

Name of Meeting	QNIS Council
Time & Date	Tuesday 28th November 2017 9am-12noon
Location	QNIS, 31 Castle Terrace, Edinburgh, EH1 2EL
Present	Sir Lewis Ritchie (LR) Chair Linda Pollock (LP) Vice Chair Alan Davidson (AD) Hon Treasurer Jane Walker (JW) Hon Secretary David Boswell (DB) Irene Bonnar (IB) Pat Tyrell (PT) Fiona Coutts (FC) Robin Morton (RM) Jane Cantrell (JC) Josie Murray (JM)
Apologies	Hilda Campbell (HC)
Staff	Clare Cable (CC) Fiona Fitheridge (FF) (Minutes)

1. Council Private Session

Council met in private and then invited CC to speak about her recent Florence Nightingale courses.

2. Welcome and apologies

LD welcomed Council.

Apologies received from Hilda Campbell.

Congratulations to FF on her new role and to JM for her recent award.

3. Declaration of Interests

No items to be recorded.

4. Minutes *paper 4a*

No comments or amendments.

Minutes were approved.

Action tracker *paper 4b*

Action August #5b – Review of Welfare – The next Welfare meeting will be held in February. A paper will be brought to Council in June not February as previously minuted.

Salary sacrifice was more complicated than expected but except for minor adjustments, this is now in place.

5. Team update *paper 5*

QN Programme - CC reported there was a good selection of applications for the 2018 cohort with both a geographical spread and variety of community nursing roles – CC thanked IB for her support in connecting with Occupational Health candidates and we have two potential candidates from 3rd Sector.

E-tapestry database – CC confirmed that due diligence has been carried out. This database will support our compliance with GDPR.

6. Operational Plan Update *paper 6*

There is a phenomenal amount of hard work being done and the team is making great progress. AD and CC to look at financial sustainability and capacity. LR asked “Do we add more people? Scale back on objectives? Or both?”

QN Title – book is now ready which profiles the 20 nurses who have completed the programme. Their reports have been received. All will be awarded the title. They have all been amazing and are now communicating what the programme has meant to them with the outside world. An opportunity for them to meet again in March has been built into the programme. They are shaping the content of ongoing sessions. A budget needs to be created for remote and rural Queen’s Nurses to continue to connect with QNIS. There is an ongoing expectation for the QNs to represent us as required. They will be QNs for the rest of their career.

The programme evaluation is ongoing and RGU is collating the information. The Advisory Group has recommended that two cohorts undertake the programme before formal evaluation is undertaken and so Council can expect a report in summer 2019. Informally, the feedback is incredibly positive and improvements to our processes have been instituted on the basis of our experience in 2017.

DB suggested it would be helpful to go through the Operational Plan and decide what were the must haves, nice to have, don’t need to do. It was confirmed that this will be looked at by Council at next development session.

Community Nursing Observatory - CC has met Margaret Maxwell – Chair of the group. There is a balance to be struck between wanting to define clear objectives early on and thoughtful, slow scoping. Using the Theory U model it makes sense not to define what ‘the Observatory’ is before listening to what is really needed. CC would like to invite the Advisory Group to co-produce this initiative with community nurses and other stakeholders rather than launching off on traditional path; to explore what would really add value.

Think tank – we continue to be influential but are limited by capacity to be proactive around policy work at present.

Record of history – FF will have capacity to start taking this work forward – JW, Phil Runciman and Alison O’Donnell have been doing a great job in looking at what needs to be done with a view to ensuring a complete timeline of QNIS history for the 130 celebrations.

Scotland's Gardens Scheme – LR's dinner with the new Chair is organised for January. One of the Trustees of Scotland's Gardens Scheme and Terrill Dobson (staff member) will be at the Awards Dinner for Council members to meet.

7. Budget Update *paper 7*

Revised Budget was circulated. AD highlighted certain aspects of the paper.

The current variance between budget and actual is more a matter of phasing than poor budgeting. This will be improved for 2018/19. The figures are also affected by income anticipated for this year being received last year. Staff salaries – down due to staff changes and salary sacrifice (there is an additional expense in pensions which reflects salary sacrifice).

LP asked if the contacts database fees are annual. There is an annual fee.

Thanks to Dawn Cruse for her work to support the production of the Budget paper.

8. Policy update *paper 8*

The paper presents the Government policy line. It is important for us to be mindful of the GP contract in particular which will have a significant impact on community nursing. CC is currently working on standards for Community Children's nurses. JM offered to support CC with information about Public Health policy.

Thanks to Rob Mackie for this work.

9. Risk register *paper 9*

At our last meeting there was a discussion about the need to improve our risk template. We will develop a new template for April rather than change mid-year. JC has shared the NHS template and this will be used as a basis as agreed at the last council meeting.

S17/18.4 CC shared our steep learning curve around commissioning the stories of the new Queen's Nurses at work. Many of these included patient stories and there have been issues raised by featuring these. Going forward we will ensure that all copy is focused on the QNs and their caring role rather than the focus being on patients.

It was felt that there were mitigating factors in place for all other risks.

Action #9 CC/FF to adapt current template ready for 2018/19.

10. Staff Governance Minutes and Update *paper 10*

Dawn Cruse has done a tremendous amount of work in creating policy documents. SGC Meetings will now monitor use of policies.

EVH is thinking of introducing an employment protection scheme. No decision has yet been made and SGC is monitoring this. There may be a slight increase in EVH fees if this happens.

11. Trustee succession planning *paper11*

CC has provided an outline note. Staff Governance Committee (SGC) will be bringing a comprehensive Trustee succession planning paper to the next Council meeting. The paper will look at more transparency around appraisal and office bearing. While there are currently no issues, it would be helpful to have a proper process in place for dealing with Trustee performance should the need arise. The process for demitting office also needs to be addressed.

12. Business Continuity Plan (verbal update)

JM met with Dawn Cruse – hard to get this right for a small organisation – most templates are too unwieldy. It makes more sense to plan for most likely eventualities with common sense and wisdom. DC will produce a document for the next Council meeting.

Action #12 Dawn Cruse to produce Business Continuity Plan for Council in February.

13. Group life cover *paper 13*

Normally this paper would have gone to finance or staff governance but timing made it appropriate to bring it to full Council. It was proposed that Group Life Cover be offered as a staff benefit. A quote has been obtained from our Insurance Brokers, Keegan and Pennykidd. Trustees agreed that this was an important staff benefit and given the AD recommended 4x salary cover with Aviva which would give a great additional benefit to allow QNIS to attract and retain staff. Current Quotation is for 3 years and review should take place at that time.

Council Decision #13 4x salary life cover should be offered as a staff benefit to attract and retain staff. Aviva has provided the most competitive quote via Keegan and Pennykidd our insurance brokers.

14. AOCB

- **PRS Licence**

PRS have been in touch to advise that in order for music to be played in the workplace including the use of an office radio we need a licence at a charity rate of £123.98 per year. It will also allow us to play music at events.

Council Decision # 14 QNIS will obtain a PRS licence.

- **Running Order for Friday**

CC advised Council of the running order for the awards event. Council to receive guest list and table plan.

- **GDPR and retired QNs**

ICO Scotland have confirmed that we do not need to obtain consent from the retired Queen's Nurses to keep in touch. This is as per GDPR article 6F which reads as follows:-
"processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child"

Next Council meeting:

Thursday 15th February 2018, 13.30-16.30, QNIS Offices
Lunch at 13.00

Future meetings:

Thursday 24th May 2018 - Council 13.30-16.30– QNIS offices
Lunch at 13.00

Thursday 23rd August 2018 - Council 13.30-16.30– QNIS offices
Lunch at 13.00

Wednesday 26th September 2018 – Development Day – 13.00-
2030 – Venue to be confirmed

Thursday 8th November 2018 (including AGM) - Council am and
AGM pm times and venue to be confirmed

Thursday 14th February 2019 - Council 13.30-16.30– QNIS offices
Lunch at 13.00

QNIS Events for 2017/18

28th March 2018

QNIS 2018 Conference – Edinburgh

18th June 2018

Annual Gathering, Crieff

Meeting Summary 28th November 2017

Council decisions			
#13 4x salary life cover should be offered as a staff benefit to attract and retain staff. Aviva has provided the most competitive quote via Keegan and Pennykidd our insurance brokers.			
#14 QNIS will obtain a PRS licence.			
Actions		Responsible	Report to Council
#9	CC/FF to adapt current risk register template ready for 2018/19.	CC/FF	May 2018
#12	Dawn Cruse to produce Business Continuity Plan for Council in February.	DC	February 2018