

Minutes

Northern Ireland Practice and Education Council Meeting, Wednesday 24th November 2010, Centre House, 79 Chichester Street, Belfast, at 2.00 pm

Present: Mrs F McMahon, Interim Chair
Miss F McMurray, Chief Executive
Mrs H Baird
Mrs E Hayes
Mrs S McConnell-Campalani
Mrs D McNamee
Dr V Tohani

In attendance: Mr E Thom, Head of Corporate Services

Secretariat: Mrs J Hall, Corporate Services Manager

Prior to the business of the meeting commencing, Mr Peter Gregg, Head of Education and Training with the Department of Health, Social Services and Public Safety (DHSSPS), requested to speak to the Council. Mr Gregg explained that he was attending on behalf of the DHSSPS who oversees the work of NIPEC and other Arms Length Bodies, to discuss and update members on the recruitment of a Chair and members of NIPEC Council and propose a way forward in respect of appointing an Interim Chair.

On behalf of the DHSSPS, Mr Gregg apologised to members for the delay in the recruitment process and stressed that every effort was being made to resolve this situation as quickly as possible. Mr Gregg advised that the Minister for Health has now authorised the recruitment of a new Chair, which will be done through public advertisement during week beginning 10th January 2011. Interviews will be held in March, with the hope that someone will be in post by the beginning of April 2011. Mr Gregg added that a recommendation has been made to the Minister to proceed with the recruitment of additional Council members as soon as possible.

Since the term of office of the previous Chair, Mrs M Griffith, concluded on 6th October, the Interim Chair, Mrs F McMahon, has fulfilled the role of Chair. As an interim measure and until a Chair is appointed, Council members were asked if they were content that Mrs McMahon continue to act as Interim Chair, with full authority and responsibilities of the Chair as laid down in NIPEC's regulations. This was **accepted** by all members.

Mr Gregg formally handed the meeting over to Mrs McMahon, who thanked him for his attendance and update on the recruitment process.

The business of the Council then commenced.

1.0 APOLOGIES

Professor M Bradley; Mrs C McCusker.

The Interim Chair formally welcomed Mrs Campalani-McConnell to her first Council meeting.

2.0 CHAIR'S BUSINESS

- 2.1 The Interim Chair advised members that the Chief Executive would speak to item 8.0 of the agenda.
- 2.2 The Interim Chair advised members of the sudden death of one of NIPEC's longest serving members of staff, Ms Elizabeth Henry, on Friday, 29th October 2010. The Chief Executive added that Ms Henry had worked in administration within the Health Service for over 20 years and was a loyal friend and highly regarded member of staff at NIPEC and the former National Board NI. As one of NIPEC's regular reception staff, Ms Henry was the first point of contact for many callers and visitors to NIPEC, and will be missed by everyone who knew her. Friends and colleagues had attended the large funeral on Monday, 1st November, and the sympathies, thoughts and prayers of everyone at NIPEC continue be with her family at this sad time. The Interim Chair stated she would be writing to Ms Henry's family to convey the sympathies of NIPEC Council.
- 2.3 Members were referred to a copy of NIPEC's Annual Report and Accounts 2009/10 which had been tabled for their information.
- 2.4 Members **noted** receipt of a copy of Evidencing Care: Improving Record Keeping Practice.
- 2.5 Members **noted** receipt of a copy of a Competence Assessment Tool for Ward Sisters/Charge Nurses.
- 2.6 Members **noted** NIPEC had received limited copies of National Council's Review of Achievements 1999-2101 for the Professional Development of Nursing and Midwifery, and that this could be either borrowed from the Chief Executive's office or accessed on the National Council website.

3.0 MINUTES OF THE PREVIOUS MEETING

- 3.1 After consideration, **acceptance** of the minutes of the Council Meeting held on 8th September 2001 (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 Professor Martin Bradley, Chief Nursing Officer regarding 'Leading Care: supporting and strengthening the role of the Ward Sister and Charge Nurse' (21st October 2010)

Interim Chair referred members to a copy of this correspondence in their papers, and congratulated the Chief Executive and NIPEC staff involved in this project and the regional conference held on 6th October.

5.2 Letter from DHSSPS regarding 'General Capital Allocations for 2011/12 – new process' (20th October 2010)

Members were referred to a copy of this correspondence in their papers and in particular to the first paragraph outlining concern regarding poor management of spend against capital budgets. As a result, a new process will be put in place for 2011/12 with HSC Bodies receiving notification of their capital allocation earlier in the financial year thereby enabling them to plan their expenditure over 12 month period. It was pointed out that this would not present any difficulties for NIPEC.

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 September 2010 and which senior professional officer was leading on developing a response on behalf of NIPEC.

Mrs Hayes highlighted the low number of consultations received since the last Council meeting and asked that NIPEC check it is on the distribution list for relevant consultations from external organisations. Mrs McConnell-Campalani concurred with this and Mrs Baird advised of a current consultation being undertaken by the NI Ombudsman which may be of interest to NIPEC. The Interim Chair thanked Mrs Hayes for raising this matter and whilst there was no guarantee NIPEC would be on all relevant distribution lists, she would ask officers to check with known external organisations.

In response to a request from Dr Tohani for a copy of the Obesity Prevention Framework, the Interim Chair noted his interest and stated she would ask the Executive Team to discuss who from the Council should be involved in developing a response to this consultation document and also if Council members should receive a copy of all consultation documents in advance.

7.0 CHIEF EXECUTIVE'S REPORT

- 7.1 The Chief Executive presented members with her report which provided an update on the third quarter performance of NIPEC against its Business Plan and the 23 business objectives within the 4 key strategic themes.

The Chief Executive advised members that business objective 2.4 covers all projects and current work undertaken by NIPEC, and as reported at the last Council meeting, a delay in completing one project has resulted in this particular objective indicating an 'amber' status. It is envisaged that the project concerned will be completed in late December 2010 / early January 2011.

The Chief Executive drew members' attention to objective 4.4 which was also indicating an 'amber' status. Following a recent internal audit of ICT procedures, an action plan has been developed to resolve a number of issues raised regarding storage of back-up tapes and blocking of USB ports on NIPEC computers and laptops. Whilst not major, these issues were considered to be significant enough to indicate an 'amber' status. A full report on the issues raised and progress made in resolving these will be given to NIPEC's Audit Committee at their next meeting.

- 7.2 Members were provided with activity information relating to NIPEC's main website and the Development Framework and Practice and Quality websites. It was noted that the number of people registered on the Development Framework website continues to rise steadily and reference to the site in information distributed by the Beeches Management Centre was acknowledged as increasing awareness among registrants.

In discussing the Practice and Quality website, the Chief Executive advised members that NIPEC's collaboration with the National Council on this site will need to be examined in light of forthcoming structural changes affecting the National Council, and agreed to keep members informed.

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

8.0 DESIGNATED SENIOR PROFESSIONAL OFFICER REPORT

In Mrs McCusker's absence, the Chief Executive, presented the Senior Professional Officer report to the Council, expanding on the written report in members' papers, and provided members with an update on current projects and initiatives and those which have been completed since the previous Council meeting, as well as detailing a number of initiatives which are under consideration for commencement in 2011.

In acknowledging the value of the brief presentations by NIPEC Officers at the last meeting, the Chief Executive proposed that future meetings will include a presentation on a relevant aspect of NIPEC's work.

Referring to the evaluation of DHSSPS commissioned post-registration education, Mrs Hayes queried why Cancer nursing had been taken out of this piece of work. In

response, the Chief Executive advised that NIPEC had been asked to look at a couple of areas, including Cancer nursing, separately. Mrs McConnell-Campalani felt that the removal of the work on Cancer nursing may be due to the 'hub and spoke' model in Northern Ireland with one Cancer Centre and four Cancer Units and for courses to be viable a joint commissioning process was required which included input from third sector provision, eg NI Hospice.

In response to a query from Mrs Hayes, the Chief Executive advised that whilst the Record Keeping Audit Tool was not yet available on the website, the various project reports and record keeping guidance were available.

Referring to the Competence Assessment Tool for Ward Sisters/Charge Nurses and the important role played by Ward Sisters/Charge Nurses in ensuring the delivery of good quality patient care, Mrs Hayes queried what support NIPEC was providing to ensure the Competence Assessment Tool is embedded in HSC Trusts and that staff are provided with a 360° view of their performance from this self-assessment.

The Chief Executive advised that NIPEC was working with HSC Trust colleagues to secure, within each organisation, project officers, who, over a 3-4 month period would raise awareness of the project outcomes and the role and responsibilities of the Ward Sister/Charge Nurse and capture their views on the website and its content. The CNOs commitment to working with NIPEC in looking at a similar piece of work for Team Leaders was noted. Mrs Baird proposed a partnership approach with nurse managers/leaders within Trusts to secure their commitment to using the Competency Assessment Tool and, whilst not making it mandatory, ensuring its use as a developmental tool for Ward Sisters/Charge Nurses.

In conclusion, the Chief Executive advised members that an electronic version of the tool has been placed on the Development Framework website and reiterated the commitment of CNO to taking forward the recommendations of the project's final report.

Council **noted** the report from the designated Senior Professional Officer.

9.0 HEAD OF CORPORATE SERVICES REPORT

9.1 Mr Thom, Head of Corporate Services, presented the report to the Council, and specifically referred members to the NI Data Protection Review, the establishment of a Finance Forum for a number of small agencies, and the development of a revised Equality Scheme.

Referring to the NI Data Protection Review, Mr Thom advised members that this was the third year in which all NICS government bodies and HSC organisations have been asked to complete this review. Mr Thom added that the review was a self-assessment instrument and organisations scored their performance 1 to 7, 7 being the highest and 1 the lowest. NIPEC's overall average score was 5.74 this year, which was a slight improvement on previous years.

Mr Thom advised members that the Finance Forum has recently been set up for organisations not currently represented on any other similar regional forum. Mr Thom represents NIPEC on this forum, which meets quarterly and one of the issues it is currently raising with the DHSSPS is the 0.25% breakeven target within the final accounts and the difficulties smaller organisations have in achieving it.

Finally, Mr Thom updated members on the work undertaken to develop an Action Plan to take forward issues arising from the recent Audit of Inequalities and also the development of a revised Equality Scheme which is based on the model scheme issued by the NI Equality Commission. This work is being carried out in collaboration with BSO Equality Unit, and it is planned to consult on both the draft Scheme and the Action Plan for a 12-week period from 17 December 2010.

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

- 9.2** Mr Thom referred members to draft revised Terms of Reference for NIPEC's Audit Committee within their papers and specifically to sections 2 and 5.1 regarding membership and constitution of the Committee. These sections had been revised to show a membership of three up to a maximum of 4 non-executive members, although the quorum would remain at 2.

Mr Thom advised members that these revisions were in line with good practice and will facilitate increased membership of the Committee once further Council members are appointed next year.

Council **approved** the revised Terms of Reference for the Audit Committee.

On a related issue, the Chief Executive advised members that they would be asked to consider revision of their Standing Orders to remove the regular item of Designated Senior Professional Officer Report from the Council agenda, as this would be taken under the Chief Executive's Report. This issue would be placed on the agenda for discussion at the next Council meeting.

10.0 REPORT FROM STANDING COMMITTEE

- 10.1 Confirmed Minutes of the Audit Committee Extra Ordinary Meeting held on 30th June 2010 (AC/3/2010)**

- 10.2 Unconfirmed Minutes of the Audit Committee Meeting held on 21st September 2010 (AC/4/2010)**

Mrs Baird referred to the unconfirmed minutes of meeting held on 21st September 2010, and drew members' attention to a number of issues.

Members **noted** Internal Audit Reports in which NIPEC had received a 'satisfactory' level of assurance for Absence Management and a 'limited' level of

assurance for Information Governance, the latter being referred to and detailed within the Chief Executive's written report at item 7.0.

Members also **noted** the Audit Committee had received a copy of the 'Mid Year Assurance Statement' and that, whilst NIPEC had received a 'substantive' compliance for the three core controls assurance standards, it has been agreed to develop action plans to respond to any issues raised and thereby assist in achieving increased compliance in the future.

11.0 CHIEF NURSING OFFICER UPDATE

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

12.0 ANY OTHER BUSINESS

12.1 Schedule of Council Meetings 2011/12

Members were provided with a schedule of dates for Council meetings in 2011/12, and advised the June meeting would take place on 7th June to fit in with possible changes to the timetable for closing and approving NIPEC's final Accounts for 2010/11. The need for an Extra Ordinary Meeting to approve the accounts is not yet known and members would be informed of this as soon as possible.

13.0 DATE, TIME AND VENUE OF NEXT MEETING

The next meeting of the Council will be held on Wednesday, 9th March 2011 at 2.00 pm, 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.

Chair _____

Date _____

