



Minutes of the Northern Ireland Practice and Education Council Meeting, held on Wednesday 4th September 2019 at 2.00 pm in Meeting Room, NIPEC, Centre House, 79 Chichester Street, Belfast.

Present: Professor C Curran, OBE, Chair
Mrs A McLernon, OBE, Chief Executive
Dr V Tohani
Mr P Davidson
Mrs C Rice
Mrs D Oktar-Campbell (via Tele conference)
Mrs L Houlihan (via Tele conference)

In Attendance: Mr E Thom, Head of Corporate Services
Mrs A Reed, Senior Professional Officer
Mrs F Cannon, Senior Professional Officer

Secretariat: Mrs D Meleady, Personal Assistant

1.0 APOLOGIES

Apologies were received from Ms D O'Donnell, Professor C McArdle, Mrs A Baxendale

2.0 CHAIR'S BUSINESS

2.1 It was noted that no members of the public attended the meeting.

2.2 To ask Council Members if there are any Conflicts of Interest

It was noted that there were no Conflicts of Interest from Council Members. Mrs A McLernon, Chief Executive declared her interest in a new role she has undertaken as Nursing advisor to the West Belfast Federation. This has been agreed by the Permanent Secretary and commenced on 2nd September 2019.

2.3 It was noted that the papers in relation to Agenda items 7.3 and 7.4 had been issued via late mailing.

2.4 It was noted that the paper for Agenda item 6.1 had been tabled.

Chair thanked both Mrs McLernon and also Mr E Thom for their continued support to NIPEC.

3.0 MINUTES OF THE PREVIOUS MEETING

- 3.1 Minutes of the meeting held on the 25th June 2019 (NIPEC/2/2019) for consideration.

A copy of the Minutes has previously been circulated.

Council Members agreed the minutes for the meeting held on the 25th June 2019.

4.0 MATTERS ARISING

- 4.1 Detailed in updated Action Plan

A copy of the updated Action Plan had previously been circulated. It was noted that items had been actioned and updated.

5.0 CORRESPONDENCE

- 5.1 It was noted a copy of Letter dated 25th June 2019 was received from Jackie Johnston, Deputy Secretary Healthcare policy Group regarding Second Term of Appointment of Chairs and Members to the Boards of the Department of Health's Arm's Length Bodies (ALBs) had previously been circulated. Chair informed Council Members that she was continuing to liaise with the Public Appointments Unit regarding vacancies on the Council.
- 5.2 It was noted a copy of Letter dated 5th July 2019 was received from Neelia Lloyd, Director of Finance regarding 2019/20 Savings Applied in Opening Allocations had previously been circulated.
- 5.3 It was noted a copy of Letter dated 6th August 2019 was received from Andrew Dawson, Acting Director of Workforce Policy regarding Single Lead Employer for Post Graduate Doctors and Dentists in Training had previously been circulated.
- 5.4 It was noted a copy of Letter dated 8th August 2019 was received from Dr P Woods, Deputy Chief Medical Officer regarding IHRD Report Recommendation 70 – Effective Measures should be taken to ensure that Minutes of Board and Committee Meetings are Preserved (and readily available), had previously been circulated.

Mrs A McLernon gave a brief update on the background to this request stemming from the IHRD Inquiry. Council Members were informed that an extension date of 16th September 2019 had been agreed with the Department of Health due to staff being on leave.

Discussion took place regarding a number of issues:

- Sensitive information
- Redaction of information – if appropriate
- Information owner/Gatekeeper role
- Control and decision making regarding release and access to information
- Information within the confidential section of the agenda

It was noted that Mr E Thom, is the NIPEC Information Governance Lead and an element of this role would involve information that would be shared with the public. It was also noted that Chair approves the Council agenda's prior to each meeting.

Council Members noted with regard to Section J of 'Good Management, Good Records' that Mrs Angela McLernon, Chief Executive would provide assurance that NIPEC complied with this section.

Also it was agreed by Council Members that they would respond with regard to the Draft Publication Scheme (Appendix 2), that whilst this could be fully adopted a preferred option would be to publish Agenda and Minutes of the Council Meetings (which is currently in place) when approved, that a link would be provided with these, inviting requests for any associated papers through the office of the Chief Executive.

Lisa Houlihan joined the meeting at this point.

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

6.1 A copy of the Chief Executives Report

A copy of the Chief Executives Report was tabled and will be appended to the end of the September Council Minutes. Mrs A McLernon took Council Members through her report and highlighted specific activities, providing clarification as required to members on a number of points.

6.2 A copy of the Consultation Activity Report

A copy of the consultation Activity Report was previously circulated. There were no further updates.

7.0 CORPORATE CONTROL & FINANCE

7.1 Head of Corporate Services Report

A copy of the Head of Corporate Services Report had previously been circulated for information.

7.2 Report from Standing Committee

7.2.1 A copy of the confirmed Minutes of A&R meeting A&RC/2/2019 held on the 28th May 2019 had previously been circulated.

7.2.2 A copy of the unconfirmed Minutes of A&R meeting A&RC/3/2019 held on the 25th June 2019 had previously been circulated. There was nothing further to report.

7.3 Financial Management Summary

It was noted that a copy of the BSO 'Finance Report for Month 4' was circulated in late mailing. A copy of the DoH letter, dated 5th July 2019, regarding savings applied to the opening NIPEC revenue allocation had also been previously circulated at Agenda Item 5.2.

Mr E Thom gave an update on the following:

- Transformation Funding for the three projects.
- Current RRL
- Accommodation Indicative Costings
- Lease negotiations for another two years
- PCC still no further update received
- Concerns for In-year costs

7.4 Corporate Risk Register 2019-20, Ver:6 September 2019

It was noted that a copy of the Corporate Risk Register 2019-20, Ver:6 was circulated in late mailing.

Mr E Thom drew Council Members attention to the following Risks.

Risk 1 - Business Objective Governance and Performance – It was noted this was being monitored monthly at Business Team Meetings and meetings between Mrs A McLernon and Mr E Thom as well as at the quarterly monitoring meetings with the Audit and Risk Committee.

Risk 5 – Business Objective Governance – It was noted that this was being managed on an ongoing basis. Mr E Thom indicated that HSC organisations received from the DoH a weekly 'EU Exit Preparedness Snapshot' report which covers all the DoH work-streams.

7.5 KPIs

A copy of the above KPI report up to 31st July 2019 had previously been circulated.

Mr E Thom indicated that since this report was circulated two Freedom of Information requests had been received; the first in regard to HR Consultants and the second on in regard to Pension Tax Relief which had been referred to BSO for a response.

It was noted that the Professional Activity is not referred to in the document as that activity is covered in a more comprehensive manner in the current 'NIPEC Annual Work Plan' at Agenda Item 8.1.

7.6 Council Membership – Terms of Office

A copy of the above paper had previously been circulated. It was noted that the membership of Lay Members was raised to three with the end of Mrs M Clark's tenure in office.

It was also noted that within the current total of the 9 Professional Members posts 5 are in post which represents 55% within their term of office and of the total of 6 Lay Members posts 3 are in post which represents 50% within their term of office.

As Chair stated earlier in the meeting she is continuing to liaise with the Public Appointments Unit regarding this.

7.7 Equality, Good Relations and Disability Duties Draft Annual Progress Report 2018-2019

A copy of the above Report had previously been circulated for approval.

Mr E Thom informed Council Members that Mrs J Hall, Corporate Services Manager had completed this Report and that 5 policies had been screened.

It was noted that the report had to be with the Equality Commission NI (ECNI) by the 31st August 2019. NIPEC as in previous years submitted a draft report, signed off by the Chief Executive within the deadline prior to Council consideration and approval at September Council meetings. This process has been agreed by ECNI

Council Members agreed the above Report.

7.8 Regional 2019 Staff Survey Report

A copy of the Regional 2019 Staff Survey Report had previously been circulated.

Council Members noted that NIPEC would not be identified as a separate HSC Organisation as fewer than 11 responses were received, therefore they would not receive an Organisational Report.

7.9 Annual Report and Accounts 2018 – 2019

Council Members noted that the audited Annual Report and Accounts for 2018 – 2019 were certified by the C&AG, NIAO on the 10th July 2019 and after being laid in the NI Assembly via the NIAO the document was now with the designer/printer. A copy of the final printed PDF version would be placed on the NIPEC website in due course.

7.10 NIPEC Property Asset Management Plan (PAMP) for 2019-20 to 2023-24

Mr E Thom updated Council Members that the above document, containing 17 templates and 21 pages of narrative, will be considered and signed off at the September meeting of the Business Team before being forwarded to the Asset and Estate Management Branch. The deadline for submission is no later than 27th September 2019.

Council Members noted the update.

7.11 Partnership Agreement Between DoH and ALB

Mr E Thom updated Council Members that the Department had produced a draft document which would replace, in due course, the current Management Statement and Financial Memorandum between the Department of Health and NIPEC.

It was noted that NIPEC Chief Executive and the Head of Corporate Services had seen a draft of the document at the end of July 2019 and are now awaiting the final draft for sharing with NIPEC Council.

Council Members noted the update.

8.0 SAFETY AND QUALITY

8.1 NIPEC Professional Work Plan 2019/20 – Progress Monitoring Report: June 2019 to September 2019

A copy of the above Report had previously been circulated.

Mrs A McLernon drew Council Members attention to the Recording Care project which currently stands at Green but because of the staffing issues within the Trusts there is a risk that this could change to Amber. All other projects are currently at Green.

There were no further comments and Council Members noted the update.

8.2 Final Draft NIPEC Annual Quality Report 2018/19

A copy of the Final Draft NIPEC Annual Quality Report for 2018/19 had previously been circulated.

Mrs A McLernon indicated that NIPEC was following the Framework that had been stipulated by the DoH. The format is difficult to align to the role and function of NIPEC and this has been highlighted to DoH via sponsor branch in the past however the standard reporting framework remains in place for all smaller ALB's.

Mr P Davidson highlighted a minor typo on Page 25.

Professor Curran stated that the Report showcases the excellent work of NIPEC and given the size of the organisation this is particularly significant.

Council Members noted that the Final Draft Report would be sent to the DoH for approval and that the publication of the final Report would take place, as advised by DoH on World Quality Day whereby it will be sent out to NIPEC stakeholders and published on the website.

Council Members agreed the Report.

**ACTION: To amend the small typo Page 25 of the Report.
To forward draft report to DoH for consideration
To publish the final report on World Quality Day**

8.3 Update on Transformation Projects. – Mrs A Reed and Mrs F Cannon

Council Members received a presentation from Mrs A Reed and Mrs F Cannon on their respective projects.

Mrs A Reed presented an update on the Transforming Nursing and Midwifery Data (TNMD).

There was some discussion amongst Council Members. Dr V Tohani asked if there had been any approach from Medical Colleagues around the PACE Approach standards and it was indicated that there had been no formal approach however when this is adopted into the Encompass programme records there will be multi-professional input and access to all information.

Professor Curran thanked Mrs A Reed for her informative presentation, and Mrs McLernon also thanked her for her work and indicated to Council Members that Mr D West, DoH recognised the benefits of this work and that NIPEC was leading the way within the UK in developing a regional approach to nursing records and care planning.

Mrs F Cannon presented an update on Future Nurse, Future Midwife

It was noted that there was a huge volume of work involved in this project and that approximately 60 Roadshows were set to take place in the coming months. Mrs Deborah Oktar Campbell offered assistance, if required to access the Independent Sector.

Professor Curran thanked Mrs F Cannon for her informative presentation and also mentioned to Council Members that Mrs F Cannon would be retiring at the end of March 2020 and thanked her for her tremendous contribution to the work of NIPEC.

Mrs Reed and Mrs Cannon left the meeting at this stage.

9.0 CHIEF NURSING OFFICER UPDATE

There was no new update for Council from the CNO.

10.0 ANY OTHER BUSINESS

There was no further business.

11.0 DATE, TIME AND VENUE OF NEXT MEETING

The next public meeting of NIPEC Council will be on Wednesday 20th November 2019 at 2.00 pm, in the Whinstone Suite, Antrim Civic Centre, Antrim.

It was noted that there would be the Annual NIPEC Council Business Plan Workshop prior to the meeting commencing at 9.30 am. Venue as above.

Mrs McLernon and Mr Thom left the meeting at this stage before the Confidential section of the meeting.

CHAIR

Carol Curran

DATE: 4th September 2019