hayes
Dr M Lupari
Mrs D McNamee
Dr V Tohani

In attendance: Mrs M Devlin, former Interim Chief Executive
Mr E Thom, Head of Corporate Services

Secretariat: Mrs J Hall, Corporate Services Manager

1.0 APOLOGIES

Mrs S Campalani; Mr A Henry; Mrs A McLernon.

2.0 CHAIR'S BUSINESS

- 2.1** The Deputy Chair welcomed Professor C Curran, NIPEC Chair and Mrs G Henry, NIPEC Chief Executive, to their first NIPEC Council meeting. Members were advised that, as Mrs Henry was only in post for one week, Mrs Devlin, former Interim Chief Executive, was in attendance to assist in the Chief Executive's report to the Council.
- 2.2** The Chair welcomed newly appointed non-executive members to their first public Council meeting.
- 2.3** All members were invited to introduce themselves and provide a brief background with regard to their previous working experience.
- 2.4** Chair advised members that Mrs Brenda Devine, Senior Professional Officer, had recently commenced a 6-month secondment to the DHSSPS as Nursing Officer for midwifery and children services.
- 2.5** Chair updated members on the recruitment process for further professional and lay members for the Council, adding that the Public Appointments Unit intended to compile a waiting list to facilitate the need for new Council members in future.

- 2.6 Chair briefed members on the recent Accountability Review meeting with the Department of Health, which was attended by Dr Andrew McCormick, Permanent Secretary.
- 2.7 Chair reminded members to forward their profiles to the Public Appointments Unit if they had not already done so.
- 2.8 Chair provided members with brief instructions on the use of the microphones within the Council room.

3.0 MINUTES OF THE PREVIOUS MEETINGS

3.1 Minutes of meeting held on Wednesday, 9th June 2011 (NIPEC/2/2011)

Mrs McNamee requested the minutes be amended at 7.0, paragraph 5, page 3 to read "... stated that the current selection process is **highly resource intensive** at present and ...". After consideration and agreement of this amendment, **acceptance** of the minutes of the Council Meeting held on 8th June 2011 (NIPEC/2/2011) was proposed to be an accurate record by Dr V Tohani and seconded by Mrs E Hayes. The minutes were **approved** by all present.

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

3.2 Minutes of extra ordinary meeting held on Wednesday, 24th August 2011 (NIPEC/3/2011)

After consideration, **acceptance** of the minutes of the extra ordinary Council Meeting held on 24th August 2011 (NIPEC/3/2011) was proposed to be an accurate record by Dr V Tohani and seconded by Mrs H Baird. The minutes were **approved** by all present.

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

4.0 MATTERS ARISING

There were no matters arising.

5.0 CORRESPONDENCE

5.1 Correspondence received from Ms Angela Drury, NIPEC Senior Professional Officer

Members **noted** receipt of this correspondence which was tabled for information.

5.2 Letter dated 14th and 22nd June 2011 regarding Quality Assurance of Nursing and Midwifery Education

Chair referred members to copies of this correspondence within their papers, and advised that the Chief Executive and Mrs Cathy McCusker, NIPEC

Senior Professional Officer, had attended a four-country meeting at the NMC to explore the development of a new NMC Quality Assurance Framework.

Members **noted** receipt of this correspondence.

6.0 CONSULTATION ACTIVITY

The Chief Executive referred members to the consultation activity report in their papers, and members noted consultations received since the last Council meeting on 8th June 2011 and the names of each senior professional officer leading on developing a response on behalf of NIPEC.

Mrs Hayes requested a copy of the DHSSPS Review of Code of Practice on Protecting the Confidentiality of Service User Information and NIPEC's response to this.

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 and Mrs Devlin. Whilst a written update was provided to members on all the current initiatives and work streams, the verbal update focussed on specific project areas currently led by each of the four Senior Professional Officers; Ms Brenda Devine, Mrs Angela Drury, Mrs Cathy McCusker and Dr Carole McIlrath.

Recording Care – currently led by Mrs Angela Drury, members were provided with the background to this project and the previous work undertaken. This phase will have two streams; implementing the audit tool and its methodology; and developing a regional record. Funding from NIPEC and the Public Health Agency has enabled the recruitment of five professional officer posts, one in each HSC Trust, to facilitate this work. Mrs Hayes is a member of the Steering Group and her expertise was welcomed. The transferability of learning and resources developed by NIPEC was the source of discussion at the recent Accountability Review meeting, and members echoed the need for NIPEC to be proactive in communicating and promoting resources and learning where transferability to other professional staff groups was possible.

Pre-registration Application and Selection Strategy – again currently led by Mrs Angela Drury, members were advised that the aim of this work area was to develop a more streamlined process. An initial scoping exercise has been undertaken and phase 1 of the project is underway.

Core Competency Framework for Safeguarding Children for Nurses and Midwives – consultation on a proposed core competency framework is underway and members were advised that Ms Brenda Devine will continue to lead on this project through to its planned completion in December 2011.

Evidencing Care: Regional Key Performance Indicators for Nursing - members were advised that the development of regional KPIs will facilitate

the need to demonstrate the outcome of nursing and midwifery interventions on the quality of care and the provision of safe and effective care to patients and clients. The Chief Executive added that she would discuss members' involvement in this project after today's meeting.

Evaluation Framework for Learning and Assessment in Practice – led by Dr Carole McIlrath, members were advised of the background to this project, which has resulted in the development and implementation of an evaluation framework within HSC Trusts. A questionnaire designed to assess understanding of the framework has been undertaken and a mini website is being developed to assist HSC Trusts in the ongoing implementation of the framework.

Community Nursing IT Project – again led by Dr Carole McIlrath, this project will scope the IT requirements within Community Nursing which could assist the drive to provide long term care as long as possible in a person's own home. Discussion took place on the range and type of IT systems that could assist community nursing and how a multi-professional integrated community information system for all community staff could result in an enhanced quality of care for patients in their own homes.

Quality Assurance of DHSSPS Commissioned non NMC Nursing and Midwifery Practice Development and Education Programmes – led by Mrs Cathy McCusker, members were given an overview of the quality assurance process and who was involved in this process.

Preceptorship – again led by Mrs Cathy McCusker, members were provided with the background to this project, which is in its early stages of development. Members were further advised that expressions of interest in being involved in this project would be sought from members in the near future.

Discussion followed on how progress on the various projects was monitored and recorded. Members were advised that, in addition to the written and verbal reports to NIPEC Council, progress was also reviewed and monitored by the Chief Executive at their monthly meetings with individual Senior Professional Officers. The introduction of a 'traffic light system' within the written updates to the Council was raised as a method of indicating progress at a glance for members. The Chief Executive advised that every project is planned within an agreed timeframe, but welcomed members views on how the monitoring and recording of progress could be improved upon.

Council **thanked** and **noted** the detailed report from the Chief Executive and Mrs Devlin.

7.2 NIPEC Business Objectives 2011/12

The Chair referred members to a copy of NIPEC's Business Objectives for 2011/12. Following discussion at the recent Accountability Review meeting with the Permanent Secretary, it was felt these objectives required some refinement in order that these are strategically aligned to current health and social care policy.

Mrs Hayes expressed the need for NIPEC to explore how it can measure the impact of its work and ensure the impact on the quality of patient care was monitored and measured. In response, Mrs Devlin commented that whilst limited resources within the HSC Trusts might prevent them from fully assisting NIPEC in measuring its impact on the quality of patient care, NIPEC needs to explore how they could do this.

Mrs Baxendale commented that it would be important for NIPEC to identify the impact of a project or initiative at the start in order to evidence this impact has happened. In response, the Chief Executive advised that the rationale for a project or initiative is clearly stated at the project planning stage, but agreed there was a need to identify the link to strategic positions and how NIPEC measures its success.

Mrs Clark stated that whilst the 2011/12 Business Objectives document provided an overview it would be helpful to have a statement of rationale for each objective and a time related action plan. She also suggested that perhaps each objective should have a single 'owner' rather than being assigned to a team. Mrs Devlin advised members that the high level Business Objectives inform the setting and agreement of individual objectives for members of the professional and corporate services team.

The Chair concluded by proposing that the planned Council workshop on 19th October include time to consider and refine the Business Objectives for 2011/12 taking account of the points raised at today's meeting.

8.0 HEAD OF CORPORATE SERVICES REPORT

8.1 NIPEC Equality Scheme – Annual Progress Report 2010/11

Members were advised that NIPEC had drafted its Annual Progress Report for 2010/11 detailing work undertaken to meet its equality agenda. This report, as in previous years, followed a template provided by the NI Equality Commission, and was drafted with the assistance of the Equality Unit at the Business Services Organisation. In order to meet the timetable set by the Commission, a draft report, signed by the Chief Executive, was forwarded to the Commission prior to its deadline of 31st August 2011.

Members were referred to the final report in their papers which required their approval. In particular, members were updated on three main areas within the report: the production and consultation of NIPEC's Equality Scheme which was approved by the NI Equality Commission on 24th August 2011; the development of new screening templates which was carried out through the HSC Agencies Group; and the development of an additional module on disability awareness that now forms part of the Discovering Diversity e-learning programme.

Following discussion, members **approved** the Equality Scheme, which would be forwarded to the NI Equality Commission.

The Head of Corporate Services referred members to his written report within their papers, and in particular updated members on the production of NIPEC's Annual Report and Accounts for 2010/11; the Capital Resource Limit (CRL) for 2011/12, which has been enhanced by an allocation of £9,594 from the regional ICT capital fund; an update on additional Controls Assurance Standards which NIPEC will be required to comply with and be assessed during 2011/12; and preparations for a review of NIPEC's Investors in People award.

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

9.0 REPORT FROM STANDING COMMITTEE

9.1 Confirmed Minutes of the Audit Committee Meeting held on 10th May 2011 (AC/3/2011)

9.2 Unconfirmed Minutes of the Extraordinary Audit Committee Meeting held on 28th June 2011 (AC/4/2011)

Council **noted** these minutes.

10.0 CHIEF NURSING OFFICER UPDATE

Mrs McLernon was not in attendance and therefore no update was provided.

11.0 ANY OTHER BUSINESS

11.1 Appreciation of thanks

The Chair and members expressed their gratitude and appreciation to Mrs Maura Devlin for her contribution to NIPEC as Interim Chief Executive over the past 6 months. Mrs Devlin thanked them for their kind words.

11.2 Cash Releasing

In response to a query from Mrs Baxendale, the Head of Corporate Services advised that NIPEC's Audit Committee are kept fully informed on action taken and progress made to achieve the cash releasing targets set for NIPEC, who in turn feedback to the Council.

11.3 Induction of new Council members

In response to a query from Dr Tohani, the Chair advised that plans are underway to hold a workshop for all Council members on 19th October 2011, which would include an informal meeting with all NIPEC staff. The workshop would also provide an opportunity to cover particular areas that new members felt they require additional training on.

12.0 DATE, TIME AND VENUE OF NEXT MEETING

The NIPEC Council Workshop will be held on Wednesday, 19th October 2011.
The next public meeting of the Council will be held on Wednesday, 23rd November 2011. Both meetings will be held in the Council Room, Centre House, 79 Chichester Street, Belfast.

Signed: _____
Chair

Date: _____