

WELSH BOARD

OPEN SESSION

Date of meeting:	13 September 2019
Title of Paper:	Minutes of meeting held on 7 June 2019
Presented by:	Board Chair for approval
Is a decision required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

The Open session of the RCN Welsh Board was held on Friday 7 June 2019 in the RCN Welsh Board Headquarters, Ty Maeth, Cardiff, which commenced at 09:00.

PRESENT

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	Board member
Denise Llewellyn, MBE, FRCN	Member of the RCN Professional Nursing Committee
Prof Donna Mead, OBE, CSt.J, FRCN	Board member
Prof Dame June Clark, DBE, FRCN	Board member
Kate Parry	Board member
Moira Davies	Board member
Nicola Milligan	Board member
Richard Jones, MBE	Council member for Wales and Vice Chair of both Welsh Board and Council
Sandra Robinson-Clark	Board member
Tristan Griffin	Board member

OBSERVER

Duncan Warren	Student Committee
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APOLOGIES	Owain Jones	Board member
	Neil Evans	Board member
	Katie Branch	Complaints, Quality and Administration Services Manager
	Jayne Taylor	EA to Director, RCN Wales
IN ATTENDANCE	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
	Lisa Turnbull	Policy and Public Affairs Adviser
Andrea Johns	PA to Associate Director (Employment Relations)	

WB.19.29.1 WELCOME & APOLOGIES FOR ABSENCE

The Board Chair welcomed everyone to the Open Session.

The Board Chair thanked the Interim Associate Director (Professional Practice) and the Education & Lifelong Learning Adviser for giving the following presentation at the Board development session on 6 June 2019:

- Regulatory Developments: Nursing Associates and the Potential Implications for Wales

At the Development Session, the Board presented Professor Sue Morgan with an RCN Shield in recognition of her lifelong career dedicated to nursing in Wales on her retirement from the post of Executive Director of Nursing Velindre NHS Trust.

The Board noted that apologies had been received from the Board members Owain Jones, Neil Evans and Katie Branch, Complaints, Quality and Administration Services Manager and Jayne Taylor, EA to the Director.

Duncan Warren, Welsh member on the RCN Student Committee was welcomed as an observer to the meeting.

WB.19.29.2 DECLARATION OF INTERESTS

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

WB.19.41.1

There were no further items declared and those that already been declared during the Closed session were noted as follows:

- Board member, Donna Mead, is no longer a Trustee of St John (Cymru) Wales.
- Board member June Clark is a Fellow of the Learned Society of Wales and a member of the Socialist Health Association.

WB.19.30.1 MINUTES

Minutes of the Open session of the Board meeting held on 15 February 2019 had been circulated and were confirmed as accurate with the following exception:

WB.19.13.1 incorrectly stated that the minutes of the Open session of the Board meeting held on 6 September 2019 had been circulated. It was noted that the date should have read 6 September **2018**.

WB.19.30.2 REVIEW OF ACTION SHEET

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

WB.19.30.3 MATTERS ARISING

Matters arising were noted as follows:

WB.19.23.1 No Smoking in NHS Properties

The Board was informed that the extension of the legislation did not come into effect in May 2019 but has been deferred. The Board expressed concern that it would not be appropriate for NHS staff to approach and challenge the public regarding this legislation.

WB.19.31 OPERATIONAL UPDATES

WB.19.31.1 BOARD CHAIR'S REPORT

A report had been received and was noted.

WB.19.31.2 DIRECTOR, RCN WALES' REPORT

A report had been received and was noted.

WB.19.31.3 RCN WALES NURSE OF THE YEAR 2019 AND ALUMNI NETWORK

A report had been received and was noted.

The Director gave a verbal update as follows:

- The Older Persons Commissioner will not be sponsoring the Older People's Commissioner Award in 2019.
- The closing date for nominations has been extended to 30 June 2019 and Board members were asked to encourage nominations.
- The Director General has confirmed his attendance and the Minister for Health and Social Services has made a strong commitment to attend.
- RCN Wales is promoting and developing Nurse of the Year finalists to undertake media opportunities. The Board noted that press coverage relating to the event is increasing year on year.
- Alumni are having a website developed. They also have a closed face book group.
- The Interim Associate Director (Professional Practice) has recently written out to the Alumni to ask if they would consider teaching opportunities within the study centre.

A concern was raised that the finalists' citations read out at the Nurse of the Year awards ceremony do not fully reflect the achievements of the finalists. The Board acknowledged that within the timings for the event it is difficult to do this but noted that a fuller brief is given in the awards brochure.

The Board noted that the dates for the Nurse of the Year interview panels would be issued shortly and Board members would be invited to participate.

WB.19.31.4 POLICY & PUBLIC AFFAIRS REPORT

A report had been received and was noted.

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

- The RCN have been commissioned by the Chief Nursing Officer for Wales to undertake a Political Leadership Programme in June 2019.

- The Welsh Government consultation on Continuing Health Care in Wales will be circulated to the Board as per usual practice.
- Phase 2 of the RCN Wales Safe and Effective Care Campaign launch will take place at the Senedd on the evening of 27 November 2019. RCN members from across Wales will be invited.
- A successful meeting of the Cross Party Group on Nursing and Midwifery on the theme of nursing in Care Homes was held on 6 March 2019.

WB.19.31.5 RCN WALES SCHOLARSHIPS FUNDS FUNDRAISING TASK & FINISH GROUP

Board member, Billy Nichols gave a verbal update as follows:

- Board member, Owain Jones will undertake a sponsored run in September to raise funds for both scholarships.
- £25.12 was raised at the February Board meeting by way of contribution from Board members.
- A raffle will be undertaken at the September Board meeting. Board members were asked to submit donations.
- Consideration is being given to the feasibility of undertaking a virtual run from North Wales to South Wales. Further details will follow.

Action: Any donations for a raffle at the Board meeting in September to be left with staff on reception.

WB.19.32 STRATEGIC UPDATES

WB.19.32.1 RCN WALES ENGAGEMENT WITH THE INDEPENDENT SECTOR

A report had been received and was noted. This included the Independent Sector Plan 2019-2020 to be agreed.

The Associate Director (Professional Practice) talked the Board through the Independent Sector Plan. The following comments were noted:

- A request was made for a breakdown of the independent membership category.

- The Board noted that a Health Care Support Worker Conference would be held on 27 September and that invitations would be sent to members identified in the CRM system as working in the independent sector. Consideration would be given to holding a conference in North Wales in the future.
- Concern was expressed as to how health boards are held accountable for ensuring standards in nursing homes and how they link in to the Directors of Nursing. The Board noted that the independent sector group would consider what future RCN education events could be provided for the care home sector.
- The Board was reminded that in order for a Health Care Support Worker to become an RCN member they must work under the supervision of a registered nurse.
- The Board cautioned that a risk assessment would need to be undertaken.

Decision: The Board approved the RCN Wales Independent Sector Plan 2019-2020 as set out in WB.19.32.1 Appendix 1 on the proviso of a risk assessment being undertaken.

Actions:

- **A breakdown of the independent membership category to be available to Board at the meeting.**
- **Independent sector group to review a risk assessment for the work set out in the Independent Sector Plan.**
- **Independent sector group to consider what future RCN education events could be provided for the care home sector.**

WB.19.32.2 SCOTTISH REVIEW OF QUALIFIED BAND 6 HEALTH VISITOR ROLE

A report had been received and was noted.

The Interim Associate Director (Employment Relations) advised the Board that the purpose of this paper is to inform the Welsh Board of the Scottish Terms and Conditions Committee Review of Qualified Band 6 Health Visitor post within Scotland and whether this could be implemented in Wales.

WB.19.41.1

A query was raised regarding the qualification and experience that would be required in Health Visitors' posts if they are to be graded at a Band 7. A copy of the Scottish Health Visitor job description will be circulated to the Board for information.

Decision: The Board discussed this at length and agreed the following:

- 8.1.1 Should the opportunity arise in relation to the legislative programme, RCN Wales will lobby the Welsh Government to implement similar duties for Health Visitors to those set out in the Scottish Act.
- 8.1.2 As the work of the NHS Wales Nurse Staffing Programme develops, RCN Wales will consider opportunities this programme will develop for the job redesign.

Action: A copy of the Scottish Health Visitor job description to be circulated to the Board for information.

WB.19.32.3 RCN PAY IMPLEMENTATION WORK & WELSH PARTNERSHIP FORUM STRATEGIC PAY SUB GROUP DISCUSSIONS

A report had been received and was noted.

WB.19.32.4 RCN CONGRESS – 19 - 23 MAY 2019

The Interim Associate Director (Employment Relations) gave a presentation on Congress and highlighted the following:

- Ceri Dolan had been presented with the RCN UK Steward of the Year award at the opening night of Congress by the Chair of Council and the RCN President.
- Eve Lightfoot, RCN Nurse of the Year winner 2018 attended Congress and spoke in a sepsis debate about her areas of work.
- Rhian Wright, Cardiff and the Vale Steward in her first attendance at Congress put forward a resolution on Child Poverty. This was extremely well received.
- Philip McCaffrey, Cardiff and the Vale Branch Chair put forward a resolution on Work Poverty.
- The Board was extremely proud of the presentations and speeches given by Welsh members at Congress.

- The Minister for Health and Social Services visited the Welsh Government Train Work Live Campaign stand and spoke with members. The Minister also met the President, members of Council and the Executive Team.
- The Minister met with student members.
- Several fringe events were held on the UK Safe and Effective Care Campaign. The Welsh Representative on the Professional Nursing Committee chaired one of the fringe events, in her capacity of Chair of the UK Overview and Scrutiny Committee.
- An audience with the Chief Nursing Officer for Wales was well attended by RCN members and students.
- The consultation on membership categories had been launched at Congress. The Board was reminded that the closing date for comments closes on 31 July 2019 and Board members were urged to submit comments.
- The Board noted that RCN Congress in 2020 would be held in June.

The Board Chair gave thanks to all those involved in Congress and those who continued to provide services to members as usual.

The Director informed the Board that some members had queried why they had not been allowed to book accommodation on the last night of Congress. An update on this will be given to the September meeting.

The Director asked the Board if they would like to receive Board papers electronically in the future. Some Board members indicated they would be happy to receive board papers in an electronic format provided the relevant papers were linked within the agenda. The Director stated that this is something that will be considered for the future but assured the Board that those Board members who wish to receive board papers in paper format, would still do so.

Actions:

- **Board members to submit comments on the review of membership categories by the closing of 31 July 2019.**
- **An audit of funded voting members' accommodation and travel for Congress to be given to the September meeting.**

- **Board members to be asked if they would like to receive September Board papers electronically.**

WB.19.32.5 RCN WALES SUCCESSION PLANNING COMMITTEE REPORT

A report had been received and was noted.

The Board were asked to note that some members opt out of emails in error and were encouraged to check their records to ensure they had not opted out of receiving emails.

Action: Board members to check their records to ensure they had not opted out of receiving emails.

WB.19.32.6 ROUTES IN TO NURSING IN WALES

A report had been received and was noted.

WB.19.33 ITEMS TO NOTE

WB.19.33.1 REPORT FROM THE MEETINGS OF COUNCIL HELD ON 4 MARCH

A report had been circulated which was noted.

WB.19.33.2 REPORT FROM THE MEETINGS OF COUNCIL HELD ON 9/10 APRIL

A report had been circulated which was noted.

WB.19.33.3 RCN COUNCIL MEMBERS – FIT AND PROPER PERSONS TEST

A report had been circulated which was noted.

WB.19.33.4 REPORT FROM TRADE UNION COMMITTEE MEETINGS HELD ON 9/10 APRIL AND RCN GOVERNANCE STRUCTURE PRESENTATION

A report had been circulated which was noted.

WB.19.33.5 REPORT FROM THE PROFESSIONAL NURSING COMMITTEE HELD ON 9/10 APRIL

A report had been circulated which was noted.

WB.19.33.6 RCN FOUNDATION WALES COMMITTEE UPDATE

The Chair of the RCN Foundation Wales Committee informed the Board that applications for funding from the Foundation are now closed but will be re-opened in September 2019.

WB.19.33.7 REPORT FROM HEALTH PRACTITIONERS COMMITTEE MEETING HELD ON 7 FEBRUARY 2019

A report had been circulated which was noted.

WB.19.33.8 REPORT FROM STUDENT COMMITTEE MEETING HELD ON 13 FEBRUARY

A report had been circulated which was noted.

Welsh representative on the Student Committee, who was observing the meeting, was asked if he wanted to comment. He expressed his thanks to branches for funding students from Swansea and Cardiff University to attend Congress.

The Board was asked to note that the National Student Conference would be held in City Hall, Cardiff on 7 November 2019.

WB.19.33.9 REPORT FROM THE FOLLOWING UK REPS COMMITTEES

A report had been circulated which was noted.

The Welsh representative on the Health and Safety Committee queried why the report of the UK Safety Representatives Committee meeting held on 6 February 2019 had been circulated to Board when it had not been agreed by the Committee. The Director advised that she would raise this with Governance.

Action: Director to check with Governance why the report of the UK Safety Representatives Committee meeting held on 6 February 2019 had been circulated to the Board before it had been agreed by the Committee.

WB.19.33.10 CORRESPONDENCE

A report had been circulated which was noted.

WB.19.34 ANY OTHER BUSINESS

34.1 Fund Raising for Cancer Research

The Interim Associate Director (Employment Relations) expressed thanks to the Board for the support and money raised in relation to three members of staff who had their heads shaved. The Board was pleased to note that in excess of £2,000 was raised for Cancer Research.

There were no further items of business and the Chair closed the meeting at 13:00.

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

Board Closed Session	12 September 2019 13:30 – 17:00
Board Development Session	12 September 2019 17:30 – 19:00
Venue:	RCN Welsh Board headquarters, Ty Maeth, Cardiff
Board Open Session:	13 September 2019 09:00 – 12:30
Venue:	RCN Welsh Board headquarters, Ty Maeth, Cardiff

ET: Helen Whyley, Director, RCN Wales
Email: helen.whyley@rcn.org.uk

WB.19.41.1

OPEN SESSION ACTION LIST

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
WB.18.61.3	Professional Nursing Committee				
	<p>The Board to scrutinise reports from Health Boards to monitor whether or not the Act is being implemented effectively.</p> <p>A Board development session to be held regarding an annual review of the implementation of the Act.</p>	<p>LT/NDJ</p> <p>NDJ/ND</p>	<p>30 Sept</p> <p>12 Sept</p>	<p>The report has been drafted and is in the process of being translated.</p> <p>This will take place at the Welsh Board development session on 12 September 2019.</p>	<p>In progress</p> <p>Completed</p>
WB.19.15	Director's Report				
	<p>To work up plans for 2020 Year of the Nurse and to look into potential funding opportunities with the RCN Foundation (Wales) Committee.</p>	NDJ/HC	12 Sept	<p>The Board requested a plan of events for 2019/2020 with opportunities identified for Board members to speak on their role as a Board member to encourage succession planning.</p> <p>A report has been included in the Open papers</p>	Completed and on agenda

WB.19.41.1

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
	<p>Outline plan of Nurse of the Year Alumni network events 2019/2020 to be drafted and include opportunities for Board members to speak on their role as a Board member to encourage succession planning.</p> <p>To seek clarification from the Professional Nursing Committee as to why the paper 'Defining Nursing (April 2003)' has been classified as obsolete.</p>	<p>NDJ/DP</p> <p>DL</p>	<p>12 Sept</p> <p>6 June</p>	<p>A report has been included in the Open papers.</p> <p>The Board noted that this paper is still current and available for RCN members.</p>	<p>Completed and on agenda</p> <p>Completed</p>
WB.19.17.1	Council Reports	RJ	12 Sept	The Board noted that this will be raised at the Council meeting in July and the Board will receive a further update at the September Board.	To receive a verbal update

WB.19.41.1

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
WB.19.17.4	<p>Report from Professional Nursing Committee on 29/30 October</p> <p>The Welsh Representative on the Professional Nursing Committee to query paragraph 18 of the report, which reads,</p> <p><i>“We took note that there was currently no RCN position on social care nor was there a UK wide agreement on a particular model, structure or funding arrangement. There was also no 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.”</i></p>	<p>DL</p>	<p>12 Sept</p>	<p>This item will be raised at the meeting on 21 June 2019. The Board will be updated in September 2019.</p>	<p>To receive a verbal update</p>

WB.19.41.1

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
WB.19.19.1	<p>Interim Associate Director (PP)</p> <p>The Director to discuss the relationships with the 'Institute' and the Professional Practice team in Wales with the Governance team.</p>	HW	6 June	The Director informed the Board that this would be reviewed under the new Chief Executive and General Secretary.	Completed
WB.19.19.5	<p>NMC New Education Standards and Practice-Based Learning</p> <p>Jayne Cutter, Chair of the All Wales Group to be invited to the Welsh Board meeting in September to provide a further update.</p>	NDJ/JT	12 Dec	Deferred to December 2019 meeting as, unfortunately, Jayne Cutter was not available for the September meeting.	Deferred and in progress
WB.19.23.2	<p>Learning and Safety Representatives Support and Supervision Project</p> <p>The Director to discuss the Learning and Safety Representatives Support and Supervision project with the Director, RCN Scotland.</p>	HW	6 June	The Director explained that consideration is being given to ensure that all members throughout Wales have access to the same level of service including the library.	Completed

WB.19.41.1

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
WB.19.31.5	<p>RCN Wales Scholarships Fund Fundraising Task & Finish Group</p> <p>Any donations for a raffle at the Board meeting in September to be left with staff on reception.</p>	All	12 Sept		In progress
WB.19.32.1	<p>RCN Wales Engagement with the Independent Sector</p> <p>A breakdown of the independent membership category to be available to Board at the meeting.</p> <p>Independent sector group to review a risk assessment for the work set out in the Independent Sector Plan.</p>	NDJ	12 Sept	<p>A breakdown of the independent membership category is provided in Figure I in the dashboard within the RCN Wales Performance Management report - WB.19.37.1 and will be included in future reports.</p> <p>A report has been included in the Open papers.</p>	Completed
		NDJ	12 Sept		Completed and on agenda

WB.19.41.1

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
	Independent sector group to consider what future RCN education events could be provided for the care home sector.	NDJ	12 Sept		To receive a verbal update
WB.19.32.2	Scottish Review of Qualified Band 6 Health Visitor Role A copy of the Scottish Health Visitor job description to be circulated to the Board for information.	ND	12 Sept		Completed
WB.19.32.4	RCN Congress 19-23 May 2019 Board members to submit comments on the review of membership categories by the closing of 31 July 2019. An audit of funded voting members' accommodation and travel for Congress to be given to the September meeting.	Board members KB	12 Sept 12 Sept	 A report has been included in the Closed papers – WB.19.37.9.	Completed Completed and on agenda

WB.19.41.1

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
	Board members to be asked if they would like to receive September Board papers electronically.	JT	30 Aug	Six Board members have requested to receive Board papers electronically. This facility will continue to be made available for future Board meetings.	Completed
WB.19.32.5	<p style="text-align: center;">Succession Planning Committee</p> <p>Board members to check their records to ensure they had not opted out of receiving emails.</p>	Board members	12 Sept	Board members' records have been checked and no Welsh Board members have opted out of receiving emails, however, 3 Board members have opted out of receiving bulk emails.	Completed
WB.19.33.9	<p style="text-align: center;">Report from the following UK Reps Committees</p> <p>Director to check with Governance why the report of the UK Safety Representatives Committee meeting held on 6 February 2019 had been circulated to the Board before it had been agreed by the Committee.</p>	HW	12 Sept	Governance has confirmed that the reports from each of the Committees are signed off by the Chairs following the meetings for circulation to Boards. Committee members receive the minutes of the meeting as soon as they have been approved by the Chairs.	Completed