



Notes and Actions

Committee: NORTHERN IRELAND BOARD

Date: Monday 20th March 2017, 2pm

Venue: Training Room, MITRE Rehabilitation Centre, Musgrave Park Hospital

Present: Catherine Burke (Chair), Brian Beattie, Catherine Elliman, Stephanie Heasley, Emer Hopkins, Jennifer Howard, Siobhan McAuley, Elaine McConnell, Fidelma Moran, Katherine O'Neill, Vicki Quinn, Alison Robinson*.

*Alison Robinson left the meeting at 3.45pm.

In attendance from the CSP: Stuart de Boos, Philip Hulse, Hilary McErlean, Claire Ronald, Tom Sullivan.

1. **Apologies** were received from: Gillian Bingham, Patricia Finlay, Denise Lowry, Gail McMillan, Cathie McIlroy, Sean Moran, Jane Rankin, Teresa Ross and Fiona Talbot.

Register of Interest: nothing declared.

2. **Chair's Opening Remarks:** All board discussions should link to board objectives. Hope to move more to a 'short life working group' way of working. Planning to compile a list of subject experts – hope that all board members will endeavour to supply names to populate this list. Aim for board meetings to last a maximum of two hours.

3. **Draft notes and matters arising**

The notes of the Board meeting held on 5th December 2016 were approved. (Proposed: Fidelma Moran, Seconded: Siobhan McAuley)

The notes of the Annual General Meeting held on 18th January 2017 were approved and the decisions made at that meeting were ratified. (Proposed: Fidelma Moran, Seconded: Catherine Elliman)

Matters arising:

Board funding issues would be discussed at the June Board meeting.

4. Elections

Six applications had been received for the post of Band 5 Representative. After consideration, a vote was held (Fidelma Moran abstained) and Stuart Kernaghan was elected.

Margaret O'Hare had resigned as Treasurer. Fidelma Moran agreed to cover in the short term, but all Board members were asked to consider taking on this role. An appointment would be made at the June Board meeting.

Gary McWilliams had resigned as Associate Representative. Stephanie Heasley agreed to take on this role (Proposed: Elaine McConnell, Seconded: Catherine Elliman).

Ruth Hunter had resigned as Public Health Representative (and had indicated willingness to be added to the list of specialists). Board agreed that it was not necessary to replace Ruth's post on the Board at present.

Bridie McKeating had retired. Board agreed that (subject to her agreement) Fiona Talbot could take over the role of SE Trust Representative.

5. Correspondence Received

All correspondence received had been emailed to Board members in advance of the meeting.

Membership Review: An overview presented by Philip Hulse was followed by a wide-ranging discussion. Board agreed to put this issue on the Agenda for the June meeting and to consider organising a workshop on this issue.

6. Calendar of Events

All Board members were asked to familiarise themselves with the event calendar and to email updates through to Hilary McErlean as and when they hear of forthcoming events.

7. Future Events

Board Lecture

Tom Sullivan updated on the Board Lecture, potentially to be held in central Belfast. After discussion, Tom agreed to firm up on a date with Phil Glasgow and to keep Board members informed.

Engagement Event with Band 5s

After discussion, Board agreed to form a short life working group to take this forward. Katherine O'Neill agreed to lead the group. It was hoped that Anne Duffy, Stuart Kernaghan and Ann Stewart would participate in this group. Katherine O'Neill agreed to co-ordinate the

setting up of this group and to report back to the June Board meeting. Consideration to be given to including recently qualified physiotherapists outside the NHS.

Engagement with GP Federations

Tom Sullivan was taking this forward and would be arranging informal meetings, with a view to organising a formal event in the future. Tom would report on progress at the June Board meeting.

8. Gathering Evidence

After discussion, Board agreed to form a new short life working group to take this forward. It was agreed that the following would form the group: Emer Hopkins (Chair), Elaine McConnell, Fiona Talbot (subject to her agreement). Tom Sullivan suggested that the group consider approaching Aileen McCraith.

9. Board Finances

Fidelma Moran updated on the current financial situation. Board noted that a good deal of the current balance should be spent/committed before more funding could be requested from the CSP. The next round for funding applications would be held in August 2017 – this would be discussed at the June Board meeting. Stuart de Boos agreed to hold Board finance papers securely in the London office.

10. Feedback re: raising awareness of CSP NI Board/recruitment of reps

No new stewards or H&S reps had been appointed in NI since the date of the last board meeting.

Catherine Elliman agreed to contact the applicants for the Band 5 Rep post to ask if any of them would consider applying. Claire Ronald was asked to send an email directly to band 5 staff in NI – Claire was not convinced of the appropriateness of this approach but agreed to discuss with her line manager. It was also proposed that recruitment could be sought during the Band 5 events and Catherine E agreed to link with the Engagement Event SLWG on this issue.

11. Reports

Reports from the Public Affairs and Policy Manager, the Education Representative, the R&D Committee Representative had been supplied in advance of the meeting.

Elaine McConnell asked for Board comments re: the membership review/governance review to take to Council meeting.

Tom Sullivan briefly updated on self-referral: he had recently met with Dean Sullivan, Mary Hines and Michelle Tennyson and as a result of this meeting understood that self-referral would be rolled out in the Western Trust area in the near future.

12. Discussion/clarification from reports

Governance Review: Board discussed the options. All Board members were asked to email individual thoughts through to Elaine McConnell by close of 21st March.

13. Key Items for Council/Frontline

- Self-referral
- First contact practitioners/GP Engagement
- Band 5 Event
- Political instability in NI & workforce planning
- Governance discussion/Membership review discussion

Elaine McConnell would convey Board opinions to Council. Catherine Burke would prepare an item for submission to Frontline.

14. Any Other Business

- Member Benevolent Fund: this would be added to agenda for June Board.
- Constitution: this issue was ongoing, specifically to consider board membership numbers and duration. Volunteers would be sought for a short life working group and the group would be established at the June Board meeting.
- James Lind Alliance priority setting partnership: full details within the Education report. Fidelma Moran asked that suggestions for groups to be surveyed should be emailed to her by the end of the week.
- Board agreed to send a letter of congratulations to the College of Occupational Therapists on achieving Royal status.
- Board members congratulated Siobhan McAuley who has received an ACPIN distinguished service award.

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Actions:

- Board list of specialists/those willing to participate in short life working group. **Hilary McErlean** to circulate list of specialist areas. **All Board members** to supply names for this list (ensuring the permission of those being named).
- **Catherine Burke/Hilary McErlean** to add 'Board Funding', 'Membership Review', 'Constitution' and 'Member Benevolent Fund' to June meeting agenda.
- **Catherine Burke** to consider workshop on the membership review.
- **Vicki Quinn** to pass information re: Western Trust awards to Tom Sullivan/Frontline.
- **Catherine Burke** to contact successful band 5 applicant offering Board place, and contact unsuccessful applicants offering the opportunity to join the list of those willing to participate in short life working groups.
- **All eligible Board members** to consider taking on the role of Treasurer.
- **Tom Sullivan** to follow up with Phil Glasgow re: Board lecture and to finalise date/venue.
- **Tom Sullivan** to take GP Engagement forward and to update on progress at the June Board meeting.
- **Fidelma Moran** to arrange to send Board financial files through to Stuart de Boos for safekeeping.
- **Emer Hopkins** to take forward the short life working group on Gathering Evidence.
- Re: Recruitment of Stewards/H&S reps. **Catherine Elliman** to contact the applicants for the Band 5 rep post and to link with the engagement event short life working group on this issue. **Claire Ronald** to discuss the possibility of a band 5 targeted email with her line manager.
- **All board members** to send thoughts re: governance review/membership review to Elaine McConnell by close of 21st March (email reminder sent 21st March).
- **Catherine Burke** to prepare item for Frontline.
- **Catherine Burke/Hilary McErlean** to email Board members asking them to consider joining short life working group on the Constitution.
- **All Board members** to send suggestions re: groups to survey to Fidelma Moran by Friday 24th March.
- **Catherine Burke** to write letter of congratulations to College of Occupational Therapists.