RCN Scotland Board

Minutes of the Royal College of Nursing Scotland Board, Open Session, held at 42 South Oswald Road, Edinburgh, on Thursday 27 March 2014 10.15am-.30pm

Present:
Michael Brown Chair
Stewart Donnelly Ayrshire & Arran (Vice-Chair)
Kath McLaren Borders
Ritchie Watters Fife
Liz Shannon Dumfries & Galloway
Elspeth Caithness Highland
Alistair Grant Grampian
Garry Campbell Greater Glasgow & Clyde
Diane Coleman Islands (Shetland)
Stuart McLauchlan Lothian
Geoff Earl

In attendance:
Theresa Fyffe Director
Norman Provan Associate Director
Ellen Hudson Associate Director
Judy Fulton Communications Advisor
Joe Gallagher Assistant Officer
Rachel Cackett Policy Advisor
Luci Pollard Board Administrator
Lawrence Cowan Policy Officer
Helen Richens Policy Officer
Karen Dickinson Service Manager/PA to the Associate Director
Martin McGregor Representative from Tayside

Absent:
Theresa Connor Forth Valley
Kathy Kenmuir Primary Care & Public Health
Andy Patrick Council member
Andrew Dunlop Lanarkshire
Graham Revie

*arrived after the start of the meeting (at the beginning of the Open Session)
+left prior to the end of the meeting
OPEN SESSION

The session recommenced after a break for lunch. The Director and Associate Director for Employment Relations attended a meeting with the Cabinet Secretary during the lunch break and returned at the point indicated below.

8. Welcome and Apologies

Apologies: Kathy Kenmuir, Andrew Dunlop, Andy Patrick, Graham Revie

Glasgow Jobs Fair – The Board were asked for one of them to represent the Board on 9 April. Garry Campbell agreed to attend.

9. Minutes and Matters arising

9.1 The minutes were agreed as an accurate record of the previous Board meeting.

9.2 Action Plan from the minutes
Noted.

9.3 Matters Arising
None.

10. Board Update

Steven Black spoke to this item. He provided an update on the weekly Board update which is sent out on Friday and covers activity eg parliamentary and policy activity in the previous week. Board members noted that few Board members items had been sent for inclusion in the update. The Board update was last reviewed two years ago.

Discussion

The Chair asked the Board to contribute to the update. It was felt that guidance on items which might be useful to members would be helpful in supporting Board members to contribute relevant items.

It was suggested that successful branch activities could be included in order to share ideas.

The Board agreed that they would engage more positively with the Board update and will discuss further at their development session on 28 March and then agreed to feed back to Steven Black.
The Director and Associate Director, Employment Relations re-joined the meeting

11. Scrutiny

Helen Richens spoke to this item. She gave a brief overview of the paper highlighting three points:

Matters are moving rapidly in the area of scrutiny. The recent review of NHS Lanarkshire is likely to change the way Healthcare Improvement Scotland will carry out inspections in the future.

The integration of health and social care will have an impact on scrutiny. For example, the Scottish Government is likely to propose, in its review of the National Care Standards, to have fundamental standards of care that apply across all health and social care settings. There needs to be assurance of the quality of care, no matter where it is delivered.

There was an increasing emphasis on supporting boards' internal processes of assurance.

Discussion

The HAI report in Dumfries and Galloway has recently been published. It was noted that some staff had felt uncomfortable with some of the processes of gathering information that had been used. But now staff were being positively engaged in improvement.

Greater responsibility should be placed on directors to monitor and manage their own systems rather than waiting for external bodies to request action.

It was felt that there was some difference in the application of policies and that different activities need to be joined up. It was noted that initially in Glasgow there had been some suspicion of the Director’s activities regarding HAI, but as time had passed there was increasing confidence in the approach being taken and staff were more actively and positively engaged in the process.

The Board felt the Board should have a greater understanding of scrutiny, how it is managed and how it responds to it. The Board noted that sometimes the response by representatives was a little slow, and it would be helpful if the RCN could provide additional training/information to the Board to ensure their understanding and therefore their response could be improved.

12. Assisted Suicide

Rachel Cackett spoke to this item. The Board were reminded of the RCN’s neutral position on this matter. The Board noted that the Assisted Suicide (Scotland) Bill is very different to the previous Bill.

A new role of ‘licensed facilitator’ has been identified. It was also noted that there was no mention of conscientious objection.
It was noted that a nurse was not required to be involved in assisted suicide as the Bill currently stand.

Discussion

It was agreed that the current strategy was correct. It was noted that there may be an issue regarding managing more distantly the act assisted suicide, for example, a charge nurse managing a ward where an assisted suicide takes place/is planned.

It was noted that guidance might be issued after the Bill has been passed. What should be included in the primary or secondary legislation was still being considered. The Board felt that guidance was essential for all those who might be involved.

The Board agree that the Bill would be examined for where it impacted on nursing practice and the RCN would comment only on those areas.

13. Elections

It was noted that the Board is in its second phase of transition to its new Board format.

Those who will reach the end of their term of office are:
Graham Revie, Geoff Earl, Kathy Kenmuir,

Discussion

The Board members noted that Dumfries and Galloway seat would also be vacant from December 2014.

It was agreed that there would be 6 seats up for election.

A&A
Highland
Borders
Lothian
Tayside
Dumfries & Galloway

If these conditions are not met anyone else eligible in the election process will take the seat

It was noted that the Lanarkshire seat might also be vacant in the near future, and therefore there will be 7 seats available for election.

The transition plan should read:

‘Board to reduce to 15. Six (or 7) to elect. In the first instance, no more than 1 member from each of the following 4 areas will serve on the Board at any one time: Ayrshire and Arran; Borders; Highland; and Lothian. If a member does not stand from any of the areas the candidate(s) receiving the next
highest number of votes, from each are in turn, will be elected until the Board is fully elected.'

14. **External Use of Rooms – income generation**

The Director spoke to this item. The Board were reminded that the rooms are used by staff for member and staff training.

The Board noted that if a member uses a room for a member meeting/member focussed activity there will be no charge. The Board noted that non-chargeable events will be part of the fixed calendar and would not be moved to accommodate fee-paying users. If a member wishes to use a room for other types of events then a charge will be incurred. It was noted that there were limitations to the building – location and lack of catering facilities.

In the past the Scottish Government, the BBC and other organisations have used the facilities. The Board noted the charges, facilities and support offered to those booking rooms. It was noted that the prices were bench-marked against other similar facilities.

**Discussion**

The Board noted the plan.

15. **Congress**

K Dickinson joined the meeting. Sixty-three members are booked to attend and there is sufficient rooms for 70 members. Three branches have requested discretionary funding.

Two of the islands have not yet taken up their full allocation. All other branches have taken their allocation.

**Discussion**

If a branch is unable to use the full voting allocation another branch may use the expenses to fund another individual (but would not be able to use the absent branches’ vote).

It was noted that 24p per mile plus 5p per mile per passenger is claimable for car travel.

The Board noted that they should not over-spend on the congress budget. Over-spend will come from historic funds.

It was agreed that all requests should go to the Business manager who would have authority to make the final decision.

There should be no lunch claims made by voting members. Any voting member may claim up to £18 on a non-catered night. Currently non-voting members cannot make claims.
It was agreed that by the end of April all arrangements should be communicated to Karen Dickinson.

It was noted that there are 64 fringes at Congress.

16. **Activist Event Evaluation**

E Hudson provided an update on the evaluation. The SLWG had decided that a robust method of evaluating the event should be employed. Half of all members who attended responded to the online survey (52%) that was sent to them.

96% through the programme was ‘good’ or ‘excellent’

The delegates liked the style used for the innovative services and re-design sessions on design of services, 83% thought the healthcare commissioning session was successful in terms of getting across messages about commissioning’. 56% rated the speech by Alex Neil as ‘good’.

Email was the most frequent way in which individuals heard about the event and networking opportunities were the most frequently reported reason that attracted respondents to attend the event.

Crown Plaza was a popular venue for learning. 96% thought the accommodation was ‘good’ or ‘excellent’.

**Discussion**

The overall feedback was very positive both in terms of the experience and of what would be taken back to the workplace.

It was agreed that Luci Pollard will circulate the feedback to the Board.

Consideration should be given to the next join event venue, as the Crown Plaza may not work as well for day visiting members to the event due to its location.

17. **Board members Reports**

The Board noted the paper.

**Discussion**

The issue of recognition agreements in relation to integration was raised. It was noted that RCN had not always been included in the agreements, but in one area no problems were experienced when the RCN representative attended meetings. Another Board member did experience difficulties, although with perseverance these were overcome.

It was noted that N Provan will be writing a paper on the issue recognition agreements.
Cottage hospitals in PPC east will all be getting electronic pen systems for patient records in Dumfries & Galloway.

There was a shortfall in finance in Highland in relation to Integration.

18. Council Report

The Board noted the paper.

**Discussion**

The Board noted that the AGM is on 18 June, if members are registered they will receive information about the AGM. There is a joint Council & Board meeting on 27 November. The NMC petition is available to be signed, RCN is working in collaboration with the RCM and Unison against the NMC proposal.

19. Student Committee Report

Noted.

20. Health Practitioners Committee Report

Noted.

21. Any Other Business

**Meeting with the Cabinet Secretary**

The Director and the Associate Director for Employment Relations updated the Board on their lunchtime meeting with Alex Neil, Cabinet Secretary for Health & Wellbeing. The meeting was open and the Cabinet Secretary was welcoming. He was accompanied by Malcolm Summers and Hugh Masters.

The Government agreed that they would put in place a champion of Cultural change for the escalation meeting. Better to have a non-executive director should be the champion

The Cabinet Secretary said he would be supportive of the non executive director not being a direct employee of the board e.g. the Employee Director and would support for example a non-exec who chairs the clinical governance committee.

The Cabinet Secretary wants to be able identify a individual who has responsibility for care in an area. Which is where his push for re-launching ‘matron’ came from. The Director and Associate Director were clear that re-launching the notion of ‘matron’ would not be welcome. His advisors were also supportive of not reintroducing the ‘matron’ notion. He was clear that he did not believe that Nurse Directors should not have double portfolio – so individuals should not be a Nurse Board Director and a General Manager.

Date of the next Board meeting: Thursday 26 June and a development session on Friday 27 June 2014
End of Open Session of the Board meeting.