The Open session of the RCN Welsh Board was held on Friday 16 February 2018 in the RCN Welsh Board Headquarters, Ty Maeth, Cardiff, which commenced at 09:00.

**PRESENT**
- Gaynor Jones: RCN Welsh Board Chair / Member of the RCN Trade Union Committee
- Alison Magor: Board member
- Ann Taylor Griffiths: Board member
- Denise Llewellyn, MBE, FRCN: Member of the RCN Professional Nursing Committee
- Prof Donna Mead, OBE, OSt.J, FRCN: Board member
- Moira Davies: Board member
- Nicola Milligan: Board member
- Richard Jones, MBE: Council Member for Wales
- Sandra Robinson-Clark: Board member
- Stewart Attridge: Board member

**APOLOGIES**
- Billy Nichols: Vice Chair
- Elizabeth Rees: Board member
- Jacquelin Davies: Board member
- Neil Evans: Board member
- Pip Chandler: Board member
- Owain Jones: Board member
- John Love: Learning Representative, Betsi Cadwaladr
WB.18.13.1 WELCOME & APOLOGIES FOR ABSENCE

The Board Chair welcomed everyone to the Open Session.

The Board Chair thanked Fiona Bourne, Archives Operational Manager for giving a presentation on the RCN Wales archives to the Board Development Session on 16 February 2018.

The Board noted that the Vice Chair and Board members Pip Chandler, Jackie Davies, Liz Rees, Neil Evans and Owain Jones had given their apologies for the meeting, along with the Complaints, Quality and Administration Services Manager.

The Board also noted that John Love, Learning Representative had been unable to observe the Open session.

WB.18.13.2 DECLARATION OF INTERESTS

The Chair asked members to declare any possible interests they may have had with any items on the agenda. No new items were declared.

WB.18.14.1 MINUTES

Minutes of the Open session of the Board meeting held on Friday 15 December 2017 had been circulated and were confirmed as accurate.
Review of Action Sheet

The actions that had been completed were noted and the progress on the other actions recorded on the action sheet attached.

WB.18.14.2 MATTERS ARISING

There were no further matters arising.

WB.18.15.1 BOARD CHAIR’S REPORT

A report had been received and was noted.

WB.18.16 DIRECTOR, RCN WALES’ REPORT

A report had been received and was noted.

Parliamentary Review of Health and Social Care in Wales

The Board noted that the final report of the Parliamentary Review of Health and Social Care in Wales had been launched in January 2018. The Director reminded the Board that RCN Wales had commented on the interim report and had given oral evidence to the Welsh Government’s Health Committee on 5 April 2017. The RCN attended the launch on 16 January 2018.

The Board noted that the report would be discussed in future meetings with the Cabinet Secretary for Health and Social Services and that he had indicated that he was not inclined to go for an NHS reorganisation.

The Director informed the Board that it had been commented that the report was thematically similar in parts to the Review of Health and Social Care in Wales (Wanless 2003).

The Policy and Public Affairs Adviser urged the Board to inform her of any concerns or opinions with regards to any service redesigns.

The Board Chair asked the Council member for Wales to ensure Council is aware of the impact of the parliamentary review of health and social care in Wales.

The Board will receive a further update at the May Board.
Actions:

- Council member for Wales to ensure Council is aware of the impact of the parliamentary review of health and social care in Wales.
- The Board to receive a further update at the May Board.

MEMBERSHIP ISSUES

17.1 Associate Director (Employment Relations) Report

A report had been circulated and was noted.

The Associate Director (Employment Relations) gave a verbal update as follows:

Some universities have changed the format for student recruitment events to move away from presentations by individual unions to more of a freshers’ fayre approach with recruitment stands. The Board was assured that RCN Wales is adapting its approach to minimise the impact of this change.

The All Wales Activists conference would be held on 22/23 March 2018 and would discuss how branches can become more involved in recruitment events, including student recruitment.

The Director informed the Board that Bangor University had set up a Nursing Society within Betsi Cadwaladr University Health Board and suggested that student recruitment be targeted through the professional arm of the College.

The Board noted that cases within the Independent sector generate a significant amount of work for the Employment Relations Team. The Board was informed that the activities planned by the team to encourage engagement with members are outlined within the Independent Sector Plan 2018 and would be reviewed by the Welsh Management Team.

17.2 RCN Wales Reps Conference Evaluation

This paper was not discussed within Open session as it had been moved to Chair’s Private session.
GOVERNANCE

18.1 AGM 2018 consultation on resolution to enable council to set the member subscription rate for a further 5 years

The Board received a presentation from the Council member for Wales regarding the proposal that would be put to the membership at the AGM on 16 May 2018. The Board noted that the proposal is seeking authorisation for Council to be able to set the RCN subscription rate for the next 5 years.

A report had also been received which was noted.

The Director reminded the Board that:

- It had previously been agreed that Council could increase the membership fees up to a maximum of 5% and that during that time membership fees had only been increased by 0.5%.
- Membership fees had not been increased since 2014.
- Membership fees are the RCN’s most reliable form of revenue by which it can forward plan to continue to provide services to members.
- Prior to 2008, the RCN balloted members for approval to increase subscriptions every year at an approximate cost of £150,000 per year.

The Board discussed the proposal and the following comments were noted:

- The Board recognised the need for the RCN to be able to forward plan with some financial security.
- The Board expressed disappointment that the presentation that had been prepared by RCN Governance did not reflect the four country position with regards to “RCN campaign wins” and noted that one of the bullet points listed, “Nursing Associates to be regulated by NMC” which only relates to NHS England. The Board suggested that the presentation be amended in order to get four country buy-in for the proposal.
- The Board agreed to invite the Chief Executive and General Secretary to the September Board meeting to showcase the successes and achievements of RCN Wales.
• The Board suggested that the presentation include a slide comparing the increase in nurses pay to the percentage membership increase in recent years.

• The Board commented that it would be preferable for Council to apply a 1% increase in membership year on year over four years rather than a 4% increase in one year, which it was felt would be difficult for some members and might impact negatively on membership numbers.

• The Board appreciated the benefits of RCN membership but would not want members put in the position of choosing between the cost of RCN membership or putting food on the table for their families.

• The Board suggested that any subscription increase should be shown in terms of cost per week, rather than percentages, as this would show the slight increase that members would be asked to pay.

• The Board recognises the quality and variety of services that the RCN provides and agreed that the membership fees represent excellent value for money.

Actions:

• **Council member for Wales to feedback the Welsh Board’s comments to RCN Council.**

• **Chief Executive and General Secretary to be invited to the September Board meeting to showcase the successes and achievements of RCN Wales.**

• **The Director to feedback to the Executive Team to request that the presentation be amended to include a UK-wide approach to successes.**

*The Council member for Wales left the meeting at this point.*

18.2 Board Elections Paper

A report had been circulated and was noted.

The Board reviewed the constraints to be applied to the election as outlined in Appendix B and agreed the following:

• The number of Board members to elect would be FIVE with each having a four-year term of office.
• Preference would be given to nominations from Powys, Mid & West Wales, Cardiff and Gwent.

The Board agreed to the establishment of a Welsh Board Succession Planning Committee and was grateful to the following Board members for volunteering to sit on this Committee alongside the Board Chair:

• Moira Davies
• Sandra Robinson-Clark

Actions:

• A meeting of the Succession Planning Committee to be arranged prior to the May Board.

• A report from the Succession Planning Committee to be a substantive item on future Board agendas.

18.3 Report to Boards of the meetings of RCN Council held on 6/7 December 2017 and 24/25 January 2018

A report had been received and was noted.

The Board agreed that reports from the following committees should be substantive items on future Board agendas:

• Professional Nursing Committee
• Trade Union Committee
• RCN Foundation (Wales) Committee

Action: Reports from the Professional Nursing Committee, the Trade Union Committee and the RCN Foundation (Wales) Committee to be standing items on future Board agendas.

18.4 Report from the Health Practitioners Committee meeting held on 1/2 November 2017

A report had been received and was noted.

18.5 Report of Forum Governance Group held on 14 September 2017

A report had been received and was noted.

WB.18.19 STAFFING INFORMATION

A report had been received and was noted.
The Director explained that the part-time post of Education and Lifelong Learning Adviser had been funded from the Nursing Directorate to backfill for the work undertaken by an existing member of staff in relation to a new project.

The Associate Director (Professional Practice) was congratulated on her new appointment as Assistant Director of Quality and Patient Experience, Cwm Taf University Health Board. The Director emphasised that the Associate Director (Professional Practice) had been a great support and thanked her for all her hard work during her three and a half years at RCN Wales and the Board echoed the Director’s comments.

The Board noted that interviews for the post of Associate Director (Professional Practice) would take place on 1 March 2018.

WB.18.20 PROFESSIONAL PRACTICE

20.1 Associate Director (Professional Practice) Report

A report had been circulated and was noted.

The Associate Director (Professional Practice) gave a verbal update as follows:

- The RCN Wales Leadership Summit would be held on 28 February 2018 in Cardiff City Stadium and would focus on the inception of Health Education Improvement Wales (HEIW) and the Parliamentary Review of Health and Social Care. The Board noted that Kirsty Williams, AM, Cabinet Secretary for Education, would be the guest speaker and her talk would be entitled, “Young people of today, nurses of the future”.

- The inaugural RCN Wales Alumni Network leadership fireside chat event took place on 13 December 2017 and was given by Steve Moore, Chief Executive, Hywel Dda University Health Board. The Board noted that a series of these events would be held going forward and that many significant leaders in Wales had offered to contribute.

- The provision of the learning offer through the Study Centre continues to be successful with a more strategic approach being taken as to what events are held and with fewer but more well attended events taking place.
• A qualitative analysis of Library Services has been undertaken with online usage increasing but this is difficult to measure at an all Wales level but is being looked at centrally.

• An Advance Nurse Practitioner conference would be held in May 2018.

• Primary, community and independent sector nursing continues to form a significant part of the Professional Practice team’s work. RCN Wales has published a report looking at the role of nurses in primary and community care.

The Board queried how, within Health Boards, Nurse Directors are able to influence and impact on the role of nurses within primary and community care. The Director informed the Board that the lead for community nursing within the All Wales Nurse Directors is the Nurse Director from Cwm Taf University Health Board and the Chief Nursing Officer for Wales represents the Nurse Directors on the Ministerial Task Force on Primary Care. The Board also noted that the RCN meets with Dr Richard Lewis, National Professional Lead for Primary Care, Welsh Government. The Board was reminded that RCN Wales had written a role descriptor document that illustrated the diversity of the roles undertaken by nurses working within primary and community care.

The Director suggested that RCN Welsh Board, perhaps in conjunction with the RCN Foundation (Wales) Committee, should consider funding a PhD on this issue. The Director also suggested that the Welsh Board may wish to engage with Nurse Directors to explore the opportunities and challenges that may be faced in relation to clinical nurse leadership in primary care.

The Board agreed to invite the Chair of the All Wales Nurse Directors Peer Group to the May Board meeting.

The Director informed the Board that at a meeting in the House of Lords on 27 November 2017 with Baroness Watkins of Tavistock and Lord Nigel Crisp KCB, the Chief Nursing Officer for Wales had spoken of the International Council of Nursing’s global health agenda which is looking at the complexities of the nursing role across the world.

The Board paid tribute to the work of the Library staff within RCN Wales for facilitating an excellent Wikipedia workshop.

**Action:** The Chair of the All Wales Nurse Directors Peer Group to be invited to the May Board meeting.
20.2 RCN Wales Archive Collection

A report had been circulated which was noted.

The Board expressed its gratitude to Fiona Bourne, Archives Operational Manager, RCN Scotland for her informative presentation at the Welsh Board development session on 15 February 2018.

The Board considered the paper and the appendix which listed the historical items currently held in RCN Wales and their comments are recorded below:

- The Board stressed that copies of any items pertaining to the acquisition of Ty Maeth and the fundraising efforts of Welsh nurses to provide the money to have a head office for the RCN in Wales must remain at Ty Maeth. The Board recognised the tremendous importance of these documents to the RCN Welsh Board and stressed that these documents must be witnessed and signed by the Board Chair, the Council member for Wales and the Director and be safely stored within the time capsule in Ty Maeth.

- The Board was reminded of the covenant on Ty Maeth which would mean that prior to selling the building, agreement would need to be sought from the Cabinet Secretary for Health and Social Services, Welsh Government as to the value of the building and the Cabinet Secretary would then be obliged to sell the building back to the members in Wales for a token fee.

- The Board asked that important historical photographs of significance be digitised before being sent to Archives.

- The Board expressed concern that once the historical items have been sent to Archives, retrieval of any of the items would be subject to transport costs, unless they were being used as part of an RCN event and even then, Archives would need to assured that they could be stored safely.

- The Board recognised the need to preserve and protect the historical record of the RCN in Wales.

Actions:

- Copies of documents pertaining to the acquisition of Ty Maeth to be signed by the Board Chair, Council member for Wales and the Director and stored within the time capsule in Ty Maeth prior to the originals being sent to RCN Archives in Edinburgh.
Important historical photographs of significance to be digitised by RCN Wales Library staff prior to the originals being sent to RCN Archives in Edinburgh.

GOVERNMENT, PUBLIC, POLITICAL AND HEALTH

21.1 Policy & Public Affairs Report

A report had been circulated which included an updated consultation protocol that was noted and approved.

The Policy & Public Affairs Adviser urged Board members to write to their MPs to influence the pay campaign, “Close the gap”.

The Board recognised the huge amount of work undertaken by members and staff to provide written and oral evidence to the National Assembly’s Committees.

The Board agreed that the Director write to the Chair of the new Mid-Wales Joint Committee for Health and Social Care, once established, to welcome the new arrangements and requesting to be kept informed of developments and seeking assurance that the work of the Committee would be communicated online.

**Action:** The Director to write to the Chair of the new Mid-Wales Joint Committee for Health and Social Care, once established.

21.2 Workforce Partnership Forum Strategic Pay Discussions

A report had been circulated and was noted.

The Board noted that the Associate Director (Employment Relations), in her role as Chair of the NHS Wales Partnership Forum Trade Union Group, had written to Tracy Myhill, Chair of the Employers Group, to outline the vote taken at the Trade Union Group AGM to reject the offer set out by the Employers Group.

The Board noted that the Strategic Pay Group would meet in February 2018.
WB.18.22 ANY OTHER BUSINESS

22.1 Statutory Guidance for the Nurse Staffing Levels (Wales) Act 2016

The Board received a presentation on the statutory guidance for the Nurse Staffing Levels (Wales) Act 2016 from the Associate Director (Employment Relations). The Board noted that the statutory guidance would come into effect on 6 April 2018.

Following the presentation, the Board agreed that the following actions should be undertaken:

- Copy of the presentation to be circulated to Board members.
- The Board Director & Chair to write to Health Boards to ascertain their preparation for implementation of section 25B and 25C including what training has been provided to staff.

There were no further items of business and the Chair closed the meeting at 12:50.

The Board noted the dates for the next Board meeting as follows:

Board Closed Session: 24 May 2018 12:30 – 17:00
Venue: RCN Welsh Board Headquarters, Ty Maeth, Cardiff

Board Open Session: 25 May 2018 09:00 – 14:00
Venue: RCN Welsh Board Headquarters, Ty Maeth, Cardiff

ET: Tina Donnelly, CBE, FRCN, Director, RCN Wales
Email: tina.donnelly@rcn.org.uk
### OPEN SESSION ACTION LIST

<table>
<thead>
<tr>
<th>Agenda No.</th>
<th>Action</th>
<th>Designated People</th>
<th>Deadline</th>
<th>Update on Actions</th>
<th>Status</th>
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<tbody>
<tr>
<td>WB.17.61.2</td>
<td>Workforce Partnership Forum Strategic Pay Discussions</td>
<td>HW</td>
<td>15 Feb 17</td>
<td>HW reported that RSDN had not met since the last Board meeting but this has been added to the agenda for the meeting in March 2018.</td>
<td>Completed</td>
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<tr>
<td>WB.17.62</td>
<td>Director, RCN Wales Report</td>
<td>AD</td>
<td>Apr 17</td>
<td>AD reported that a meeting had been held with Nicola Milligan and Dr Sue Thomas to discuss the good practice that exists in Cwm Taf UHB. An event will be held on 14 April to look at Independent sector recruitment and Julie Rogers, Director of Workforce and OD, Welsh Government, has been invited to that event.</td>
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<td>WB.17.64.6</td>
<td>Report to Boards of UK Reps Committees</td>
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<td>12 Feb</td>
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<td></td>
<td>The Director to raise concerns at the Executive Team meeting with regard to the glitch in the system that sent 250 emails to every Health and Safety Rep.</td>
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<td>WB.18.16</td>
<td>Director’s Report – Parliamentary Review of Health and Social Care in Wales</td>
<td>RJ</td>
<td>4 April</td>
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<td></td>
<td>Council member for Wales to ensure Council is aware of the impact of the parliamentary review of health and social care in Wales.</td>
<td>LT</td>
<td>24 May</td>
<td>An update has been included in WB.18.43.1.</td>
<td>Completed</td>
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<td>Agenda No.</td>
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<td>WB.18.18.1</td>
<td>AGM 2018 consultation on resolution to enable council to set the member subscription rate for a further 5 years</td>
<td>RJ</td>
<td>4 April</td>
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<td>GJ/TD</td>
<td>24 May</td>
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<td>Completed</td>
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<td>TD</td>
<td>12 March</td>
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<tr>
<td>WB.18.18.2</td>
<td>Board Elections</td>
<td>GJ/TD</td>
<td>24 May</td>
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<td>WB.18.36.1</td>
<td>A report from the Succession Planning Committee to be a substantive item on future Board agendas.</td>
<td>GJ/D</td>
<td>24 May</td>
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<tr>
<td>WB.18.18.3</td>
<td><strong>Report to Boards of the meetings of RCN Council held on 6/7 December 2017 and 24/25 January 2018</strong>&lt;br&gt;&lt;br&gt;Reports from the Professional Nursing Committee, the Trade Union Committee and the RCN Foundation (Wales) Committee to be standing items on future Board agendas.</td>
<td>GJ/TD</td>
<td>24 May</td>
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<td>On agenda</td>
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<tr>
<td>WB.18.20.1</td>
<td><strong>Associate Director (PP) Report</strong>&lt;br&gt;&lt;br&gt;The Chair of the All Wales Nurse Directors Peer Group to be invited to the May Board meeting.</td>
<td>GJ/TD</td>
<td>24 May</td>
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<td>WB.18.20.2</td>
<td><strong>RCN Wales Archive Collection</strong>&lt;br&gt;Copies of documents pertaining to the acquisition of Ty Maeth to be signed by the Board Chair, Council member for Wales and the Director and stored within the time capsule in Ty Maeth prior to the originals being sent to RCN Archives in Edinburgh.&lt;br&gt;Important, historical photographs of significance to be digitised by RCN Wales Library staff prior to the originals being sent to RCN Archives in Edinburgh.</td>
<td>GJ/TD/RJ</td>
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### WB.18.21.1 Policy & Public Affairs Report

The Director to write to the Chair of the new Mid Wales Joint Committee for Health and Social Care, once established, welcoming the new arrangements and requesting to be kept informed of developments and seeking assurance that the work of the Committee will be communicated online.

**Designated People:** TD/LT  
**Deadline:**  
**Update on Actions:** Letter was sent to Chair, Bernadine Rees, OBE on 24 April 2018  
**Status:** Completed and response still awaited

### WB.18.22.1 Nurse Staffing Levels (Wales) Act 2016 Statutory Guidance

Copy of the presentation to be circulated to Board members.

The Board Chair & Director to write to Health boards to ascertain their preparation for implementation of section 25B and 25C including what training has been provided to staff.

**Designated People:** HW, GJ/TD  
**Deadline:**  
**Update on Actions:** Letter was sent on 9 March and the responses have been included in the Correspondence Board report WB.18.29.  
**Status:** Completed and Completed