The Open session of the RCN Welsh Board was held on Friday 7 November 2014 in the RCN Welsh Board headquarters, Ty Maeth, Cardiff, which commenced at 15:00pm.

**PRESENT**

- Gaynor Jones: RCN Welsh Board Chair
- Anne Stevenson: Mid & West Wales seat
- Billy Nichols: Board member seat
- Christine Edwards-Jones: Glamorgan seat
- Christine Thomas: Council Member for Wales
- Fiona Salter: Cardiff seat
- Gareth Phillips: Cangen Gogledd Cymru seat
- Jane Carroll: Gwent seat
- Kate Parry: Vice Chair
- Owain Jones: Glamorgan seat
- Pamela Parsons: Cwm Taf seat
- Sandra Robinson-Clark: Acute and Adult Care Forum seat
- Dr Marjorie Lloyd: Cangen Gogledd Cymru seat
- Yvonne Thomas: Mid & West Wales seat

**APOLOGIES**

- Gill Williams: Cangen Gogledd Cymru seat
- David Wallace: Associate Director (Employment Relations)/Deputy Board Secretary
WELCOME & APOLOGIES FOR ABSENCE

The Board Chair welcomed everyone to the Open Session.

Declaration of Interests

The Chair asked members to declare any possible interests they may have had with any items on the agenda and none were reported.

MINUTES

Minutes of the Board meeting held on Friday 4 July 2014 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.

MATTERS ARISING

There were no matters arising.

BOARD CHAIR’S REPORT

A report had been received and was noted. However, the Board was informed of an error in the report in that the Vice Chair had not attended the Plaid Cymru Conference on 24 October 2014, as stated.
WB.14.90 DIRECTOR, RCN WALES’ REPORT

A report had been received and was noted.

WB.14.91 STAFFING INFORMATION

A report had been received and was noted.

The Director informed the Board that:

- Steve Watson had been appointed on a fixed term contract as the Primary Care & Independent Sector Advisor from 17 November 2014 and would be based in Plas Eirias.

- Closing date for applications to the Professional Practice Coordinator post was 25 November 2014.

- An appointment had been made to the Admin Support Assistant post, subject to references and HR checks.

- An unconditional offer had been made to the post of ER Secretary for a job share subject to an appointment being made for the remaining hours.

WB.14.92 WELSH BOARD ELECTIONS

A report had been circulated and was noted.

The Returning Officer informed the Board that one of the candidates had reported that they had not received an email to enable them to vote in the elections. The Board was advised that Governance was looking into this query and having contacted the Electoral Reform Society (ERS), the initial explanation was that some internet service providers may not be allowing these emails to be received.

The Director informed the Board that some members working in Health Boards are unable to access external emails and queried if Council should consider this for the next round of elections.

Gareth Phillips expressed concern that members would not know that they had not received an email enabling them to vote and would therefore not contact the RCN to enable them to do so and suggested that the RCN undertake a study to find out why members had not voted.

The Board Chair agreed to raise the Board’s concerns with regards to electronic voting at Council.
The Board expressed its gratitude to the following Board members who stood down from the Board on 31 December 2014:

- Anne Stevenson
- Fiona Salter
- Sandra Robinson-Clark
- Dr Marjorie Lloyd
- Yvonne Thomas

Actions:

- Letters of thanks to be sent to Board members who stand down from the Board on 31 December 2014.
- The Board Chair to raise the Board's concerns with regards to electronic voting at Council.

ASSOCIATE DIRECTOR (EMPLOYMENT RELATIONS) REPORT

A report had been circulated and was noted.

Andrew Evans, Senior Officer, presented this report in the absence of the Associate Director (Employment Relations).

The Board approved the dates for the Activists Development programme in 2015.

PROFESSIONAL PRACTICE

94.1 Associate Director (Professional Practice) Report

A report had been circulated and was noted.

94.2 RCN Welsh Board Health & Social Policy Advisory Group

A report had been circulated and was noted.

The Board noted that the Health & Social Policy Advisory Group would stand down at 31 December 2014. The Chair of the Advisory Group thanked the Board and staff for their support during her term of office as Chair. The Board expressed its appreciation to the members of the Advisory Group for their hard work on behalf of the College.
94.3 RCN Welsh Board Sub-committee for Education, Lifelong Learning and Practice Development

A report had been circulated and was noted.

The Board noted that the Education Sub-committee would stand down at 31 December 2014. The Chair of the Sub-Committee thanked the Board and staff for their support during her term of office as Chair. The Board expressed its appreciation to the members of the Sub-Committee for their hard work on behalf of the College.

94.4 Proposal for an All Wales RCN Education & Lifelong Learning Network

A report had been circulated and was noted. The Board indicated its approval in principle for the establishment of an All Wales RCN Education & Lifelong Learning Network.

The Associate Director (Professional Practice) informed the Board that a workshop would be held on 21 November 2014 to explore this further and prepare an updated report for the February 2015 Board meeting.

Action: Updated report to be submitted to the February 2015 Board meeting.

94.5 Emergency Care Report

The Director informed the Board that emergency care is under huge pressures across Wales with unprecedented levels of demands and there are concerns around primary care, out-of-hours and access to GPs.

The Board noted that a Pan Government Clinical Mission Exploitation meeting had been arranged for 18 November with the Chief Medical Officer, the Chief Nursing Officer and other Welsh Government officials and some people from outside of Wales. The Board noted that this was a discreet piece of work to explore sharing of best practice between the members of Defence Nursing (military/DMS), Welsh Government and the NHS including some of the techniques and processes in trauma management in particular, but also in health systems generally.

The Board will receive an update at the February meeting.

Action: Board to be updated as to the work of the Pan Government Clinical Mission Exploitation meeting held on 18 November 2014.
94.6 Developments in Community Nursing

The Board was informed that an update on Primary and Community Nursing had been included in the Associate Director (Professional Practice) Report (WB.14.94.1) and this would no longer appear as a separate agenda item.

The Board was informed that the Associate Director (Professional Practice) had given a presentation on 14 October 2014 to the Policy Forum for Wales on Community Nursing and made the case for a whole systems approach.

WB.14.95 GOVERNMENT, PUBLIC, POLITICAL AND HEALTH

95.1 Policy & Public Affairs Report

A report had been circulated and was noted.

The Policy & Public Affairs Adviser informed the Board that the RCN would be happy to facilitate local hustings in the run up to the National General Election.

The Board was also reminded that the Welsh Assembly elections would be held in September 2015.

95.2 RCN Congress

A report had been circulated on how to put together a successful Congress agenda item and the Board noted the deadline for submissions as 23 January 2015. The Board Chair urged the Board to consider submitting agenda items from the Welsh Board and to liaise with the Policy & Public Affairs Adviser for support with drafting the submissions.

95.3 Frontline First

A report had been circulated and was noted.

WB.14.96 PROPOSED SCHEDULE OF MEETING DATES FOR 2015/16

A report had been circulated and was the dates for the Board meetings in 2015/16 were agreed.

WB.14.97 ANY OTHER BUSINESS

There being no further business the Chair closed the meeting at 16:00pm.
The Board noted the dates of the next seminar and Board meeting as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board Seminar</strong></td>
<td>5 February 2015</td>
<td>Welsh Board headquarters, Ty Maeth, Cardiff</td>
</tr>
<tr>
<td><strong>Board Meeting</strong></td>
<td>6 February 2015</td>
<td>Welsh Board headquarters, Ty Maeth, Cardiff</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Agenda No</th>
<th>Action</th>
<th>Designated people</th>
<th>Deadline</th>
<th>Update on Actions</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WB.57.1</td>
<td>Consultations</td>
<td>LT</td>
<td>March 15</td>
<td>The Policy &amp; Public Affairs Adviser has drafted this report for submission to ET in early 2015.</td>
<td>Completed</td>
</tr>
<tr>
<td>WB.14.70.7</td>
<td>UK L&amp;D Pathway for RCN Reps: Curriculum Review</td>
<td>DW/CJ</td>
<td>6 Feb 15</td>
<td>The Board was informed that mentorship was helping to improve communications. The Board noted that RSDN and the ER team aim to hold more formal patch meetings bi-monthly with an agreed work plan and with responsibilities for communicating with branch members. The Board also noted that RSDN is considering the issue of Lead Stewards and a proposal will be submitted to the February Board.</td>
<td>Completed – update included in WB.15.06.1 in Closed papers.</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.14.92</td>
<td>Welsh Board Elections</td>
<td>GJ/ TD</td>
<td>Jan 15</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Letters of thanks to be sent to Board members who stand down from the Board on 31 December 2014.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Board Chair to raise the Board’s concerns with regards to electronic voting at Council.</td>
<td>GJ</td>
<td>13 Nov 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WB.14.94.4</td>
<td>Proposal for an All Wales RCN Education &amp; Lifelong Learning Network</td>
<td>AD</td>
<td>6 Feb 15</td>
<td>This item is included in WB.15.08.3 on the Closed Board papers.</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Updated report to be submitted to the February 2015 Board meeting.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WB.14.94.5</td>
<td>Emergency Care Report</td>
<td>TD</td>
<td>6 Feb 15</td>
<td></td>
<td>To receive a verbal update.</td>
</tr>
<tr>
<td></td>
<td>Board to be updated as to the work of the Pan Government Clinical Mission Exploitation meeting held on 18 November 2014.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>