

# Royal College of Nursing South-West Regional Board

## Minutes of Meeting held on

Thursday 16<sup>th</sup> June 2022

### Open Minutes

#### In Attendance

Jeanette Jones (JJ)	Board Chair, Greater Bristol Branch
Jaydee Swarbrick (JS)	Vice Chair, Dorset Branch
Vicky Brotherton (VB)	Plymouth Branch
Cheryl Angco (CA)	Independent Sector
Jane Matthews (JM)	Bristol Branch, Treasurer
Jade Hunt	Student Committee member
Rachel Wood	Devon Branch
Steve Dunne-Howells	Bath Branch
Margaret North	Somerset Branch

#### Staff in attendance

Lucy Muchina (LM)	Regional Director
Steve Pulsford (SP)	RCN, Operational Manager
Tony Aspinall (TA)	Regional Service Manager & Board Administrator
Steven Robertson (SR)	Patch Administrator - minute-taker
Helen Hancox	SRO for Devon & Universities

#### Apologies

Nick Browning, Charlotte Jakab-Hall, Geoffrey Walker,

Item 1.	<p><b>Welcome &amp; apologies for absence by -</b>  <i>Jeanette Jones, Board Chair – Southwest Region</i></p> <ul style="list-style-type: none"> <li>• JJ welcomed everyone to the hybrid meeting. Checked numbers attending, confirmed meeting quorate.</li> <li>• Apologies: see above.</li> </ul>
Item 2.	<p><b>Minutes and actions from the previous meeting</b>  <i>Chair, Jeanette Jones</i></p> <p><b>2.1 To agree accuracy of the minutes:</b>  JJ asked for Kate Walsh details to be amended, UK Learning not Student.  p.5, item 12 - change JJ to JS.</p> <p><b>2.2 To review the actions from the last meeting - none.</b></p> <p><b>2.3 Matters arising not covered by the agenda:</b>  VB asked for a post-Congress discussion? JJ to add to AOB.</p>
Item 3.	<p><b>Key messages from Closed session of Board meeting</b>  <i>Chair, Jeanette Jones</i></p> <ul style="list-style-type: none"> <li>- concern that members &amp; stewards not accessing RCN email accounts. All Board members and active stewards to check and action as needed.</li> <li>- approved Equality Impact Assessment (EIA) for region. Thanked LM for work and input.</li> <li>- discussed forthcoming Board elections and constraints. Encourage branch members to stand for positions. *</li> <li>- Board meetings, 3 is not enough. Proposal accepted to add some half-day meetings during the year to discuss any interim matters, keep impetus and fit schedules better.</li> <li>- recruitment of stewards, discussed ways of increasing uptake. More face-to-face contact may help this. Concerns about new CMS, reminder that RCN training and help is available.</li> <li>- Action Log (separate from minutes) to be kept for both meetings</li> </ul> <p>*SDH asked what additional seats on Board? JJ answered 9 branches and 6 others (3 Council &amp; 3 others - 1 for independents). After elections will look again at 'gaps' in the board, to target in the 2<sup>nd</sup> round of elections. Board members to be flexible too, represent a branch and HCSWs?  JM concerned this could lead to over-representation from one branch. JJ noted but more about having right people in the right roles, even if this means multiple members from one branch.</p>
Item 4.	<p><b>Items to declare under Any Other Business</b>  <i>Chair, Jeanette Jones</i></p>

	See 2.3 above.
<b>Item 5.</b>	<p><b>Decision and Discussion items</b>  <b>5.1 KPMG Governance Report</b>  <i>Chair, Jeanette Jones</i></p> <p>JJ asked if any questions regards report for Board to take back to Governance. No questions.</p> <p><b>5.2 Equality, Diversity &amp; Inclusion</b>  <i>South West Regional Director, Lucy Muchina</i></p> <p>LM - update on work done by RCN nationally and locally. Asked for ED&amp;I representatives at a branch level, please contact TA.  TA - ED&amp;I rep for some branches, to encourage other branches. Extra people interested after Congress. Region will help support anyone even if just as a conduit or contact.</p>
<b>Item 6.</b>	<p><b>Consultation Items</b>  <i>Lucy Muchina, Regional Director</i></p> <p><b>6.1 Nursing Workforce Standards (NWS)</b>  <i>Wendy Preston, Head of Nursing Practice</i></p> <p>Presented and gave an update on NWS.  - history of Staffing for Safe &amp; Effective Care  - difference in legislation across 4 countries  - What has the RCN done?  - NWS - position of RCN across all of the UK  - examples of standards and applications across various settings  - available resources and further links, information &amp; resources  -Next Steps &amp; opened up for questions.</p> <p>LM - any examples where CQC have intervened around care homes? WP gave some examples.  JS - good to see links between NWS and Raising &amp; Escalating Concerns.  RW - good to see substantive staff embedded in appropriate level/number of staff. Sometimes in the past, poorly trained or agency staff counted towards (safe) staffing levels.  JJ reiterated about experience and knowledge of an area i.e. agency staff new to an employer so don't know where things are or local processes. JM agreed that staff can be restricted in their practice, may be competent but not in a specific area.</p>
<b>Item 7.</b>	<p><b>Communications</b>  <i>Communications Manager, Tracey Roberts</i></p>

Survey sent out to all non-NHS members in region. How do they engage with the region/RCN? What are their concerns? Survey closes today, about 270 responses so far.

Care Home Week coming up in July. Will focus on those who are participating in week. RCN to send materials & info to homes, to promote.

### **7.1 Communications Report**

Shift in perception and focus on specific issues, more targeted work. Use different tools/voices for different areas.

JJ asked for any questions? TR asked if anything left out or should be included? Always open to feedback and suggestions.

JJ commended TR & especially VF for their work and help.

### **7.2 Safe Staffing update**

Update from JS - SW Board rep for SSEC campaign (now taken on Chair role). Key messages:

- improving relationships
- improving communication between Board and Branches
- better articulation of what Safe Staffing is
- look at students and the impact on them

HH updated on work done regards retention of nurses and improving working conditions. Shared results of a survey (done in London), looking at doing similar in region. Survey was online but could be paper-based.

- RCN England looking at Datix systems and making them more user-friendly. Members reporting problems with reporting issues, no feedback, or things being amended by senior managers so reports don't work their way upwards.

- National campaign to encourage members to report more and share patient incident reports if related to Safe Staffing.

JS - supports survey and doing so regionally. Target support at branches and/or workplaces.

HH - looking at community nurses too. Proper rest places, lunch facilities, showers, lockers etc.

MN - would be really useful

TR - opportunity to let members know their rights and entitlements too.

TA - asked if survey for all members? HH replied yes, for all.

JM - asked for a copy of the survey for branches to amend/use?

TR - if used/sent out, would be amended to reflect different roles and workplaces.

HH - more useful if covers the region, rather than different questions across areas. Better for data reporting and comparisons.

JJ - Board to discuss.

	<p>JS - Board to support survey to get a baseline across region. JJ - seconded as a motion, show of hands? All present agreed.</p> <p>HH - students and student experience of concern to the RCN. Recent piece of work speaking to students and RCN Student Ambassadors. 26p/mile allowance to get to placements, 3 months wait to get reimbursed. JH - huge impact on student experience.</p> <p>JJ - asked for copy of SSEC vimeo shown at Congress, would be good for events etc. TR to inquire and send out if able.</p> <p><b>7.3 Pay</b></p> <p>Awaiting Pay Review Board decision, announcement due soon.</p> <p><b>7.4 Congress Review</b></p> <p>Discussed in AOB item.</p>
<b>Item 8.</b>	<b>Task &amp; Finish groups</b>
<b>Item 9.</b>	<p><b>Council Report</b> <i>SW Council member, Geoffrey Walker</i></p> <p>Apologies from GW, couldn't attend today. If any questions please let JJ or JS know, to pass onto GW.</p>
<b>Item 10.</b>	<p><b>Reports from Governance Committees</b></p> <p><b>10.1 Trade Union Committee</b> Nothing to report.</p> <p><b>10.2 Professional Nursing Committee</b> Nothing to report.</p> <p><b>10.3 Nursing Support Workers Committee</b> Nothing to report.</p> <p><b>10.4 Students Committee</b> JH - trying to raise profile of committee. Get students and Student Ambassadors (SAs) more engaged and involved with the RCN JJ - concern in some areas regards lack of placements. Affecting hours needed for NMC registration and revalidation. LM - liaise with HH, some work going on at the moment. JJ - Board to look at students, lack of placements etc.</p>

	<p>JH - leads to other issues too, some specific to SW region. Size of region, lack of public transport, financial issues, mileage expenses &amp; reimbursement.</p> <p>JH - funding of international students. Not eligible for financial support or bursaries as not resident for 5 years beforehand.</p> <p><b>10.5 Reps Committee</b> Nothing to report.</p>
<p><b>Item 11.</b></p>	<p><b>Items from Governance</b> No items.</p>
<p><b>Item 12.</b></p>	<p><b>Any Other Business</b></p> <p><b>VB - issues/concerns with RCN Congress 2022</b> Disparity of accommodation - hotel was good but breakfast &amp; lunch provision very poor. Plymouth Branch thought agenda was very one-sided, not reflective. Behaviour of some towards Congress Chair and 'top table' was not acceptable. Thanks to LM and TA for looking after, they were superb. Concerns over some on funded places leaving Congress early.</p> <p>JJ - agreed. Spoke to Congress Chair about other's behaviour and apologised on behalf of the SW Region. Chair is not an easy job but no excuse for such behaviour and comments to Chair. JJ also agreed and thanked regards LM and TA. SW reception was very good. Lunch provision was appalling, dietary requirements not met. Lunch provision needs to be looked at.</p> <p>SDH - lack of support and communication, and very little for HCSWs at Congress. HCSW Committee feels (again) that being ignored/put to one side. Didn't feel a part of Congress. JJ - don't disagree with he above. Good to have such a strong voice from the SW for HCSWs and can set an example to the rest of the RCN.</p> <p>VB - Regional Board should be similar to RCN Council (HCSW place on Council). Acknowledged the discussion earlier today but there should be a HCSW representative/member on the Regional Board. TA will set up a meeting with Governance to discuss and clarify guidelines on make-up of Regional Boards. Elections upcoming and vacancies/roles to fill. LM reiterated TA's comments, region would welcome working with and reaching out to others, to engage with HCSWs.</p> <p>MN agreed with VB regards hotel accommodation at Congress. Hotel staff were great but maybe overwhelmed at breakfast? VB shared concerns emailed to RCN from the Plymouth Branch. TA - catering issues were by far the most fed-back, along with inequalities in accommodation across the branches.</p>

	<p>LM will share VB's feedback with RCN England Director. Asked if Branch happy to share? VB confirmed okay.</p> <p>TA - was not a 'normal' Congress. If it was your first time, was not a good representation. Feed-back was generally good but an underlying current of ill-feeling towards staff? Overall a good Congress for the SW but not a typical one.</p> <p>LM - lot of agenda item submissions from the SE Region. SW Region to look what we could do differently for next year. BJ Waltho is a good resource to use regards submissions to Congress Agenda Committee.</p> <p>VB - ask BJ Waltho to attend next meeting - training for writing submissions?</p> <p>JS &amp; JJ - include as a training session for Board Development Day? Could be recorded and disseminated to Branches.</p> <p>VB - any data/figures on people who caught COVID-19 at Congress? LM - no, partly as no reporting requirement any more.</p> <p><b>JJ - future Board meetings</b> JJ asked for a consensus on future Board meetings and type. General consensus for face-to-face where able but with blended/remote access as a back-up or option too.</p>
	Close of meeting 3:12pm

**Date of next meeting:** 22 September 2022