

## WELSH BOARD

### OPEN SESSION

<b>Date of meeting:</b>	<b>7 June 2019</b>
<b>Title of Paper:</b>	<b>Minutes of meeting held on 15 February 2019</b>
<b>Presented by:</b>	<b>Board Chair for approval</b>
<b>Is a decision required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>	

The Open session of the RCN Welsh Board was held on Friday 15 February 2019 in the RCN Welsh Board Headquarters, Ty Maeth, Cardiff, which commenced at 09:40.

<b>PRESENT</b>	Gaynor Jones, MBE	RCN Welsh Board Chair / Member of the RCN Trade Union Committee
	Alison Magor	Board member
	Ann Taylor Griffiths	Board member
	Billy Nichols	Vice Chair
	Denise Llewellyn, MBE, FRCN	Member of the RCN Professional Nursing Committee
	Prof Dame June Clark, DBE, FRCN	Board member
	Moiria Davies	Board member
	Neil Evans	Board member
	Nicola Milligan	Board member
	Owain Jones	Board member
	Sandra Robinson-Clark	Board member
<b>EXTERNAL ATTENDEE</b>	Judith Benbow	PhD Student <i>for item WB.19.19.2</i>
<b>OBSERVER</b>	Judith Thomas	Senior Officer

<b>APOLOGIES</b>	Prof Donna Mead, OBE, CSt.J, FRCN	Board member
	Kate Parry	Board member
	Richard Jones, MBE	Vice Chair of Council / Council Member for Wales
	Tristan Griffin	Board member
<b>IN ATTENDANCE</b>	Helen Whyley	Director, RCN Wales
	Nigel Downes	Interim Associate Director (Employment Relations)
	Nicola Davis-Job	Interim Associate Director (Professional Practice)
	Helen Carlyon	Finance & Business Continuity Manager
	Katie Branch	Complaints, Quality and Administrative Services Manager
	Lisa Turnbull	Policy and Public Affairs Adviser
	Jayne Taylor	Executive Assistant to Director, RCN Wales/ Welsh Board Administrator
Andrea Johns	PA to Associate Director (Employment Relations)	

**WB.19.12.1 WELCOME & APOLOGIES FOR ABSENCE**

The Board Chair welcomed everyone to the Open Session.

The Board Chair thanked the Interim Associate Director (Employment Relations) for giving the following presentations at the Board development session on 14 February 2019:

- RCN Representatives New Accreditation Process
- Health Care Practitioners Role and Engagement

The Board noted that apologies had been received from the Vice Chair and Board members Professor Donna Mead, Kate Parry and Tristan Griffin.

The Board was advised that Judith Benbow, Lead for International Student Mobility at Cardiff University's School of Healthcare Sciences would attend the Board for item WB.19.19.2 to give a presentation on her PhD studentship.

**WB.19.12.2 DECLARATION OF INTERESTS**

The Board Chair asked Board members to declare any possible interests with any items on the agenda.

No further interests were declared.

**WB.19.13.1 MINUTES**

Minutes of the Open session of the Board meeting held on 6 September 2018 had been circulated and were confirmed as accurate.

**Review of Action Sheet**

All actions were either noted as completed or an update provided on the action sheet.

**WB.19.13.2 MATTERS ARISING**

There were no matters arising.

**WB.19.14 BOARD CHAIR'S REPORT**

A report had been received and was noted.

**WB.19.15 DIRECTOR, RCN WALES' REPORT**

A report had been received and was noted.

The Director gave a verbal update as follows:

- The World Health Organisation has declared 2020 as the Year of the Nurse.
- RCN Wales is actively involved in meetings with regard to the Nursing Now campaign. RCN Scotland is not involved in this campaign because the Scottish CNO is not supporting the campaign.
- A very useful and constructive meeting was held with the Minister for Health and Social Services, Vaughan Gething AM on 6 February 2019.

The Board agreed to work up plans for 2020 Year of the Nurse and to look into funding opportunities with the RCN Foundation (Wales) Committee.

Professor Dame June Clark queried why the paper she had written entitled, 'Defining Nursing (April 2003)', had been categorised as obsolete in July 2018. The Welsh member on the Professional Nursing Committee agreed to seek further clarification from the Professional Nursing Committee regarding this and to report back to the June Board.

**Actions:**

- **To work up plans for 2020 Year of the Nurse and to look into potential funding opportunities with the RCN Foundation (Wales) Committee.**
- **To seek clarification from the Professional Nursing Committee as to why the paper 'Defining Nursing (April 2003)' has been classified as obsolete.**

**WB.19.16 MEMBERSHIP ISSUES**

**16.1 Interim Associate Director (Employment Relations) Report**

A report had been circulated and was noted.

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

- The Employment Relations team has adopted a targeted approach to recruitment in 2019.
- The memorandum of understanding for the NHS Wales Anti-violence Collaboration on the obligatory response to Violence in Healthcare has been amended to state that a named, violent person will be moved to a place of safety or police custody in the first instance and accessed for mental health capacity at a later date.

The Board noted that nurses would no longer be required to access mental capacity in these incidents. However, the Board expressed concern that nurses working in police stations may still be at risk. The Board was reminded that members had raised concern that they had been challenged over their judgement of mental capacity when these cases had gone to court.

The Director explained that the Collaboration had been working to explore these areas of concern and to change the memorandum of understanding to ensure the best interests of the patients and staff.

- The Welsh NHS Partnership Forum had discussed the NHS Staff Survey and had held separate workshops on the survey outcomes and the development of an all Wales approach to bullying, harassment, violence and aggression.

It was reported that some staff had felt bullied into completing the staff survey and that there were inconsistencies in the way in which the policies are being interpreted within different Health Boards.

The Minister for Health and Social Services had recognised a significant trend in the reporting of bullying and harassment in the survey and, when he chaired the Welsh NHS Partnership Forum, had asked the Partnership Forum to lead on this work.

The Board noted that the Partnership Forum intended to develop a suite of tools within the Managing Attendance at Work policy to support staff and provide a tangible way of addressing bullying and harassment.

## **16.2 RCN Pay Implementation Work and Welsh Partnership Forum Strategic Pay Sub Group Discussions**

A report had been circulated and was noted.

The Director gave a verbal update as follows:

- The Board was reminded that the three year pay deal had commenced in April 2018.
- The Welsh Partnership Forum Strategic Pay Sub Group is currently sending trade union observers to NHS Staff Council Sub Groups as there are several sections of the Framework agreement for Agenda for Change revised for NHS Wales that mirror the English Framework. The UK Staff Council will sign off the Agenda for Change handbook and there will be an additional sub section outlining the differences in Wales, where needed.
- The work on pay progression is proving the most difficult, particularly how disciplinary sanctions are applied. RCN Wales is lobbying for a pay progression policy where disciplinary sanctions are applied more compassionately and with licence for managers to set that aside.

It was reported that Hannah Reed, RCN National Officer had attended the Safety Representatives meeting and had requested that any policies around the buying and selling of leave be shared with her. Board members were urged to comply with this request.

**Action: Board members were urged to share copies of any Buying and Selling Leave policies with Hannah Reed, RCN National Officer.**

**WB.19.17 GOVERNANCE**

**17.1 Reports from the meetings of Council held on 28 November 2018 and 24 January 2019**

Reports had been circulated and were noted.

***Report of Council – 28 November 2018***

It was noted that within the report of Council on 28 November 2018, point 37 stated that Council had approved a new Regulation on a Fit and Proper Persons test for Council Members.

The Board felt that this regulation should be applicable to every Board and Committee member to ensure consistency of governance for all reporting bodies and asked that a copy of the policy be circulated to Board members.

The Board was unclear as to the reporting lines and accountability of some committees and a query was raised as to the Board's role in challenging Council's decisions.

The Director agreed to provide the Board with the current Governance structure and reminded the Board that the Board provides comment and feedback to Council through the Council member for Wales.

***Report of Council – 24 January 2019***

It was noted that point 4 of the report of Council on 24 January 2019 had stated that the decrease in student membership figures was as a result of the abolition of the bursary in England, together with student hardship across the UK.

The Board expressed disappointment that the report did not reflect the situation in all four countries and was speculative in its conclusions. The Board asked that the Board's comments be fed back to RCN Council.

The Board requested an update on the appointment of a Director of Communications as recommended in the ESR report. The Director informed the Board that it had been agreed not to appoint to this position until the new RCN Chief Executive & General Secretary had been appointed.

**Actions:**

- **To provide the Board with a copy of the new Regulation on a Fit and Proper Persons test for Council Members and a copy of the new Governance structure.**

- **The Board's comments that the report of Council on 24 January 2019 in respect of the decline in student numbers did not reflect the situation in all four countries and was speculative in its conclusions to be fed back to Council.**

**17.2 Report to Boards of the handover preparation and handover meetings of RCN Council members held on 13 and 14 December 2018**

A report had been circulated and was noted.

**17.3 Report from Trade Union Committee meetings held during August, September and October 2018**

A report had been circulated and was noted.

The Board Chair reported that she had been unable to attend that last two meetings of the Trade Union Committee.

**17.4 Report from the Professional Nursing Committee held on 29/30 October 2018**

A report had been circulated and was noted.

The Welsh Representative on the Professional Nursing Committee reported that she had been unable to attend the last meeting of the Professional Nursing Committee.

The Board made the following comments on the paper:

Point 18 - The Board expressed disappointment that point 18 of the report inaccurately stated that, "*there was currently no RCN position on social care*" nor was there "*agreement from all four countries about the need for specific lobbying work in each country and no alignment between activities on social care across the UK*". The Board asked the Welsh Representative on the Professional Nursing Committee to feed this concern back to the Committee and agreed to submit a paper to the Professional Nursing Committee on this issue.

Point 21 – The Board requested further information on the RCN's UK wide position relating to apprenticeships and supernumerary status.

Point 22 – The Board stated that there should be protected learning time to support all staff.

**Actions:**

- **The Welsh Representative on the Professional Nursing Committee to query paragraph 18 of the report.**
- **The Board to be provided with further information around apprenticeships and supernumerary status.**

**17.5 Report from Health Practitioners Committee meeting held on 27 November 2018**

A report had been circulated and was noted.

**17.6 Succession Planning Committee**

The Board was informed that this Committee had not met prior to the newly constituted Board meeting in February 2019. The Board was advised that a meeting of this Committee would be arranged prior to the June Board meeting. The Board noted that the Board Chair and Board members Moira Davies, Owain Jones and Sandra Robinson-Clark would sit on this Committee.

**Action: A meeting of the Succession Planning Committee to be arranged prior to the June Board.**

**17.7 RCN Foundation Wales Committee Update**

The Board received a verbal update from the RCN Foundation Wales Committee Chair as follows:

- There has been a slight increase in Welsh applications for grants from the RCN Foundation.
- Aneurin Bevan University Health Board has been awarded a bid to tackle loneliness and isolation in care homes in Wales.
- RCN Foundation Wales Committee will be holding a sponsored walk along the Cardiff barrage in June to raise funds. Board members would be welcome to volunteer for this walk.
- A bid had been received from a Welsh university regarding 'professional judgement' that will link into the work on Nurse Staffing Levels (Wales) Act 2016.
- An advert has gone out for the Chair of the RCN Foundation Trustees.
- Amelia Clarke, who is an ambassador for the RCN fundraising campaign, has raised a significant sum of money that will be used to look at advance practice in neurology conditions.
- The Welsh representative on the Professional Nursing Committee will meet with the Directors of Nursing in Wales at the end of March 2019.

**WB.19.18 STAFFING INFORMATION**

A report had been received and was noted.

The Board was advised of the following additional staff changes:

- Susan Reynolds has been appointed as a full-time RCN Officer with effect from 3 September 2018.
- Helen Woodward, Communications and Media Assistant, would go on maternity leave from 20 March 2019 and arrangements are in place to provide cover for this role.

**WB.19.19 PROFESSIONAL PRACTICE**

**19.1 Associate Director (Professional Practice) Report**

A report had been circulated and was noted.

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

- RCN Wales has representation on the RCN UK project for Careers Pathways. This project is in conjunction with Health Education England.
- RCN Wales is looking to support Advance Nurse Practitioners working in general practice and primary care clusters with credentialing.
- The first cohort of the Clinical Leadership Programme in the Welsh Blood Service will run in February 2019 in Velindre NHS Trust.
- Both Hywel Dda and Cwm Taf University Health Boards have expressed an interest in the revamped RCN Clinical Leadership Programme, which is endorsed by the Institute for Leadership Management (ILM).

The Board was reminded that within the RCN Charter, chapter 13. The Institute, states “*There shall be within the College an educational institution for the purposes of furthering the better education of the nursing profession. The governance and structure of the Institute shall be set out in Regulations.*”

A query was raised as to the relationship with the ‘Institute’ and the work of the Professional Practice team in Wales. The Director informed the Board that RCN Wales delivers an Institute approach and compliments the offer from Welsh universities.

The Director agreed to discuss this further with Governance and report back to the June Board.

The Board was informed that at the RCN Safety Representatives Committee, Gill Coverdale, Professional Lead, Learning and Development had stated that the RCN was looking to provide an online learning portal for training on GDPR, CMS and digital health and a career pathway for Band 2s.

**Action: The Director to discuss the relationships with the 'Institute' and the Professional Practice team in Wales with the Governance team.**

### **19.2 RCN in Wales Nursing PhD Studentship**

The Board was grateful to have received a presentation from Judith Benbow, Lead for International Student Mobility at Cardiff University's School of Healthcare Sciences on her RCN funded PhD studentship. The Board noted that the aims of the study were to:

- To provide novel insights into the internal and external influences, that shape the resilience of nurses in Wales.
- To inform practice, education, policy and research to support the resilience of nurses to deliver excellent quality care.

The Board noted that the Executive Summary and informatic would follow and the PhD should be completed by the end of the year.

### **19.3 RCN Wales Engagement with the Independent Sector**

A report had been circulated and was noted.

The Associate Director (Professional Practice) advised the Board that the Independent Sector plan for 2019 – 2020 would be submitted to the Welsh Board at the June meeting for approval.

The Board was grateful to the Welsh Representative on the Professional Nursing Committee and Board member, Dame Professor June Clark for volunteering to engage with this work.

**Action: RCN Wales Independent Sector plan to be circulated at the June Board.**

### **19.4 RCN in Wales Nurse of the Year Alumni Network**

A report had been circulated and was noted.

The Board noted that the next 'fireside chat' would be given by Professor Rosemary Kennedy, CBE on 19 March 2019 in Newport.

The Board agreed to provide ongoing support for the work of the Alumni network.

### **19.5 NMC New Education Standards and Practice-Based Learning**

A report had been circulated and was noted.

The Board agreed to invite Jane Cutter, Chair of the All Wales Group to the Welsh Board meeting in September.

**Action: Jane Cutter, Chair of the All Wales Group to be invited to the Welsh Board meeting in September to provide a further update.**

## **WB.19.20 GOVERNMENT, PUBLIC, POLITICAL AND HEALTH**

### **Policy & Public Affairs Report**

A report had been circulated which was noted.

The Policy & Public Affairs Adviser drew the Board's attention to the following:

- The RCN Political Leadership Programme was held on 4/5 December 2019 and had been very highly evaluated.
- RCN Wales has one seat on the Health and Social Care Brexit Ministerial Stakeholder Advisory Forum which last met on 10 January 2019. The Director sits as the Joint Chair of the NHS Wales Partnership Forum and the Policy and Public Affairs adviser sits as the RCN representative.
- The National Assembly Cross Party Group on Nursing and Midwifery will meet on 6 March 2019 and the theme for this meeting will be 'care homes'. Board members are welcome to attend. The format for this meeting has been changed to an informal, drop-in, lunchtime event following suggestions made in the Perceptions Survey report. RCN members working in the independent sector in Wales have been contacted via social media to encourage greater member engagement. Further copies of the RCN Influencing Methodology Report and the Perceptions Survey are available on request.

- RCN Wales has been successful in lobbying the Welsh Government's Health, Social Care and Sport Committee to undertake an inquiry into Community Nursing. RCN Wales provided written evidence to the inquiry and will also give oral evidence to the Committee on 21 March 2019.
- A programme for attending party political conferences in Wales has been agreed with the aim of influencing:
  - The effective implementation of the Nurse Staffing Levels (Wales) Act 2016 and its extension
  - Party political manifestos
  - To ensure that the RCN remains as the primary contact for health and social care issues in Wales.

Decisions:

- The Board agreed to wider circulation of the RCN Influencing Methodology report to Council, the Professional Nursing Committee and the Trade Union Committee.
- The Board approved the protocol for political liaison as outlined in Annex B of the report.

**Action: Copies of the RCN Influencing Methodology report to be shared with Council, the Professional Nursing Committee and the Trade Union Committee.**

**WB.19.21 RCN WALES SCHOLARSHIP FUNDS FUNDRAISING TASK & FINISH GROUP**

A following report had been given to the Closed session of Board on 14 February 2019 as the Chair of the Fundraising task and finish group had given his apologies for the Open session.

The Chair of the task and finish group, Owain Jones, informed the Board that a total of £235 had been raised in 2018 and had been split equally between the two RCN Wales' scholarship funds.

The Board discussed various options for fundraising in 2019, including possible collaboration between the RCN Foundation and RCN Wales.

The Board was grateful to Moira Davies for volunteering to sit on the task and finish group.

**WB.19.22 RECORD OF BOARD MEMBERS' ATTENDANCE**

A report had been circulated which was noted.

**WB.19.23 ANY OTHER BUSINESS**

**23.1 No Smoking in NHS Properties**

The Board was informed that legislation to extend the smoking ban in Wales to outdoor areas including hospital grounds would come into effect in May 2019. The Board noted that the changes would make it illegal to smoke in the hospital grounds, with legal backing for on-the-spot fines to be issued to smokers breaking the rules.

**23.2 Learning and Safety Representatives Support and Supervision Project**

The final meeting of the Learning and Safety Representatives Support and Supervision project was held in RCN headquarters on 13 February 2019. It was reported that a supervision and support record would be developed for all RCN representatives that will go to the Membership, Representation and Support Programme Board and the Trade Union Committee for final sign off.

The Board was informed that in one of the pilot sites (Lothian), Learning Representatives were offered support from the Librarian. A query was raised as to whether this approach could be adopted in Wales.

The Director agreed to discuss this further with the Director, RCN Scotland.

It was further reported that agreement had been given in principle for Learning and Safety Representatives to have access to the Member Contact Centre. This may be available at the end of the year.

**Action: The Director to discuss the Learning and Safety Representatives Support and Supervision project with the Director, RCN Scotland.**

There were no further items of business and the Chair closed the meeting at 12:30.

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

<b>Board Closed Session</b>	6 June 2019 13:30 – 17:00
<b>Board Development Session</b>	6 June 2019 17:30 – 19:00
<b>Venue:</b>	RCN Welsh Board headquarters, Ty Maeth, Cardiff
<b>Board Open Session:</b>	7 June 2019 09:00 – 12:30
<b>Venue:</b>	RCN Welsh Board headquarters, Ty Maeth, Cardiff

ET: Helen Whyley, Director, RCN Wales  
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WB.19.30.1

OPEN SESSION ACTION LIST

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
WB.18.61.3	<b>Professional Nursing Committee</b>				
	The Board to scrutinise reports from Health Boards to monitor whether or not the Act is being implemented effectively.	<b>NDJ</b>	<b>12 Sept</b>		<b>In progress</b>
	A Board development session to be held regarding an annual review of the implementation of the Act.	<b>NDJ/ND</b>	<b>12 Sept 19</b>	This will take place on 12 September 2019.	<b>In progress</b>
WB.19.15	<b>Director's Report</b>				
	To work up plans for 2020 Year of the Nurse and to look into potential funding opportunities with the RCN Foundation (Wales) Committee.	<b>HC/KB</b>	<b>13 Sept</b>		<b>In progress</b>
	To seek clarification from the Professional Nursing Committee as to why the paper 'Defining Nursing (April 2003)' has been classified as obsolete.	<b>DL</b>	<b>6 June</b>	This was also discussed at RSDN.	<b>To receive a verbal update</b>

**WB.19.30.1**

<b>Agenda No.</b>	<b>Action</b>	<b>Designated People</b>	<b>Deadline</b>	<b>Update on Actions</b>	<b>Status</b>
<b>WB.19.16.2</b>	<p><b>RCN Pay Implementation Work and Welsh Partnership Forum Strategic Pay Sub Group Discussions</b></p> <p>Board members were urged to share copies of any Buying and Selling Leave policies with Hannah Reed, RCN National Officer.</p>	<b>Board members</b>	<b>1 Mar</b>		
<b>WB.19.17.1</b>	<p><b>Council Reports</b></p> <p>To provide the Board with a copy of the new Regulation on a Fit and Proper Persons test for Council Members and the Governance structure.</p> <p>The Board's comments that the report of Council on 24 January 2019 in respect of the decline in student numbers did not reflect the situation in all four countries and was speculative in its conclusions to be fed back to Council.</p>	<p><b>HW/RJ</b></p> <p><b>RJ</b></p>	<p><b>6 June</b></p> <p><b>10 Apr</b></p>		<p><b>On agenda</b></p> <p><b>To receive a verbal update</b></p>

## WB.19.30.1

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
<b>WB.19.17.4</b>	<b>Report from Professional Nursing Committee on 29/30 October</b>				
	The Welsh Representative on the Professional Nursing Committee to query paragraph 18 of the report.	<b>DL</b>	<b>5 May</b>		<b>To receive a verbal update</b>
	The Board to be provided with further information around apprenticeships and supernumerary status.	<b>NDJ</b>	<b>6 June</b>	An update on this action can be found in the Board report WB.19.32.6 – Routes into Nursing.	<b>On agenda</b>
<b>WB.19.17.6</b>	<b>Succession Planning Committee</b>				
	A meeting of the Succession Planning Committee to be arranged prior to the June Board.	<b>JT</b>	<b>26 Apr 19</b>	A meeting was held on 26 April and an update will be given at the June Board.	<b>On agenda</b>
<b>WB.19.19.1</b>	<b>Interim Associate Director (PP)</b>				
	The Director to discuss the relationships with the 'Institute' and the Professional Practice team in Wales with the Governance team.	<b>HW</b>	<b>6 June</b>		<b>To receive a verbal update</b>

## WB.19.30.1

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
<b>WB.19.19.3</b>	<p><b>RCN Wales Engagement with the Independent Sector</b></p> <p>RCN Wales Independent Sector plan to be circulated at the June Board.</p>	<b>NDJ</b>	<b>6 June</b>	This plan has been included in WB.19.32.1.	<b>On agenda</b>
<b>WB.19.19.5</b>	<p><b>NMC New Education Standards and Practice-Based Learning</b></p> <p>Jane Cutter, Chair of the All Wales Group to be invited to the Welsh Board meeting in September to provide a further update.</p>	<b>NDJ/JT</b>	<b>Sept 19</b>	Email inviting Jane Cutter was sent on 14 May and response awaited.	<b>In progress</b>
<b>WB.19.20</b>	<p><b>Policy &amp; Public Affairs Report</b></p> <p>Copies of the RCN Influencing Methodology report to be shared with Council, the Professional Nursing Committee and the Trade Union Committee.</p>	<b>LT</b>	<b>6 June</b>		<b>Completed</b>

**WB.19.30.1**

<b>Agenda No.</b>	<b>Action</b>	<b>Designated People</b>	<b>Deadline</b>	<b>Update on Actions</b>	<b>Status</b>
<b>WB.19.23.2</b>	<b>Learning and Safety Representatives Support and Supervision Project</b>  The Director to discuss the Learning and Safety Representatives Support and Supervision project with the Director, RCN Scotland.	<b>HW</b>	<b>6 June</b>		<b>To receive a verbal update</b>