

Minutes

Northern Ireland Practice and Education Council Meeting, Wednesday 10th March 2010, Centre House, 79 Chichester Street, Belfast, at 2.00 pm

Present: Mrs M Griffith, Chair
Miss F McMurray, Chief Executive
Mrs H Baird
Professor J Boore
Mrs E Hayes
Mrs F McMahan
Mrs M O'Hare
Mrs P Patten
Mr M Rea

In attendance: Miss L Barrowman, Senior Professional Officer
Mr E Thom, Head of Corporate Services

Secretariat: Mrs J Hall, Corporate Services Manager

1.0 APOLOGIES

Professor M Bradley; Mrs T Corey; Dr S Magee; Mrs D McCormick; Mr I McGowan.

2.0 CHAIR'S BUSINESS

- 2.1** Chair welcomed Ms Paula Fearon and Mrs Mary McCartan, Professional Officers, who are on secondment to NIPEC and attending the meeting as part of their induction programme.
- 2.2** Chair advised members that a draft Business Plan for 2010/11 had been tabled for discussion under agenda item 7.0 and the Chief Executive would be giving a brief presentation on this. Chair further advised that the final draft Corporate Strategy for 2010-13 would be forwarded to members for comment, prior to going to the Clearing House for screening.
- 2.3** Chair requested members to review, agree and/or amend and sign the Declaration of Interest Form prior to leaving the meeting.
- 2.4** Chair advised members that an Extra Ordinary Council meeting will take place at 1pm on 30th June 2010 to sign off NIPEC's Annual Accounts.
- 2.5** Following a brief discussion, the Chair agreed to keep the current style of agenda for Council meetings under review and members were encouraged to

request more detailed information on projects and initiatives as and when this was required.

3.0 MINUTES OF THE PREVIOUS MEETING

3.1 After consideration Council **approved** the minutes of the Council Meeting held on 25th November (NIPEC/6/2009) as an accurate record.

The minutes were **signed** by the 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

There was no correspondence.

6.0 CONSULTATION ACTIVITY

The Chief Executive referred members to the consultation activity report in their papers, and thanked those Council members who had been involved in developing the NIPEC response, either through providing written comments or attendance at meetings/workshops.

7.0 CHIEF EXECUTIVE'S REPORT

7.1 The Chief Executive presented the final quarterly report for 2009/10 to the Council, and referred members to the Key Priorities Work Areas Flowchart included in their papers. Members were provided with specific feedback on those projects and initiatives which were still 'in progress', and reassured by the Chief Executive that these were on schedule to complete by 31st March 2010.

In response to a query from Mrs Patten, the Chief Executive advised that the tight timescale to develop a Competency Profile for nurses and midwives: promoting the mental health and well-being of children and young people, had prevented this being 'piloted' prior to its completion. However, the Expert Reference Group had been fully involved in the development of the tool.

7.2 Referring to activity for the three websites managed by NIPEC, the Chief Executive advised members the slight reduction in activity in the early part of 2010 within the Development Framework and Practice and Quality websites would be monitored.

7.3 Members were updated and approved training for the Chief Executive and Head of Corporate Services on the newly established online bank account for NIPEC.

- 7.4** The Chief Executive referred to NIPEC's draft Business Plan 2010/11, which had been tabled for discussion and approval by the Council, and provided members with a brief presentation on its key themes.

In response to a query from Mrs Patten regarding the supervision of students undertaking placement experience, Miss Barrowman advised that it was the responsibility of the University to monitor student feedback of their experiences and that the student section on the DF website was designed to help students record evidence of their learning. However, the review of the DF website could look at this area.

In relation to the development of a Skills Passport for staff, Mrs Baird suggested that this should be expanded to include the wide range of professional and personal development opportunities for nurses and midwives.

In response to a query from Mrs Baird regarding links with the independent sector, the Chief Executive stated that products arising from all of NIPEC's projects and initiatives were developed for all registrants whether they work in the public, private and independent sectors, and agreed to emphasise this within the Business Plan.

Mrs Hayes asked that the aspect of improving the quality of care for patients was better reflected within the Business Plan and its objectives. Following discussion, it was agreed that whilst the corporate area of 'Safe and Effective Practice' addressed this, a re-ordering of the introductory paragraphs would emphasise NIPEC's role in improving the quality of health and care provided to patients and clients through supporting the practice, education and performance of nurses and midwives.

Council **approved** the draft Business Plan 2010/11 and **noted** the report from the Chief Executive.

8.0 DESIGNATED SENIOR PROFESSIONAL OFFICER REPORT

Miss Barrowman, Senior Professional Officer, presented the report to the Council, which provided members with an update on projects and initiatives and progress on their completion.

Referring specifically to the development of a regional programme for Maternity Support Workers, Miss Barrowman advised that this will be provided by the Beeches Management Centre as an NVQ Level 3 programme, with the first cohort of students commencing in June 2010. Miss Barrowman added that a Band 3 job description has been developed and is currently being job evaluated. The DHSSPS has provided funding for 2 peripatetic assessors for one year.

In response to a request from Mrs Hayes for more information regarding the Leading Care: Regional Ward Manager Project, Miss Barrowman agreed to ask the officer leading on the Project to forward the project bulletins to Mrs Hayes.

In conclusion, Miss Barrowman advised members that the report on the HCAI initiative had been well received by the DHSSPS Regional HCAI Steering Group who had accepted all of the recommendations made. Discussions are ongoing regarding the publication and wider dissemination of the report.

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

9.0 HEAD OF CORPORATE SERVICES REPORT

Mr Thom, Head of Corporate Services, presented the report to the Council, and highlighted the audit of NIPEC's performance in 2009/10 by the Internal Auditor; and the timetable for the production of the Annual Report and Accounts for 2009/10, which had resulted in the need for an extra ordinary meeting of the Council to be scheduled for 30th June to approve and forward these within the deadline set by the NI Audit Office.

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

10.0 REPORT FROM STANDING COMMITTEE

10.1 Unconfirmed Minutes of the Audit Committee Meeting held on 3rd March 2010 (AC/1/2010)

Mrs Baird referred to the unconfirmed minutes and drew members' attention to a number of issues.

Members **noted** that a draft Disability Action Plan had been developed and would be forwarded to the BSO Equality Unit for comment.

Mrs Baird referred to agenda item 4.2.2 and **advised** members that NIPEC's Scheme of Delegation had been updated and included reference to the use of the UNITAS online purchasing system.

Mrs Baird **advised** members that a new format of presenting NIPEC staff absence figures indicated an average rate of 1.98% for the first three quarters of 2009/10.

Mrs Baird concluded that the next Audit Committee meeting will be held at 11.30am on 30th June 2010 to discuss NIPEC's Annual Accounts prior to the extra ordinary meeting of the NIPEC Council at 1pm.

10.2 Audit Committee Annual Report 2009/10

Mrs Baird referred members to the Audit Committee Annual Report 2009/10 which had been tabled at today's meeting. Mrs Baird commented that the first year of working with the newly formed Business Services Organisation (BSO) had been a positive one.

11.0 CHIEF NURSING OFFICER UPDATE

As Professor Bradley had forwarded his apologies, there was no update.

12.0 ANY OTHER BUSINESS

There was no further business.

13.0 DATE, TIME AND VENUE OF NEXT MEETING

The next meeting of the Council will be held on Wednesday, 9th June 2010 at 2.00 pm, in the Council Room, Centre House, 79 Chichester Street, Belfast.

Members were reminded of the scheduled extra ordinary meeting of the Council to be held at 1pm on Wednesday, 30th June 2010.

14.0 CONFIDENTIAL BUSINESS

There was no confidential business.