

RCN Nurses in Management and Leadership Forum Annual Strategy Day Meeting Notes

13 February 2020, 11:00-16:00
Room G06 RCN HQ

Attendees

Sally Bassett, Chair (SB)
Craig Davidson (CD)
Paul Jebb (PJ)
Angela Sealy (AS)
Helen Stanley (HS)
Kate Wells McCulloch (KWM)

Denise Alexis (DA)
Christine McKenzie (CM)

Apologies

Vinice Thomas (VT)

Agenda item

1. Welcome and apologies

Sally welcomed three new steering committee members Angela Sealy, Craig Davidson and Paul Jebb.

2. Key points to note

Committee discussions reflected on being able to articulate their purpose and new ways of working together, they finessed the notes made on the day for the Forum Flyer and the update of the web site. This statement will help them to explain to members what they do and why they might want to collaborate with us.



The Leadership
Statement.pdf

3. Our expertise

The committee discussed at length and agreed that they were not trying to replicate a Kings Fund expert function or viewpoint style function on leadership, they agreed their expertise comes from their practice and knowledge of how and what our members need in order to fulfil their roles.

We do need to be knowledgeable and have an informed viewpoint about contemporary challenges in leadership and management so that our “voice” can challenge others and guide what we say. Staying up to date with current policy, issues and “thinking” on leadership and management practice is therefore something we need to do as committee members, they did not discuss in detail how they would do this, but it does require them to think about our own jobs, CPD, and how they undertake knowledge exchanges within the committee. The chair and committee members’ responsibilities were shared in the slide set from the induction day and this also informs how they will work.

The committee discussed that It is not enough to just post information about publications as helpful as this is, we need at the same time or shortly after to have a comment or guidance for our members and to tell the wider world about our view of the “so what” of the publication for nurses in leadership and management, this will also be the basis of our communications to members and the wider world. This also cannot just fall to one person to do.

This position means the committee needs to find ways to collaborate and do cross cutting work with the other Forums.

4. Organisation of the work stream

The committee agreed to focus attention and coordination to a work stream. It was agreed that each work stream would act as critical friend to the other meaning each member will read and contribute expert knowledge to the work of the other stream. The Chair agreed to work across both workstreams.

Action: Craig is leading on drafting work stream principles for the committee to sign off at the March meeting.

5. Funded projects

Bid timetable – Christine and Denise need the drafts in advance of the sign off date to input into them. Christine will offer guidance but will not formally critique the bid until the committee have completed their input and review process.

Action: Sally has requested guidance from FGG on the under 2k process.

6. Project Management and meetings

The committee discussed and agreed that the Forum’s own project management process would be maintained using the templates and the colleges bidding process where funding was being requested. Work stream projects and calls will be organised by the committee as previously. Formal committee calls will be supported by Denise and Christine. It was discussed and agreed that this will occur every 6-8 weeks; it was agreed that these will be organised for 4pm attendance commitment as per the committee role is 50%, ideally of course we would want this to be much higher. When not able to attend, work stream updates will be required in advanced so that they can be discussed / signed off and forum good governance maintained.

7. Accountability agreement

The accountability agreement was questioned, it could be modified to reflect the new committee’s commitment to working together or may not be needed at all. The messages from the morning conversation re active contribution and the quality of our review processes was heard and understood. Denise will circulate one of the other committee’s approach to managing this.

Action: Denise to send forward a forum committee charter template.

8. Drop box/Google Documents

The committee discussed how they could improve their contribution to projects and consultations, they agreed to use Drop box and shared documents to speed up contribution, transparency evolving thinking and increase contributions of the committee work. Kate has set up the drop box and will be the go-to person on administration of this way of working, Craig can offer coaching on how to work in this way.

Action: Kate to set-up a committee drop box Craig to offer guidance to the committee on the use of drop box

9. Communication and social media

The committee agreed to use both Facebook and Twitter to reach and engage members and significantly enhance their profile and presence on Twitter. The committee will revisit their current guidance to capture the essence of the strategy day messages re their purpose and role to ensure these are reflected in the guidance.

Member requests to posting of commercial adverts or training courses. The Forum has received a complaint from a member re the adverting of a course and the costs. The committee agreed that this was not something they wanted to do, due to the cost implications for our members and the apparent endorsement of the programmes.

10. Staying up to date with relevant RCN business and governance

The committee acknowledged that it is not easy to feel connected to the core work of the RCN and that it was felt to be a stronger union focus to the college's agenda and often very late engagement with the Forum on professional/ college business. This presents challenges in guiding our project work and bidding for funding. The new chairs and committee members' induction day aimed to tackle this by having a closer knowledge of and working relationship with the PNC and FGG. The committee felt they need to take responsibility for maintaining awareness of the colleges business through the publicly available information on the website, details below.

PNC – the Forum is accountability to the PNC and our work must relate to their purpose and priorities

<https://www.rcn.org.uk/about-us/how-the-rcn-is-governed/professional-nursing-committee>

11. Forum Governance Group (FGG)

In the operational reporting line for Forums. SB requested last year the FGG minutes be shared with Forum Chars, this has been agreed and minutes will be circulated. Details are also on the web site.

12. RCN business

How the RCN is governed page also has the key meeting dates for information. The committee should all be familiar with this page. It also has the link to the governance review.

<https://www.rcn.org.uk/about-us/how-the-rcn-is-governed>

- **Governance review**
 - The committee did not discuss in detail whether they want to put in a Forum response.
- **Council reports**
 - The Council reports provide the insights and updates on RCN business that may affect the Forum and committee members: <https://www.rcn.org.uk/about-us/how-the-rcn-is-governed/rcn-council>
Action Sally to circulate any updates.
- **Managing the forum business**
 - The role of Forum secretary was not discussed, nor was maintaining the action tracker/ preparation for and minutes of meetings, drafting of consultation responses and Congress business was not discussed.
- **Congress**
 - The Nurses in Management and Leadership forum were not successful in having a resolution accepted, the goal had been to submit a resolution so we were successful in achieving in that respect, Craig has connected the forum with the student committee, and has offered to second their accepted item that fits in with the committees Inclusion, Equality and Diversity workstream. Emergency resolutions can still be submitted.
 - The outcome of Congress fringe submissions has not been confirmed to date.
 - Planning for 2020, Paul is leading this on behalf of the committee. The committee noted that they had been highlighted as a good practice example of a Forums contribution to Congress and their Congress report was cited as good practice by the chair of council and was well received. The debate template and preparation for the selected debates was appreciated by last year's committee members.

13. Terms of Reference

The committee agreed to review their terms of reference to ensure they reflected their strategy and new commitment to the Form work