

Minutes

Northern Ireland Practice and Education Council Meeting, Wednesday 8th June 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 E Hayes
Mrs D McNamee
Dr V Tohani

Secretariat: Mrs J Hall, Corporate Services Manager

1.0 APOLOGIES

Professor M Bradley; Mrs S Campalani-McConnell; Mr E Thom

2.0 CHAIR'S BUSINESS

- 2.1** The Interim Chair referred members to their papers and a list of additional and current dates for NIPEC Council meetings. Members were advised that the two additional meetings on 19th October 2011 and 25th January 2012 would include updates on NIPEC projects and work areas and increase the flow of information to/from members and NIPEC senior staff. These meetings would not be open to the public.
- 2.2** The Interim Chair advised it was anticipated that formal notification of the appointment of a Chair and Council members would be received in the near future. A second recruitment exercise will take place later in the year to fill the remaining couple of vacancies for professional/lay members.
- 2.3** Referring to the forthcoming retirement of Professor Martin Bradley as Chief Nursing Officer, the Interim Chair led members in recording their appreciation of his help and support to NIPEC over the years and through his role as ex-officio member of NIPEC Council.
- 2.4** On behalf of members, the Interim Chair congratulated Ms Angela Drury, Senior Professional Officer, on her recent success in receiving a commendation in her Masters of Law degree.
- 2.5** Members were advised that interviews for the post of Chief Executive will be held on 10th and 15th June 2011.
- 2.6** Members noted an error in the minutes of the meeting held on 9th March 2011, in which reference was made to the Interim Chair welcoming Mrs S Campalani-McConnell to her first meeting, when in fact she had tendered her apologies for that meeting. The minutes would be amended accordingly.

2.7 Members noted that a Project Update had been tabled for information and discussion under item 7.0.

3.0 MINUTES OF THE PREVIOUS MEETING

After consideration and agreement of amendment as discussed at 2.1 above, **acceptance** of the minutes of the Council Meeting held on 9th March 2011 (NIPEC/1/2011) was proposed to be an accurate record by Mrs H Baird and seconded by Mrs D McNamee. The minutes were **approved** by all present.

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

4.0 MATTERS ARISING

There were no matters arising.

5.0 CORRESPONDENCE

5.1 Correspondence received from Miss F McMurray

Members **noted** receipt of this correspondence.

5.2 Letter dated 20th May 2011 from Dr Andrew McCormick, Permanent Secretary, DHSSPS, regarding Statement of Internal Control

Referring to the last paragraph of the first page of this correspondence, Mrs Devlin confirmed for members that NIPEC has not as yet received the Department's initial assessment of the draft Statement of Internal Control for 2010/11.

Members **noted** receipt of this correspondence.

6.0 CONSULTATION ACTIVITY

The Interim Chief Executive referred members to the consultation activity report in their papers, and members noted consultations received since the last Council meeting on 9th March 2011 and the names of each senior professional officer leading on developing a response on behalf of NIPEC.

The Interim Chief Executive recorded her appreciation to members for their input and comments which had been incorporated into NIPEC's response to these consultations.

7.0 CHIEF EXECUTIVE'S REPORT

NIPEC Business Objectives

The Interim Chief Executive advised members that she had undertaken an end of year review of NIPEC's 2010/11 Business Objectives and that these had all been achieved or partially achieved. More detailed information will be provided in NIPEC's Annual Report and Annual Accounts, a draft of which will be forwarded to members prior to the extra-ordinary meeting on 28th June to discuss and approve this report.

In response to a query from Mrs Baird, the Interim Chief Executive advised members that NIPEC's Business Objectives for 2011/12 were being finalised and will be presented to members in the near future.

Project Updates

The Interim Chief Executive then referred members to a Project Update tabled at the meeting, in which the Senior Professional Officers had provided a written summary of their current projects and work areas and an update on progress to date. With the agreement of members, the Interim Chief Executive provided a more detailed report on a select number of key work areas.

In relation to the **Recording Care Project** and the development of a regional nursing record, Mrs Hayes referred to work already undertaken by the Belfast HSC Trust in this regard, and it was agreed this, and work undertaken by the Southern HSC Trust, would form a good foundation for this project. The project planned to complete in 12 months and the record would include a care plan. Members were also advised that the Chief Medical Officer had been updated on this project but at this stage there were no plans to look at a regional multi-disciplinary record.

Members were advised that the development of **Normative Staffing Ranges** is a key priority for the Public Health Agency and will help inform its Commissioning Plan.

In relation to the **Pre-registration Application and Selection Strategy**, Mrs McNamee stated that the current selection process is highly resource intensive at present and welcomes plans to review the current process and develop a strategy to streamline these in future.

Referring to the **Evaluation Framework for Learning and Assessment in Practice**, the Interim Chief Executive confirmed the web-based tool will form part of an overall resource pack for current and future nursing and midwifery staff in terms of supporting their learning and assessment in practice.

In conclusion, the Interim Chief Executive provided members with more detailed information on the **Community Nursing IT Project**; the **Core Competency Framework for Safeguarding children for Nurses and Midwives**; the development of **Regional Key Performance Indicators for Nursing**; the **Quality Assurance of DHSSPS commissioned non-NMC Nursing and Midwifery practice development and education programmes**; and plans to produce a **Regional Briefing Update** for Executive Directors of Nursing.

Mrs Hayes thanked the Interim Chief Executive for this detailed report, and suggested that one of NIPEC's Business Objectives for 2011/12 should be to look at the impact of what NIPEC does, what difference it makes to the quality of care for patients and what benefits it brings to their care. In response, the Interim Chief Executive stated that NIPEC was itself facing a review as part of the overall review of Arms Length Bodies, but was happy to reflect this suggestion in the 2011/12 Business Objectives.

Mrs Baird commented that there were two strands to this discussion, firstly, customer (eg. DHSSPS) satisfaction, and secondly, what impact or difference

NIPEC made. The latter, she continued, should be part of NIPEC's ethos and be set out at the start of each project.

Dr Tohani stated he found the detailed report very interesting and suggested this brief should be given to new Council members once they have been appointed. He agreed the evaluation of any project should be considered at the beginning and added that NIPEC needed to consider the availability of resources when agreeing to undertake a piece of work.

Mrs McMahon thanked the Interim Chief Executive and the Senior Professional Officers for the clarity of information and summary of progress to date on its various projects and work areas.

The Interim Chief Executive concluded this part of her report by advising members that the layout of the 2010/11 Annual Report and Annual Accounts will report on NIPEC's work in a more simplistic and user-friendly way.

New Business

The Interim Chief Executive provided members with a brief report on a number of new initiatives and general areas of work, including:

- Quality Assurance of NMC programmes – the NMC have announced their intention to bring this service back in-house, and the Interim Chief Executive advised of her intention to write to the NMC expressing an interest in being involved in this area of work.
- Quality Assurance of AHP Commissioned Education Programmes – NIPEC is taking part in exploratory discussion with the Department of Health on this area of work.
- NIPEC News – members were advised that the next issue would include a piece on welcoming the appointment of a new Chief Executive, Chair and Council Members.
- Accountability Review – the next Accountability Review meeting will be with the Permanent Secretary, Dr Andrew McCormick.

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

8.0 HEAD OF CORPORATE SERVICES REPORT (Circulated)

8.1 New Equality Scheme

Members were advised that, following a 12-week period of consultation and incorporation of comments received into the final document, NIPEC's Equality Scheme had been forwarded to the Equality Commission NI on 20th April 2011 in order to meet the deadline of 1st May. As there was no Council meeting scheduled before the deadline for submission, the Scheme had been forwarded to the Equality Commission NI on the basis that the Council would ratify this at today's meeting. Members were advised that the Scheme had been taken to the Audit Committee.

Following discussion, members **approved** the Equality Scheme.

Council **noted** the written report from the Head of Corporate Services, which provided members with an update on the production of NIPEC's Annual Report and Accounts for 2010/11; NIPEC's Financial Allocation for 2011/12; the review of NIPEC's Business Continuity Plan; and NIPEC's substantive rating for compliance with the six Controls Assurance Standards in 2010/11.

9.0 REPORT FROM STANDING COMMITTEE (Circulated)

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

9.2 Unconfirmed Minutes of the Audit Committee Meeting held on 10th May 2011 (AC/2/2011)

Mrs Baird thanked Mrs McNamee for chairing the meeting on 10th May and invited her to speak to this item.

Mrs McNamee referred members to the unconfirmed minutes of this meeting and drew members' attention to a number of issues, including the recent signing of the Management Statement between the DHSSPS and NIPEC, a copy of which will be placed on the website. Mrs McNamee also updated members on action taken in response to recommendations made in an Internal Audit report on Information Governance arrangements within NIPEC.

10.0 CHIEF NURSING OFFICER UPDATE

Professor Bradley was not in attendance and therefore no update was provided.

11.0 ANY OTHER BUSINESS

10.1 Investors in People (IIP)

Referring to the poor response to the recent DHSSPS staff survey from NIPEC staff, Mrs Hayes felt that securing the re-accreditation of IIP should be a Business Objective for 2011/12. The Interim Chief Executive advised members that NIPEC had been granted an extension to apply for re-accreditation but it was felt in light of recent events, this would not be advisable. The DHSSPS had been advised and it had been agreed NIPEC should consider this in the near future once the Chief Executive, the Chair and the new Council members were in post.

The Interim Chair and Chief Executive updated members on the work carried out with the senior team in recent months in terms of moving the organisation forward, but it was recognised there is a need for Council to meet with all NIPEC staff to keep them updated on this work.

12.0 DATE, TIME AND VENUE OF NEXT MEETING

The next meeting of the Council will be an extra-ordinary meeting on Wednesday, 28th June 2011 at 1.00 pm, and the next public meeting of the Council will be held on Wednesday, 7th September 2011. Both meetings will 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.

Signed: _____
Chair

Date: _____

