

RCN WALES BOARD

OPEN SESSION

Date of meeting:	13 December 2019
Title of Paper:	Minutes of meeting held on 13 September 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 Wales Board was held on Friday 13 September 2019 in the RCN Wales Headquarters, Ty Maeth, Cardiff, which commenced at 09:00.

PRESENT

Gaynor Jones, MBE	RCN Wales 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
Maira Davies	Board member
Nicola Milligan	Board member
Richard Jones, MBE	Council member for Wales and Vice Chair of both RCN Wales Board and RCN Council

APOLOGIES

Kate Parry	Board member
Neil Evans	Board member
Sandra Robinson-Clark	Board member

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	Tristan Griffin	Board member
	Nicola Davis-Job	Interim Associate Director (Professional Practice)
IN ATTENDANCE	Helen Whyley	Director, RCN Wales
	Nigel Downes	Interim Associate Director (Employment Relations)
	Helen Carlyon	Finance & Business Continuity Manager
	Katie Branch	Complaints, Quality and Administration Services Manager
	Lisa Turnbull	Policy and Public Affairs Adviser
	Jayne Taylor	EA to Director, RCN Wales on 6 June 2019 only

WB.19.40.1 WELCOME & APOLOGIES FOR ABSENCE

The Board Chair welcomed everyone to the Open Session.

The Board Chair thanked the Policy and Public Affairs Adviser for giving a presentation at the Board development session on 12 September 2019 entitled, "*Wales Safe and Effective Care Campaign*". The Board noted that the Safe and Effective Care Campaign continued to be a key organisational priority.

The Board noted that apologies had been received from the Board members Kate Parry, Neil Evans, Sandra Robinson-Clark and Tristan Griffin and Nicola Davis-Job, Interim Associate Director (Professional Practice).

The Board was informed that immediately following the Open session of Board, Gill Hughes, Responsible Individual and Caroline Lomas, Head of Training at Pendine Park Care Home would give a presentation to the Board entitled, "*Professional Development within the Independent Sector*".

The Board was pleased to note that the previous Director, RCN Wales, Tina Donnelly, would join the Board for lunch when her picture would be displayed in Seminar Room A, alongside other previous Directors, RCN Wales.

WB.19.40.2 DECLARATION OF INTERESTS

The Board Chair asked Board members to declare any possible interests with any items on the agenda and no further items were declared to those declared in the Closed session of Board.

WB.19.41.1 MINUTES

Minutes of the Open session of the Board meeting held on 7 June 2019 had been circulated and were confirmed as accurate.

WB.19.41.2 REVIEW OF ACTION SHEET

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

WB.19.41.3 MATTERS ARISING

Matters arising were noted as follows:

Welsh Government Consultation on Continuing Health Care in Wales

The Policy and Public Affairs Adviser agreed to include a list of RCN Wales' consultation responses within the quarterly policy report to Board. Copies of consultation responses would be made available to Board members on request.

WB.19.42 OPERATIONAL UPDATES

WB.19.42.1 BOARD CHAIR'S REPORT

A report had been received and was noted.

The Board noted that some activities undertaken by Board members had not been included in the report. The Board noted the following omissions:

- The Director and Board member, Donna Mead had attended the RCN Prince of Wales Cadet Scheme launch on 2 July 2019 in the Royal Glamorgan Hospital, Ynysmaerdy in the Board Chair's absence.
- Board member, Donna Mead attended the Health Education and Improvement Wales (HEIW) Workforce Strategy for Health Care consultation workshop on 9 July 2019.
- Board member, Moira Davies attended the Emergency. Pre-hospital. Inter-professional. Critical-care (EPICC) Conference at the University of South Wales on 1 July 2019.

WB.19.42.2 DIRECTOR, RCN WALES' REPORT

A report had been received and was noted.

The Director highlighted the following meetings at the request of Board members:

Bullying and harassment workshop in the All Nations Centre, Cardiff on 26 June 2019

The Director informed the Board that the Minister for Health and Social Services had asked the Welsh Partnership Forum to look into concerns raised by NHS staff with regard to bullying and harassment in the workplace. The Board noted that the workshop focused on a new approach to the policy on bullying and harassment and trying to change the workplace ethos and culture. The Board noted that this is an ongoing piece of work that will be discussed further at the Welsh Partnership Forum Business Committee on 24 October 2019.

Meeting with Professor David Whitaker, Interim Head of School of Dean of School of Healthcare Sciences, Cardiff University. On 21 July 2019

The Director informed the Board that the Interim Associate Director (Employment Relations) had written to Professor Whitaker on 5 June 2019 regarding the transformation of Cardiff University. The Board noted that a response had been received on 22 August, which would be included in the Correspondence report for the December Board. The Board noted that during the meeting on 21 July 2019, Professor Whitaker had given some assurances that there would be no change to the posts in Nursing and Midwifery within Cardiff University. The Board is concerned about the transforming Cardiff report and will keep a watching brief on this in the coming months.

The Director reported that RCN Governance had stated that the RCN Wales Board should be referred to as the RCN Wales Board. The Board asked that the Director confirm with the Country Directors how they refer to their Boards and to report back to the December Board.

The Director informed the Board that Claire Bevan, Executive Director of Quality and Nursing, Welsh Ambulance Service NHS Trust, would be retiring at the end of the year. The Board agreed to invite Claire to the Board development session and dinner on 12 December and to present her with an RCN shield.

Actions:

- **Director to confirm with the Country Directors how they refer to their Boards and to report back to the December Board as to whether or not the RCN Welsh Board should be referred to as the RCN Wales Board.**
- **Claire Bevan, Executive Director of Quality and Nursing, Welsh Ambulance Service NHS Trust, to be invited to the Board development session and dinner on 12 December and to present her with an RCN shield.**

WB.19.42.3 RCN WALES NURSE OF THE YEAR 2019 AND ALUMNI NETWORK

A report had been received and was noted.

The Director thanked Board members, sponsors and staff for their hard work in undertaking shortlisting and interview panels for the RCN Wales Nurse of the Year 2019 awards.

The Board expressed concern that the majority of the sponsorship had been provided by the Health Boards with only three non-public sector organisations sponsoring the awards in 2019. The Director reminded the Board that all sponsorship needed to comply with ethical principles and that a watching brief would be kept on this via the Nurse of the Year risk register.

The Board expressed disappointment that the Commissioner for Older People in Wales had declined to sponsor an award in 2019. The Director explained that the decision not to sponsor the Older People's award had been taken too late to enable a new sponsor to be identified in 2019 but that it was hoped that a new sponsor could be identified for 2020.

The Board's attention was drawn to the 6th RCN Wales Nurse of the Year Alumni Network fireside chat that would be given by the Chief Nursing Officer for Wales on 26 November 2019.

A query was raised as to how the RCN Prince of Wales Nursing Cadet Scheme would be progressed in Wales. The Director reminded the Board that this was an RCN UK initiative piloted in Wales.

WB.19.42.4 POLICY & PUBLIC AFFAIRS REPORT

A report had been received and was noted.

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

- A number of successful roundtable events have been held on the issues of prison nurses, social care and dementia. The Board was thanked for its support of these events.
- The Board was urged to respond to the consultations listed in the paper.
- The Board noted that two places were available on the Political Leadership Programme for those Board members who have not undertaken the programme previously.
- The Conservative Party has cancelled the Welsh Conservative Health conference that was due to be held on 14 September 2019. The Board noted that it was hoped to attend a Welsh Conservative event in the spring.
- The Board agreed to the protocol on political influencing as outlined in Annex C of the paper.
- The Board noted that the RCN Wales members' survey would be circulated in January to March 2020 and the results would be analysed to assist in drafting the RCN Wales manifesto. The Board will receive a paper on the May Welsh election campaign at the December Board.

Board member, June Clark, raised concern with the number of 'hidden' RCN policies where the RCN's views have been expressed in various documents but not collected or codified into explicit policy statements.

The Policy and Public Affairs Adviser advised the Board that the current priority for RCN Wales is to influence political parties and their manifestos on the Safe and Effective Care Campaign and the extension of the Nurse Staffing Levels (Wales) Act 2016.

Concern was expressed that the RCN UK does not have a policy on social care.

The Welsh Representative on the Professional Nursing Committee reminded the Board that a resolution was passed at Congress 2019 calling on "*RCN Council to lobby the governments across the UK and all social care providers to recognise that personal care is nursing.*" The Board noted that

this work was being taken forward by the Professional Nursing Committee.

WB.19.42.5 RCN WALES SCHOLARSHIPS FUNDS FUNDRAISING TASK & FINISH GROUP

The Board was informed that the money raised from the RCN Wales Board raffle and donations received from Board members to cover the cost of meals at Board meetings would be split equally between the two RCN Wales scholarship funds.

Board members were thanked for supplying numerous raffle prizes and it was noted that a further raffle would be held at the December Board.

The Board noted that following the resignation of Owain Jones, a vacancy had arisen on the RCN Wales Scholarships Task and Finish Group. The Board noted that this action had been captured in the Closed session minutes.

Action: A further raffle to be held at the December Board meeting.

WB.19.43 STRATEGIC UPDATES

WB.19.43.1 BREXIT – IMPLICATIONS FOR HEALTH AND SOCIAL CARE IN WALES

A report had been received and was noted.

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

- The Director has a seat as Chair of the Welsh Partnership Forum on the Health and Social Care Brexit Ministerial Stakeholder Advisory Forum and the Policy and Public Affairs Adviser has the RCN seat.
- As detailed in the report, Wales is the region of the UK which benefits most from the European Union Structural Funds. The Board acknowledged that the loss of this funding would pose a significant loss to Wales and agreed this would be the central message of RCN Wales campaign in any UK General Election.
- This is an unprecedented political context that has seen a growth in calls for independence.

- The Welsh Government has announced plans to prepare a report on the future of the United Kingdom which is being chaired by Alun Davies AM.

The Board was reminded that the RCN's agreed position on Brexit as follows:

- a) Neutrality on Brexit (while publicly recognising negative impacts);
- b) RCN Council's five priority influencing areas are (workforce, safeguarding working conditions, collaboration, public health, and standards);
- c) A mandate from Congress to press for a People's Vote on the final deal.

The Board recognised the uncertainty of the current political situation and discussed the RCN's strategy to deal with the potential impact Brexit might have on the RCN. The Board also discussed concerns with regard to logistical issues around food and medicines supplies and the potential for a large number of EU health workers to leave the UK.

Concern was raised that the use of agency staff in Wales remains high. The Board was informed that RCN Wales had raised this concern in the Health and Social Care Brexit Ministerial Stakeholder Advisory Forum on 19 February 2019 and been informed that Shared Services had contacted the main NHS agencies and been assured that there is no impact of supply to hospitals as the number of EU citizens is relatively low.

However, the Board noted that Scottish Government Research had identified that agency staff would be a risk as EU staff were considering leaving the UK.

The Director assured the Board that preparations had been made to provide Advisers working in the Member Contact Centre with advice sheets.

WB.19.43.2 WORKING IN PARTNERSHIP

A report had been received and was noted.

The Interim Associate Director (Employment Relations) drew the Board's attention to the following:

- Work is ongoing at the Welsh Partnership Forum Business Committee sub-group on pay progression to revise the NHS Wales Pay Progression policy that will be finalised in the autumn.

- The Director had attended the Workforce Partnership Council on 1 July 2019. The Board was informed that an item on paid leave for staff who experience domestic abuse was agreed. This would give the NHS Wales Partnership Forum Business Committee a mandate to ensure that the NHS policy provides paid leave in the same circumstances.

TUC Dying to Work Charter

A query was raised as to whether or not the RCN has signed up to the TUC Dying to Work Charter. The Director informed the Board that this is part of the AFC amended Framework for Wales, which required NHS organisations to sign up.

The Board noted that the Business Committee would be monitoring who had signed up to the Charter as there is a national agreement in the Framework for them to do so.

Ten Year Health and Social Care Workforce Strategy

The Board was reminded that the Health Education and Improvement Wales (HEIW)/Social Care Wales - Workforce Strategy consultation was open until 18 September 2019 and Board members were urged to submit their comments for inclusion in the RCN response.

WB.19.43.3 RCN CONGRESS – 7 – 11 JUNE 2020

The Board noted that the deadline to submit agenda items for Congress was 6 January 2020.

The Board was asked to submit any suggestions for agenda items to the Board Chair or the EA to the Director before the deadline.

Action: Board members to submit any suggestions for agenda items at Congress 2020 to the Board Chair or the EA to the Director before the deadline of 6 January 2020.

WB.19.43.4 RCN WALES SUCCESSION PLANNING COMMITTEE REPORT

A report had been received and was noted.

The Board agreed the succession plan for RCN Wales as outlined in appendix 1.

The Board noted that, following the resignation of Owain Jones, a vacancy had arisen on the RCN Wales Succession Planning

Committee. The Board noted that this action had been captured in the Closed session minutes.

WB.19.43.5 RCN WALES PLANS FOR 2020 INTERNATIONAL YEAR OF THE NURSE AND MIDWIFE

A report had been received and was noted.

The Board noted that in honour of the 200th anniversary of the birth of Florence Nightingale, the World Health Organisation had designated 2020 as the International Year of the Nurse and Midwife.

The Director informed the Board that a number of events in 2020 would be aligned to this celebration, including

- The Chief Nursing Officer for Wales’ conference on 7 May 2020 at which the Betsi Cadwaladr Foundation Scholarship Award and both RCN Wales scholarships funds (if agreed) will be presented.
- An RCN Wales event to celebrate 2020 International Year of the Nurse and Midwife at the Senedd on 13 May 2020 immediately prior to the May RCN Wales Board meetings.
- Florence Nightingale Memorial Service will be held in Westminster Abbey on 12 May 2020.
- The Chief Nursing Officer for Wales will be holding a special service in Llandaff Cathedral on the evening of 11 May 2020.

The Board suggested that Quality Improvement (QI) nurses and Fellows be advised of these events.

The Board requested the date for the next biennial Betsi Cadwaladr lecture and to be kept updated on the availability of tickets for the Florence Nightingale Memorial Services in Westminster Abbey and Llandaff Cathedral.

Actions:

- **Date for the next biennial Betsi Cadwaladr lecture to be identified.**
- **The Board to be kept updated on the availability of tickets for the Florence Nightingale Memorial Services in Westminster Abbey and Llandaff Cathedral.**

WB.19.43.6 HEALTH EDUCATION AND IMPROVEMENT WALES (HEIW): OPPORTUNITIES AND CHALLENGES FOR THE NURSING PROFESSION IN WALES

A report had been received and was noted.

WB.19.43.7 RCN WALES PRIMARY CARE AND COMMUNITY NURSING RESPONSE TO A “HEALTHIER WALES – OUR PLAN FOR HEALTH AND SOCIAL CARE”

A report had been received and was noted.

It was agreed that this document would be shared with the Executive Directors of Nursing and the Professional Nursing Committee Welsh Representative.

Actions:

- **Document to be shared with the Executive Directors of Nursing.**
- **Document to be shared with the Professional Nursing Committee Welsh Representative.**

WB.19.43.8 REVIEWING OUR MEMBERS’ CODE OF CONDUCT AND DISCIPLINARY POLICY

A report had been received and was noted.

Board members were asked to provide feedback individually to this consultation by email to Jayne Taylor by 1 October 2019.

Action: Board members to provide feedback individually to this consultation via email to Jayne Taylor by 1 October 2019.

WB.19.44 ITEMS TO NOTE

WB.19.44.1 RCN FOUNDATION WALES COMMITTEE UPDATE

The Chair of the RCN Foundation Wales Committee gave a verbal update as follows:

- Applications for funding from the Foundation for four grant schemes opened in September 2019.

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- The Foundation had recently launched its new website. A key feature was to enable applications for education grants to be completed online.
- Board members were urged to encourage members to submit applications and requested that the grant schemes be publicised via social media.

A concern was raised in that the RCN Foundation had emailed members inviting them to attend a study day on care homes in RCN headquarters for which travel would not be funded. The Chair of the RCN Foundation Wales Committee agreed to raise this with the Trustees.

It was highlighted that RCN Foundation was holding a walk in aid of the Foundation on 29 September in Cardiff Bay and that a percentage of the monies raised would be made available for Wales.

Actions:

- **The Chair of the RCN Foundation Wales Committee agreed to query with the Trustees why travel could not be funded for members who wished to attend the study day on care homes.**
- **RCN Foundation to be asked to publicise available grant schemes via social media.**

WB.19.44.2 REPORT FROM THE MEETING OF COUNCIL HELD ON 17 JULY 2019

A report had been circulated which was noted.

WB.19.44.3 REPORT FROM TRADE UNION COMMITTEE MEETINGS HELD ON 9 APRIL AND 12 JULY RCN GOVERNANCE STRUCTURE PRESENTATION

A report had been circulated which was noted.

WB.19.44.4 REPORT FROM THE PROFESSIONAL NURSING COMMITTEE HELD ON 21 JUNE 2019

A report had been circulated which was noted.

WB.19.44.5 REPORT FROM THE NURSING SUPPORT WORKERS COMMITTEE MEETING HELD ON 3 JULY 2019

A report had been circulated which was noted.

WB.19.44.6 REPORT FROM STUDENT COMMITTEE MEETING HELD ON 16 APRIL AND 26 JUNE 2019

A report had been circulated which was noted.

The Board's attention was drawn to the forthcoming conference for Student Information Officers (SIOs) in Cardiff on 7 November. The conference would see a re-launch of the role of the SIO renamed as RCN Student Ambassador.

WB.19.44.7 REPORT FROM THE UK REPS COMMITTEES

A report had been circulated which was noted.

WB.19.44.8 CORRESPONDENCE

A report had been circulated which was noted.

WB.19.44.9 RCN WALES REPRESENTATIVES' CONFERENCE 2019 EVALUATION REPORT

A report had been circulated which was noted.

WB.19.44.10 RCN WALES BOARD SCHEDULE 2019 / 2020

A report had been circulated which was noted.

WB.19.34 ANY OTHER BUSINESS

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

WB.19.53.1

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

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

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

OPEN SESSION ACTION LIST

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
WB.18.61.3	<p>Professional Nursing Committee</p> <p>RCN Wales to scrutinise reports from Health Boards to monitor whether or not the Act is being implemented effectively.</p>	LT/NDJ	27 Nov	The report has been drafted and is in the process of being translated. The completion date for this action has been deferred to 27 November launch date.	Completed
WB.19.17.1	<p>Council Reports</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>	RJ	12 Dec	The Board noted that it had not been possible to raise this at the Council meeting in July. This action has been deferred to a later Council meeting.	To receive a verbal update

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, <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>	DL	12 Dec	This item was not discussed at the September Board and the update will be given to the December Board.	To receive a verbal update
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 RCN Wales Board meeting in September to provide a further update.</p>	NDJ/JT	12 Dec	Jayne Cutter has confirmed her availability for the December Board development session.	Completed

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
WB.19.32.1	<p>RCN Wales Engagement with the Independent Sector</p> <p>Independent sector group to consider what future RCN education events could be provided for the care home sector.</p>	NDJ/ND	6 Feb	This item has been added to the agenda for the Independent Sector group meeting on 18 December 2019. The Board will be updated at the February Board meeting.	In progress
WB.19.42.2	<p>Director, RCN Wales Report</p> <p>Director to confirm with the Country Directors how they refer to their Boards and to report back to the December Board as to whether or not the RCN Welsh Board should be referred to as the RCN Wales Board.</p> <p>Claire Bevan, Executive Director of Quality and Nursing, Welsh Ambulance Service NHS Trust, to be invited to the Board development session and dinner on 12 December and to present her with an RCN shield.</p>	<p>HW</p> <p>JT</p>	<p>12 Dec</p> <p>1 Oct</p>	<p>It was confirmed that the other country Boards are known as Scotland, Northern Ireland and England Boards. The Chair agreed outside of the meeting that the RCN Welsh Board should be referred to as RCN Wales Board going forward to bring it in line with the other country Boards.</p> <p>Claire Bevan has confirmed she can attend on 12 December.</p>	<p>Completed</p> <p>Completed</p>

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
WB.19.42.5	<p>RCN Wales Scholarship Funds Fundraising Task and Finish Group</p> <p>Further raffle to be held at the December Board meeting.</p>	HC/TL	12 Dec	Board members have been asked to provide items to include in the raffle.	Completed
WB.19.43.3	<p>RCN Congress – 7 – 11 JUNE 2020</p> <p>Board members to submit any suggestions for agenda items at Congress 2020 to the Board Chair or the EA to the Director before the deadline of 6 January 2020.</p>	Board members	6 Jan		On Closed agenda
WB.19.43.5	<p>RCN Wales Plans for 2020 Year of the Nurse and Midwife</p> <p>Date for the next Betsi Cadwaladr lecture to be identified.</p>	HW/KB	12 Dec	It has been agreed to hold the Betsi Cadwaladr lecture on 5 February 2020 prior to the February Board meeting.	Completed

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
	The Board to be kept updated on the availability of tickets for the Florence Nightingale Memorial Service in Westminster Abbey and Llandaff Cathedral.	KB	12 Dec	7 VIP tickets have been requested for the Florence Nightingale Memorial Service. Tickets will be made available for the service in Llandaff Cathedral for grass root nurses.	Completed
WB.19.43.7	<p>RCN Wales Primary Care and Community Nursing Response to a “Healthier Wales – Our Plan for Health and Social Care”</p> <p>Document to be shared with the Executive Directors of Nursing.</p> <p>Document to be shared with the Professional Nursing Committee Welsh Representative.</p>	<p>HW</p> <p>DL</p>	<p>Oct 19</p> <p>Oct 19</p>	<p>This was shared with the Director of Nursing Peer Group meeting on 29 November 2019.</p>	<p>Completed</p> <p>Completed</p>

Agenda No.	Action	Designated People	Deadline	Update on Actions	Status
WB.19.43.8	<p>Reviewing our Members' Code of Conduct and Disciplinary Policy</p> <p>Board members to provide feedback individually to this consultation via email to Jayne Taylor by 1 October 2019.</p>	Board members	1 Oct 19	No comments were received.	Deadline has expired
WB.19 44.1	<p>RCN Foundation Wales Committee Update</p> <p>The Chair of the RCN Foundation Wales Committee agreed to query with the Trustees why travel could not be funded for members who wished to attend the study day on care homes.</p> <p>RCN Foundation to be asked to publicise available grant schemes via social media.</p>	DL	12 Dec		<p>To receive a verbal update</p> <p>To receive a verbal update</p>