



NIPEC/5/2011

Minutes

**Northern Ireland Practice and Education Council Meeting, Wednesday 23rd November 2011,
Council Room, Centre House, 79 Chichester Street, Belfast at 10.00 am**

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
Mr A Henry
Dr V Tohani

In attendance: Mr E Thom, Head of Corporate Services

Secretariat: Mrs D Meleady, Personal Assistant

1.0 APOLOGIES

Mrs E Hayes, Mrs D McNamee, Mrs A McLernon, Dr M Lupari, Mrs S Campalani

2.0 CHAIR'S BUSINESS

- 2.1 The Chair welcomed Ms J Pike, Staff Nurse, Craigavon Hospital to the meeting.
- 2.2 Council Members noted that an Accountability Review Meeting was held on Wednesday 2nd November 2011. Mrs G Henry and Mr E Thom also attended that meeting. Mrs D Taylor was not present but that Mrs Joyce Cairns and Mrs Kathy Fodey from the DHSSPSNI also attended this meeting. It was a very positive review. Discussion took place regarding NIPEC work-streams, impact measures, accommodation. Council Members also were informed that discussion took place around Membership of Council.
- 2.3 Discussion took place around a future NIPEC Council Communication. Chair felt that a hard copy of NIPEC News would be very beneficial for the next version that would be going out. Discussion took place around the cost of printing the next version. Mr E Thom informed Council that this would be around £2000 for five thousand copies to be printed, there would be an extra cost for handling and posting of this. It was suggested doing a twin track by posting and emailing it to ensure that copies of the newsletter would be widely distributed.

- 2.4 It was noted that an invitation to attend the NICON Members meeting on the 6th December 2011, venue to be confirmed. It was agreed if any Council Member wished to attend to let Deirdre Meleady know and she would provide them with information.
- 2.5 It was noted that a copy of NIPEC's Annual Report and Accounts 2010/2011 was tabled for information.
- 2.6 Chair asked for a nomination for Professional Member to sit on the Audit Committee. It was agreed that this would be brought to the next Council meeting as not all members were present.

3.0 **MINUTES OF THE PREVIOUS MEETINGS**

- 3.1 Minutes of meeting held on 7th September 2011 (NIPEC/4/2011)

After consideration, acceptance of the minutes of the Council Meeting held on 7th September 2011 (NIPEC/4/2011) 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**

After a brief discussion on the NIPEC Communique it was agreed to defer this until the next Council Meeting in March 2012. H Baird was to seek how it was received via the Trust.

5.0 **CORRESPONDENCE**

- 5.1 It was noted that a letter received from Dr A McCormick on 8th November 2011 regarding Escalation of Risk within and between Health and Social Care Organisations would be discussed at the next Audit Committee Meeting and feedback would be given at the next Council Meeting. Chair asked that a copy of this be forwarded to Council Members for information.

A copy of this letter is to be sent to the Council Members for information. Members noted receipt of this correspondence.

- 5.2 It was noted that a Document titled 'Quality 2020 – A 10 year Strategy to Protect and Improve Quality in Health and Social Care in Northern Ireland' was received on 7th November 2011 (embargoed until 17th November 2011) had been tabled for information. It was also noted that NIPEC could tie work-streams and objectives to the key areas within the document.

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 7th September 2011 and the names of each senior professional officer leading on developing a response on behalf of NIPEC.

Council Members noted that a meeting would be taking place on Thursday 8th December 2011 at 10.30 am to form a NIPEC response to the Maternity Services Consultation, and that comments had also been received to date.

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
- Renewing energy on our core functions
- Engaging actively with our sponsoring directorate and the Chief Nurse's office
- Addressing staffing compliment
- Progressing with work to meet governance requirements

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

Profile of NIPEC

The Chief Executive informed Council Members of meeting with the HSC Trust Executive Directors of Nursing, PHA, DHSSPS, CNO, Universities, Directors of the Leadership Centre and Clinical Education Centre, Chief Executives of Regional Bodies as well as attendance at various events. In addition we have recently issued NIPEC News and SCan. It was noted that NIPEC offered to NMC CE a visit to view NIPEC's accommodation for suitability of future events.

Renewing Energy on our Core Functions

Focus on work-streams continues. It was noted that sever work-streams have been initiated in recent times including:

- Team Leader
- Preceptorship
- Key Performance Indicators
- SCan

In the next few weeks the first project steering group will meet for health visiting work-streams. The Senior Professional Officers located within Trusts funded jointly by the PHA and NIPEC. In addition other work-streams are forthcoming including work to review progress in respect of the regional strategy for nursing and midwifery. A regional conference for Ward Sister/Charge Nurses will be taking place on 21st March 2012 and the Minister has accepted NIPEC's invitation to attend. Plans are being made in respect of NIPEC hosting a regional workshop at which NMC programmes of work will be the main focus.

It was noted that on the 7th October 2012 NIPEC will have reached its 10th Anniversary. Plans are in hand for a Conference to take place in October and it has been suggested that this is branded with the 10th Anniversary.

Engaging Actively with our sponsoring directorate and the Chief Nurses Office

It was noted that the Chief Executive continues to actively and positively meet and engage with the DHSSPS Directorate of Human Resources and the CNO's Office. In addition to these meetings the Chair and Head of Corporate Services along with the Chief Executive have attended two Accountability Meetings.

Addressing staffing complement

Council Members noted that in the last few weeks an offer of employment as a Professional Officer was made to Fiona Bradley with a remit for Midwifery to cover for Ms Brenda Devine for a 6 month period. It is anticipated that Fiona Bradley will take up the post in January 2012.

It was also noted that a recruitment process was underway for a permanent Band 2 Clerical Officer and that progress was underway to recruit a Senior Professional Officer (Education). Attention was also given to put in place support to the ICT Officer.

Progressing with work to meet governance requirements

Council Members noted that the Head of Corporate Services supported by Corporate Services Manager are working diligently to ensure that work to meet governance requirements continues. Notably is that work associated with Finance, Audit Committee, developing and update of policies and procedures, work to pursue IIP re-certification. Angela Drury and Edmund Thom are also engaged in work to better place us in respect of PPI.

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 on behalf of the Council on the way things have moved on so positively.

The Chief Executive took Council Members through the summary of the four key business objectives and the work streams template to help Council Members easily identify the progress to date on current projects.

A Baxendale thought the project template was super and wondered if there would be a chance of putting this onto the NIPEC website so that others could see the volume of work but asked if that were to happen would it pose any difficulties with confidentiality. The Chief Executive said that there is a current work-stream section on the website and Edmund agreed that there would be no problem putting the template onto the NIPEC website and blocking any sections if it raised confidentiality issues.

A Henry said that he found the document incredibly helpful and thanked the Chief Executive for preparing this.

P Davidson asked the Chief Executive for further clarification on 1.1, 1.3 and 4.9 on the Business Objectives key and the Chief Executive gave further information on these.

A Baxendale asked if NIPEC had a Governance Assurance Framework and if NIPEC routinely monitored Governance issues or another process in place. E Thom indicated that it was probably a mixture of documents, e.g. Departmental Guidelines, Risk Management, rather than in a single source. H Baird commented that the Audit Committee absorbed too much and proposed to review some of the activities and papers that come to council and that a meeting with the Chief Executive and E Thom would take place before Christmas to discuss this and for Council to have access to papers etc that go the Audit Committee to help take off some of the pressure.

The Chair noted the progress of the different work-stream but that it may help to have a short case study to be presented on completed pieces of work and the impact of the pieces of work. Council agreed to this.

A Henry asked the question about staffing and if all the internal recruitment was done by NIPEC itself. E Thom indicated that all recruitment was carried through our SLA with the BSO but the Job description and Personnel Specification was done in-house. E Thom indicated that the BSO is paid an annual fee, which covers all issues. A Henry queried if there was an overall staff organisation and committee structure, E Thom indicated that all that information was on the NIPEC website.

8.0 HEAD OF CORPORATE SERVICES REPORT

E Thom took Council Members through his report.

- 8.1 The Department had been informed that NIPEC would be surrendering £50,000 and this has been acknowledged by the Department.
- 8.2 It was noted that there was a £15,000 general allocation along with £9,594 from HSC regional funds for IT equipment giving NIPEC a total of £24,594, to date there is a balance of £1,000 and thus on target to getting this allocation down to zero.
- 8.3 It was noted that work was ongoing in updating the files of evidence for the six recurring controls assurance standards, together with compiling the new files for three additional areas i.e. Fire Safety, Human Resources and Management of Purchasing & Supply. Following a verification of the self assessment scores by the Internal Auditor for the core control assurances plus Records Management and Fire Safety an update will be brought to Council.
- 8.4 Following the last staff meeting on the 31st October 2011 it was agreed that NIPEC should go forward and write formally to the Northern Ireland liP Manager requesting the taking forward of the liP Review Assessment. The Application form was sent on the 8th November and a date of the 13th December had been received as the date for the Review. Chair asked if there was anything Council could do to assist with the Review, the Chief Executive indicated that staff had been very committed in working towards this Review and it is hoped that there will be a positive outcome. Chair wished the staff well in going forward with this.

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

9.0 REPORT FROM STANDING COMMITTEE

- 9.1 Confirmed Minutes of the Extra Ordinary Audit Committee Meeting held on 28th June 2011 (AC/4/2011).
- 9.2 Confirmed Minutes of the Extra Ordinary Audit Committee Meeting held on 24th August 2011 (AC/4/2011).
- 9.2 Unconfirmed Minutes of the Audit Committee Meeting held on 11th October 2011 (AC/5/2011).

Chair of the Audit Committee commented on the following issues:

June minutes were received in draft form at the September meeting where there was a lot of discussion around the Annual Report and Account -, also there were 3 outstanding issues in connection with these, taxation, assessment of permanent injury payment to a member of staff from NBNI and depreciation issue which deferred the signing off of the Accounts. These issues were dealt with and at the Extra Ordinary Audit Committee Meeting in August the Audit Committee was able to recommend the Annual Report and Accounts to Council. H Baird indicated that at the June meeting agenda item 6.1 Management Statement between DHSSPS and NIPEC should come to Council and it may be helpful if at the beginning or end of the next Council Meeting to have a discussion around the subject of Governance which may be helpful for new members.

It was noted that at the Audit Committee Meeting held in October 2012 Mr Patrick Anderson, BSO Finance attended and it was felt that he took onboard the customer perspective and had met with CE and E Thom and indicated to them the actions he intended in putting into place to provide a better service, and this was noted at agenda item 4.4 of that meeting.

It was also noted that the Mid Year Assurance Statement was to be submitted by the 21st October 2011.

Council **noted** these minutes.

10.0 CHIEF NURSING OFFICER UPDATE

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

The following were reported on:

- Health & Social Care Review
- Health & Social Care Framework
- Partnerships for Care
- CNO Recruitment and Announcement due shortly
- NMC – Code for Nurses and Midwives
- Special Practice
- Third Part Registration
- Workshop led by the NMC
- Draft Programme of Governance

Dr V Tohani asked if there was any indication for NIPEC when the Department have been looking at Arms-length Bodies. The Chief Executive informed Council Members that this was still being looked at.

H Baird indicated that a Confidential Report on the Scope of Review was due out during the 2nd week in January 2012 and it would touch on all bodies. It was hoped to have this prior to the NIPEC workshop but that it wouldn't mention any changes or structures.

11.0 ANY OTHER BUSINESS

11.1 It was noted that a Schedule of NIPEC Council Meeting and Workshops for 2012-2013 had been circulated.

12.0 DATE, TIME AND VENUE OF NEXT MEETING

The NIPEC Council Workshop will be held on Wednesday, 25th January 2012. The next public meeting of the Council will be held on Wednesday, 7th March 2012. Both meetings will be held in the Council Room, Centre House, 79 Chichester Street, Belfast.

13.0 CONFIDENTIAL BUSINESS

There was no confidential business.

Chair _____

Date _____