The Open session of the RCN Welsh Board was held on Friday 17 March 2017 in RCN Welsh Board headquarters, Ty Maeth, Cardiff, which commenced at 09:00.

**PRESENT**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billy Nichols</td>
<td>Vice Chair (Chair)</td>
</tr>
<tr>
<td>Elizabeth Rees</td>
<td>Board member</td>
</tr>
<tr>
<td>Jacquelin Davies</td>
<td>Board member</td>
</tr>
<tr>
<td>Neil Evans</td>
<td>Board member</td>
</tr>
<tr>
<td>Nicola Milligan</td>
<td>Board member</td>
</tr>
<tr>
<td>Owain Jones</td>
<td>Board member</td>
</tr>
<tr>
<td>Pip Chandler</td>
<td>Board member</td>
</tr>
<tr>
<td>Richard Jones, MBE</td>
<td>Council Member for Wales</td>
</tr>
<tr>
<td>Stewart Attridge</td>
<td>Board member</td>
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</tbody>
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**APOLOGIES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
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<tr>
<td>Gaynor Jones</td>
<td>RCN Welsh Board Chair</td>
</tr>
<tr>
<td>Ann Taylor Griffiths</td>
<td>Board member</td>
</tr>
<tr>
<td>Prof Donna Mead, OBE, OSt.J, FRCN</td>
<td>Board member</td>
</tr>
<tr>
<td>Moira Davies</td>
<td>Board member</td>
</tr>
<tr>
<td>Tamara Morgan</td>
<td>Board member</td>
</tr>
<tr>
<td>Sandra Robinson-Clark</td>
<td>Board member</td>
</tr>
<tr>
<td>Matthew Thomas</td>
<td>Welsh Rep on UK Students Committee</td>
</tr>
<tr>
<td>Tina Donnelly, CBE, DL, TD, FRCN</td>
<td>Director, RCN Wales/Board Secretary</td>
</tr>
</tbody>
</table>
The Vice Chair welcomed everyone to the Open Session and explained that he would be chairing the meeting in the absence of the Board Chair. The Board noted that the Board Chair, Director and Associate Director (Professional Practice) had given their apologies for the meeting as they had attended the Welsh Conservatives spring party conference in Newport.

The Board Chair thanked the Policy & Public Affairs Adviser for her presentation to the Welsh Board development session on 16 March 2017 on the following:

- Wales Act 2017
- Trade Union (Wales) Bill
- Social Services and Well-being (Wales) Act

The Board noted that Board members, Ann Taylor-Griffiths, Professor, Donna Mead, Moira Davies, Tamara Morgan and Sandra Robinson-Clark had given apologies for the meeting.

The Chair asked members to declare any possible interests they may have had with any items on the agenda. No new items were declared.

Minutes of the Open session of the Board meeting held on Friday 28 October 2016 had been circulated and were confirmed as accurate with the following exception:
Page 15 listed the dates for the next Welsh Board meeting as being 29/30 June 2017 but it was noted that this should have read 16/17 March 2017.

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.17.14.2 MATTERS ARISING

Leading Nursing, Shaping Care Campaign

The Board was reminded that the Campaign Marketing Task and Finish group had been asked to make recommendations to the Board on the marketing plan for the campaign. The Council member for Wales gave a verbal update as to the group’s actions and recommendations as follows:

- “We carry the Torch” posters have been distributed to various libraries and local businesses and to all attendees of the 2016 Wales Nurse of the Year Awards.
- Posters and campaign information will be distributed at all future RCN events including Congress and the Chief Nursing Officer’s conference on 10 May 2017.
- Campaign posters will be issued to all Community Health Councils in Wales.
- Subject to approval, an advertisement will be placed in a future edition of Health Check Wales which will be followed by postings on social media.
- If appropriate, the campaign will feature in the Director’s Western Mail column.
- The Board noted that the group had considered members attending the National Eisteddod in August but had felt this was not a viable option.
- The group had dismissed the idea of using branded stethoscopes as marketing promotional item for the campaign as unsuitable.
- The group suggested using sandwich board advertising for future public campaigns requiring a call to action.
The Board noted and agreed the recommendations as stated.

There were no further matters arising.

**WB.17.15 BOARD CHAIR’S REPORT**

A report had been received and was noted.

The Vice Chair had attended a conference on 23 February 2017 on “Raising equality of nursing provision” that had been chaired by Professor Louise Barriball, Professor of Healthcare Education at Florence Nightingale Faculty of Nursing & Midwifery, King’s College London. The Board was informed that at that conference Jackie Smith, Chief Executive of the Nursing and Midwifery Council gave the keynote address that covered:

1. Revalidation - that had been successfully implemented and phase two would begin in four to five years.
2. Fitness to Practice - NMC’s aim is to issue warnings in the future to reduce the number of hearings and reduce cost, but this would require a change in legislation.
3. Education - need to redress priorities, to rebalance spending away from fitness to practice. A consultation review of pre-registration standards will be undertaken in June.
4. Regulating nursing associates and the challenges related to that.

**WB.17.16 GOVERNANCE**

16.1 Report to Boards of the meeting of RCN Council held on 7 & 8 December 2016

A report had been received and was noted.

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

- RCN Congress would be held in Belfast in 2018 and in Bournemouth in 2019. The Board noted that a conference venue might become available in Newport that could accommodate Congress being held in Wales in the future.

- Council had agreed that the two main Council Committees would be called the Royal College of Nursing Trade Union Committee and the Royal College of Nursing Professional Nursing Committee.

- The Board noted that the terms of reference of those committees set out that “There shall be a Chair and vice
chair of the committee elected by members of the committee every two years following elections to the committee.”

- Council had agreed the new equality and inclusion strategy and implementation plan and that each country would be required to work up an action plan.

The Board noted that the following three Board members would be attending Council on 5 April 2017:

- Billy Nichols
- Neil Evans
- Liz Rees

16.2 Welsh Board Elections

A report had been received and was noted.

The Returning Officer reminded the Board that an induction and Board development session had been held for new and existing Board members on 20 January 2017.

The Board also noted that, as Billy Nichols had been re-elected to the Board, he would continue to serve as Vice Chair until 31 December 2017.

16.3 Report from the Health Practitioners Committee meeting held on 1 December 2016

A report had been received and was noted.

16.4 Trade Union Governance Group Report to Boards

A report had been received with updates from the following committees:

- Joint Induction day – 11 January 2017
- UK Stewards Committee 20 January 2017
- UK Learning Reps Committee 1 February 2017
- UK Safety Reps Committee 9 February 2017

This report was noted.

The Council member for Wales commented that the Joint Representatives conference in Gateshead on 2/3 March 2017 had been very successful.
16.5 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 dates 28 February 2017 and the induction day on 17 January 2017 which was noted.

WB.17.17 DIRECTOR, RCN WALES’ REPORT

A report had been received and was noted.

WB.17.18 STAFFING INFORMATION

A report had been received and was noted.

The Board was informed that an appointment had been made to the post of Policy and Public Affairs Assistant subject to HR checks. The Board will be updated at the June Board.

Action: The Board to be updated as to the appointment of the Policy and Public Affairs Assistant.

WB.17.19 MEMBERSHIP ISSUES

Associate Director (Employment Relations) Report

A report had been circulated and was noted.

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

- The Cabinet Secretary for Health, Well-being and Sport, Vaughan Gething AM had attended the NHS Wales Partnership Forum on 8 December 2016 and formally declared his approval of the revised Organisational Change Policy for NHS Wales. It is hoped that this can be implemented from 1 April 2017.

- The NHS Staff Survey national report was published. There had been some issues with the delivery and methodology shift from census to sampling of the staff. The Board had raised some concerns in Closed session about the statistical analysis of the results that will be referred to the NHS Wales Partnership Forum, however, the survey had identified three main issues:
• Excessive workload impacting on the ability of staff to do their job properly.

• Personal development and professional supervision

• A continuing concerning situation with regards to people attending work when they are ill.

• The Cabinet Secretary gave his commitment to Agenda for Change, national pay and collective bargaining and his wish to honour the recommendations of the Pay Review Body, dependent upon the funding received from the UK Government.

**NHS Pay**

The Board was informed that:

• RCN Wales had given evidence to the Pay Review Body and the recommendations of the Pay Review Body have been submitted to the four UK governments.

• RCN Wales had contributed to the RCN’s national campaign on pay, “Scrap the Cap”. The Board was informed that the RCN would like to see a re-harmonising of Agenda for Change around the Scottish model as it is more favourable. The Board’s strategic objective is to raise awareness with the public about the benefits of nursing.

• The NHS Wales Strategic Pay Group is being reconstituted in March and the Associate Director (Employment Relations) leads the NHS Wales Staff Side negotiating team. The Board was reminded that the three year pay deal agreed with Welsh Government in 2014 contained three elements that were temporary agreements, to be reviewed by the end of 2017. These related to:

  • The rate at which travelling expenses for NHS staff are reimbursed.
  • The need for Agenda for Change staff to complete an acceptable appraisal before progressing to the next pay band.
  • The payment of flat rate pay when staff are on sick leave.
WB.17.20 PROFESSIONAL PRACTICE

Associate Director (Professional Practice) Report

A report had been circulated and was noted.

The Acute Care and Leadership Adviser drew the Board’s attention to the following successful events:

- The RCN Wales Leadership Summit on 15 March 2017.
- The Joint work with the Academy of Medical Royal Colleges on 10 March 2017.
- The joint work with the Deans of Schools in Wales.

Board members were asked to support the HCSW conference in Wrexham on 27 June 2017 and to encourage HCSWs to attend.

Action: Information on the HCSW conference in Wrexham on 27 June to be circulated to Board members.

WB.17.21 GOVERNMENT, PUBLIC, POLITICAL AND HEALTH

21.1 Policy & Public Affairs Report

A report had been circulated and was noted.

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

Consultations

The Board was reminded for the benefit of new Board members of the process for contributing to consultations. The Board was informed of the following open consultations:

- The New Dementia Strategy
- White Paper on Local Government Reform
- The Parliamentary Review of Health and Social Care in Wales

The Board noted that the Parliamentary Review of Health and Social Care in Wales would develop recommendations for the future delivery of health and social care services in Wales. The Board noted that the review panel is chaired by Dr Ruth Hussey and that Professor Anne Marie Rafferty is the nurse member on the panel.

The Board noted that the RCN had been invited to give oral and written evidence to the review and to that end the Board
received a tabled questionnaire seeking members’ views on several specific areas that have been highlighted in the call for evidence. Board members were urged to complete the questionnaire and to also encourage their colleagues to complete it.

Legislation

The Associate Director (Professional Practice) and the Policy & Public Affairs Adviser gave evidence to the Children and Young People’s Committee on 16 March 2017 relating to the Additional Learning Needs and Education Tribunal (Wales) Bill.

Committee Inquiries

The Board was informed that the public consultation on the draft guidance for the Nurse Staffing Levels (Wales) Act 2016 closes on 7 April 2017. The Board was advised that the RCN has a number of serious concerns regarding the effectiveness of the guidance as drafted. The Board was informed that the RCN is launching a campaign to encourage members and their patients to call on the Cabinet Secretary for Health, Well-being and Sport to strengthen the guidance in the following key areas:

- The guidance should include the Chief Nursing Officer’s principles of 2012 including the recommended nurse/patient ratio.
- The supernumberacy status of the ward sister/charge nurse to be protected.
- Protected time for mentorship of students to be included.

Board members received tabled copies of specially designed postcards for use by members and members of the public to raise concern with this guidance directly with the Cabinet Secretary before the closing date. The Board also received a tabled copy of a user and distribution guide for the postcards.

Board members were urged to encourage members to raise their concerns with the guidance directly to Welsh Government and to encourage members to support this campaign.

Cross Party Group on Nursing and Midwifery

The Board was reminded that the RCN provides the secretariat for the Cross Party Group on Nursing and Midwifery that is currently chaired by David Rees AM. The Board noted that the meeting on 8 March 2017 had been very successful and had highlighted children’s and neonatal nursing issues.
**Welsh Political Party Conferences**

The Board noted that the RCN had attended the Conservative, Labour, Liberal Democrats and Plaid political party conferences in Wales.

**Political Leadership Programme (PLP)**

The RCN had been commissioned by Welsh Government and the Institute of Welsh Affairs to run bespoke versions of the PLP that were income generating.

The Board was reminded that two places at the RCN political leadership programmes are reserved for Board members and Board members who have not completed the programme were urged to submit their names for the programme in December 2017.

The Board thanked the Policy and Public Affairs Adviser for her hard work and commitment on behalf of the Board.

**21.2 Leading Nursing, Shaping Care Campaign**

A report had been circulated and was noted.

The Policy & Public Affairs Adviser informed the Board that the campaign would target Assembly Members with key messages in the autumn. The Board was asked to attend and encourage colleagues to attend the campaign evening launch event planned for 17 October 2017 in the Senedd. The Board was asked to submit ideas for the themes for the event to the Policy and Public Affairs Adviser.

**Action:** The Board was asked to attend and encourage colleagues to attend the campaign evening launch event planned for 17 October 2017 in the Senedd.

**FORTHCOMING EVENTS**

**22.1 Annual Florence Nightingale Commemoration Service, Westminster Abbey – 17 May 2017**

The Board noted that the commemoration service in 2017 would take place during Congress and, as a consequence, this year RCN Wales would not be holding a coffee morning nor organising to take members to the service. The Board noted that for this year only, 5 VIP tickets had been requested and that these would be offered to those Board members who are not attending Congress in the first instance.
Action: VIP tickets for the commemoration service to be offered to Board members who were not attending Congress.

22.2 Betsi Cadwaladr Biennial Lecture and District Nursing Summit - 17/18 July 2017

The Board was informed that the Betsi Cadwaladr Biennial Lecture would take place on the evening before the District Nursing Summit on 17 July 2017. The Board was pleased to note that Professor Anne Marie Rafferty had been invited to give the lecture. The Board was advised that further information on both events would be circulated in due course.

Action: Further information on both events to be circulated to Board members.

ANY OTHER BUSINESS

23.1 Ideas for Future Board Development Sessions

The Vice Chair asked the Board for potential items for future development sessions and the following were noted:

- Governance and internal processes of the RCN
  - Role of Board members and how to strengthen that role
  - New Council Committees
  - New format for the Risk Register Reputational Risk Management

- Independent Sector

- Partnership working

- NHS Procurement

- Welsh Language and where it sits in the diversity spectrum

- Impact of the NMC changes with regards to pre-registration training and the nursing associate role

- A political leadership development session for Board providing further detail on the political presentation that had been well received on 16 March 2017.
It was agreed that these would be fed back to the Board Chair and Director and a future programme of Board development sessions would be presented to Board at the June Board.

**Action:** A future programme of Board development sessions will be presented to Board at the June Board.

### 23.2 Nursing and Midwifery Council (NMC) Standards

As discussed in the Closed session, the Associate Director (Employment Relations) advised the Board that the NMC are holding a series of consultation events in Cardiff in May and are keen to meet with as many nurses, midwives, partners and stakeholders in Wales as possible. The Board noted the dates for the following NMC consultation events:

- Meet the NMC - 22 May 2017 Friary Suite, Hilton Cardiff
- Early engagement in Fitness to practice - 23 May 2017, SSE SWALEC
- Education programme workshop - 23 May 2017, SSE SWALEC
- Nursing and Midwifery in action in Wales - 23 May 2017, SSE SWALEC
- Council meeting - 24 May 2017, SSE SWALEC

The Associate Director (Employment Relations) tabled a copy of the letter that had been received from the Chair and Chief Executive of the NMC outlining these events and agreed to circulate this information to all Board members via email.

**Action:** Information on the NMC consultation events in Cardiff in May to be circulated to Board members.

### 23.3 Welsh Representatives Conference

The Associate Director proposed that the next Welsh representatives’ conference be held in December to coincide with the Board Development day to minimise time representatives need to spend away from the workplace. The Board agreed to this suggestion and noted that the Joint Welsh Board/Representatives conference would be held on 14/15 December 2017.

**Action:** Joint Welsh Board/Representatives conference to be arranged for 14/15 December 2017.

### 23.4 Royal Garden Party

The Associate Director (Employment Relations) informed the Board that a request had been received for two Board members
to be selected to attend one of this year’s Royal Garden Parties. The Board noted that the selection process had been undertaken with the consent of the Board Chair via the usual process, ie all the names of Board members who have not previously attended a Royal Garden Party were put into a draw and selected by two student members visiting the Ty Maeth library in the presence of the Associate Director (Employment Relations) and the EA to the Director. The Board was advised that the two Board members selected to attend the Royal Garden Party in 2017 were Pip Chandler and Nicola Milligan.

The Vice Chair drew the Board’s attention to the following two information papers:

- Information paper 1 – press monitoring
- Information paper 2 – Welsh Board Future Meeting Schedule

There were no further items of business and the Vice Chair closed the meeting at 11:30. The Vice Chair thanked the Board for its support of his first time of chairing the Board meeting.

The Board commended the Vice Chair on his chairing of the meeting.

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

<table>
<thead>
<tr>
<th>Board Closed Session</th>
<th>29 June 2017 12:30 – 17:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue:</td>
<td>RCN Welsh Board headquarters, Ty Maeth, Cardiff</td>
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<table>
<thead>
<tr>
<th>Board Development Session</th>
<th>29 June 2017 17:30 – 19:00</th>
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<tbody>
<tr>
<td>Venue:</td>
<td>RCN Welsh Board headquarters, Ty Maeth, Cardiff</td>
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<table>
<thead>
<tr>
<th>Board Open Session:</th>
<th>30 June 2017 09:00 – 14:00</th>
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</thead>
<tbody>
<tr>
<td>Venue:</td>
<td>RCN Welsh Board headquarters, Ty Maeth, Cardiff</td>
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</table>

The Vice Chair closed the Open session at 12:30.

ET: Tina Donnelly, CBE, FRCN, 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.17.22.3</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 noted that this action had been deferred as the nurse that had been suggested by Owain Jones had declined to write this article. The Communications team had approached another nurse but this request has also been declined. Owain Jones has now agreed to write the article himself. The Board will be updated at the June Board.</td>
<td>To receive a verbal update</td>
</tr>
<tr>
<td>WB.17.64.2</td>
<td>Student Information Officers</td>
<td>JT</td>
<td>30 June 17</td>
<td>Matthew Thomas, Welsh Student Rep had given his apologies for the March Board and would be invited to the June Board. The Associate Director (ER) informed the Board that additional support was now being offered to SIOs in Wales. The Board noted that the SIO handbook had been refreshed and a teleconference with all SIOs in Wales had been held to find out how best to support them.</td>
<td>On agenda</td>
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<tr>
<td>Agenda No.</td>
<td>Action</td>
<td>Designated People</td>
<td>Deadline</td>
<td>Update on Actions</td>
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<tr>
<td>WB.17.82.2</td>
<td>Matters Arising</td>
<td>HC</td>
<td>17 May 17</td>
<td>The Council member for Wales informed the Board that Council had been asked to find out if the rainbow flag could be flown during Congress.</td>
<td>Completed</td>
</tr>
<tr>
<td>WB.17.84.3</td>
<td>Priorities of Health Practitioners Committee</td>
<td>Board members</td>
<td>15 Mar 17</td>
<td>Branch executives were emailed to specifically ask them to give consideration to HCSWs and Students being considered for first time discretionary funding. Branches have submitted requests for discretionary funding for first time attendees but there had not been many requests for students and HCSWs. However, branches may have funded them out of branch funds.</td>
<td>Completed</td>
</tr>
<tr>
<td>WB.17.84.4</td>
<td>Report of Health Practitioners Committee</td>
<td>HC</td>
<td>Nov 16</td>
<td>Copies of marketing materials for the recruitment of HCSWs were distributed to Board members at the meeting.</td>
<td>Completed</td>
</tr>
<tr>
<td>Agenda No.</td>
<td>Action</td>
<td>Designated People</td>
<td>Deadline</td>
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<tr>
<td>WB.17.89.2</td>
<td>Leading Nursing, Shaping Care Campaign</td>
<td>Ann Taylor Griffiths/ Jackie Davies/ Richard Jones</td>
<td>15 Mar 17</td>
<td>An update is recorded under WB.17.14.2.</td>
<td>Completed</td>
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<tr>
<td></td>
<td>Campaign marketing task and finish group to make recommendations to the Board on the marketing plan for the campaign.</td>
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<tr>
<td>WB.17.89.3</td>
<td>RCN Congress 2017</td>
<td>Vice Chair</td>
<td>11 Jan 17</td>
<td>The Board was informed that a resolution had been submitted on behalf of the Welsh Board but that it had been declined as Council was already looking at it.</td>
<td>Completed</td>
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<tr>
<td></td>
<td>The Congress resolutions to be drafted and submitted.</td>
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<tr>
<td>WB.17.18</td>
<td>Staffing Information</td>
<td>AD</td>
<td>30 June</td>
<td>Included in WB.17.41.</td>
<td>Completed</td>
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<tr>
<td></td>
<td>The Board to be updated as to the appointment of the Policy and Public Affairs Assistant.</td>
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<tr>
<td>WB.17.20</td>
<td>Associate Director (PP) Report</td>
<td>AD</td>
<td>18 May</td>
<td></td>
<td>Completed</td>
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<td></td>
<td>Information on the HCSW conference in Wrexham on 27 June to be circulated to Board members.</td>
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<tr>
<td>Agenda No.</td>
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<tr>
<td>WB.17.21.2</td>
<td>Leading Nursing, Shaping Care Campaign</td>
<td>Board members</td>
<td>30 June</td>
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<td></td>
<td>The Board to attend and encourage colleagues to attend the campaign evening launch event planned for 17 October 2017 in the Senedd.</td>
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<tr>
<td>WB.17.22.1</td>
<td>Annual Florence Nightingale Commemoration Service – 17 May 2017</td>
<td>KB</td>
<td>31 March</td>
<td></td>
<td>Completed</td>
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<tr>
<td></td>
<td>VIP tickets for the service to be offered to Board members who were not attending Congress.</td>
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<tr>
<td>WB.17.22.2</td>
<td>Betsi Cadwaladr Biennial Lecture and District Nursing Summit - 17/18 July 2017</td>
<td>AD/KB</td>
<td>30 June</td>
<td>Invitations to both these events were issued to Welsh Board members on the 16/05/17. However, these invites were extended from a potential professional interest perspective, and is not a requirement in terms of the role as Board member, therefore attendance with regard to travel and subsistence would need to be supported by your Health Board/employer or via other means.</td>
<td>Completed</td>
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<tr>
<td>Agenda No.</td>
<td>Action</td>
<td>Designated People</td>
<td>Deadline</td>
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<tr>
<td>WB.17.23.1</td>
<td>Ideas for Future Board Development Sessions</td>
<td>JT</td>
<td>30 June</td>
<td>The future Board development programme has been outlined in Information paper 2.</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>A future programme of Board development sessions to be presented to Board at the June Board.</td>
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<tr>
<td>WB.17.23.3</td>
<td>Welsh Representatives Conference</td>
<td>Ass Dir (ER)</td>
<td>23 Nov</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>Joint Welsh Board/ Representatives conference to be arranged for 14/15 December 2017.</td>
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