

Minutes

Northern Ireland Practice and Education Council Meeting, Wednesday 9TH March 2011, Centre House, 79 Chichester Street, Belfast, at 2.00 pm

Present: Mrs F McMahon, Interim Chair
Mrs M Devlin, Interim Chief Executive
Mrs H Baird
Mrs D McNamee
Dr V Tohani
Professor M Bradley

In attendance: Mr E Thom, Head of Corporate Services

Secretariat: Mrs D Meleady, Personal Assistant

1.0 APOLOGIES

Mrs E Hayes, Mrs S Campalani-McConnell

2.0 CHAIR'S BUSINESS

2.1 The Interim Chair gave a very warm welcome to Mrs M Devlin as Interim Chief Executive to her first meeting.

2.2 Members **noted** that a Declaration of Interest form was tabled and should be signed and returned to Mrs D Meleady at the end of the meeting.

2.3 Members **noted** that Agenda Item 9.1 was not an Extra Ordinary Audit Committee Meeting.

2.4 Members **noted** that the reference numbers on the Audit Committee papers numbered 10.1 and 10.2 should read 9.1 and 9.2.

2.5 Members **noted** that the NIAO submitted the Audit Strategy for the year ended 31st March 2011 for agreement.

3.0 MINUTES OF THE PREVIOUS MEETING

3.1 After consideration, **acceptance** of the minutes of the Council Meeting held on 8th September 2010 (NIPEC/3/2010) was proposed to be an accurate record by Mrs H Baird and seconded by Mrs E Hayes. The minutes were **approved** by all present.

The minutes were duly **signed** by the Interim Chair.

4.0 MATTERS ARISING

It was **noted** that items referring to matters arising would be taken under their individual headings as identified on the agenda.

5.0 CORRESPONDENCE

5.1 Letter from NIAO regarding the Audit Strategy for the year ended 31st March 2011.

Interim Chair asked Mr E Thom to speak to Members regarding this.

Mr Thom informed Members that this was not received until the 8th March 2011. He indicated that the NIAO asked that this information go through Council and asked Members to **note** that on Page 6, Para. 38 the dates should read 1st July 2011.

Members **noted** and **agreed** the strategy.

5.2 Letter from Diane Taylor, HR Director, DHSSPS, regarding Royal Wedding, 29th April 2011.

Members **noted** receipt of this correspondence.

5.3 Letter from Dr Andrew McCormick, Permanent Secretary, DHSSPS regarding Election Guidance.

Members **noted** receipt of this correspondence.

5.4 Letter from Denver Lynn, NIAO regarding Audit of Annual Accounts.

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 24th November 2010 and the names of each senior professional officer leading on developing a response on behalf of NIPEC.

In response to a request from Dr Tohani to see consultation responses the Interim Chair **noted** his interest and agreed that these would be shared with Council Members in advance of the closing date.

7.0 CHIEF EXECUTIVE'S REPORT

7.1 The Interim Chief Executive informed Council Members that she would be sharing responsibilities for her role at NIPEC and the Beeches Management Centre. She would be spending three days at NIPEC and two days at the Beeches. She also told the Council Members that she had received a very warm welcome along with a high degree of cooperation from staff.

The Interim Chief Executive gave a verbal update and Council Members **noted** that there were twenty projects to date in varying stages of Development. These are:

- 3 New Projects from the Public Health Agency
- 8 New Projects from the Nursing & Midwifery Directorate, DHSSPS
- 4 Close to completion
- 5 Underway

She also informed Council Members that a Senior Team Meeting had taken place and a positive response was received. If Council Members would like further information on this development it could be provided.

Hazel Baird indicated that a presentation on progress would be very much appreciated. The Interim Chief Executive had informed Council that both she and the Chair had already discussed this approach. The Interim Chief Executive indicated that she would supply a summary of the new projects and leads to the Council Members.

Council **noted** the report from the Chief Executive.

8.0 HEAD OF CORPORATE SERVICES REPORT (Circulated)

8.1 Proposed changes to Standing Orders for Meetings of the Council and its Committees (April 2009)

This agenda item was cancelled.

Mr Thom, Head of Corporate Services, gave an update on his report to the Council and specifically referred to, New Equality Scheme, Finance Forum, Financial Year 2010/11, and updated the Council on a meeting he attended on the 11th February 2011 regarding the DHSSPS proposed indicative financial allocations for the Financial Years 2011/12 to 2014/15.

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

9.0 REPORT FROM STANDING COMMITTEE (Circulated)

9.1 Confirmed Minutes of the Ordinary Audit Committee Meeting held on 21st September 2010 (AC/4/2010)

9.2 Unconfirmed Minutes of the Audit Committee Meeting held on 15th February 2011 (AC/1/2011)

Mrs Baird referred to the unconfirmed minutes of the meeting held on the 15th February 2011 and drew members' attention to a number of issues.

Namely the First Meeting of Departmental Representatives which Mr E Thom spoke about re issues of concern at agenda item 8.0.

Mrs Baird also informed members' that she intended to meet with Mr E Thom regarding Corporate Risks with there being so few council members and the upcoming merger.

It was also noted that training would be organised for new members of the Council and also the Audit Committee. The Chief Executive Forum was holding an Audit Committee Members Training on the 8th April 2011.

10.0 CHIEF NURSING OFFICER UPDATE

Professor Bradley reported on the following areas:

- Budget settlement
- Nutrition Strategy for Patients
- Publication of Enquiry of CDifC of the Northern Trust
- Record Keeping
- Care of the Dying
- District Nursing Review
- Launch of Health Visitors Nurse Partnership
- Review of Maternity Services
- Consultation on Rationalisation of In-service

Dr V Tohani asked Professor Bradley about the Recruitment for Training of Nurses, Professor Bradley informed the members' that this was currently being held at the same level.

11.0 ANY OTHER BUSINESS

No further business

12.0 DATE, TIME AND VENUE OF NEXT MEETING

The next meeting of the Council will be held on Wednesday, 8th June 2011 at 2.00 pm, in the Council Room, Centre House, 79 Chichester Street, Belfast.

Signed: _____
Chair

Date: _____

13.0 CONFIDENTIAL BUSINESS

No confidential business