The Open session of the RCN Welsh Board was held on Friday 30 June 2017 in RCN Welsh Board headquarters, Ty Maeth, Cardiff, which commenced at 09:00.

**PRESENT**
- Gaynor Jones, RCN Welsh Board Chair
- Billy Nichols, Vice Chair
- Prof Donna Mead, OBE, OSt.J, FRCN, Board member
- Elizabeth Rees, Board member
- Jacquelin Davies, Board member
- Moira Davies, Board member
- Neil Evans, Board member
- Nicola Milligan, Board member
- Owain Jones, Board member
- Pip Chandler, Board member
- Richard Jones, MBE, Council Member for Wales
- Sandra Robinson-Clark, Board member

**APOLOGIES**
- Ann Taylor Griffiths, Board member
- Tamara Morgan, Board member
- Matthew Harris, Welsh Rep on the UK Students Committee

**OBSERVERS**
- Michelle Carter, Administration Assistant, Finance & Business Continuity
WB.17.36.1 Welcome & Apologies for Absence

The Board Chair welcomed everyone to the Open Session.

The Board Chair thanked Tanya Strange MBE, Divisional Nurse, Aneurin Bevan University Health Board for her presentation on “A Prescription for Loneliness” to the Welsh Board development session on 29 June 2017. The Board Chair also thanked the Associate Director (Professional Practice) for her presentation on the NMC Preregistration Education Standards Review at the Welsh Board development session on 29 June 2017 and an overview of the Nursing Associate role which was given prior to the start of the Board meeting on 30 June 2017.

The Board noted that Board members, Ann Taylor-Griffiths, and Tamara Morgan had given apologies for the meeting, along with Matthew Harris, Welsh Rep on the UK Students Committee

WB.17.36.2 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.17.37.1 Minutes

Minutes of the Open session of the Board meeting held on Friday 17 March 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.17.37.2 MATTERS ARISING

WB.17.16.1 Report to Boards of the meeting of RCN Council held on 17 and 18 December 2016.

The Board asked for an update on the conference venue that it had been reported at the June Board may become available in Newport and potentially could accommodate RCN Congress in the future.

The Board was informed that the Complaints, Quality and Administration Services Manager had attended the ground breaking ceremony for the new International Conference Centre and that this large conference facility was due to open in the summer of 2019 and could potentially be considered to hold Congress from 2020. The Board noted that further information on this venue had been forwarded to the Director of Organisational Capability & Change.

There were no further matters arising.

WB.17.38 BOARD CHAIR’S REPORT

A report had been received and was noted.

WB.17.39 GOVERNANCE

39.1 Report to Boards of the meeting of RCN Council held on 4 and 5 April 2017

A report had been received and was noted.

The Council member for Wales, Vice Chair and Board member Liz Rees had attended this Council meeting.

The Council member for Wales highlighted the following from the report:

- The RCN is number 15 in the Sunday Times 100 Best not for profit organisations to work for.
• An updated Respect Charter had been approved with new guidelines for staff about managing unacceptable behaviour from members and non-members.

• The RCN Foundation had established a Wales Committee and Denise Llewellyn, MBE, FRCN had been appointed as a Trustee and the first chair of the Committee.

• The RCN Deputy President had been very complimentary of the RCN Leadership Summit.

39.2 Report from the Health Practitioners Committee meeting held on 22 March 2017

A report had been received and was noted.

39.3 Update from the RCN UK Students Committee

The Board noted apologies had been received from Matthew Thomas, Welsh Rep on the UK Students Committee.

The Board received a tabled report of the Student Committee held on 10 April 2017 which was noted.

39.4 Report to Boards of the UK Reps Committees

The Board had received and noted reports from the following Committee meetings:

• UK Safety Reps Committee – 13 April 2017
• UK Learning Reps Committee – 3 May 2017
• UK Stewards Committee – 4 May 2017
• Joint Meeting of the UK Reps Committees 2-3 March 2017

The Board was informed the Ann Thomas had stood down from the position of Welsh Rep on the UK Stewards Committee.

39.5 The Value of RCN Reps

A report had been received and was noted.

Nigel Downes, Senior Officer took the Board through a presentation and the feedback form questions.

The Board provided the following feedback on the draft Value of Reps Framework for Action:
1. **Do you agree with the stated vision in Section 5 (page 12)?**

The Welsh Board agreed with the stated vision in Section 5 without any amendment.

2. **How do you think we can recruit more reps?**

The Welsh Board considered this question and proposed the following:

- RCN to consider having a reduction in membership fees for reps or some contribution towards their NMC fees as a reward for the additional work undertaken.
- RCN to develop motivational marketing materials to draw attention to and highlight the benefits of the Reps role both personally and professionally, and especially in light of revalidation.
- Reps to be given concessions to attend a number of free events per year.
- RCN to produce a booklet of “reps stories” to demonstrated the breadth and expanse of the role and how it has benefitted existing reps.

3. **How do you think we can improve the support we give to reps and retain more of them in their role?**

The Welsh Board acknowledged the difficulties reps have with being released to undertake RCN work even though facilities agreements are in place. The Board suggested that the RCN’s support for reps could be improved by:

- The role out of the Member Communication Centre project to all reps giving access to member contact details in their areas.
- Providing increased supervision for reps from Senior Officers/Officers.
- Providing opportunities for continuing professional development.

4. **How do you think we can help reps to develop in their role?**

The Welsh Board agreed that reps could be supported to be developed in their role by:
• Providing opportunities for continuing professional development.
• Increasing the availability of places at the annual joint reps conference.
• Enabling and facilitating reps to network with their peers.

5. **How do you think we can communicate better with reps and help them to communicate with each other and members?**

The Welsh Board agreed that communication with reps would be enabled and enhanced with the role out of the Member Communication Centre project as reps would be able to access members’ contact details in their areas. The Board emphasized that this should be available to Stewards, Learning Reps, Health & Safety Reps and Forum Committee members.

6. **How do you think we can celebrate the activity of our reps?**

The Board discussed how the RCN could best celebrate the activity of reps but felt that the suggestions for this item would be constrained by whether or not funding would be available from HQ to support them. The Board suggested the following:

• Holding fully funded showcase events in each of the four countries perhaps attached to each country’s annual reps conference.
• Holding fully funded local network meetings to celebrate local activity.
• Introducing awards for a rep of the year from each of the four countries and then an overall winner.

7. **How do you think we can demonstrate the impact that our reps make in the workplace?**

The Welsh Board suggested that a booklet of “reps stories” could be produced to demonstrate the impact that reps make in the workplace and how much they are valued by the colleagues they support.

8. **Is there anything specific we need to think about for reps operating outside the NHS?**
The Welsh Board acknowledged that it would be difficult to support reps operating outside the NHS without recognition agreements in place.

9. **Is there anything else we should be doing to demonstrate the value we place in our reps?**

The Welsh Board had nothing further to add to the responses listed above.

10. **Consider the kinds of services you think the RCN should be offering in 5 years. What should we be doing differently to actively engage members with the trade union activity of the RCN over the next 5 years and how do you think members should be accessing trade union support in the workplace. What are the implications of this for the future role of the rep?**

The Welsh Board suggested that the RCN must keep pace with the advancements in IT and should provide the right IT equipment to reps to enable them to undertake their roles. The Board also proposed the development of the “Virtual Rep”.

The Board noted that this is the beginning of a wider engagement exercise across the RCN that would run between March and September 2017 and that the draft Value for Reps Framework for Action would also be sent to branches and other membership groups and RCN staff for feedback.

**Action:** The Board’s comments to be submitted to Jenny Lillywhite, Rep Support Officer by 7 July 2017.

### 39.6 Welsh Board Elections

A tabled report had been received and was noted.

The Director, drew attention to the deadline for nominations to the following committees:

- Welsh Representative on the UK Stewards Committee - 10 July 2017.


The Board Chair advised that the results for the elections to the RCN Trade Union and Professional Nursing Committees would be known before the election of the Welsh Board Chair and Vice Chair. The Board noted that, following the Council review, all Board members will be eligible to stand for the election for Board Chair and Vice Chair. The Board noted that nominations for Welsh Board Chair and Vice Chair elections would open on 15 November 2017.

**WB.17.40 DIRECTOR, RCN WALES' REPORT**

A report had been received and was noted.

The Director drew the Board’s attention to the following:

- 23 May 2017 – The Director attended an NMC consultation event and private dinner in Cardiff to discuss the role of the NMC in and the new education standards and what that would mean for public protection. The private working dinner had also been attended by the Chief Nursing Officer for Wales and the Director General of the NHS in Wales.

- 3 June 2017 – The Director attended the Hay Festival at the invitation of the Open University, who are sponsoring RCN Wales' Nurse of the Year 2017. The Board was informed that the Director of the Open University in Wales, Rob Humphreys, would be stepping down at the end of the year. During the festival, the Director met with three Assembly Members including Kirsty Williams AM, CBE, Cabinet Secretary for Education.

**WB.17.41 STAFFING INFORMATION**

A report had been received and was noted.

The Board noted that Deehan Cooper had taken up a one year secondment as Project Lead for Health Care Support Workers in Wales until 31 March 2018. The Board will receive an interim report on this work in the December Board.

The Board was delighted to note that Peter Meredith-Smith had been awarded an OBE in the Queen’s Birthday Honours 2017.

The Board was advised that Helen Whyley had been appointed to the post of Associate Director (Employment Relations) /
Deputy Board Secretary and would commence employment on 18 September 2017.

Action: Interim report on the Project for Health Care Support Workers in Wales to be submitted to the December Board.

**WB.17.42 MEMBERSHIP ISSUES**

**Associate Director (Employment Relations) Report**

A report had been circulated and was noted.

Nigel Downes, Senior Officer drew the Board’s attention to the error in the paper in that the title incorrectly stated the report was for the confidential Board meeting. The Board noted that this paper was not confidential and could be shared.

**WB.17.43 PROFESSIONAL PRACTICE**

**Associate Director (Professional Practice) Report**

A report had been circulated and was noted.

The Board was asked to consider putting a Board member forward to sit on the Health Education Joint Committee. The Board was grateful to Jacquelin Davies for volunteering to sit on this Committee.

The Board noted that a robust discussion had taken place in Closed session on nurse and nursing education in Wales.

The librarians in Ty Maeth were commended for their expertise and knowledge.

The Board queried the viability to holding Leadership for Health Care Support Worker (HCSW) events as the attendance was relatively low. The Board was assured that the cost of these events was considered viable as they were held on the same day as other well attended events. The Board was reminded that it is important for membership recruitment in Wales to engage with HCSWs.

The Board noted that a further study centre event attended by over 100 HCSWs had taken place in Wrexham in June 2017 at which sixteen new members and one new representative had been recruited.
44.1 Policy & Public Affairs Report

A report had been circulated and was noted.

The Policy & Public Affairs Officer gave a verbal update as follows:

Consultations
- Response to the Phase 2 implementation of the Regulation and Inspection of Social Care (Wales) Act 2016 – Workforce Aspects consultation is being drafted.
- Board members were asked to contribute to the consultation responses to the Draft Social Care Research and Development Strategy for Wales 2017 – 2022 and the White Paper: Services Fit for the Future.
- Draft Social Care Research and Development Strategy for Wales 2017-2022

Westminster Breakfast event
- 14 MPS and peers attended the Westminster breakfast meeting on 4 July 2017. The Chief Executive and General Secretary spoke at this event and there was a great deal of support for the Scrap the Cap campaign.

It was suggested that Board members may find the National Assembly’s Research Service blog informative.

The Board expressed concern with the potential loss of the Community Health Councils as they act as an independent advocacy for patients.

Action: Policy & Public Affairs Officer to inform Board members how to join the National Assembly’s Research Service blog.

44.2 Leading Nursing, Shaping Care Campaign

A report had been circulated and was noted.

The Policy & Public Affairs Officer informed the Board that it had been agreed to postpone the launch for the campaign planned for 17 October 2017 so as not to detract from the Scrap the Cap pay campaign.

44.3 RCN Congress – 13 – 17 May 2017

The Board was delighted that Vaughan Gething AM, Cabinet Secretary for Health, Well-being and Sport and Julie Rogers,
Director of Workforce and Organisational Development, Welsh Government had attended Congress over two days and had attended the Welsh night welcome evening and met with RCN Welsh members. The Board noted that the Minister had queried why RCN Congress did not take place in Wales and suggested that the new International Convention Centre (ICC Wales) be considered as a future venue.

The Vice Chair informed the Board that the LGBT Network did not meet at Congress and had been informed that it had been an administrative error. The Board asked for this to be fed back to both the Executive Team and Council.

**Action:** The Welsh Board's concern regarding the LGBT network not meeting at Congress due to an administrative error to be fed back to ET and Council.

---

**WB.17.45**

**ANY OTHER BUSINESS**

**45.1 Date for Next Board Meeting**

The Board was informed that the RCN Staff Awards for Excellence dinner had been arranged for 23 November 2017 in London and noted that this date clashed with the scheduled date for the Welsh Board meeting. The Board expressed concern that a corporate event had been scheduled without reference to the Council and Board calendars which are set one year in advance. The Board Chair expressed concern that this was not the first time that the Board meeting dates had been moved to accommodate such a clash and agreed to raise this concern at Council.

The Board agreed to move the Welsh Board meeting from 23/24 November to 14/15 December and to hold a joint RCN Welsh Board meeting / Activists conference in Builth Wells. The Board agreed that if Board members were unable to attend this meeting due to the short notice, it would not impact on their attendance records.

**Actions:**

- **Board Chair to raise concern with corporate events being scheduled without reference to the Council and Board calendars.**

- **The next Welsh Board meeting to be held on 14/15 December in Caer Beris Hotel, Builth Wells.**
45.2 Welsh Nurses Profiles on Wikipedia

Professor Donna Mead informed the Board that a workshop had been held in RCN London headquarters organised by the RCN Library and Archives team to increase the number of nurses who are profiled on Wikipedia. It was suggested that a similar workshop be held in Wales.

45.3 Royal Garden Party – 23 May 2017

Board members Nicola Milligan and Pip Chandler thanked the Board for the opportunity to represent the Welsh Board at a Royal Garden Party on 23 May 2017.

45.1 UK Joint Representatives Conference – 19/20 October 2017

The Board noted that the UK Joint Activists conference had been moved from 5/6 October to 19/20 October and would be held in Milton Keynes.

There were no further items of business and the Chair closed the meeting at 12:45.

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

**Board Closed Session**

**Venue:**

14 December 2017 12:30 – 17:00
Caer Beris Hotel, Builth Wells

**Board Open Session:**

**Venue:**

15 December 2017 09:00 – 14:00
Caer Beris Hotel, Builth Wells

ET: Tina Donnelly, CBE, FRCN, Director, RCN Wales
Email: tina.donnelly@rcn.org.uk
<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>
</tr>
</thead>
<tbody>
<tr>
<td>WB.16.22.3</td>
<td>Hettie C Hopkins Care of the Elderly Scholarship Award Update</td>
<td>HC/OJ</td>
<td>30 June 17</td>
<td>The Board was informed that Owain Jones had written this article and it had been forwarded to both the editorial team at the Bulletin and Media Wales, who had expressed an interest.</td>
<td>Completed</td>
</tr>
<tr>
<td>WB.16.64.2</td>
<td>Student Information Officers</td>
<td>JT</td>
<td>15 Dec 17</td>
<td>Matthew Thomas, Welsh Student Rep had given his apologies for the March Board and would be invited to the December Board.</td>
<td>On agenda</td>
</tr>
<tr>
<td>WB.17.39.5</td>
<td>The Value of RCN Reps</td>
<td>JT</td>
<td>7 July 17</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Agenda No.</td>
<td>Action</td>
<td>Designated People</td>
<td>Deadline</td>
<td>Update on Actions</td>
<td>Status</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------</td>
<td>-------------------</td>
<td>------------</td>
<td>------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>WB.17.41</td>
<td>Staffing Update</td>
<td>DC</td>
<td>14 Dec 17</td>
<td></td>
<td>On agenda</td>
</tr>
<tr>
<td></td>
<td>Interim report on the Project for Health Care Support Workers in Wales to be submitted to the December Board.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WB.17.44.1</td>
<td>Policy &amp; Public Affairs Report</td>
<td>RR</td>
<td>July 17</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Policy &amp; Public Affairs Officer to inform Board members how to join the National Assembly’s Research Service blog.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WB.17.44.3</td>
<td>RCN Congress</td>
<td>TD/GJ/RJ</td>
<td>14 Dec</td>
<td></td>
<td>To receive a verbal update</td>
</tr>
<tr>
<td></td>
<td>The Welsh Board’s concern regarding the LGBT network not meeting at Congress due to an administrative error to be fed back to ET and Council.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>