



**The Annual Report and Accounts  
of the Northern Ireland Practice and Education  
Council (NIPEC)**

1 APRIL 2018 TO 31 MARCH 2019



**The Northern Ireland Practice and Education  
Council for Nursing and Midwifery Annual Report  
and Accounts**

For the year ended 31 March 2019

The Accounting Officer authorised these  
financial statements for issue

on

25 June 2019

Laid before the Northern Ireland Assembly under Paragraph 12(4) of  
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on

30 August 2019

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**The Annual Report and Accounts  
of the Northern Ireland Practice and Education  
Council (NIPEC)**

1st April 2018 to 31st March 2019

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# The Performance Report

## Overview

We are pleased to jointly provide the NIPEC performance report to this year's annual report and accounts which NIPEC as a public body must prepare and publish as a single document.

The format and content of the annual report and accounts this year has been drafted to reflect the requirements as laid out in the Financial Reporting Manual (FReM) 2018-19 which requires the document to be structured under the following:

- **Performance Report**
- **Accountability Report**
- **Financial Statements**

NIPEC is committed to effective, positive partnership working. Establishing, forming and maintaining collaborations and strategic alliances with a wide range of stakeholders across professions, and various sectors, is central to the organisation's statutory role to promote and support the practice, education and performance of nurses and midwives. As a modern outward facing organisation, NIPEC is acutely aware of the multi-professional nature of contemporary service models and provision within which nurses and midwives work.

NIPEC also plays a particular role in supporting the vision and objectives of the Department of Health (DoH) Chief Nursing Officer (CNO) in the translation of policy into practice to support the delivery of nursing and midwifery services to the population of Northern Ireland.

This Annual Report outlines NIPEC's unique role and functions to support the professions of nursing and midwifery to improve quality and safety within partnerships committed to the pursuit of excellence within person-centred cultures across the HSC. It should be read in conjunction with NIPEC's 'Annual Quality Report'.

NIPEC works within a strategic context where an ambitious work plan set by Draft Programme for Government along with a reform agenda to improve health and social care services for people in Northern Ireland, is underway. The Draft Programme for Government 2016 – 2021 <sup>1</sup> continues to set out the ambition to support people to lead long healthy and active lives in Northern Ireland (NI).

<sup>1</sup> Northern Ireland Executive. (2016). *Draft Programme for Government Framework 2016 – 2021*. Available for download at: <https://www.northernireland.gov.uk/sites/default/files/consultations/newnigov/draft-pfg-framework-2016-21.pdf>

There are eight strategic health indicators for success that contribute to the achievement of four population based outcomes, which are that:

- We enjoy long, healthy and active lives
- We give our children and young people the best start in life
- We care for others and we help those in need
- We have high quality public services.

The ambitious 10 year programme of change to health and social care in Northern Ireland outlined in, *Health and Well Being 2026: Delivering Together* <sup>2</sup>, continues to set out the vision for transformation. *Delivering Together* was based on the Expert Panel report on Health and Social Services in Northern Ireland – 'Systems not Structures' <sup>3</sup>, (October 2016). The vision is based on principles of *co-production* and *co-design* working in partnership with those who use services and those that deliver services to implement change. Key aims of the 10 year vision include:

- Moving towards a model of care focused on provision of services close to home
- Concentrating specialised procedures on a smaller number of sites
- Increasing emphasis on prediction, prevention and health promotion rather than 'reactive' care
- Providing a structure for better citizen engagement
- Investing in and building capacity within existing health and social care networks
- Investing in eHealth to support improved self-management, care at home and use of information.

Regular Transformation progress reports are published by the DoH to reflect progress which has been achieved. Aligned to the transformation agenda, the previous Minister set up a Task Group, which aims to maximise the contribution of nursing and midwifery to improving outcomes for the population.

<sup>2</sup> Department of Health. (2016). *Health and Wellbeing 2026: Delivering Together*. Available for download at: <https://www.health-ni.gov.uk/sites/default/files/publications/health/health-and-wellbeing-2026-delivering-together.pdf>

<sup>3</sup> Expert Panel Report, Department of Health. (2016). *Systems, Not Structures. Changing Health and Social Care*. Available for download at: <https://www.health-ni.gov.uk/publications/systems-not-structures-changing-health-and-social-care-full-report>



NIPEC will continue to support this significant programme as it moves forward in the future and continues to be actively engaged in activities to support the implementation of a range of regional strategies, which set out a clear direction for building on and improving the quality of health and social care services in Northern Ireland.

The HSC system as part of the public sector continues to face major challenges at this point in time with significant recurring savings/reductions now needed in our public sector spending due to plans for the Government's budget deficit reduction.

NIPEC's revenue grant from the Assembly fell by 1.0% in 2018-19. Unfortunately, over the next few years we anticipate that there will most likely be further significant reductions in funding to HSC organisations to enable Northern Ireland to continue to achieve a balanced budget.

Against a challenging modernisation agenda, along with the need to continuously improve quality within a climate of austere financial pressures facing HSC organisations over the past twelve months, we have seen demand for our services continue to increase and are pleased to record that in 2018-19 NIPEC made a major contribution to the nursing and midwifery sector by the number of programmes of work and activities it took forward which were developed as a direct result of stakeholder engagement including the DoH and HSC Trusts.

Also, in support of the transformation agenda, the 'Confidence and Supply Transformation Fund' was established during 2018-19 through the DoH. NIPEC successfully submitted a number of business proposals, which were subsequently successful, in seeking funding to support three specific work streams including:

- Future Nurse-Future Midwife
- Transforming Nursing and Midwifery Data
- Post Registration Programme leading to a Masters in Nursing

Through this additional funding, NIPEC established Transformation programmes of work in 2018-19 to take forward these projects and details of progress made in 2018-19 is stated later in the report.

Specific examples of the work of NIPEC are shown later within the report under 'The Accountability Report' section, pages 17 to 25 and overall analysis of the narrative demonstrates successful delivery of the Business Plan objectives by NIPEC. Fuller details will be published in the Annual Quality report for 2018-19.

In summary during 2018-19, NIPEC met its corporate responsibilities along with delivering against the strategic priorities and objectives presented in the Business Plan together with meeting the additional work challenges arising from taking forward the three transformation funded projects.

## Performance Summary:

**During 2018-19, NIPEC met its corporate responsibilities along with delivering against the strategic priorities and objectives presented in its Business Plan 2018-2019 including:**

## Practice:

### Practice:

#### Recording Care

- Secured transformation funding to build on the work of the Recording Care work stream
- Continued an ambitious implementation programme to implement and embed the Person-centered, Assessment, Care Planning, Evaluation (PACE) nursing care planning approach in adult in-patient, children in-patient and Type 1 Emergency Departments
- Agreed a revised regional admission data set for adult hospital based care in Northern Ireland
- Rolled out awareness training and supporting resources to implement the regional data set across all inpatient adult settings in the HSC Trusts
- Working collaboratively with Ulster University and Queens University Belfast, submitted a bid to the Research and Development office to undertake an academic evaluation of PACE
- Contributed to the Encompass programme of work through engagement and awareness events.

#### Core Pathway for Post-natal Care

- Support the development of the core pathway for post-natal care aligned to the Midwifery strategy

#### Principles for Effective Handovers

- Led the development of Principles for Effective Handovers

## Education:

### Education:

#### Quality Assurance

- Quality assured a selection of non-NMC regulated, DOH commissioned education and learning activities concluding with submission of an Annual Report of quality assurance activity to DOH
- Supported a pilot of the NIPEC Learning Agreement and Evaluation of Learning on Practice Framework.

#### Future Nurse and Future Midwife

- Worked with the NMC in relation to the 'Future Nurse' and 'Future Midwife' programme of work
- Secured transformation funding to lead a programme of work in Northern Ireland which will support the introduction of the new standards in partnership with key stakeholders
- Secured links to the UK arrangements set up by the NMC to oversee implementation of the new pre-registration Nursing and Midwifery Standards at National level.

#### Access to Degree Level Study

- Led a review of the Under Graduate Access to Degree Level Study Accredited Prior Learning (APL) Information Sheet.

## Professional Development:

### Professional Development:

#### Enabling Professionalism

- Submitted a proposal on behalf of the four UK CNOs to evaluate the implementation of the *Enabling Professionalism* framework across the UK
- Supported awareness raising through the submission of the *Enabling Professionalism* framework to the ICN website as the UK submission for Nurses Day 2018

#### Quality 2020 Attributes Framework

- Supported the co-chairs of Quality 2020 Attributes Framework Implementation Group to develop content for Level 2 and Level 3 programmes in order to facilitate implementation of the Attributes Framework within the HSC

#### Learning Disabilities Nursing

- Led the development and supported implementation of an Outcomes Measurement Framework to support Registered Nurses: Learning Disabilities to demonstrate their contribution to the delivery of person-centred care

#### Career Pathways

- a. Led the work to develop career pathways for:
  - i. General Practice Nursing
  - ii. Midwifery
  - iii. Registered Nurses: Learning Disabilities

#### NIPEC On-line Portfolio

2. Upgraded the Online Portfolio <https://nipecportfolio.hscni.net> to ensure it meets all relevant modern standards for application, security and data privacy.

## Advice, Guidance and Information:

### Advice, Guidance and Information:

#### Delegation Framework

- o Produced and launched a Delegation Framework for nursing and midwifery tasks and duties
- o Co-hosted a round table event to support development of a multi-professional approach for delegation across integrated teams. Nominated delegates convened a task and finish group to further define terms of reference for future work including the Governance framework to support a multi-professional approach to delegation.

#### Professional Fora

- Continued to support Professional Development Fora for:
  - Registered Nurses: Learning Disabilities
  - Endoscopy Lead Nurses
  - Senior nurses working in the Independent and Voluntary sector.

#### Communication and Engagement

Continued with our innovative approach to engage with stakeholders to promote high standards of practice, education and professional development through the following:

- Ten publications of SCAN distributed directly to 427 recipients
- Twitter chats
- Twitter and Facebook posts
- NIPEC Roadshows in locations close to front line staff
- NIPEC information sessions for 3rd year nursing students across the HEIs
- NIPEC Annual Conference.

#### Quality Improvement Mentorship

- Provided mentorship/critical friend support across the HSC in relation to QI programmes
- Submitted responses to consultations on a range of emerging strategies and policies including the HSC Collective Leadership Strategy
- Led the production of an Annual Report in relation to the work of the NI Collaborative – Learning Disabilities Nursing
- Disseminated advice, guidance and information from the NMC across the system relating to revalidation.

NIPEC's Annual Business Plan 2018-19 detailed how we would make best use of our resources to achieve our strategic objectives, as set out in our Corporate Plan.

**The NIPEC Corporate Plan, agreed with the DoH to cover the period 2017 – 2021, was aligned to the Draft Programme for Government with the NIPEC Business Plan 2018-19 aimed at driving positive change in the delivery of health and social care services for the population of Northern Ireland.**

It also detailed how we planned to improve how we work by:

- Continuing to strengthen a culture of critical enquiry through the use of best available evidence, feedback from stakeholder engagement and other available information sources
- Promoting and facilitating innovation and reform
- Maintaining competent and professional staff and promoting and supporting continuous improvement and learning
- Ensuring that NIPEC's functions are underpinned by a robust governance and accountability framework

The Business Plan focused on major new and ongoing work-streams, incorporating DoH requirements and stakeholders' needs, however, it was not intended to cover every aspect of NIPEC's work. In the current economic climate it is important that NIPEC seeks to ensure effectiveness and efficiency as it strives to meet its statutory functions, whilst also supporting the requirements from a wide range of stakeholders and the professional needs of nurses and midwives in Northern Ireland, with finite resources.

NIPEC has in place guidelines which support a criteria-based matrix approach aimed at setting priorities when the amount of work that needs to be undertaken surpasses the resources available to accomplish the work (Tague, 2004; Guindo *et al.*, 2012; NHS Scotland, 2014). It provides senior staff with a step-by-step instruction for creating and using a simple prioritisation matrix to make tough decisions which will underpin achievement of NIPEC's Annual Business Plan, making best use of resources to achieve the strategic objectives set out in NIPEC's Corporate Plan.

Achieving the outcomes shown for 2018-19 would not be possible without the input of our stakeholders. Therefore, on behalf of the NIPEC Council, we would wish to acknowledge the significant contributions from our stakeholders to the various initiatives and projects which we have worked on together throughout the year. We are indeed indebted to our stakeholders for their continued support and involvement in this year's activities and would wish to acknowledge their positive contributions to the work of NIPEC.



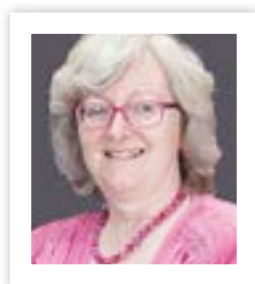
The Council met in public on four occasions in 2018-19 and was noted to be quorate on three occasions. It should be recognised that NIPEC, unlike the other HSC organisations, is the only body which cannot, at this point in time, make any financial contribution to Council members other than reimbursement of their travel expenses.

We believe that it should be noted - and this is evidenced by the work carried out over the years - that NIPEC has a unique role and function within Northern Ireland, in that it operates at a regional level, with clear independence within the HSC.

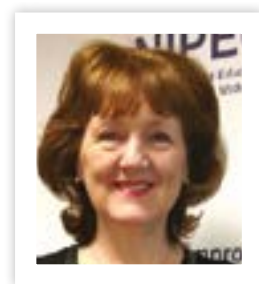
It is the strong belief of Council that NIPEC's independence as an Arm's Length Body (ALB) is essential to enable it to bring together key stakeholders across the region.

Finally, we would like on behalf of the Council members to acknowledge, and draw attention to the fact that NIPEC would have been unable to achieve its objectives throughout this period without the dedication and professionalism of its workforce; all members of staff have continued to meet their targets, whilst working within limited financial funding.

We trust that you will find our Annual Report informative and interesting.



Professor Carol Curran, OBE  
Chair



Mrs Angela McLernon, OBE  
Chief Executive

# Performance Report

## PERFORMANCE ANALYSIS

Being cognisant of the wider, on-going, financial austerity measures imposed on HSC organisations, NIPEC continued throughout the year to operate efficiently and effectively within its financial and capital allocations.

During 2018-19 NIPEC's 'Complaints Register' showed that no formal complaints had been received. Also, as part of NIPEC's governance and performance objectives for the year it produced and submitted to the DoH its 'Property Asset Management Plan (PAMP) for the period 2018-19 to 2023-2024'.

Further reference to the above areas can be found under the Governance Statement, section 11, page 46.

NIPEC produced and published its fifth 'Annual Quality Report' for the year 2017-18 in 2018-19 which was prepared within the strategic context of *Quality 2020: A 10 Year Strategy to Protect and Improve Quality in Health and Social Care in Northern Ireland* (DHSSPS, 2011b).

The Accounts, and supporting notes relating to the Council's activities for the year ended 31 March 2019, have been audited by the Northern Ireland Audit Office. See pages 64 to 65, 'Audit Certificate', for further details.

The annual report and accounts have been produced in line with the HSC Manual of Accounts 2018-19 and a summary of NIPEC's high level performance targets is shown in the table overleaf:

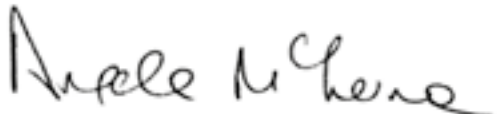


## Key Performance Measures

Targets for 2018-19	Performance in 2018-19	Performance in 2017-18
Break even on revenue and operating costs (Target: 0.25% or £20,000)	<b>1.08%</b> or <b>£13,848</b>	<b>0.64%</b> or <b>£7,679</b>
Keep within the capital resources limit (CRL)	<b>Achieved CRL £48,359</b>	<b>Achieved CRL £3,312</b>
Sickness absence rates (Target for 2018-19 was set at 3.85%)	<b>0.93%</b>	<b>2.15%</b> <i>(Note: Target for 2017-18 was set at 4.0%)</i>
Invoice prompt Payment percentage within 30 days (Target: 95%)	<b>98%*</b>	<b>98%</b>
Invoice prompt Payment percentage within 10 days (Target now set at 75% in line with other ALBs)	<b>86%</b>	<b>84%</b> <i>(Note: Target for 2017-18 was set at 80%)</i>
Controls Assurance Standards (CAS)	Following a review the DoH ceased from 1 April 2018 the CAS and sought from HSC organisations a more comprehensive and proportionate assurance to the DoH.  <b>(Appropriate internal mechanism put in place to ensure continued compliance.)</b>  <b>Audited by Internal Audit)</b>	All the relevant 9 areas achieved scores within the substantial range.  <b>(Target: Substantial score i.e. 75% - 99% compliance)</b>  The scores ranged from <b>85% to 94%</b>

**Note:** \*NIPEC incurred no interest payments.

Details on NIPEC's prompt payment policy, audit payments and charitable donations are referenced later in the report on pages 59 to 62.

Signed:   
 Mrs Angela McLernon, OBE  
 Accounting Officer  
 25/06/2019

# The Accountability Report

## CORPORATE GOVERNANCE REPORT

### The Director's Report

NIPEC's Directors' Report is presented under its statutory areas of responsibility. In addition, NIPEC's responsibilities and performance in relation to two other areas which support the achievement of NIPEC's statutory responsibilities have been included, as summarised below:

- Promoting high standards of practice among nurses and midwives
- Promoting high standards of education among nurses and midwives
- Promoting the professional development of nurses and midwives
- Provide advice, guidance and information on best practice and matters relating to nursing and midwifery
- Governance and Performance

Further and more detailed information on the Professional work of NIPEC during 2018-19 can be accessed via our website at <https://nipec.hscni.net/>

NIPEC's forthcoming *Annual Quality Report* (available on the website from Autumn 2019) will provide a comprehensive review of NIPEC's Professional work during 2018-19.

### Promoting high standards of practice among nurses and midwives

Good health and care outcomes are highly dependent on the professional practice and behaviours of nurses and midwives. Demographic changes, increasing specialisation, new technologies and other advances in healthcare are impacting on the nursing and midwifery workforce. Nurses and midwives play a critical role in improving health outcomes, actively enabling co-production and decision making at all levels of policy making and service provision. They have the clinical skills and innovative approaches to help meet the challenges facing health and social care, supporting improvements in practice to uphold the standards of the professions for the good of the public.

The Nursing and Midwifery Council (NMC), updated version of *The Code: Professional standards of practice and behaviour for nurses and midwives (2018)*, provides the professional standards to which nurses and midwives practice and requires nurses and midwives to provide a high standard of practice and care at all times in line with the best available evidence, communicating effectively, working co-operatively, keeping skills and knowledge up to date, working within the limits of competence, keeping clear and accurate records and raising concerns immediately.

### **NIPEC's Responsibilities**

Due to the strategic positioning and breadth of its stakeholder base, NIPEC is well placed to create high quality innovative solutions which aim to support employers as well as nurses and midwives to enhance professional practice and, in turn, facilitate the delivery of safe, effective and person-centred care.

In fulfilling NIPEC's responsibility to promote high standards of practice among nurses and midwives, during 2018-19 we continued to provide strategic leadership, and implement a proactive, flexible and responsive work programme. This included leading or facilitating regional projects and initiatives and developing, monitoring and reviewing resources to enable improvements in professional practice.

During 2018-19, NIPEC continued to strive to maximise the impact of its work on the nursing and midwifery workforce by ensuring the effective use of resources, working collaboratively with stakeholders and delivering high quality products and outcomes which were informed by key strategic direction and policy within agreed timescales.

The impact of many of NIPEC's resources continues to be measured throughout each business year, for example, in 2018-19 the resources to support record keeping practice and NIPEC's online portfolio.

Co-production and co-design continues to be at the heart of all of NIPEC's work. An example of completed work in 2018-19 relating to improving practice is that of the review of the adult hospital based person centred nursing assessment and plan of care record outlined below:

#### **Example:**

Good record keeping is an integral part of nursing practice and is an essential component of safe, effective and person centred care provision, irrespective of care setting. NIPEC has continued to secure appropriate funding, recruit and develop people, and build resources during 2018-19, to improve the standard of record keeping practice in the region. This has included further implementation of the PACE approach to planning and evaluating prescribed nursing care.

This year, NIPEC also partnered with representatives of each Health and Social Care Trust to revise the extant data set for nursing assessment, management of risk and planning of prescribed nursing care in adult hospital based environments. The process

included the opportunity to consider information collated across HSC Trusts relating to the utility of the current data set, format of the document and process of assessment and planning nursing care. The new format includes assessment data set, risk assessments and plan of care set within the PACE format. This will support future implementation of this regionally agreed approach to planning nursing care. In addition, the NIPEC Online Audit Tool (NOAT) was amended to reflect the new data set and will be rolled out following completion of the implementation period.

This significant programme of work will position nursing well to participate in the Encompass programme of work when the development of the nursing clinical noting system begins on completion of the procurement process.

### **Promoting high standards of education among nurses and midwives**

The NMC requires that nurses and midwives must "...maintain the knowledge and skills they need for safe and effective practice" (NMC Code 2018, p9). The provision of effective education and learning for nurses and midwives enables them to deliver evidence-informed care that is safe, person-centred and enhances patients' experiences and outcomes. High-quality pre-registration nurse education therefore plays a crucial role in ensuring patients and their families receive quality person-centered nursing care.

Once registered, nurses and midwives need to be supported in their role and continue to receive education and development throughout their careers in order to further their knowledge and skills, and to support innovation in nursing practice to enhance care delivery. The HSC relies on nursing and midwifery education to prepare and maintain competent and caring practitioners who demonstrate professional behaviours and values. Education must also promote the advancement of nursing and midwifery practice and research throughout professional careers.

### **NIPEC's Responsibilities**

In fulfilling NIPEC's responsibility to promote high standards during 2018-19 we continued to undertake a range of activities to assure education standards and influence educational developments, providing leadership to the learning and education activities of the registrant population. Maintaining strategic alliances (for example; the NMC Strategic Professional Advisory Group, the DoH Central Nursing and Midwifery Advisory Committee's (CNMAC) Sub-Committee for Strategic Workforce and Education and the regional Education Commissioning Group), with a range of organisations to contribute to relevant education fora at local and national level, NIPEC continued to influence and support the nursing and midwifery workforce to respond to existing and emerging regulatory policy and strategic priorities.



## Example

In May 2018 the NMC published new education standards with the aim of equipping the nurses and midwives of the future with the skills they need to deliver world class care for years to come. The new standards raise the ambition in terms of what's expected of a nurse at the point of registration and will give nurses and midwives the knowledge and skills they need to deliver excellent care across a range of settings now and in the future.

It was recognised that the implementation of the new standards would have significant implications for the HSC system in Northern Ireland. As a consequence during 2018-19 NIPEC, on behalf of the Department of Health, initiated a programme of work with key stakeholders across the system to implement the new NMC Future Nurse Future Midwife Education standards. The programme of work which includes project infrastructure, to prepare for implementation of the new standards locally and develop regional approaches, is in support of DOH in its oversight of the work to introduce the changes the new standards would require.

A Programme Board and Working Group was established toward the end for 2018, which links to the NMC and UK arrangements (i.e. through membership of NMC Future Nurse and Future Midwife fora) and other national groups set up to support the introduction of the new standards.

The changes in the new NMC Education Standards align with the Northern Ireland Transformation and Reform agenda detailed in Health and Well Being (2026): Delivering Together and the Northern Ireland Executive Draft Programme for Government (2016).

The overarching aim of the project is to oversee arrangements to cohesively embed the outworking's of the new NMC Education Standards through five work streams including:

- Development of one **Northern Ireland Practice Assessment Document** which can be adopted for use across the Fields of Nursing Practice
- Agreement of the model for **Student Supervision and Assessment in Northern Ireland** which will replace the current NMC standards to 'Support Learning and Assessment in Practice' (SLAiP)
- **Maximising Practice Learning Environments** to ensure learning opportunities are exploited to their full potential and create rich student learning experiences
- Ensuring the **2020 Curriculum across the Fields of Practice** reflects NI strategic direction and Transformation agenda
- A comprehensive **Engagement and Communication Strategy**.

It is anticipated that during 2019-20 NIPEC will continue to lead the FNFM Project in partnership with stakeholders to support full implementation of the standards from September 2020.

Concomitantly during 2018-19 NIPEC engaged with the NMC 'Future Midwife' programme of work as a radical review of pre-registration midwifery standards is undertaken to ensure that the midwives of the future are ready for the challenges that the changing context of midwifery practice will bring.

## Promoting the professional development of nurses and midwives

Professionalism is an essential requirement for all nurses and midwives regardless of where they work and the *Enabling Professionalism Framework (NMC 2017)* developed by the four Chief Nursing Officers of the UK with the NMC, led by NI's CNO and supported by NIPEC clearly informs nurses and midwives of the principles of professionalism which should be demonstrated in their everyday practice.

The NMC Code requires Nurses and Midwives to keep their knowledge and skills up to date, take part in appropriate and regular learning and professional development activities that aim to maintain and develop competence and improve performance (NMC, 2018). Adherence to the NMC Code alongside providing evidence for Revalidation (NMC 2016) and now guided by the *Enabling Professionalism Framework (2017)* will support practitioners to ensure the delivery of safe, effective, compassionate and person-centred practice.

One of the crucial aspects of development for the modern practitioner is to have healthy resilience strategies to work in today's complex and challenging health care environment. The new standards for our future nurses and midwives are designed to support practitioners in this regard.

## NIPEC's Responsibilities

In fulfilling NIPEC's responsibility to promote the professional development of nursing and midwifery during 2018-19, NIPEC continued to engage with its stakeholders to lead and collaborate on the development of a range of resources, which were fit for purpose and easily accessible.

NIPEC was mindful of the persistent economic constraints and continued to focus on the development of web-based resources/activities. These included NIPEC's website, twitter chats, a range of micro-websites and competence assessment tools.

NIPEC recognised the need to professionally support our Nursing Assistants and Maternity Support Workers. The DoH Delegation Framework (January, 2019) was launched as a resource for both registered and non-registered staff.

## Example

In a context of integrated health and social care, increasing complexity of service delivery, and responsibility for care delivery crossing professional boundaries, the purpose of delegation is to ensure the most appropriate use of skills within a health and social care team to achieve person-centred outcomes. Section 11 of the Nursing and Midwifery Council Code <sup>4</sup> states that nurses and midwives are accountable for decisions to delegate tasks and duties to other people. That includes the responsibility to *confirm that the outcome of any task* <sup>5</sup> *delegated meets the required standard* <sup>6</sup>.

The *Deciding to Delegate* Framework provides a resource that enables critical thinking around decisions to delegate tasks and duties to others, including non-registered staff members, taking into account:

- the importance of the context of practice relating to environmental, governance and professional, legislative and regulatory requirements to underpin effective decisions to delegate
- consideration in each decision of: accountability, responsibility and process ensuring the right: task, circumstance, person, direction, support and evaluation.

Launched at a master class event in January 2019, the *Deciding to Delegate* Framework has already received feedback from nurses and midwives in relation to its timeliness and utility for practice. Phase two of this work which aims to produce a governance framework for delegation across professions, is being led in collaboration with the Northern Ireland Social Care Council.

## Providing Advice, Guidance and Information on best practice and matters relating to Nursing and Midwifery

The NMC requires nurses and midwives to “*make sure that any information or advice given is evidence-based, including information relating to using any healthcare products or services*” (NMC, 2018). The delivery of safe and effective care within a person-centred culture is the responsibility of all nurses and midwives and their employing organisations. This care must be delivered within an organisational environment that promotes evidence-based practice and utilises effective risk management processes.

<sup>4</sup> Nursing and Midwifery Council (2018) *The Code: Professional Standards of Practice and Behaviour for Nurses and Midwives*. London: NMC. Page 12.

<sup>5</sup> *Ibid*, n 1

<sup>6</sup> *Ibid*, n 1

## NIPEC's Responsibilities

In 2018-19 NIPEC continued to fulfil its unique role in Northern Ireland by providing guidance on best practice and matters relating to nursing and midwifery. The organisation was committed to supporting practitioners and organisations to deliver safe and effective person-centred care through the adoption of a responsive and proactive approach to the requests and needs of key stakeholders, assisting them to address challenges. NIPEC's activities focused on supporting nurses and midwives to remain up to date on major strategic and policy issues through the provision of advice, guidance and information. NIPEC continued to be committed to developing, producing and disseminating evidence-based, quality and accessible information, publications and resources which were available online. One of NIPEC's main vehicles for communicating to nurses and midwives was through social media channels and its websites:

- @nipec\_online
- NIPEC Facebook page
- <https://nipec.hscni.net/>
- <http://www.nursingandmidwiferycareersni.hscni.net/>
- <https://nipecportfolio.hscni.net/>

During 2018-19 NIPEC continued to support the Regional Learning Disabilities Nursing-Professional Development Forum in partnership with the Royal College of Nursing (RCN); the Lead Nurse Endoscopy Forum; and the Independent and Voluntary Sector Forum.

## Example

At the NIPEC annual conference in 2018 the Department of Health launched the Standards and resources for Nursing Assistants and Senior Nursing Assistants.

Following this, the NIPEC and Nursing and Midwifery Careers Website Governance Steering Group proposed the development of a section on the Careers Website to promote Nursing Assistant and Senior Nursing Assistant roles. As a result a Nursing Assistant Website Sub-Group was established through NIPEC.

***The aim of the sub group was to promote Nursing and Senior Nursing Assistant careers, through development of website resources, thereby inspiring those who either wish to embrace these careers or progress to become a Registered Nurse***



A microsite was co-produced for inclusion on <http://www.nursingandmidwiferycareersni.hscni.net/>. The microsite was launched at NIPEC's 2019 Conference and one of the Nursing Assistants profiled on the website. The feedback from delegates at the conference highlighted the importance of this website as a valuable resource to promote the Nursing Assistant and Senior Nursing Assistant roles. The resource includes podcasts or a written career profile describing roles across a range of settings and the four fields of nursing practice. Contributors have provided inspirational stories and profiles along with the most memorable aspects of their job, including advice they would give to anyone considering the role of Nursing Assistant and Senior Nursing Assistant.

## Engagement, Partnership and Communication

NIPEC strives to be an outward facing organisation: providing leadership for a positive impact and endeavouring to hold the respect of a wide range of stakeholders within a 'values based' approach. The Health and Social Care (HSC) system is currently undergoing a significant period of transformation and reform, whilst dealing with an uncertain political context and the implications of Brexit.

At a time of significant change during 2018-19, NIPEC remained committed to effective, positive multi-professional partnership working and collaboration with a wide range of stakeholders from various sectors in order to facilitate the delivery of safe, effective, person-centred, compassionate services. NIPEC's approach to its work reflects the ethos of the HSC Collective Leadership Strategy (2017) and Co-Production Guide (2018). NIPEC continued to work within a culture of continuous improvement to deliver high quality, compassionate care.

NIPEC continued to update its websites and apply robust mechanisms to ensure that they were easily accessible and useful resources to support the practice, education and professional development of nurses and midwives.

During 2018-19 the websites were adapted to ensure that they met the needs of nurses and midwives in Northern Ireland including the new General Data Protection Regulation (GDPR) guidelines. In particular, the online portfolio was refreshed to enable it to be easily accessible via mobile and smart phone technology.

### Example

As a result of the successful approach used in 2017-18 for reaching stakeholders, particularly nurses and midwives working within frontline services, NIPEC staff undertook a series of engagement activities with statutory, independent and voluntary sector organisations.

- NIPEC continued to enhance its engagement with stakeholders through social media: Facebook and Twitter and has increased its followers on both platforms.

- NIPEC Senior Professional Officers engaged in three "Twitter chats" in partnership with members of Steering Groups and key stakeholders across a range of projects to raise awareness of NIPEC resources and seek views from frontline staff on how best to spread their adoption and implementation.
- The Trust Executive Directors of Nursing supported NIPEC to host its events in HSC Trust locations across NI with a total of 109 registrants attending seven events between September and October 2018. (2017: 79 attended)
- NIPEC surveyed those who attended the events and from the surveys returned, 77 respondents commented on the usefulness of NIPEC resources. NIPEC is currently reflecting on this information to ensure that an effective strategy continues to be developed with each of its resources to raise awareness among the registrants it is designed to help. Importantly the majority of respondents who were aware of the resources were positive about their utility.

## Governance

NIPEC is acutely aware of its stewardship responsibilities in relation to the range of resources allocated to us and the co-ordination and planning needed to ensure that the organisation functions within its Revenue Resource Limit (RRL) and Capital Resource Limit (CRL).

### Service Level Agreements

A component of NIPEC's efficiency strategy is that a number of core support services have elements of work outsourced to another organisation under Service Level Agreements, and NIPEC has procedures and systems in place to monitor these.

### Financial

In order to ensure that NIPEC adheres to best practice for regularity, propriety and value for money, expenditure and income continue to be closely monitored during the year. Regular reports are submitted to NIPEC's Audit and Risk Committee and Council.

As a Non-Departmental Public Body (NDPB), NIPEC is audited during the year by Internal Audit to ensure that appropriate systems and procedures are in place for both financial and corporate governance. At the end of the financial year, NIPEC's Annual Report and Accounts are audited by the External Auditor (Northern Ireland Audit Office).

### Human Resources

NIPEC recognises that the workforce is its greatest resource and one it values and wishes to continue to involve, engage, empower, develop and support. The contribution of staff is central to the delivery of NIPEC's corporate and business objectives and therefore staff are at the heart of what NIPEC does. Staff engagement events during

2018-19 provided an opportunity to understand the value and diversity of individuals and their contribution to the organisation. The resulting Team Effectiveness Action Plan and the continued delivery of this will ensure the organisation engages with and supports staff, monitoring individual and team morale and resilience as the organisation moves forward within a financially constrained environment.

NIPEC also strives to provide and support a working environment which promotes health and wellbeing. During 2018-19, NIPEC's Health and Social Wellbeing Committee delivered a programme of activities aimed at supporting the health and wellbeing of staff within the workplace. Following the evaluation and review of this programme with staff during 2018-19, the Committee will be developing a further range of activities for 2019-20.

NIPEC continues to hold its Investors in People accreditation following a successful reaccreditation exercise carried out in January 2018 under the revised IiP standards. As an employer, NIPEC seeks to engender a strong sense of professional fulfilment amongst its staff by examining opportunities for personal development and secondment opportunities.

The internal organisational structure is kept under constant review to ensure that it meets NIPEC's needs.

One of the major contributing factors to NIPEC achieving its yearly objectives is that Corporate Services staff members are an integral part of NIPEC and the work of its professional officers. Over the years, specific skills have been developed in the areas of:

- *Events management*
- *Marketing and publications*
- *Database & website development and maintenance of the NIPEC main websites and micro sites*
- *Procurement requirements which are specific to NIPEC's activities.*

These skills will ensure continued support for the broader range of professional work undertaken by NIPEC.

### **Property and Assets**

NIPEC as a Non-Departmental Public Body (NDPB) of the DoH supports and is committed to the objectives of the Executive approved Asset Management Strategy to:

- *reduce the net cost of service delivery through the effective use of public assets*
- *promote effective asset management processes that unlocks value.*

Therefore, NIPEC continues to strive to achieve maximum benefit from both its property and assets and this is reflected in its Asset Management Plan (AMP) plan for the period 2018-19 to 2023-24.

As a tenant of Centre House, NIPEC's current lease, approved by the Department of Finance (DoF) in September 2016, was for a three year period which expires on 30 November 2019.

NIPEC continued to facilitate the Patient Client Council (PCC) with a presence in the Belfast area by providing office accommodation under an agreed 'Memorandum of Understanding'.

### **Information and Communication Technology (ICT)**

NIPEC currently maintains the following three main websites:

- <https://nipec.hscni.net/>
- <https://nipecportfolio.hscni.net>
- [www.nursingandmidwiferycareersni.hscni.net](http://www.nursingandmidwiferycareersni.hscni.net)

and also a number of micro sites.

NIPEC's ICT infrastructure facilitates electronic communication with the nursing and midwifery professions and the public, thus facilitating individuals and organisations within and beyond Northern Ireland to access and make use of various resources and information.

A significant proportion of NIPEC's documentation, policies and information regarding the corporate business areas are available on the website and the preferred organisational method of communication continues to be, in the first instance, by electronic means.

NIPEC monitors the activity on its websites and social media platforms on a monthly basis and uses this information to continue to improve its communication and engagement with registrants and other stakeholders.

### **Accountability and Monitoring**

NIPEC is accountable to the Minister for Health via the DoH. NIPEC will be monitored by the DoH against the Corporate Strategy and Business Plan through Sponsor Branch meetings, Accountability meetings, an Annual Report, Annual Quality Report and other ad hoc arrangements.

### **Equality**

NIPEC is fully committed to promoting equality of opportunity and good relations for all groupings under Section 75 of the Northern Ireland Act 1998. More information is available on our website <https://nipec.hscni.net/publications/equality-human-rights/>



## Tapestry

We continue to support Tapestry, the Regional HSC Network for staff with disabilities. Given that a large proportion of people will experience poor mental health at some stage in their lifetime, including stress, depression and anxiety, Tapestry invited a speaker from Inspire, who provide a confidential counselling, support and advice service to all HSC employees.

The new Tapestry website also went live this year – this contains useful information on the various types of help and support available to staff with disabilities. A key feature of the site is to raise awareness and promote positive attitudes towards people with a range of disabilities in the workplace, through testimonials provided by group members.

## Disability Awareness Days

NIPEC continue to support two regional Disability Awareness Days every year. This year, we focused on Multiple Sclerosis and Autism. Information stands were set up in the foyer of our building with information leaflets and sources of help and support for staff. A regional evaluation of the 2018-19 Disability Awareness Days suggested that these improved staff knowledge of both Multiple Sclerosis and Autism, and staff felt better equipped to support people with these conditions in the workplace.

## Good Relations

NIPEC is committed to the promotion of good relations between people of differing religious belief, political opinion and, or racial group. As a health and social care organisation we are committed to promoting respect for diversity and to challenging sectarianism and racism in both employment and services. With this aim in mind, staff from NIPEC attended Cultural Awareness training provided by South Belfast Roundtable, highlighting issues experienced by migrants and refugees

## Gender Identity and Expression – Employment Policy

The regional HSC Gender Identity and Expression Employment policy has been adopted and approved by NIPEC. A task and finish group comprising of representatives from the regional HSC organisations and the HSC Trusts are finalising protocols for both line managers and HR Systems staff. Development of protocols for recruitment staff and transgender staff are also currently underway.

An awareness and training plan is currently being developed to support the implementation of the policy.

For specific details of how NIPEC achieved its overall corporate governance, this is shown in pages 34 to 47 under the comprehensive 'Governance Statement' and the composition of the NIPEC Senior Management Team is detailed on page 30.

## Register of Interests

### Declaration of Interests by the NIPEC Council and Senior staff:

#### NIPEC Council

Professional/Lay/Executive Members of NIPEC declared the following private or business interests, position of authority in a charity, voluntary body or any other agency in the fields of health and social care education, or any connection with anybody contracting for NIPEC services.

Name	Organisation
Professor C Curran, OBE	<ul style="list-style-type: none"> <li>» Executive Dean, Faculty of Life and Health Sciences, University of Ulster</li> <li>» Membership of the RCN</li> <li>» Educational Advisor of Association of Continence Advice</li> <li>» Approved Member of Central Nursing &amp; Midwifery Advisory Committee (<i>unremunerated</i>)</li> </ul>
Mrs A McLernon, OBE	<ul style="list-style-type: none"> <li>» Seconded from the DoH</li> <li>» Membership of the RCN</li> <li>» Trustee/Director of the Florence Nightingale Foundation</li> <li>» Appointed Member of Central Nursing &amp; Midwifery Advisory Committee (<i>unremunerated</i>)</li> <li>» Fellow of the QNI</li> </ul>
Ms D O'Donnell	<ul style="list-style-type: none"> <li>» Senior Lecturer in Nursing at University of Ulster</li> <li>» NMC Fitness to Practice Professional Panellist</li> <li>» Memberships of the RCN and University &amp; College Union</li> </ul>
Dr V Tohani	<ul style="list-style-type: none"> <li>» Membership of the BMA</li> <li>» Fellow – Faculty of Public Health (UK)</li> <li>» Fellow – Faculty of Public Health Medicine (Ireland)</li> </ul>
Mrs A Baxendale	None
Mrs M Clark	None
Mr P Davidson	None

Name	Organisation
Mrs R Burrows <i>(Term of Office expired on the 23rd September 2018)</i>	» Employed by Four Seasons Health Care » Memberships of the RCN
Mrs L Houlihan	» Service Manager, Belfast HSC Trust
Mr P McGreevy <i>(Term of Office expired on the 23rd September 2018)</i>	» Trustee of the Charity Suicide Down to Zero
Mrs D Otkar-Campbell	» Independent Consultancy and Counsellor » Memberships of RCN and BACP
Ms C Rice	» Professional Panellist NMC Fitness to Practice » Practice Tutor – Open University » Membership of the RCN

### Senior Staff

Senior Team members of NIPEC declared the following private or business interests, position of authority in a charity, voluntary body or any other agency in the fields of health and social care education, or any connection with anybody contracting for NIPEC services.

Name	Organisation
Mr E Thom	None
Mrs C McCusker	» Membership of the RCN » Carryduff GAC
Mrs A Reed	» Membership of the Informatics Society of Ireland for Nursing and Midwifery Group » Membership of the RCN
Ms Karen Murray <i>(Left on the 14th September 2018)</i>	» Memberships of the RCM and RCN

Name	Organisation
Dr C McKenna <i>(On a career break from 5 July 2016)</i>	» Membership of the RCN
Mrs Frances Cannon	» Practice Tutor with the Open University » Membership of the RCN

### Information on Personal data related incidents

There were no personal data or information related incidents during 2018-19.

#### i) Remote Contingent Liabilities

In addition to contingent liabilities reported within the meaning of IAS37, NIPEC also reports liabilities for which the likelihood of a transfer of economic benefit in settlement is too remote to meet the definition of contingent liability.

NIPEC had no remote contingent liabilities.

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Respiratory Health and Well-being Service Project in Partnership with Northern Ireland Practice and Education Council (2012) *The Respiratory Health and Well-being Service Framework: Respiratory Competence Assessment Tool (R-CAT) for Nursing Care and Management*. Belfast: NIPEC.

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## The Statement of Accounting Officer's Responsibilities

Under Schedule 1, paragraph 12 of the Health and Personal Social Services Act (Northern Ireland) 2002 of the Department's (Northern Ireland) Order 1999, the Department of Health has directed the Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC) to prepare for each financial year a statement of accounts in the form, and on the basis, set out in the Accounts Direction. The financial statements are prepared on an accruals basis and must provide a true and fair view of the state of affairs of NIPEC, and of its income and expenditure, changes in taxpayers' equity and cash flows for the financial year.

In preparing the financial statements, the Accounting Officer is required to comply with the requirements of the *Government Financial Reporting Manual (FReM)* and in particular to:

- observe the Accounts Direction issued by the Department of Health including relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis
- make judgements and estimates on a reasonable basis
- state whether applicable accounting standards as set out in FReM, have been followed, and disclose and explain any material departures in the financial statements
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that NIPEC will continue in operation
- keep proper accounting records, which disclose with reasonable accuracy at any time the financial position of NIPEC
- pursue and demonstrate value for money in the services NIPEC provides and in its use of public assets and the resources it controls.

The Permanent Secretary of the Department of Health as Accounting Officer for Health and Social Care Resources in Northern Ireland, has designated Mrs Angela McLernon, Chief Executive of NIPEC, as the Accounting Officer for NIPEC.

The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding the NIPEC assets, are set out in the Accountable Officer Memorandum, issued by the Department of Health.

So far as I am aware, there is no relevant audit information of which the organisation's auditor is unaware; and – I have taken all the steps that I ought to have taken as Chief Executive in order to make myself aware of any relevant audit information and to establish that NIPEC's auditor is aware of that information

The certificate and report of the Comptroller and Auditor General is included on pages 64 to 65.

# Governance Statement

## 1. Introduction/Scope of Responsibility

The Council of NIPEC is accountable for internal control. As Accounting Officer and Chief Executive of the Council, I have responsibility for maintaining a sound system of internal governance that supports the achievement of the organisation's policies, aims and objectives, whilst safeguarding the public funds and assets for which I am responsible, in accordance with the responsibilities assigned to me by the Department of Health.

The accountability arrangements in respect of the relationship between the Council and the DoH are set out in a 'Management Statement and Financial Memorandum' (MS/FM), which has been published by the DoH and agreed with the Council. A copy of this document is placed on the NIPEC website (<https://nipec.hscni.net/>). NIPEC has, during the year, had several meetings with its Sponsor Branch together with Ground Clearing and Accountability Review meetings. The latter includes at least one meeting chaired by the Permanent Secretary of the DoH.

NIPEC has outsourced part of its financial management function under a Service Level Agreement (SLA) to the Business Services Organisation (BSO), and works with this organisation during the year to produce monthly management statements and NIPEC's final accounts.

Also included within the SLA with the BSO are Human Resources (HR), Legal, Equality and Diversity, PaLS (Procurement and Logistic Services), ITS services and Internal Audit services. For 2018-19 an additional outsourced area was added to the SLA under 'Corporate Services' to ensure NIPEC was able to avail of specialist General Data Protection Regulations (GDPR) advice for the organisation. The current SLA is monitored on a monthly basis, with a formal SLA review meeting held annually between NIPEC and the BSO.

## 2. Compliance with Corporate Governance Best Practice

NIPEC applies the principles of good practice in Corporate Governance and continues to strengthen its governance arrangements. NIPEC does this by undertaking continuous assessment of its compliance with Corporate Governance best practice, by having in place for the Council an 'Annual Governance Cycle'; during the financial year, this covers the areas of:

STRATEGY

PERFORMANCE

RISK

REGULATORY

OTHER (Equality etc.)

The Council also receives an annual report and quarterly feedback from the Audit and Risk Committee, which monitors DoH and Northern Ireland Audit Office (NIAO) governance correspondence.

With regard to the wider control environment, NIPEC has in place a range of organisational controls, commensurate with the current assessment of risk, designed to ensure efficient and effective discharge of its business in accordance with the law and Departmental direction. Every effort is made to ensure that the objectives of NIPEC are pursued in accordance with the recognised and accepted standards of public administration. For example, NIPEC's recruitment and selection policies are based on the principle of equality of opportunity, and controls are in place to ensure that all such decisions are taken in accordance with the relevant legislation.

## 3. Governance Framework

The Council exercises strategic control over the operation of the organisation through a system of corporate governance, which includes:

- a schedule of matters reserved for Council decisions
- the regular review of governance documents, including standing financial instructions, standing orders, the standards of business conduct for all staff and the review of this Governance Statement
- a 'scheme of delegation', which delegates decision-making authority within set parameters to the Chief Executive and other Officers
- the establishment of an Audit and Risk Committee and a Remuneration Committee, and a regular review of their terms of reference.

Membership of the Council and the Committees is as follows:

### Council:

#### Membership

- » Chair
- » Chief Executive and eight Professional Members (who all must hold a current registration on the Nursing and Midwifery register)
- » Six Lay Members
- » Ex-Officio Member (Chief Nursing Officer, DoH).



## Functions

NIPEC was established on 7 October 2002 under the Statutory Rules, "The Health and Personal Social Services (2002) Act (Commencement) Order (Northern Ireland) SR2002 No.311 (C.25).

Within the Health and Personal Social Services Act (Northern Ireland) 2002, Chapter 9, Section 2, NIPEC was established as an NDPB, sponsored by the DHSSPS. The Act identifies the following responsibilities for NIPEC:

"It shall be the duty of the Council to promote:

- (2) (a) high standards of practice among nurses and midwives
- (b) high standards in the education and training of nurses and midwives; and
- (c) the professional development of nurses and midwives.

Without prejudice to the generality of subsection (2) the Council may:

- (3) (a) provide guidance on best practice for nurses and midwives
- (b) provide advice and information on matters relating to nursing and midwifery.

The Council shall, in the exercise of its functions, act:

- (4) (a) in accordance with any directions given to it by the Department
- (b) under the general guidance of the Department."

## **Audit & Risk Committee:**

### Membership

- » Two Professional Members
- » Two Lay Members
- » Also, in attendance are the NIPEC Chief Executive and Head of Corporate Services; and representatives from NIPEC's External Auditors - Northern Ireland Audit Office, Internal Audit, BSO and when required a financial representative from the BSO. Representative from NIPEC's Sponsor Branch attended the February 2019 meeting of the committee during the year.

### Functions

The Audit and Risk Committee is an advisory body with no executive powers, other than those specifically delegated in these Terms of Reference. It is authorised by the Council, however, to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its enquiries. Requests for work, and reports received, from internal audit will be channelled through the Chief Executive.

The Audit and Risk Committee is authorised by the Council to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise, if it considers this necessary. The Committee assesses itself on an annual basis against best practice as contained within the National Audit Office's Audit Committee Self-Assessment Checklist.

## **Remuneration Committee:**

### Membership

- » All the Council Members, with the exception of the four who serve on the Audit and Risk Committee.

### Functions

The Role of the Remuneration Committee is the managing and overseeing of the NIPEC performance management process by:

- » encouraging effective appraisal of staff
- » scrutinising objectives for:
  - Consistency
  - Robustness
  - Alignment with Government and Department priorities and local priorities
- » ensuring that robust process has taken place
- » monitoring for consistency of assessment
- » recommending an overall banding and award for Senior Executive.

All the meetings of the Council and the Audit & Risk Committee were quorate during the year. Details of the individual members' attendance are shown in Appendices 3 and 4.

In addition to the above, NIPEC has a Senior Management Team (SMT), which is comprised of the Chief Executive, five Senior Professional Officers and the Head of Corporate Services. The SMT meets on a monthly basis as part of the organisation's Business Team which has the Corporate Services Manager also in attendance. This group supports the Chief Executive in the operational aspects of the organisation. Also, the Chief Executive holds a monthly, one-to-one meeting with each member of the SMT; this meeting covers all aspects of that officer's work.

With regard to legal services, NIPEC uses the Directorate of Legal Services in the BSO. Should NIPEC use independent legal advisors, NIPEC would comply with extant DoH guidance, in particular, HSS (F) 67/2006 – Payments in Respect of Litigation and Legal Services.

#### 4. Business Planning and Risk Management

Business planning and risk management are at the heart of governance arrangements to ensure that statutory obligations and ministerial priorities are properly reflected in the management of business at all levels within the organisation.

Business planning is identified as an activity to be undertaken in the governance cycle, i.e. a workshop was held in November 2018 with Council members which provided feedback from work with key stakeholders. At this workshop, the agenda consisted of a review of, NIPEC’s Corporate Plan for the period 2017-2021 which was aligned to the DoH Programme for Government, the mid-year progress of the current business plan together with other stakeholder issues for the forthcoming year. The draft annual business plan, approved by the Council in January 2019, was then forwarded to the DoH for consideration, so that an approved NIPEC Business Plan for 2019-20 was in place for the forthcoming financial year.

On an ongoing basis, the Council receives at each quarterly meeting an update on all the NIPEC work streams, which are laid out in a matrix format and rated using the ‘RAG’ identification method. The Council also receives a copy of the ‘NIPEC Corporate Risk Register’ which presents the current position against the high level risks, as derived from the current corporate business objectives, and uses the HSC Regional Risk Matrix for identification of progress. The Audit and Risk Committee also receives, at each meeting, a copy of the “NIPEC Corporate Risk Register”.

At each Business Team meeting, a standing item on the agenda is the matter of operational risks; these are reviewed and, if required, an issue can be escalated up to the Audit and Risk Committee and then to the Council for consideration/action.

NIPEC has a ‘Risk Management Strategy and Action Plan’, which is updated annually and agreed via the Audit and Risk Committee. This document sets out from an operational basis the key objectives for managing risks, risk management in NIPEC, setting the risk appetite, addressing the risks, responsibility for risk management, risk structure within the organisation and method for evaluating and scoring risks, together with a NIPEC risk action plan for the year. In 2018-19 NIPEC ceased to use the HSC, ‘NZ Risk Model’ and replaced it with the ‘HSC Regional Risk Matrix’ for risk scoring.

NIPEC staff can avail of the regionally agreed HSC e-learning packages for risk management and has in place a partnership agreement with the Counter Fraud and probity Services (CFPS) for the investigation of fraud related issues.

In order to seek to learn from good practice, NIPEC is in membership of the following regional groups:

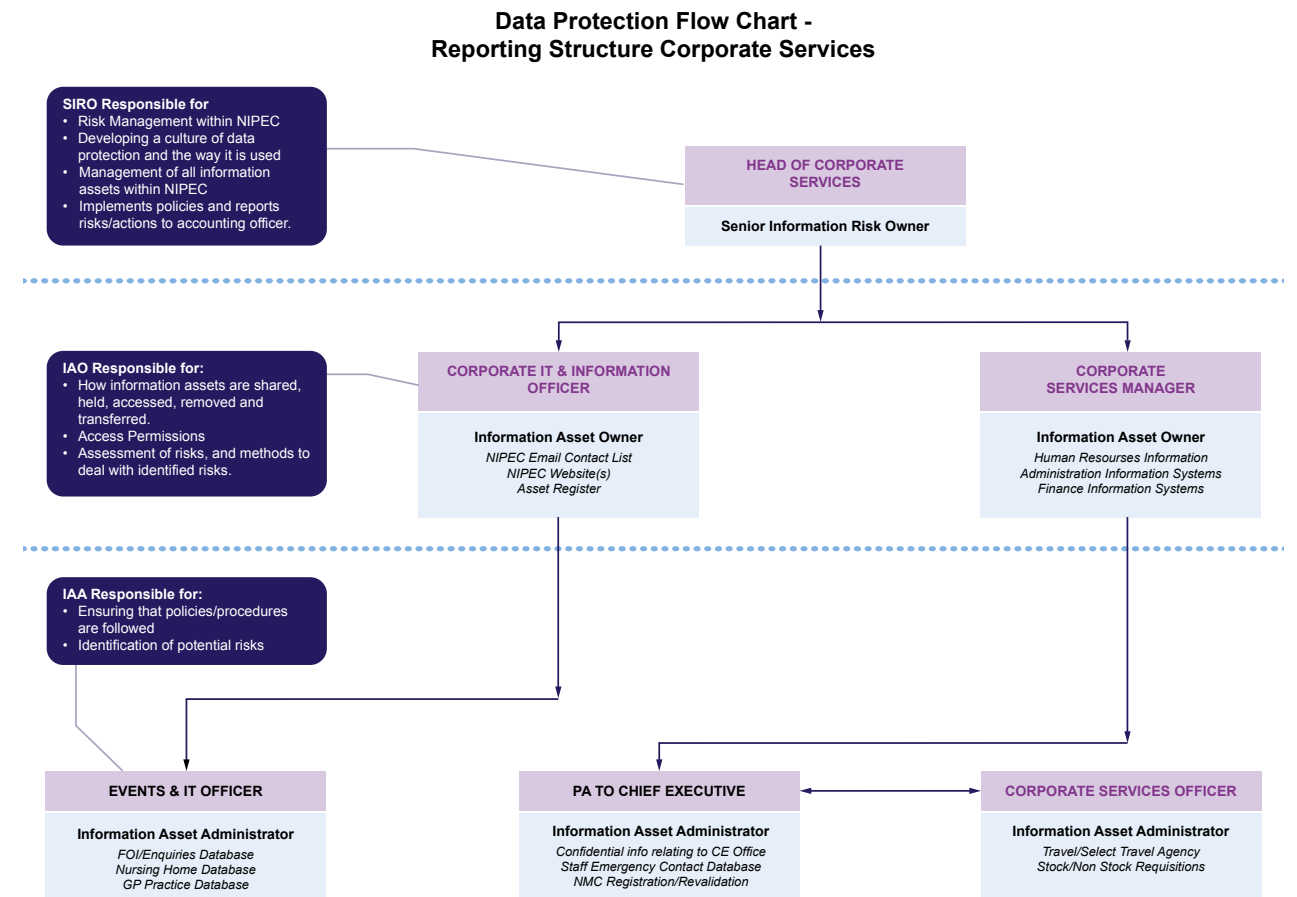
- Governance Network Group (GNG)
- Information Governance Advisory Groups (IGAG).

NIPEC’s Audit and Risk Committee’s work activity includes the monitoring and review of governance documents, such as Whistle Blowing Policy, Code of Conduct for Staff and Fraud Response Policy and Plan.

The Council’s Audit and Risk Committee has a responsibility for ensuring that the organisation adheres to best practice in regard to the management and control of risk.

#### 5. Information Risk

Whilst NIPEC has no direct operational public/patient/client interface - and, therefore, no information in regard to the above is held - it does, in line with data protection best practice, have in place a formal structure to cover the following:





The Head of Corporate Services is also NIPEC's designated 'Personal Data Guardian' and any hard copy information which may contain sensitive data i.e. personal addresses is stored in secure filing, with access limited to only those staff members who need to use the data. Also, any records which are stored electronically are password protected.

With regard to IT data security, NIPEC has in place the following:

- All NIPEC laptops are encrypted, with the user only gaining access to the contents via a password
- All staff who require their use have been provided with USB memory sticks i.e. Iron Keys, which are also encrypted
- All NIPEC Smart Phones are encrypted with the user gaining access to the device via finger recognition or password
- Remote access is facilitated by means of a BSO, ITS Mobile PASS token or a BSO, ITS fob
- IT policies and procedures on the use of laptops and memory sticks are updated on an ongoing basis, as appropriate, and circulated to staff
- USB ports on PCs are closed off to unencrypted keys.

## 6. Assurance

The system of internal financial control is based on a framework of regular financial information, administrative procedures - including the segregation of duties, and a system of delegation and accountability. In particular, it includes:

- comprehensive budgeting systems, with an annual budget which is reviewed and agreed by the Council
- regular reviews by the Council of periodic financial reports, which indicate financial performance against the forecast
- setting targets to measure financial and other performances
- as appropriate, formal budget management disciplines.

To keep Council updated on the organisation's efficient use of funding and resources, the members receive, at each meeting, a copy of NIPEC's monitoring of its organisational KPIs, a set of the draft minutes of the last Audit and Risk Committee meeting; these are spoken to by the Chair of the Audit and Risk Committee and are accompanied by a written and verbal report by the Head of Corporate Services on the major corporate governance issues since the last meeting. An update on the progress of NIPEC's current projects is given by the Chief Executive and this is complemented, at times, by a presentation by the relevant Senior Professional Officer.

The Audit and Risk Committee agenda covers financial statements, financial audit areas (internal & external), corporate risk register, SLA agreements, organisational KPIs, external hospitality, policies and procedures updates, Chair & Chief Executive's expenses and correspondence. An annual report on the activity of the Audit and Risk Committee for the year is submitted to the Council. The internal audit reports inform the Council on the level of confidence in the status and best fit of the systems and process within the organisation.

The Council is satisfied with the quality of the information received during the year and is satisfied that the information was sufficient to enable the Council to fulfil its obligations.

The External Auditors audit NIPEC's Annual Report and Accounts and their audit findings are set out in the document 'Report to those charged with Governance – Audit results', which is presented in full to the Council members when they are considering the NIPEC annual report and accounts for signing off.

When the financial statements of the signed-off NIPEC accounts are audited by the Comptroller and Auditor General, NIAO, a certificate and report are issued; these are subsequently incorporated within the final annual report and accounts document.

## 7. Controls Assurance Standards

Following a review the DoH ceased from the 1 April 2018 the Controls Assurance Standards (CAS) that had previously been in place for HSC organisations and now seek from 2018-19 an annual assurance from Chief Executives in relation to their organisation's compliance with 'Information Management Framework' requirements.

In order to ensure that NIPEC has a systematic and planned approach to the governance of information to enable it to maintain information in a manner that effectively services its needs and those of its stakeholders in line with appropriate legislation NIPEC has in place the following:

- Register of policies and procedures
- 16 HSC E-Learning programmes for staff
- Compliance with General Data Protection Regulation (GDPR)
- Compliance with Freedom of Information (FOI) Act 2000
- Privacy statement on main website
- Register of NIPEC contracts
- Protocols governing the saving of personal information with other organisations i.e. Data Access Agreements in place
- Effective control of corporate records via management processes
- An Information Asset register is maintained
- Corporate Risk register

- Monthly SIP returns
- Monthly Management Accounts/Statements
- Internal meetings with Chief Executive (monthly)
- Monthly Business Team and Corporate Services meetings
- Professional Work Matrix, KPIs and Corporate Controls and Finance reports taken to each Council meeting
- Register of approved Business Cases
- Corporate Plans and annual Business Plans
- Prioritisation Matrix held for each work stream within the business plan
- Website Governance group
- Health & Safety group
- Audit & Risk Committee

As part of the NIPEC Internal Audit Plan for 2018-19 an independent Review of the mechanism now in place with NIPEC to ensure the level of compliance was undertaken by Internal audit in March 2019.

NIPEC mid and end of year assurance statements were provided to the DoH within the stipulated target deadlines

## 8. Sources of Independent Assurance

NIPEC obtains Independent Assurance from the following sources:

- **Internal Audit**

NIPEC has an outsourced internal audit function with the BSO, which operates to defined standards. Its work is informed by an analysis of risk to which the organisation is exposed and annual audit plans are based on this analysis.

The Internal Audit Plan agreed by the Audit and Risk Committee in May 2018 was for the period, 2017-18 to 2019-20. For 2018-19, the plan was based on 19.5 days' work to cover, financial review audits, corporate risk based audits, governance audits and post Controls Assurance Standards verification, as well as management time and follow-up reviews.

All audit assignments included in the 2018-19 Internal Audit Plan, approved by the Audit and Risk Committee, were completed. An audit of HSC organisations compliance with Permanent Secretary's instructions on travel was conducted by Internal Audit during the year.

A mid-year assurance statement was provided from the Head of Internal Audit to the Audit and Risk Committee meeting held in October 2018, as part of the process to assist the Chief Executive in the completion of the DoH Mid-Year Assurance Statement.

The Internal Auditor provides management with an assurance, as per the four tiered opinion system used to convey the Internal Audit opinion<sup>7</sup>.

The Internal Audit Review outcomes for 2018-19, therefore, showed the following:

### Financial Audits

- **Financial Review** ..... **'Satisfactory Assurance'**  
*No priority 1 weaknesses were identified.*
- **ALB Travel Audit** ..... **'Satisfactory Assurance'**  
*No priority 1 weaknesses were identified.*

### Corporate Risk Based Audits

- **Performance Management & Reporting** ..... **'Satisfactory Assurance'**  
*No priority 1 weaknesses were identified.*

### Controls Assurance Standards

- **Audit of the Mechanism put in place post April 2018**

Also, in a report dated 18 April 2019, on a year-end follow-up on outstanding internal audit recommendations, the Internal Auditor noted that, at year-end, 3 (100%) out of the outstanding 3 recommendations examined had been fully implemented.

The Head of Internal Audit's 'Annual Report for the Year' gave the following opinion:

*"Overall for the year ended 31 March 2019, I can provide **Satisfactory** assurance on the adequacy and effectiveness of the organisation's framework of governance, risk management and control."*

<sup>7</sup> Department of Finance and Personnel, circular reference DAO (DFP) 11/07, dated 23 August, 2007.

- **External audit**

NIPEC's external audit service is provided by the NI Audit Office. Their representatives/ staff attend the Audit and Risk Committee meetings.

- **Investors in People (IiP)**

NIPEC currently holds accreditation to the Investors in People Standard, which was reassessed and awarded under a certificate of recognition dated 10 January 2018 for a further period of 3 years.

- **Nursing and Midwifery Council (NMC) – Professional Registration**

The Chief Executive and the five Senior Professional Officers and registrant members of Council have to hold, as a requirement of their employment/appointment, a current valid nursing and/or midwifery registration with the NMC. This registration has to be revalidated every three years with the requirement to renew registration on an annual basis for which an annual fee is paid to the NMC. NIPEC monitors this on an ongoing basis.

## 9. Review of Effectiveness of the System of Internal Governance

As Accounting Officer, I have responsibility for the review of effectiveness of the system of internal governance. My review of the effectiveness of the system of internal governance is informed by the work of the internal auditors and the executive managers within NIPEC who have responsibility for the development and maintenance of the internal control framework, and by comments made by the external auditors in their management letter and other reports. I have been advised on the implications of the result of my review of the effectiveness of the system of internal control by the Council and Audit and Risk Committee, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

To keep Council updated on the organisation's efficient use of funding and resources, the members receive, at each meeting, a set of the draft minutes of the last Audit and Risk Committee meeting; these are spoken to by the Chair of the Audit and Risk Committee and are accompanied by a written and verbal report by the Head of Corporate Services on the major corporate governance issues since the last meeting. An update on the progress of NIPEC's current projects is given by the Chief Executive and this is complemented, at times, by a presentation by the relevant Senior Professional Officer.

The Audit and Risk Committee agenda covers financial statements, financial audit areas (Internal & External), corporate risk register, SLA agreements, organisational KPIs, annual Property Asset Management Plan, external hospitality, policies and procedures updates, Chair & Chief Executive's expenses and correspondence.

An annual report on the activity of the Audit and Risk Committee for the year 2018-2019 was submitted to the Council meeting held on 25 June 2019.

There were no incidents within NIPEC of data loss or serious adverse incidents during the year.

## 10. Internal Governance Divergences – Current and New for 2018-19

### Shared Service Audits

A number of audits (summarised below) have been conducted in BSO Shared Services, as part of the BSO Internal Audit Plan. The recommendations in these Shared Service audit reports are the responsibility of BSO Management to take forward and the reports have been presented to BSO Governance & Audit Committee. Given that NIPEC is a customer of BSO Shared Services, the final reports have been shared with the NIPEC Head of Corporate Services and a summary of the reports are presented to the NIPEC Audit and Risk Committee.

Shared Service Audit	Assurance
Payroll Shared Service (September 2018 and March 2019)	Limited
Payments Processing in Accounts Payable Shared Service	Satisfactory
Recruitment Shared Service	Satisfactory
Business Services Team	Satisfactory



## 11. Property Asset Management Plan (PAMP)

In line with the DoH requirement for ALB's to produce an annual PAMP with a five year planning horizon to enable ALB's to show that they are using property assets (freehold and leasehold) efficiently and effectively and that property assets demonstrate value for money, NIPEC produced its fourth PAMP plan for the period 2018-19 to 2023-24 which was submitted to the DoH within the stipulated deadline of 28 September 2018.

## 12. Reporting of Complaints

NIPEC's complaints register records show no formal complaints made during 2018-19. NIPEC has in place a policy and an executive summary for the 'Handling of Complaints' which is reviewed and updated in line with its policy grid. This is part of NIPEC's ongoing work to ensure that its complaint procedures adhere to best practice. Any guidance or correspondence issued by either the DoH or the NI Ombudsman's Office are used to review its procedures against.

## 13. Reporting of Adverse Incidents

NIPEC has in place a Policy for the reporting of Adverse Incidents/Accidents/Near Misses & Dangerous Occurrences. To note that there were no incidents recorded for 2018-19.

## 14. Budgetary Position and Authority

In the continuing absence of an Executive and a sitting Assembly, the Northern Ireland Budget Act 2018 was progressed through Westminster, receiving Royal Assent on 20th July 2018, followed by the Northern Ireland Budget (Anticipation and Adjustments) Act 2019 which received Royal Assent on 15th March 2019. The authorisations, appropriations and limits in these Acts provide the authority for the 2018-19 financial year and a vote on account for the early months of the 2019-20 financial year as if they were Acts of the Northern Ireland Assembly.

## 15. Financial Challenges for NIPEC

The outlook for 2019-20 is increasingly constrained, particularly in respect of resource funding. The indication of a potential budget for 2019-20 would indicate a 2% reduction on the 2018-19 base RRL.

The above scenario imposes major financial challenges to NIPEC which has seen over the past years significant year on year reductions in its resource funding. However, as with the other financial years NIPEC remains committed to achieving financial break-even.

## 16. Conclusion

NIPEC has a rigorous system of accountability on which I, as Accounting Officer, can rely on to help me form an opinion on the probity and use of public funds, as detailed in Managing Public Money NI. The system operates on a principle of the need to manage and deploy public resources responsibly in the public interest. This is taken forward by the application of good common sense and sound financial management, as carried out

- in the spirit of, as well as to the letter of, the law
- in the public interest
- to high ethical standards
- by achieving value for money.

Further to considering the accountability framework within the Body, and in conjunction with assurances given to me by the Head of Internal Audit, I am content that NIPEC has operated a sound system of internal governance during the period 2018-2019.



# Remuneration and Staff Report

## Scope of the Report

The Remuneration Report summarises the remuneration policy of the Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC) and particularly its application in connection with senior managers. The report, completed in line with circular FD (DFP) 04/10, dated 31 March 2010, also describes how NIPEC applies the principles of good corporate governance in relation to Senior Managers' remuneration in accordance with HSS (SM) 3/2001 issued by the Department of Health (DoH).

## Remuneration Committee

The Council of NIPEC, as set out in its Standing Orders, has delegated certain functions to the Remuneration and Terms of Service Committee. The membership of this committee is as follows:

Chair:	Professor Carol Curran
Professional Members:	Mrs Ruth Burrows ( <i>until 23 September 2018</i> ) Mrs Lisa Houlihan Ms Deirdre O'Donnell Mr Patrick McGreevy ( <i>until 23 September 2018</i> )
Lay Members:	Mrs Maureen Clark Mr Paul Davidson

**Note:** As per the DoH guidelines, 'Code of Conduct and Code of Accountability for Board Members of Health and Social Care Bodies', dated 18 July 2012, none of the Council members who serve on the Audit and Risk Committee is in membership of the NIPEC Remuneration Committee.

## Remuneration Policy

NIPEC applies the remuneration policy as directed by circular HSS (SM) 3/2001, issued by the DoH in respect of Senior Managers who hold senior manager contracts. These managers are subject to the NHS Individual Performance Review system. Within the system, each participant agrees objectives with his/her Senior Manager. At the end of each year, performance is assessed and a performance pay award is given accordingly. For the Chief Executive, this award is approved by the Chairman of the Council and

endorsed by the Council's Remuneration Committee. There are no elements of Senior Managers' remuneration that are not subject to performance conditions.

## Contracts

HSC appointments are made on the basis of the merit principle, in fair and open competition and in accordance with all relevant legislation and, as applicable, circular HSS (SM) 3/2001. Unless otherwise stated, the employees covered by this report are appointed on a permanent basis, subject to satisfactory performance.

Mrs Angela McLernon	took up post as Chief Executive on 1 July 2014, seconded from the DoH.
Mr Edmund Thom	was transferred, under TUPE, to Head of Corporate Services on 1 April 2002.
Mrs Cathy McCusker	was appointed Senior Professional Officer on 1 April 2006.
Ms Angela Reed	was appointed Senior Professional Officer on 3 November 2008.
Dr Carole McKenna	was appointed Senior Professional Officer on 1 January 2009.
Ms Frances Cannon	was appointed Senior Professional Officer on 16 April 2012.
Ms Karen Murray	was appointed Senior Professional Officer on 1 December 2016 ( <i>left 14 September 2018</i> )

## Notice Periods

Three months' notice is to be provided by either party, except in the event of summary dismissal. There is nothing to prevent either party waiving the right to notice, or from accepting payment in lieu of notice.

## Retirement Age

Prior to 1 October 2006, employees were required to retire at age 65 years, with occupational pensions normally effective from age 60 years. With the introduction of the Equality (Age) Regulations (Northern Ireland) 2006, however, employees can now request to work beyond the age of 65 years.

## Compensation for Premature Retirement

In accordance with Circular HSS (S) 11/83 and subsequent supplements, there is provision within the HSC Superannuation Scheme for premature retirement with immediate payment of superannuation benefits and compensation for eligible employees on the grounds of:

- efficiency of the service
- redundancy
- organisational change.

Employers who retire staff early on any of the above grounds must pay the following:

- the basic pension, plus increases up to normal retirement age
- the enhancement element of the pension, plus increases for as long as this remains in payment
- the enhancement element of the lump sum
- the actuarial charge for payment of the basic lump sum before normal retirement age.

There is also provision within the Scheme for early retirement with benefits on health grounds, subject to confirmation of permanent incapacity by HSC Medical Advisers.

## Salary and Pension Entitlements

There were no bonus or exit packages payments paid during the year.

Following the Hutton Fair Pay Review, which recommended that, from 2011-12, all public service organisations publish their top to median pay multiples each year, the Department of Health Social Services and Public Safety issued Circular HSC (F) 23/2012 and subsequently issued Circular HSC (F) 23/2013, setting out a requirement to disclose the relationship between the remuneration of the most highly paid director in the organisation and the median remuneration of the organisation's workforce. Following the application of the guidance contained in circular HSC (F) 23/2013, the following can be reported:

<b>[Audited]</b>	<b>2018-19</b>	<b>2017-18</b>
Band of Highest Paid Director's Total Remuneration - £'000 - ( <i>Chief Executive post</i> )	70-75	70-75
Organisational - Median Total Remuneration	£42,616	£41,374
Ratio	1.7	1.8
Range of Staff remuneration	£18k - £73k	£12k - £75k

## Public Sector appointees and Staff Resources not on Payroll

Under DoH circular reference: HSC (F) 21-2014 Departmental ALBs are required to disclose in the Annual Reports the details of 'off-payroll' engagements at a total cost of over £58,200 per annum that were in place during 2018-19. This does not apply to staff or public sector appointees within respective organisations, contracted through employment agencies and self employed, including through personal service companies.

<b>NIPEC – Off-Payroll Staff Resources</b>	<b>Number of Staff</b>
Off-Payroll staff as at 1 April 2018	-
New engagements during the year	-
Number of engagements transferred to departments payroll	-
Number of engagements that have come to an end during the year	-
Off-Payroll staff as at 31 March 2019	-

<b>Staff Costs [Audited]</b>	<b>2019</b>		<b>2018</b>	
	<b>Permanently employed staff £000s</b>	<b>Others £000s</b>	<b>Total £000s</b>	<b>Total £000s</b>
Staff costs comprise	£	£	£	£
Wages and salaries	666	141	807	671
Social security costs	59	-	59	58
Other pension costs	75	-	75	78
<b>Sub-Total</b>	<b>800</b>	<b>141</b>	<b>941</b>	<b>807</b>
Capitalised staff costs	-	-	-	-
<b>Total staff costs reported in Statement of Comprehensive Expenditure</b>	<b>800</b>	<b>141</b>	<b>941</b>	<b>807</b>
Less recoveries in respect of outward secondments			-	-
<b>Total net costs</b>			<b>941</b>	<b>807</b>

NIPEC participates in the HSC Superannuation Scheme. Under this multi-employer defined benefit scheme both NIPEC and employees pay specified percentages of pay into the scheme and the liability to pay benefit falls to the DoH. NIPEC is unable to identify its share of the underlying assets and liabilities in the scheme on a consistent and reliable basis.

As per the requirements of IAS 19, full actuarial valuations by a professionally qualified actuary are required at intervals not exceeding four years. The actuary reviews the most recent actuarial valuation at the statement of financial position date and updates it to reflect current conditions. The 2017 valuation for the HSC Pension scheme updated to reflect current financial conditions (and a change in financial assumption methodology) will be used in 2018-19 accounts.

#### Average number of persons employed [Audited]

The average number of whole time equivalent persons employed during the year was as follows;

	2019		2018	
	Permanently employed staff No.	Others No.	Total No.	Total No.
Administrative and Clerical	11	-	11	11
Nursing and Midwifery	6	4	10	7
<b>Total average number of persons employed</b>	<b>17</b>	<b>4</b>	<b>21</b>	<b>18</b>
Less average staff number relating to capitalised staff costs			-	-
Less average staff number in respect of outward secondments			-	-
<b>Total net average number of persons employed</b>			<b>21</b>	<b>18</b>

The staff numbers disclosed as 'Others' in 2018-19 relate to temporary members of staff. The gender breakdown for 2019 is:

	Female	Male
Administrative and Clerical	9	2
Nursing and Midwifery	10	0
<b>Total</b>	<b>19</b>	<b>2</b>

#### Reporting of early retirement and other compensation scheme - exit packages [Audited]

Exit package cost band	*Number of compulsory redundancies		*Number of other departures agreed		Total number of exit packages by cost band	
	2019	2018	2019	2018	2019	2018
<£10,000	-	-	-	-	-	-
£10,001 - £25,000	-	-	-	-	-	-
£25,001 - £50,000	-	-	-	-	-	-
£50,001 - £100,000	-	-	-	-	-	-
£100,001 - £150,000	-	-	-	-	-	-
£150,001 - £200,000	-	-	-	-	-	-
>£200,000	-	-	-	-	-	-
<b>Total number of exit packages by type</b>	-	-	-	-	-	-
	£000s	£000s	£000s	£000s	£000s	£000s
<b>Total resource cost</b>	-	-	-	-	-	-

Redundancy and other departure costs have been paid in accordance with the provisions of the HSC Pension Scheme Regulations and the Compensation for Premature Retirement Regulations, statutory provisions made under the Superannuation Act 1972. Exit costs are accounted for in full in the year in which the exit package is approved and agreed and are included as operating expenses at note 4. Where early retirements have been agreed, the additional costs are met by the employing authority and not by the HSC pension scheme. Ill-health retirement costs are met by the pension scheme and are not included in the table.



The salary, pension entitlements, and the value of any taxable benefits in kind to the senior business team of NIPEC were as follows **[Audited]**:

Name	2018-19				2017-18					
	Salary £000s	Bonus / Performance Pay £000s	Benefits in kind (rounded to nearest £100)	Pension Benefits (rounded to nearest £1,000)	Total £'000	Salary £000s	Bonus / Performance Pay £000s	Benefits in kind (rounded to nearest £100)	Pension Benefits (rounded to nearest £1,000)	Total £'000
Angela McLernon <sup>8</sup>	70-75	-	-	-	70-75	-	-	-	-	70-75
Edmund Thom	55-60	-	-	-	55-60	-	-	-	-	55-60
Cathy McCusker	55-60	-	100	20	55-60	-	200	4	60-65	
Angela Reed	55-60	-	100	17	55-60	-	100	13	70-75	
Carole McKenna <sup>9</sup> (On a career break from 5 July 2016)	-	-	-	-	-	-	-	-	-	
Frances Cannon	55-60	-	100	35	55-60	-	100	18	75-80	
Karen Murray (Left 14 September 2018)	20-25 (FTE 55-60)	-	-	(4)	20-25	-	200	13	60-65	

<sup>8</sup> Seconded from the DoH from 1 July 2014

<sup>9</sup> Annual Salary £55-60K

### Pensions of the Senior Business Team **[Audited]**

Name	Real increase in pension and related lump sum at pension age £'000s	Total accrued pension age at age 60 and related lump sum £'000s	CETV at 31 March 2018 £'000s	CETV at 31 March 2019 £'000s	Real increase in CETV £'000s
Angela McLernon	-	-	-	-	-
Edmund Thom	-	-	-	-	-
Cathy McCusker	0-2.5 plus lump sum of 0-2.5	20-25 plus lump sum of 70-75	461	544	24
Angela Reed	0-2.5 plus lump sum of 0-2.5	20-25 plus lump sum of 45-50	319	385	19
Carole McKenna (On a career break from 5 July 2016)	-	-	25	-	-
Frances Cannon	0-2.5 plus lump sum of 5-10	30-35 plus lump sum of 90-95	594	714	45
Karen Murray (Left 14 September 2018)	0-2.5 plus lump sum of 0-2.5	0-2.5 plus lump sum of 0-2.5	-	-	-

Within the NIPEC organisational structure there are no non-executives and the 15 members of the Council receive no remuneration with the exception of the Chair. See appendix 5, page 117.

### HPSS Superannuation and Pension Schemes

Pension benefits are provided through either the HSC Superannuation scheme or the HSC Pension scheme. The HSC Pension scheme is applicable to all new HSC workers from 1 April 2015. Both the HSC Superannuation scheme and the HSC Pension scheme (2008 and 2015) are 'final salary' defined benefit schemes. The schemes are unfunded, with the cost of benefits met by monies voted by Parliament each year. Pensions that are payable are increased annually in line with changes in the Retail Prices Index.

The contribution rate for members from 2012 is 5% - 10.9% depending on rate of Pensionable Pay. For the HPSS Superannuation scheme, benefits accrue at the rate of 1/80th of pensionable salary for each year of service and under the HSC Pension scheme ( 2008), benefits accrue at the rate of 1/60th of pensionable earnings for each year of service for the 2008 scheme and 1/54th for the 2015 scheme. Also, the 2015 scheme is based on Career Average Earnings.

In addition, a lump sum equivalent to three years' pension is payable on retirement under the HPSS Superannuation scheme, whilst those under the HSC Pension scheme (2008 and 2015) will have the choice of taking a Retirement Lump Sum and having a smaller annual pension.

Further details about the Health Service pension arrangements can be found at the website [www.hscpensions.hscni.net](http://www.hscpensions.hscni.net).

### **Cash Equivalent Transfer Values**

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme, or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves the scheme and chooses to transfer the benefits accrued in a former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of his/her total membership of the pension scheme, not just service in a senior capacity, to which the disclosure applies.

The CETV figures and the other pension details include the value of any pension benefits in another scheme or arrangement, which the individual has transferred to the HPSS pension scheme. They also include any additional pension benefit accrued by the member as a result of purchasing additional years of pension service in the scheme at his/her own cost. CETVs are calculated within the guidelines and framework prescribed by the Institute and Faculty of Actuaries.

### **Real Increase in CETV**

This reflects the increase in CETV effectively funded by the employer. It takes account of the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

### **Other**

- There are no elements of the remuneration package which are not cash.
- There is no compensation payable to former senior managers.
- There are no amounts included above which are payable to third parties for services of a senior manager.
- There have been no awards made to past senior managers.

### **Disabled Employees**

It is the policy of NIPEC to provide employment equality for all, irrespective of, for example, religious belief, political opinion, gender and marital status, sexual orientation, disability, race or ethnic origin, domestic responsibility, trade union membership and age.

### **Employee Involvement**

As part of its Human Resource's SLA with the BSO, NIPEC participates in a Joint Negotiation Consultative Committee with Trade Unions. Internally, there is an organisational communication structure which involves the use of team briefing meetings, staff meetings and consultations with staff on draft policies.

### **Training and Development**

NIPEC has a suite of 16 mandatory education/training e-learning programmes which all staff have access to from their work stations and a further five programmes for the Professional Staff to ensure that they meet the CPD requirements for their professional registration.

The updating of these programmes range from annual to every three years and it is the responsibility of the individual staff member to monitor and ensure that they meet the agreed updating deadlines.

Staff can also attend during the year appropriate conferences, workshops and seminars which are related to their specific area of work.

## Health and Social Wellbeing Committee

NIPEC's Health and Social Wellbeing Committee continued to meet during the year. Its membership is drawn from across the organisation and one of their first tasks at the start of the year was to review feedback from staff on the previous year's activities and develop and agree a new programme of activities for 2018-19 – this included the following:

- 'Wellbeing Wednesdays'
- Macmillan Coffee morning – September
- Mental Health Awareness session – 'World Mental Health Day' in October
- Annual Shoebox Appeal – 'The Road of Hope Shoebox Appeal'
- Christmas Breakfast and Quiz

The Committee has its own page within the 'About Us' section on NIPEC's website in which it will continue to populate further with updates and photos on activities throughout the coming year.

Details of absenteeism statistics are shown at page 16 of the Performance Report.

## Accountability and Audit Report

NIPEC did not make any charitable donations during the financial year and there were no personal data related incidents requiring disclosure during the year.

NIPEC is resourced from public funding and is responsible and accountable for all of its activities. In 2018-2019, mechanisms were maintained in order to assure the DoH and the public of the efficient and effective performance of NIPEC in delivering its functions. The Internal Auditor's annual report for the year assured the Audit and Risk Committee that adequate and effective systems of internal financial control had been established by management within the Council. Activities this year included:

- Meeting all Equality requirements; the Executive Summary of the Equality Report submitted to the Equality Commission is included on page 27.
- Monitoring and administration of Service Level Agreements for outsourced services to ensure effectiveness and value for money
- Review and monitoring of NIPEC's Assurance Framework: Corporate Risk and Operational Risk Registers and implementation of the various control measures aimed at managing risk
- Carrying out a self-assessment, and maintaining evidence to show that NIPEC has a systematic and planned approach to the governance of information to enable it to maintain information in a manner that effectively services its needs and those of its stakeholders in line with appropriate legislation NIPEC
- Ensuring compliance with Statutory and Regulatory requirements
- Safeguarding of, and proper and effective use of, public funds
- Adherence to the 'Seven Principles of Public Life', i.e. Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.



## Annual Accounts 2018-19:

### Post Balance Sheet Events

There were no post Balance Sheet events.

### Prompt Payment Policy

NIPEC is committed to the prompt payment of bills for goods and services received, in accordance with the Confederation of British Industry's Prompt Payers' Code. Unless otherwise stated in the contract, payment is due within 30 days of the receipt of goods or services, or presentation of a valid invoice or similar demand, whichever is the later.

Regular reviews, conducted to measure how promptly NIPEC paid its bills, found that 98% of bills were paid within this standard, page 102, note (14.1). The Late Payment of Commercial Debts Regulations 2002 provides small businesses with a statutory right to claim interest on the late payment of commercial debt. During the year, NIPEC incurred no interest payments.

## Assembly Accountability Disclosure Notes

### i) Losses and Special Payments *[Audited]*

Type of loss and special payment	2018-19		2017-18
	Number of Cases	£	£
<b>Cash losses</b>			
Cash Losses - Theft, fraud etc	-	-	-
Cash Losses - Overpayments of salaries, wages and allowances	-	-	-
Cash Losses - Other causes	-	-	-
<b>Claims abandoned</b>			
Waived or abandoned claims	-	-	-
<b>Administrative write-offs</b>			
Bad debts	-	-	-
Other	-	-	-
<b>Fruitless payments</b>			
Late Payment of Commercial Debt	-	-	-
Other fruitless payments and constructive losses	-	-	-
<b>Stores losses</b>			
Losses of accountable stores through any deliberate act	-	-	-
Other store losses	-	-	-
<b>Special Payments</b>			
Compensation payments	-	-	-
- Clinical Negligence	-	-	-
- Public Liability	-	-	-
- Employers Liability	-	-	-
- Other	-	-	-
Ex-gratia payments	-	-	-
Extra contractual	-	-	-
Special severance payments	-	-	-
<b>TOTAL</b>	-	-	-

### Special Payments *[Audited]*

There were no other special payments or gifts made during the year.

### Other Payments and Estimates [Audited]

There were no other payments made during the year.

### Losses and Special Payments over £250,000 [Audited]

NIPEC had no losses or made no special payments over £250,000.

### ii) Fees and Charges [Audited]

There were no other fees and charges during the year.

### iii) Remote Contingent Liabilities [Audited]

In addition to contingent liabilities reported within the meaning of IAS37, NIPEC also reports liabilities for which the likelihood of a transfer of economic benefit in settlement is too remote to meet the definition of contingent liability.

NIPEC had no remote contingent liabilities.

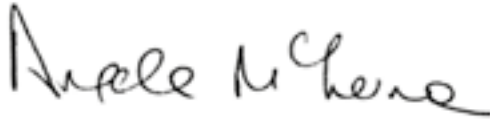
### Audit

The notional cost of the audit for the year ended 31 March 2019 which pertained solely to the audit of the accounts was £14,900. There were no fees paid to the external auditors during the year in relation to non-audit services.

### Going Concern

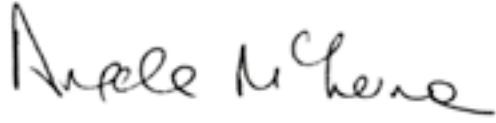
The accounts have been prepared on an ongoing concern basis. Management are not aware of any conditions or events, currently or in the future, that would bring this assumption into question.

In addition, due to the manner in which NIPEC is funded, the Statement of Financial Position will show a negative position. In line with the FReM, sponsored entities such as NIPEC which show total net liabilities, should prepare financial statements on a going concern basis. The cash required to discharge these net liabilities will be requested from the Department when they fall due, and is shown in the Statement of Changes in Taxpayers' Equity.


Signed:   
Mrs Angela McLernon, OBE  
Accounting Officer  
Date: 25/6/2019

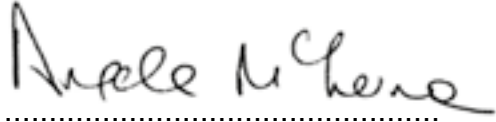
### Certificates of Chairman and Chief Executive

I certify that the annual accounts set out in the financial statements and notes to the accounts (pages 66 to 109), which I am required to prepare on behalf of the Northern Ireland Practice and Education Council for Nursing and Midwifery, have been compiled from, and are in accordance with, the accounts and financial records maintained by Northern Ireland Practice and Education Council for Nursing and Midwifery and with the accounting standards and policies for HSC bodies approved by the DoH.

Signed:   
Chief Executive  
25/6/2019 Date

I certify that the annual accounts set out in the financial statements and notes to the accounts (pages 66 to 109), as prepared in accordance with the above requirements, have been submitted to, and duly approved by, the Council.

Signed:   
Chairman  
25/6/2019 Date

Signed:   
Chief Executive  
25/6/2019 Date

**NORTHERN IRELAND PRACTICE AND EDUCATION COUNCIL  
THE CERTIFICATE AND REPORT OF THE COMPTROLLER AND AUDITOR GENERAL  
TO THE NORTHERN IRELAND ASSEMBLY**

**Opinion on financial statements**

I certify that I have audited the financial statements of the Northern Ireland Practice and Education Council for the year ended 31 March 2019 under the Health and Personal Social Services Act (Northern Ireland) 2002. The financial statements comprise: the Statements of Comprehensive Net Expenditure, Financial Position, Cash Flows, Changes in Taxpayers' Equity; and the related notes including significant accounting policies. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Accountability Report that is described in that report as having been audited.

In my opinion the financial statements:

- give a true and fair view of the state of the Northern Ireland Practice and Education Council's affairs as at 31 March 2019 and of the Northern Ireland Practice and Education Council's net expenditure for the year then ended; and
- have been properly prepared in accordance with the Health and Personal Social Services Act (Northern Ireland) 2002 and Department of Health directions issued thereunder.

**Opinion on regularity**

In my opinion, in all material respects the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

**Basis of opinions**

I conducted my audit in accordance with International Standards on Auditing (UK) (ISAs) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of this certificate. My staff and I are independent of the Northern Ireland Practice and Education Council in accordance with the ethical requirements of the Financial Reporting Council's Revised Ethical Standard 2016, and have fulfilled our other ethical responsibilities in accordance with these requirements. I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinions.

**Other Information**

The Council and the Accounting Officer are responsible for the other information included in the annual report. The other information comprises the information included in the annual report other than the financial statements, the parts of the Accountability Report described in the report as having been audited, and my audit certificate and report. My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

**Opinion on other matters**

In my opinion:

- the parts of the Accountability Report to be audited have been properly prepared in accordance with Department of Health directions made under the Health and Personal Social Services Act (Northern Ireland) Order 2002; and
- the information given in the Performance Report and Accountability Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Responsibilities of the Council and Accounting Officer for the financial statements**

As explained more fully in the Statement of Accounting Officer Responsibilities, the Council and the Accounting Officer are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

**Auditor's responsibilities for the audit of the financial statements**

My responsibility is to audit, certify and report on the financial statements in accordance with the Health and Personal Social Services Act (Northern Ireland) 2002.

My objectives are to obtain evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of my responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my certificate.

In addition, I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

**Matters on which I report by exception**

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the parts of the Accountability Report to be audited are not in agreement with the accounting records; or
- I have not received all of the information and explanations I require for my audit; or
- the Governance Statement does not reflect compliance with the Department of Finance's guidance.

**Report**

I have no observations to make on these financial statements.



*KJ Donnelly*  
Comptroller and Auditor General  
Northern Ireland Audit Office  
106 University Street  
Belfast  
BT7 1EU

10 July 2019



# Financial Statements

for the Year Ended 31 March 2019

*These accounts for the year ended 31 March 2019 have been prepared in accordance with Article 90(2) (a) of the Health and Personal Social Services (Northern Ireland) Order 1972, as amended by Article 6 of the Audit and Accountability (Northern Ireland) Order 2003, in a form directed by the Department of Health, Social Services and Public Safety.*

## STATEMENT of COMPREHENSIVE NET EXPENDITURE for the year ended 31 March 2019

This account summarises the expenditure and income generated and consumed on an accruals basis. It also includes other comprehensive income and expenditure, which includes changes to the values of non-current assets and other financial instruments that cannot yet be recognised as income or expenditure.

	NOTE	2019 £	2018 £
<b>Income</b>			
Revenue from contracts with customers	4.1	-	-
Other operating income	4.2	26,967	50,839
Deferred income	4.3	-	-
<b>Total operating income</b>		<b>26,967</b>	<b>50,839</b>
<b>Expenditure</b>			
Staff costs	3	(940,497)	(807,131)
Purchase of goods and services	3	(23,055)	(18,791)
Depreciation, amortisation and impairment charges	3	(9,772)	(12,746)
Provision expense	3	10,399	9,761
Other expenditure	3	(331,500)	(416,032)
<b>Total operating expenditure</b>		<b>(1,294,425)</b>	<b>(1,244,939)</b>
<b>Net Expenditure</b>		<b>(1,267,458)</b>	<b>(1,194,100)</b>
Finance income	4.2	-	-
Finance expense	3.2	-	-
<b>Net expenditure for the year</b>		<b>(1,267,458)</b>	<b>(1,194,100)</b>
Revenue Resource Limit (RRL) received from DHSSPS	24.1	1,281,306	1,201,779
<b>Surplus/(Deficit) against RRL</b>		<b>13,848</b>	<b>7,679</b>

## OTHER COMPREHENSIVE EXPENDITURE

	NOTE	2019 £	2018 £
<b>Items that will not be reclassified to net operating costs:</b>			
Net gain/(loss) on revaluation of property, plant & equipment	5.1/8/5.2/8	-	-
Net gain/(loss) on revaluation of intangibles	6.1/8/6.2/8	7	31
Net gain/(loss) on revaluation of financial instruments	7/8	-	-
<b>Items that may be reclassified to net operating costs:</b>			
Net gain/(loss) on revaluation of investments		-	-
<b>TOTAL COMPREHENSIVE EXPENDITURE for the year ended 31 March 2018</b>		<b>(1,267,451)</b>	<b>(1,194,069)</b>

The notes on pages 71 to 109 form part of these accounts.

## STATEMENT of FINANCIAL POSITION as at 31 March 2019

This statement presents the financial position of NIPEC. It comprises three main components: assets owned or controlled; liabilities owed to other bodies; and equity, the remaining value of the entity.

	NOTE	2019		2018	
		£	£	£	£
<b>Non Current Assets</b>					
Property, plant and equipment	5.1/5.2	17,707		18,011	
Intangible assets	6.1/6.2	39,849		951	
Financial assets	7	-		-	
Trade and other receivables	12	-		-	
Other current assets	12	-		-	
<b>Total Non Current Assets</b>			57,556		18,962
<b>Current Assets</b>					
Assets classified as held for sale	9	-		-	
Inventories	10	-		-	
Trade and other receivables	12	19,529		53,542	
Other current assets	12	10,007		15,327	
Intangible current assets	12	-		-	
Financial assets	7	-		-	
Cash and cash equivalents	11	23,202		22,466	
<b>Total Current Assets</b>			52,738		91,335
<b>Total Assets</b>			<b>110,294</b>		<b>110,297</b>
<b>Current Liabilities</b>					
Trade and other payables	13	(180,602)		(143,970)	
Other liabilities	13	-		-	
Intangible current liabilities	13	-		-	
Financial liabilities	7	-		-	
Provisions	15	(29,548)		(28,548)	
<b>Total Current Liabilities</b>			(201,150)		(172,518)
<b>Total assets less current liabilities</b>			<b>(99,856)</b>		<b>(62,221)</b>
<b>Non Current Liabilities</b>					
Provisions	15	(615,220)		(656,077)	
Other payables > 1 yr	13	-		-	
Financial liabilities	7	-		-	
<b>Total Non Current Liabilities</b>			<b>(615,220)</b>		<b>(656,077)</b>
<b>Total assets less total liabilities</b>			<b>(715,076)</b>		<b>(718,298)</b>
<b>Taxpayers' Equity and other reserves</b>					
Revaluation reserve		51		44	
SoCNE Reserve		(715,127)		(718,342)	
<b>Total equity</b>			<b>(715,076)</b>		<b>(718,298)</b>

The financial statements on pages 67 to 70 were approved by the Board on 25 June 2019 and were signed on its behalf by:

Signed:  Chairman 25/06/2019 Date

Signed:  Chief Executive 25/06/2019 Date

The notes on pages 71 to 109 form part of these accounts.

## STATEMENT of CASHFLOWS for the year ended 31 March 2019

The Statement of Cash Flows shows the changes in cash and cash equivalents of NIPEC during the reporting period. The statement shows how NIPEC generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of service costs and the extent to which these operations are funded by way of income from the recipients of services provided by NIPEC. Investing activities represent the extent to which cash inflows and outflows have been made for resources which are intended to contribute to NIPEC's future public service delivery.

	NOTE	2019 £	2018 £
<b>Cashflows from operating activities</b>			
Net surplus after interest/Net operating cost		(1,267,458)	(1,194,100)
Adjustments for non cash costs		14,273	11,585
(Increase)/decrease in trade and other receivables		39,333	(46,356)
<i>Less movements in receivables relating to items not passing through the NEA</i>			
Movements in receivables relating to the sale of property, plant & equipment		-	-
Movements in receivables relating to the sale of intangibles		-	-
Movements in receivables relating to finance leases		-	-
Movements in receivables relating to PFI and other service concession arrangement contracts		-	-
(Increase)/decrease in inventories		-	-
Increase/(decrease) in trade payables		36,632	(42,847)
<i>Less movements in payables relating to items not passing through the NEA</i>			
Movements in payables relating to the purchase of property, plant & equipment		-	-
Movements in payables relating to the purchase of intangibles		-	-
Movements in payables relating to finance leases		-	-
Movements on payables relating to PFI and other service concession arrangement contracts		-	-
Use of provisions	15	(29,458)	(28,548)
<b>Net cash outflow from operating activities</b>		<b>(1,206,678)</b>	<b>(1,300,266)</b>
<b>Cashflows from investing activities</b>			
(Purchase of property, plant & equipment)	5	(9,149)	(3,312)
(Purchase of intangible assets)	6	(39,210)	-
Proceeds of disposal of property, plant & equipment		-	-
Proceeds on disposal of intangibles		-	-
Proceeds on disposal of assets held for resale		-	-
<b>Net cash outflow from investing activities</b>		<b>(48,359)</b>	<b>(3,312)</b>
<b>Cash flows from financing activities</b>			
Grant in aid		1,255,773	1,307,495
Cap element of payments - finance leases and on balance sheet (SoFP) PFI and other service concession arrangements		-	-
<b>Net financing</b>		<b>1,255,773</b>	<b>1,307,495</b>
<b>Net increase (decrease) in cash &amp; cash equivalents in the period</b>		<b>736</b>	<b>3,917</b>
<b>Cash &amp; cash equivalents at the beginning of the period</b>	11	<b>22,466</b>	<b>18,549</b>
<b>Cash &amp; cash equivalents at the end of the period</b>	11	<b>23,202</b>	<b>22,466</b>

The notes on pages 71 to 109 form part of these accounts

## STATEMENT of CHANGES in TAXPAYERS EQUITY for the year ended 31 March 2019

This statement shows the movement in the year on the different reserves held by NIPEC, analysed into 'Statement of Comprehensive Net Expenditure Reserve' (i.e. those reserves that reflect a contribution from the Department of Health). The Revaluation Reserve reflects the change in asset values that have not been recognised as income or expenditure. The Statement of Comprehensive Net Expenditure Reserve (SoCNE Reserve) represents the total assets less liabilities of NIPEC, to the extent that the total is not represented by other reserves and financing items.

	NOTE	SoCNE Reserve £	Revaluation Reserve £	Total £
<b>Balance at 31 March 2017</b>		<b>(840,337)</b>	<b>13</b>	<b>(840,324)</b>
<b>Changes in Taxpayers Equity 2017-18</b>				
Grant from DoH		1,307,495	-	1,307,495
Transfers between reserves		-	-	-
(Comprehensive expenditure for the year)		(1,194,100)	31	(1,194,069)
Transfer of asset ownership		-	-	-
Non cash charges - auditors remuneration	3.2	8,600	-	8,600
<b>Balance at 31 March 2017</b>		<b>(718,342)</b>	<b>44</b>	<b>(718,298)</b>
<b>Changes in Taxpayers Equity 2018-19</b>				
Grant from DoH		1,255,773	-	1,255,773
Transfers between reserves		-	-	-
(Comprehensive expenditure for the year)		(1,267,458)	7	(1,267,451)
Transfer of asset ownership		-	-	-
Non cash charges - auditors remuneration	3.2	14,900	-	14,900
<b>Balance at 31 March 2019</b>		<b>(715,127)</b>	<b>51</b>	<b>(715,076)</b>

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### STATEMENT OF ACCOUNTING POLICIES

#### 1. Authority

These accounts have been prepared in a form determined by the Department of Health, based on guidance from the Department of Finance's Financial Reporting manual (FRoM) and in accordance with the requirements of Article 90(2) (a) of the Health and Personal Social Services (Northern Ireland) Order 1972 No 1265 (NI 14) as amended by Article 6 of the Audit and Accountability (Northern Ireland) Order 2003.

The accounting policies follow IFRS to the extent that it is meaningful and appropriate to Northern Ireland Practice and Education Council (the "NIPEC"). Where a choice of accounting policy is permitted, the accounting policy which has been judged to be most appropriate to the particular circumstances of NIPEC for the purpose of giving a true and fair view has been selected. NIPEC's accounting policies have been applied consistently in dealing with items considered material in relation to the accounts, unless otherwise stated.

In addition, due to the manner in which the NIPEC is funded, the Statement of Financial Position will show a negative position. In line with the FRoM, sponsored entities such as the NIPEC which show total net liabilities, should prepare financial statements on a going concern basis. The cash required to discharge these net liabilities will be requested from the Department when they fall due, and is shown in the Statement of Changes in Taxpayers' Equity.

#### 1.1 Accounting convention

These accounts have been prepared under the historical cost convention modified to account for the revaluation of property, plant and equipment.

#### 1.2 Currency

These accounts are presented in UK Pounds sterling.

#### 1.3 Property, Plant & Equipment

Property, plant and equipment assets comprise Land, Buildings, Dwellings, Transport Equipment, Plant & Machinery, Information Technology, Furniture & Fittings, and Assets under construction.



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### Recognition

Property, plant and equipment must be capitalised if:

- it is held for use in delivering services or for administrative purposes;
- it is probable that future economic benefits will flow to, or service potential will be supplied to, the entity;
- it is expected to be used for more than one financial year;
- the cost of the item can be measured reliably; and
- the item has cost of at least £5,000; or
- Collectively, a number of items have a cost of at least £5,000 and individually have a cost of more than £1,000, where the assets are functionally interdependent, they had broadly simultaneous purchase dates, are anticipated to have simultaneous disposal dates and are under single managerial control; or
- Items form part of the initial equipping and setting-up cost of a new building, ward or unit, irrespective of their individual or collective cost.

On initial recognition equipment is measured at cost including any expenditure such as installation, directly attributable to bringing them into working condition. Items classified as “under construction” are recognised in the Statement of Financial Position to the extent that money has been paid or a liability has been incurred.

### Valuation of Land and Buildings

Land and buildings are carried at the last professional valuation, in accordance with the Royal Institute of Chartered Surveyors (Statement of Asset Valuation Practice) Appraisal and Valuation Standards in so far as these are consistent with the specific needs of the HSC.

The last valuation was carried out on 31 January 2017 by Land and Property Services (LPS) which is an independent executive body within the Department of Finance and Personnel. The valuers are qualified to meet the ‘Member of Royal Institution of Chartered Surveyors’ (MRICS) standard. Professional revaluations of land and buildings are undertaken at least once in every five year period and are revalued annually, between professional valuations, using indices provided by LPS.

Land and buildings used for the Arm’s Length Body (ALB) services or for administrative purposes are stated in the statement of financial position at their revalued amounts, being the fair value at the date of revaluation less any subsequent accumulated depreciation and impairment losses.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

Fair values are determined as follows:

- Land and non-specialised buildings – open market value for existing use;
- Specialised buildings – depreciated replacement cost; and
- Properties surplus to requirements – the lower of open market value less any material directly attributable selling costs, or book value at date of moving to non-current assets.

### Modern Equivalent Asset

DoF has adopted a standard approach to depreciated replacement cost valuations based on modern equivalent assets and, where it would meet the location requirements of the service being provided, an alternative site can be valued. Land and Property Services (LPS) have included this requirement within the latest valuation.

### Assets Under Construction (AUC)

Properties in the course of construction for service or administration purposes are carried at cost, less any impairment loss. Assets are revalued and depreciation commences when they are brought into use.

### Short Life Assets

Short life assets are not indexed. Short life is defined as a useful life of up to and including 5 years. Short life assets are carried at depreciated historic cost as this is not considered to be materially different from fair value and are depreciated over their useful life. Where estimated life of fixtures and equipment exceed 5 years, suitable indices will be applied each year and depreciation will be based on indexed amount.

### Revaluation Reserve

An increase arising on revaluation is taken to the revaluation reserve except when it reverses an impairment for the same asset previously recognised in expenditure, in which case it is credited to expenditure to the extent of the decrease previously charged there. A revaluation decrease is recognised as an impairment charged to the revaluation reserve to the extent that there is a balance on the reserve for the asset and, thereafter, to expenditure.

### Depreciation

Otherwise, depreciation is charged to write off the costs or valuation of property, plant and equipment and similarly, amortisation is applied to intangible non-current assets, less any residual value, over their estimated useful lives, in a manner that reflects the consumption of economic benefits or service potential of the assets. Assets held under finance leases are also depreciated over the

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

lower of their estimated useful lives and the terms of the lease. The estimated useful life of an asset is the period over which the ALB expects to obtain economic benefits or service potential from the asset. Estimated useful lives and residual values are reviewed each year end, with the effect of any changes recognised on a prospective basis. The following asset lives have been used.

Asset Type	Asset Life
Freehold Buildings	25 – 60 years
Leasehold property	Remaining period of lease
IT Assets	3 – 10 years
Intangible assets	3 – 10 years
Other Equipment	3 – 15 years

### 1.4 Impairment loss

If there has been an impairment loss due to a general change in prices, the asset is written down to its recoverable amount, with the loss charged to the revaluation reserve to the extent that there is a balance on the reserve for the asset and, thereafter, to expenditure within the Statement of Comprehensive Net Expenditure. If the impairment is due to the consumption of economic benefits the full amount of the impairment is charged to the Statement of Comprehensive Net Expenditure and an amount up to the value of the impairment in the revaluation reserve is transferred to the Statement of Comprehensive Net Expenditure Reserve. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of the recoverable amount but capped at the amount that would have been determined had there been no initial impairment loss. The reversal of the impairment loss is credited firstly to the Statement of Comprehensive Net Expenditure to the extent of the decrease previously charged there and thereafter to the revaluation reserve.

### 1.5 Subsequent expenditure

Where subsequent expenditure enhances an asset beyond its original specification, the directly attributable cost is capitalised. Where subsequent expenditure which meets the definition of capital restores the asset to its original specification, the expenditure is capitalised and any existing carrying value of the item replaced is written-out and charged to operating expenses.

The overall useful life of the NIPEC's buildings takes account of the fact that different components of those buildings have different useful lives. This ensures that depreciation is charged on those assets at the same rate as if separate components had been identified and depreciated at different rates.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### 1.6 Intangible assets

Intangible assets includes any of the following held - software, licences. Software that is integral to the operating of hardware, for example an operating system is capitalised as part of the relevant item of property, plant and equipment. Software that is not integral to the operation of hardware, for example application software, is capitalised as an intangible asset. Expenditure on research is not capitalised: it is recognised as an operating expense in the period in which it is incurred. Internally-generated assets are recognised if, and only if, all of the following have been demonstrated:

- the technical feasibility of completing the intangible asset so that it will be available for use;
- the intention to complete the intangible asset and use it;
- the ability to sell or use the intangible asset;
- how the intangible asset will generate probable future economic benefits or service potential;
- the availability of adequate technical, financial and other resources to complete the intangible asset and sell or use it; and
- the ability to measure reliably the expenditure attributable to the intangible asset during its development.

### Recognition

Intangible assets are non-monetary assets without physical substance, which are capable of sale separately from the rest of NIPEC's business or which arise from contractual or other legal rights. Intangible assets are considered to have a finite life. They are recognised only when it is probable that future economic benefits will flow to, or service potential be provided to NIPEC; where the cost of the asset can be measured reliably. All single items over £5,000 in value must be capitalised while intangible assets which fall within the grouped asset definition must be capitalised if their individual value is at least £1,000 each and the group is at least £5,000 in value. The amount recognised for internally-generated intangible assets is the sum of the expenditure incurred from the date of commencement of the intangible asset, until it is complete and ready for use.

Intangible assets acquired separately are initially recognised at fair value.

Following initial recognition, intangible assets are carried at fair value by reference to an active market, and as no active market currently exists depreciated replacement cost has been used as fair value.



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### 1.7 Non-current assets held for sale

Non-current assets are classified as held for sale if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. In order to meet this definition IFRS 5 requires that the asset must be immediately available for sale in its current condition and that the sale is highly probable. A sale is regarded as highly probable where an active plan is in place to find a buyer for the asset and the sale is considered likely to be concluded within one year. Non-current assets held for sale are measured at the lower of their previous carrying amount and fair value, less any material directly attributable selling costs. Fair value is open market value, where one is available, including alternative uses.

Assets classified as held for sale are not depreciated.

The profit or loss arising on disposal of an asset is the difference between the sale proceeds and the carrying amount. The profit from sale of land which is a non depreciating asset is recognised within income. The profit from sale of a depreciating asset is shown as a reduced expense. The loss from sale of land or from any depreciating assets is shown within operating expenses. On disposal, the balance for the asset on the revaluation reserve is transferred to the Statement of Comprehensive net Expenditure reserve.

Property, plant or equipment that is to be scrapped or demolished does not qualify for recognition as held for sale. Instead, it is retained as an operational asset and its economic life is adjusted. The asset is de-recognised when it is scrapped or demolished.

### 1.8 Inventories

Inventories are valued at the lower of cost and net realisable value. This is considered to be a reasonable approximation to fair value due to the high turnover of stocks.

### 1.9 Income

Income is classified between Revenue from Contracts and Other Operating Income as assessed necessary in line with organisational activity, under the requirements of IFRS 15 and as applicable to the public sector. Judgement is exercised in order to determine whether the 5 essential criteria within the scope of IFRS 15 are met in order to define income as a contract. Income relates directly to the activities of the HSC body and is recognised when, and to the extent that a performance obligation is satisfied in a manner that depicts the transfer to the customer of the goods or services promised. Where the criteria to determine whether a contract is in existence is not met, income is classified as Other Operating Income within the Statement of Comprehensive Net Expenditure and is recognised when the right to receive payment is established.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

In year of initial application, the introduction of IFRS 15 has not impacted on the timing of satisfying performance obligations of contracts in existence therefore the transaction price determined has not changed as a result of its introduction. The current impact of its introduction has resulted in reclassification of income based on consideration of whether there is a written, oral or implied contract in existence. Note 4 Income provides initial application disclosures in line with HM Treasury application guidance on transition to IFRS 15.

### Grant in aid

Funding received from other entities, including the Department and the Health and Social Care Board are accounted for as grant in aid and are reflected through the Statement of Comprehensive Net Expenditure Reserve.

### 1.10 Investments

NIPEC does not have any investments.

### 1.11 Other expenses

Other operating expenses for goods or services are recognised when, and to the extent that, they have been received. They are measured at the fair value of the consideration payable.

### 1.12 Cash and cash equivalents

Cash is cash in hand and deposits with any financial institution repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in 3 months or less from the date of acquisition and that are readily convertible to known amounts of cash with significant risk of change in value.

### 1.13 Leases

Leases are classified as finance leases when substantially all the risks and rewards of ownership are transferred to the lessee. All other leases are classified as operating leases.

#### NIPEC as lessee

Property, plant and equipment held under finance leases are initially recognised, at the inception of the lease, at fair value or, if lower, at the present value of the minimum lease payments, with a matching liability for the lease obligation to the lessor. Lease payments are apportioned between finance charges and reduction of the lease obligation so as to achieve a constant rate on interest on the remaining balance of the liability. Finance charges are recognised in calculating NIPEC's surplus/deficit.



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. Lease incentives are recognised initially as a liability and subsequently as a reduction of rentals on a straight-line basis over the lease term.

Contingent rentals are recognised as an expense in the period in which they are incurred.

Where a lease is for land and buildings, the land and building components are separated. Leased land may be either an operating lease or a finance lease depending on the conditions in the lease agreement and following the general guidance set out in IAS17. Leased buildings are assessed as to whether they are operating or finance leases.

### **NIPEC as lessor**

Amounts due from lessees under finance leases are recorded as receivables at the amount of the ALB's net investment in the leases. Finance lease income is allocated to accounting periods so as to reflect a constant periodic rate of return on the ALB's net investment outstanding in respect of the leases.

Rental income from operating leases is recognised on a straight-line basis over the term of the lease. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised on a straight-line basis over the lease term.

### **1.14 Private Finance Initiative (PFI) transactions**

NIPEC has had no PFI transactions during the year.

### **1.15 Financial instruments**

- Financial assets

Financial assets are recognised on the balance sheet when NIPEC becomes party to the financial instrument contract or, in the case of trade receivables, when the goods or services have been delivered. Financial assets are derecognised when the contractual rights have expired or the asset has been transferred.

Financial assets are initially recognised at fair value. IFRS 9 introduces the requirement to consider the expected credit loss model on financial assets. The measurement of the loss allowance depends upon the HSC Body's assessment at the end of each reporting period as to whether the financial instrument's credit risk has increased significantly since initial recognition, based on reasonable and supportable information that is available, without undue cost or effort to obtain.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

The amount of expected credit loss recognised is measured on the basis of the probability weighted present value of anticipated cash shortfalls over the life of the instrument.

- Financial liabilities

Financial liabilities are recognised on the balance sheet when NIPEC becomes party to the contractual provisions of the financial instrument or, in the case of trade payables, when the goods or services have been received. Financial liabilities are de-recognised when the liability has been discharged, that is, the liability has been paid or has expired.

Financial liabilities are initially recognised at fair value.

- Financial risk management

IFRS 7 requires disclosure of the role that financial instruments have had during the period in creating or changing the risks a body faces in undertaking its activities. Because of the relationships with HSC Commissioners, and the manner in which they are funded, financial instruments play a more limited role within NIPEC in creating risk than would apply to a non-public sector body of a similar size, therefore the ALBs are not exposed to the degree of financial risk faced by business entities.

ALBs have limited powers to borrow or invest surplus funds and financial assets and liabilities are generated by day to day operational activities rather than being held to change the risks facing the ALBs in undertaking activities. Therefore NIPEC is exposed to little credit, liquidity or market risk.

- Currency risk

NIPEC is principally a domestic organisation with the great majority of transactions, assets and liabilities being in the UK and Sterling based. NIPEC has no overseas operations. NIPEC therefore has low exposure to currency rate fluctuations.

- Interest rate risk

NIPEC has limited powers to borrow or invest and therefore has low exposure to interest rate fluctuations.

- Credit risk

Because the majority of NIPEC's income comes from contracts with other public sector bodies, NIPEC has low exposure to credit risk.

- Liquidity risk

Since NIPEC receives the majority of its funding through its principal Commissioner which is voted through the Assembly, it is therefore not exposed to significant liquidity risks.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### 1.16 Provisions

In accordance with IAS 37, provisions are recognised when NIPEC has a present legal or constructive obligation as a result of a past event, it is probable that NIPEC will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision is the best estimate of the expenditure required to settle the obligation at the end of the reporting period, taking into account the risks and uncertainties.

Where a provision is measured using the cash flows estimated to settle the obligation its carrying amount is the present value of those cash flows using DoF-issued discount rates of:

Rate	Time period	Real rate
Nominal	Short term (0-5 years)	0.76%
	Medium term (5-10 years)	1.14%
	Long term (10-40 years)	1.99%
	Very Long term (40+ years)	1.99%
Inflationary	Year 1	2.00%
	Year 2	2.00%
	Into perpetuity	2.10%

as at 31 March 2019. Note that PES issued a combined nominal and inflation rate table to incorporate the two elements – please refer to this table as necessary, as included within issuing email of circular HSC(F) 39-2018.

The discount rate to be applied for employee early departure obligations are +0.29% with effect from 31 March 2019.

The BSO has also disclosed the carrying amount at the beginning and end of the period, additional provisions made, amounts used during the period, unused amounts reversed during the period and increases in the discounted amount arising from the passage of time and the effect of any change in the discount rate.

When some or all of the economic benefits required to settle a provision are expected to be recovered from a third party, the receivable is recognised as an asset if it is virtually certain that reimbursements will be received and the amount of the receivable can be measured reliably.

Present obligations arising under onerous contracts are recognised and measured as a provision. An onerous contract is considered to exist where NIPEC has a contract under which the unavoidable costs of meeting the obligations under the contract exceed the economic benefits expected to be received under it.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

A restructuring provision is recognised when NIPEC has developed a detailed formal plan for the restructuring and has raised a valid expectation in those affected that it will carry out the restructuring by starting to implement the plan or announcing its main features to those affected by it.

The measurement of a restructuring provision includes only the direct expenditures arising from the restructuring, which are those amounts that are both necessarily entailed by the restructuring and not associated with on-going activities of the entity.

### 1.17 Contingencies

NIPEC had no contingent assets or liabilities at either 31 March 2019 or 31 March 2018.

### 1.18 Employee benefits

#### Short-term employee benefits

Under the requirements of IAS 19: Employee Benefits, staff costs must be recorded as an expense as soon as the organisation is obligated to pay them. This includes the cost of any untaken leave that has been earned at the year end. This cost has been determined using individual's salary costs applied to their unused leave balances determined from a report of the unused annual leave balance as at 31 March 2019. It is not anticipated that the level of unused leave will vary significantly from year to year. Untaken flexi leave is estimated to be immaterial to NIPEC and has not been included.

#### Retirement benefit costs

Past and present employees are covered by the provisions of the HSC Superannuation Scheme.

NIPEC participates in the HSC Superannuation Scheme. Under this multi-employer defined benefit scheme both the ALB and employees pay specified percentages of pay into the scheme and the liability to pay benefit falls to the DoH. NIPEC is unable to identify its share of the underlying assets and liabilities in the scheme on a consistent and reliable basis.

The costs of early retirements are met by NIPEC and charged to the Statement of Comprehensive Net Expenditure at the time NIPEC commits itself to the retirement.

As per the requirements of IAS 19, full actuarial valuations by a professionally qualified actuary are required at intervals not exceeding four years. The actuary reviews the most recent actuarial valuation at the Statement of Financial Position date and updates it to reflect current conditions. The 2017 valuation for the HSC Pension scheme will be used in the 2018-19 accounts.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### 1.19 Reserves

#### Statement of Comprehensive Net Expenditure Reserve

Accumulated surpluses are accounted for in the Statement of Comprehensive Net Expenditure Reserve.

#### Revaluation Reserve

The Revaluation Reserve reflects the unrealised balance of cumulative indexation and revaluation adjustments to assets other than donated assets.

### 1.20 Value Added Tax

Where output VAT is charged or input VAT is recoverable, the amounts are stated net of VAT. Irrecoverable VAT is charged to the relevant expenditure category or included in the capitalised purchase cost of fixed assets.

### 1.21 Third Party Assets

Assets belonging to third parties (such as money held on behalf of patients) are not recognised in the accounts since the ALB has no beneficial interest in them. Details of third party assets are given in Note 23 to the accounts.

### 1.22 Government Grants

The note to the financial statements distinguishes between grants from UK government entities and grants from European Union.

### 1.23 Losses and Special Payments

Losses and special payments are items that the Assembly would not have contemplated when it agreed funds for the health service or passed legislation. By their nature they are items that ideally should not arise. They are therefore subject to special control procedures compared with the generality of payments. They are divided into different categories, which govern the way that individual cases are handled.

Losses and special payments are charged to the relevant functional headings in expenditure on an accruals basis, including losses which would have been made good through insurance cover had HSC bodies not been bearing their own risks (with insurance premiums then being included as normal revenue expenditure). However, the note on losses and special payments is compiled directly from the losses and compensations register which reports amounts on an accruals basis with the exception of provisions for future losses.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### 1.24 Accounting Standards that have been issued but have not yet been adopted

Under IAS 8 there is a requirement to disclose those standards issued but not yet adopted.

IFRS 16 Leases replaces IAS 17 Leases and is effective with EU adoption from 1 January 2019. In line with the requirements of the FReM, IFRS 16 will be implemented, as interpreted and adapted for the public sector, with effect from 1 April 2020.

The IASB have issued new and amended standards (IFRS 10, IFRS 11 & IFRS 12) that affect the consolidation and reporting of subsidiaries, associates and joint ventures. These standards were effective with EU adoption from 1 January 2014.

Accounting boundary IFRS' are currently adapted in the FReM so that the Westminster departmental accounting boundary is based on Office of National Statistics (ONS) control criteria, as designated by Treasury. A similar review in NI, which will bring NI departments under the same adaptation, has been carried out and the resulting recommendations were agreed by the Executive in December 2016. With effect from 2020-21, the accounting boundary for departments will change and there will be an impact on departments around the disclosure requirements under IFRS 12. ALBs apply IFRS in full and their boundary may change as a result of the new Standards.

Management consider that any other new accounting policies issued but not yet adopted are unlikely to have a significant impact on the accounts in the period of the initial application.

## NOTE 2 - ANALYSIS OF NET EXPENDITURE BY SEGMENT

The core business and strategic direction of the NI Practice & Education Council is to improve the standards of practice, education and professional development of nurses and midwives to facilitate their delivery of safe, effective and person-centered care.

NIPEC Board acts as the Chief Operating Decision Maker and receives financial information on NIPEC as a whole and makes decisions on this basis. Hence, it is appropriate that NIPEC reports on a single operational segment basis.



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### NOTE 3 - OPERATING EXPENSES

	2019 £	2018 £
Staff costs <sup>1</sup> :		
Wages and salaries	806,242	671,496
Social security costs	58,868	57,570
Other pension costs	75,387	78,065
Supplies and services – general	23,055	18,791
Recharges from other HSC organisations	103,099	98,851
Establishment	53,910	133,162
Transport	-	-
Premises	154,264	153,781
Interest charges	-	-
Miscellaneous	5,327	21,638
<b>Total Operating Expenses</b>	<b>1,280,152</b>	<b>1,233,354</b>
<b>Non cash items</b>		
Depreciation	9,453	9,734
Amortisation	319	732
Impairments	-	1,972
(Profit) on disposal of property, plant & equipment (including land)	-	-
(Profit) on disposal of intangibles	-	-
Loss on disposal of property, plant & equipment (including land)	-	308
Loss on disposal of intangibles	-	-
Provisions provided for in year	(10,399)	(9,761)
Cost of borrowing provisions (unwinding of discount on provisions)	-	-
Auditors remuneration	14,900	8,600
<b>Total non cash items</b>	<b>14,273</b>	<b>11,585</b>
<b>Total</b>	<b>1,294,425</b>	<b>1,244,939</b>

During the year NIPEC purchased no non audit services from its external auditor (NIAO) (2017-18: £Nil).

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### NOTE 4 - INCOME

#### 4.1 Revenue from Contracts with Customers

NIPEC had no revenue from contracts with customers in 2018-19 and 2017-18.

#### 4.2 Other Operating Income

	2019 £	2018 £
Other income from non-patient services	26,967	50,839
Seconded staff	-	-
Charitable and other contributions to expenditure	-	-
Donations / Government grant / Lottery funding for non current assets	-	-
Profit on disposal of land	-	-
FTC interest receivable	-	-
Interest receivable	-	-
<b>Total</b>	<b>26,967</b>	<b>50,839</b>

#### 4.3 Deferred Income

NIPEC had no deferred income in 2018-19 and 2017-18.

<sup>1</sup> Further detailed analysis of staff costs is located in the Staff Report on page 51 within the Accountability Report.

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**NOTE 5.1 - Property, plant & equipment - year ended 31 March 2019**

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
<b>Cost or Valuation</b>									
At 1 April 2018	-	-	-	-	726	-	56,746	-	57,472
Indexation	-	-	-	-	-	-	-	-	-
Additions	-	-	-	-	-	-	9,149	-	9,149
Donations / Government grant / Lottery Funding	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to revaluation reserve	-	-	-	-	-	-	-	-	-
Reversal of impairments (indexn)	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-
<b>At 31 March 2019</b>	-	-	-	-	<b>726</b>	-	<b>65,895</b>	-	<b>66,621</b>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**NOTE 5.1 - Property, plant & equipment - year ended 31 March 2019 (continued)**

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
<b>Depreciation</b>									
At 1 April 2018	-	-	-	-	726	-	38,735	-	39,461
Indexation	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to the revaluation reserve	-	-	-	-	-	-	-	-	-
Reversal of impairments (indexn)	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-
Provided during the year	-	-	-	-	-	-	9,453	-	9,453
<b>At 31 March 2019</b>	-	-	-	-	<b>726</b>	-	<b>48,188</b>	-	<b>48,914</b>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**NOTE 5.1 - Property, plant & equipment - year ended 31 March 2019 (continued)**

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
<b>Carrying Amount</b>									
At 31 March 2019	-	-	-	-	-	-	17,707	-	17,707
At 31 March 2018	-	-	-	-	-	-	18,011	-	18,011
<b>Asset financing</b>									
Owned	-	-	-	-	-	-	17,707	-	17,707
Finance leased	-	-	-	-	-	-	-	-	-
On B/S (SoFP)	-	-	-	-	-	-	-	-	-
PFI and other service concession arrangements contracts	-	-	-	-	-	-	-	-	-
<b>Carrying Amount</b>									
At 31 March 2019	-	-	-	-	-	-	17,707	-	17,707

Any fall in value through negative indexation or revaluation is shown as impairment.

The total amount of depreciation charged in the Statement of Comprehensive Net Expenditure Account in respect of assets held under finance leases and hire purchase contracts is £Nil (2018: £Nil)

The fair value of assets funded from the following sources during the year was:

	2019 £	2018 £
Donations	-	-
Government Grant	-	-
Lottery funding	-	-

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**NOTE 5.2 - Property, plant & equipment - year ended 31 March 2018**

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
<b>Cost or Valuation</b>									
At 1 April 2017	-	-	-	-	7,768	-	96,711	-	104,479
Indexation	-	-	-	-	-	-	-	-	-
Additions	-	-	-	-	-	-	3,312	-	3,312
Donations / Government grant / Lottery Funding	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to revaluation reserve	-	-	-	-	-	-	-	-	-
Reversal of impairments (indexn)	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	(7,042)	-	(43,277)	-	(50,319)
At 31 March 2018	-	-	-	-	726	-	56,746	-	57,472



NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

NOTE 5.2 - Property, plant & equipment - year ended 31 March 2018 (continued)

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
<b>Depreciation</b>									
At 1 April 2017	-	-	-	-	7,768	-	71,969	1	79,738
Indexation	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to the revaluation reserve	-	-	-	-	-	-	-	-	-
Reversal of impairments (indexn)	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	(7,042)	-	(42,968)	(1)	(50,011)
Provided during the year	-	-	-	-	-	-	9,734	-	9,734
<b>At 31 March 2018</b>	-	-	-	-	<b>726</b>	-	<b>38,735</b>	-	<b>39,461</b>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

NOTE 5.2 - Property, plant & equipment- year ended 31 March 2018 (continued)

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
<b>Carrying Amount</b> At 31 March 2018	-	-	-	-	-	-	<b>18,011</b>	-	<b>18,011</b>
At 1 April 2017	-	-	-	-	-	-	<b>24,742</b>	<b>(1)</b>	<b>24,741</b>

**Asset financing**

Owned	-	-	-	-	-	-	18,011	-	18,011
Finance leased	-	-	-	-	-	-	-	-	-
On SOFP PFI and other service concession arrangements contracts	-	-	-	-	-	-	-	-	-
<b>Carrying Amount</b> At 31 March 2018	-	-	-	-	-	-	<b>18,011</b>	-	<b>18,011</b>

**Asset financing**

Owned	-	-	-	-	-	-	24,742	(1)	24,741
Finance leased	-	-	-	-	-	-	-	-	-
On SOFP PFI and other service concession arrangements contracts	-	-	-	-	-	-	-	-	-
<b>Carrying Amount</b> At 1 April 2017	-	-	-	-	-	-	<b>24,742</b>	<b>(1)</b>	<b>24,741</b>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**NOTE 6.1 - Intangible assets - year ended 31 March 2019**

	Software Licences £	Information Technology £	Websites £	Development Expenditure £	Licences, Trademarks & Artistic Originals £	Patents £	Goodwill £	Payments on Accounts & Assets under Construction £	Total £
<b>Cost or Valuation</b>									
At 1 April 2018	-	1,590	-	-	-	-	-	-	1,590
Indexation	-	15	-	-	-	-	-	-	15
Additions	-	-	-	-	-	-	-	39,210	39,210
Donations / Government grant / Lottery funding	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	39,210	-	-	-	-	-	(39,210)	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to revaluation reserve	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-
<b>At 31 March 2019</b>	-	<b>40,815</b>	-	-	-	-	-	-	<b>40,815</b>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**NOTE 6.1 - Intangible assets - year ended 31 March 2019 (continued)**

	Software Licences £	Information Technology £	Websites £	Development Expenditure £	Licences, Trademarks & Artistic Originals £	Patents £	Goodwill £	Payments on Accounts & Assets under Construction £	Total £
<b>Amortisation</b>									
At 1 April 2018	-	639	-	-	-	-	-	-	639
Indexation	-	8	-	-	-	-	-	-	8
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to the revaluation reserve	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-
Provided during the year	-	319	-	-	-	-	-	-	319
<b>At 31 March 2019</b>	-	<b>966</b>	-	-	-	-	-	-	<b>966</b>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**NOTE 6.1 - Intangible assets - year ended 31 March 2019 (continued)**

	Software Licences £	Information Technology £	Websites £	Development Expenditure £	Licences, Trademarks & Artistic Originals £	Patents £	Goodwill £	Payments on Accounts & Assets under Construction £	Total £
<b>Carrying Amount At 31 March 2019</b>	-	<b>39,849</b>	-	-	-	-	-	-	<b>39,849</b>
<b>At 31 March 2018</b>	-	<b>951</b>	-	-	-	-	-	-	<b>951</b>
<b>Asset financing</b>									
Owned	-	39,849	-	-	-	-	-	-	39,849
Finance leased	-	-	-	-	-	-	-	-	-
On B/S (SoFP)	-	-	-	-	-	-	-	-	-
PFI and other service concession arrangements contracts	-	-	-	-	-	-	-	-	-
<b>Carrying Amount At 31 March 2019</b>	-	<b>39,849</b>	-	-	-	-	-	-	<b>39,849</b>

Any fall in value through negative indexation or revaluation is shown as impairment.

The fair value of assets funded from the following sources during the year was:

NIPEC made purchases of £39,210 in year for the technical rewrite of their online portfolio system. At 31 March 2019, the carrying amount is £39,210, with a remaining amortisation period of 5 years.

	2019 £	2018 £
Donations	-	-
Government Grant	-	-
Lottery funding	-	-

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**NOTE 6.2 - Intangible assets - year ended 31 March 2018**

	Software Licences £	Information Technology £	Websites £	Development Expenditure £	Licences, Trademarks & Artistic Originals £	Patents £	Goodwill £	Payments on Accounts & Assets under Construction £	Total £
<b>Cost or Valuation</b>									
At 1 April 2017	1,115	8,089	-	-	-	-	-	-	9,204
Indexation	-	48	-	-	-	-	-	-	48
Additions	-	-	-	-	-	-	-	-	-
Donations / Government grant / Lottery Funding	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to revaluation reserve	-	-	-	-	-	-	-	-	-
Disposals	(1,115)	(6,547)	-	-	-	-	-	-	(7,662)
<b>At 31 March 2018</b>	-	<b>1,590</b>	-	-	-	-	-	-	<b>1,590</b>



**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018**

**NOTE 6.2 - Intangible assets - year ended 31 March 2018 (continued)**

	Software Licences £	Information Technology £	Websites £	Development Expenditure £	Licences, Trademarks & Artistic Originals £	Patents £	Goodwill £	Payments on Accounts & Assets under Construction £	Total £
<b>Amortisation</b>									
At 1 April 2017	892	4,688	-	-	-	-	-	-	5,580
Indexation	-	17	-	-	-	-	-	-	17
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to the revaluation reserve	(984)	(4,706)	-	-	-	-	-	-	(5,690)
Disposals	-	-	-	-	-	-	-	-	-
Provided during the year	92	640	-	-	-	-	-	-	732
At 31 March 2018	-	<b>639</b>	-	-	-	-	-	-	<b>639</b>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**NOTE 6.2 - Intangible assets - year ended 31 March 2018 (continued)**

	Software Licences £	Information Technology £	Websites £	Development Expenditure £	Licences, Trademarks & Artistic Originals £	Patents £	Goodwill £	Payments on Accounts & Assets under Construction £	Total £
<b>Carrying Amount</b> At 31 March 2018	-	<b>951</b>	-	-	-	-	-	-	<b>951</b>
At 31 March 2017	<b>223</b>	<b>3,401</b>	-	-	-	-	-	-	<b>3,624</b>

**Asset financing**

Owned	-	951	-	-	-	-	-	-	951
Finance leased	-	-	-	-	-	-	-	-	-
On B/S (SoFP)	-	-	-	-	-	-	-	-	-
PFI and other service concession arrangements contracts	-	-	-	-	-	-	-	-	-
<b>Carrying Amount</b> At 31 March 2018	-	<b>951</b>	-	-	-	-	-	-	<b>951</b>

**Asset financing**

Owned	223	3,401	-	-	-	-	-	-	3,624
Finance leased	-	-	-	-	-	-	-	-	-
On B/S (SoFP)	-	-	-	-	-	-	-	-	-
PFI and other service concession arrangements contracts	-	-	-	-	-	-	-	-	-
<b>Carrying Amount</b> At 1 April 2017	<b>223</b>	<b>3,401</b>	-	-	-	-	-	-	<b>3,624</b>

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### NOTE 7 - FINANCIAL INSTRUMENTS

As the cash requirements of NDPBs are met through Grant-in-Aid provided by the Department of Health financial instruments play a more limited role in creating and managing risk than would apply to a non-public sector body.

The majority of financial instruments relate to contracts to buy non-financial items in line with NIPEC's expected purchase and usage requirements and NIPEC is therefore exposed to little credit, liquidity or market risk.

### NOTE 8 - IMPAIRMENTS

	2019			
	Property, plant & equipment £	Intangibles £	Financial Assets £	Total £
Total value of impairments for the period	-	-	-	-
Impairments which revaluation reserve covers (shown in Other Comprehensive Expenditure Statement)	-	-	-	-
<b>Impairments charged / (credited) to Statement of Comprehensive Net Expenditure</b>	-	-	-	-

	2018			
	Property, plant & equipment £	Intangibles £	Financial Assets £	Total £
Total value of impairments for the period	-	1,972	-	1,972
Impairments which revaluation reserve covers (shown in Other Comprehensive Expenditure Statement)	-	-	-	-
<b>Impairments charged / (credited) to Statement of Comprehensive Net Expenditure</b>	-	<b>1,972</b>	-	<b>1,972</b>

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### NOTE 9 - ASSETS CLASSIFIED AS HELD FOR SALE

NIPEC did not hold any assets classified as held for sale at either 31 March 2019 or 31 March 2018.

### NOTE 10 - INVENTORIES

NIPEC did not hold any goods for resale at either 31 March 2019 or 31 March 2018.

### NOTE 11 - CASH AND CASH EQUIVALENTS

	2019 £	2018 £
Balance at 1 April	22,466	18,549
Net change in cash and cash equivalents	736	3,917
<b>Balance at 31 March</b>	<b>23,202</b>	<b>22,466</b>

	2019 £	2018 £
<b>The following balances at 31 March were held at</b>		
Commercial Banks and cash in hand	23,202	22,466
<b>Balance at 31 March</b>	<b>23,202</b>	<b>22,466</b>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

NOTE 12 - TRADE RECEIVABLES, FINANCIAL AND OTHER ASSETS

	2019 £	2018 £
<b>Amounts falling due within one year</b>		
Trade receivables	19,498	53,211
Deposits and advances	-	-
VAT receivable	-	-
Other receivables – not relating to fixed assets	31	331
Other receivables – relating to property, plant and equipment	-	-
Other receivables – relating to intangibles	-	-
<b>Trade and other receivables</b>	<b>19,529</b>	<b>53,542</b>
Prepayments	10,007	15,327
Accrued income	-	-
Current part of PFI and other service concession arrangements prepayment	-	-
<b>Other current assets</b>	<b>10,007</b>	<b>15,327</b>
Carbon reduction commitment	-	-
<b>Intangible current assets</b>	<b>-</b>	<b>-</b>
<b>Amounts falling due after more than one year</b>		
Trade receivables	-	-
Deposits and advances	-	-
Other receivables	-	-
<b>Trade and other receivables</b>	<b>-</b>	<b>-</b>
Prepayments and accrued income	-	-
<b>Other current assets falling due after more than one year</b>	<b>-</b>	<b>-</b>
<b>TOTAL TRADE AND OTHER RECEIVABLES</b>	<b>19,529</b>	<b>53,542</b>
<b>TOTAL OTHER CURRENT ASSETS</b>	<b>10,007</b>	<b>15,327</b>
<b>TOTAL INTANGIBLE CURRENT ASSETS</b>	<b>-</b>	<b>-</b>
<b>TOTAL RECEIVABLES AND OTHER CURRENT ASSETS</b>	<b>29,536</b>	<b>68,869</b>

The balances are net of a provision for bad debts of £Nil (2017-18: £Nil).

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

NOTE 13 - TRADE PAYABLES AND OTHER CURRENT LIABILITIES

	2019 £	2018 £
<b>Amounts falling due within one year</b>		
Other taxation and social security	31,069	-
Bank overdraft	-	-
VAT payable	-	-
Trade capital payables – property, plant and equipment	-	-
Trade capital payables – intangibles	-	-
Trade revenue payables	15,149	4,878
Payroll payables	71	-
BSO payables	262	5
Other payables	-	40,762
Accruals and deferred income	134,051	98,325
Accruals and deferred income – relating to property, plant and equipment	-	-
Accruals and deferred income – relating to intangibles	-	-
Deferred income	-	-
<b>Trade and other payables</b>	<b>180,602</b>	<b>143,970</b>
Current part of finance leases	-	-
Current part of long term loans	-	-
Current part of imputed finance lease element of on balance sheet (SoFP) PFI and other service concession arrangements contracts	-	-
<b>Other current liabilities</b>	<b>-</b>	<b>-</b>
Carbon reduction commitment	-	-
<b>Intangible current liabilities</b>	<b>-</b>	<b>-</b>
<b>Total payables falling due within one year</b>	<b>180,602</b>	<b>143,970</b>
<b>Amounts falling due after more than one year</b>		
Other payables, accruals and deferred income	-	-
Trade and other payables	-	-
Clinical Negligence payables	-	-
Finance leases	-	-
Imputed finance lease element of on balance sheet (SoFP) PFI and other service concession arrangements contracts	-	-
Long term loans	-	-
<b>Total non current other payables</b>	<b>-</b>	<b>-</b>
<b>TOTAL TRADE PAYABLES AND OTHER CURRENT LIABILITIES</b>	<b>180,602</b>	<b>143,970</b>



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### NOTE 14 - PROMPT PAYMENT POLICY

#### 14.1 Public Sector Payment Policy - Measure of Compliance

The Department requires that NIPEC pay their non HSC trade creditors in accordance with applicable terms and appropriate Government Accounting guidance. NIPEC's payment policy is consistent with applicable terms and appropriate Government Accounting guidance and its measure of compliance is:

	2019 Number	2019 Value £	2018 Number	2018 Value £
Total bills paid	342	570,946	382	692,639
Total bills paid within 30 day target	334	563,758	373	661,987
<b>% of bills paid within 30 day target</b>	<b>98%</b>	<b>99%</b>	<b>98%</b>	<b>96%</b>
Total bills paid within 10 day target	295	550,114	319	557,847
<b>% of bills paid within 10 day target</b>	<b>86%</b>	<b>96%</b>	<b>84%</b>	<b>81%</b>

#### 14.2 The Late Payment of Commercial Debts Regulations 2002

	£
Amount of compensation paid for payment(s) being late	-
Amount of interest paid for payments(s) being late	-
<b>Total</b>	<b>-</b>

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### NOTE 15 - PROVISIONS FOR LIABILITIES AND CHARGES – 2019

Name	Pensions relating to former directors £	Pensions relating to other staff £	Clinical Negligence £	CSR Restructuring £	Other £	2019 £
Balance at 1 April 2018	-	-	-	-	684,625	684,625
Provided in year	-	-	-	-	(10,399)	(10,399)
(Provisions not required written back)	-	-	-	-	-	-
(Provisions utilised in the year)	-	-	-	-	(29,458)	(29,458)
Cost of borrowing (unwinding of discount)	-	-	-	-	-	-
<b>At 31 March 2019</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>644,768</b>	<b>644,768</b>

Comprehensive Net Expenditure Account Charges	2019 £	2018 £
Arising during the year	(10,399)	(9,761)
Reversed unused	-	-
Cost of borrowing (unwinding of discount)	-	-
<b>Total charge within Operating costs</b>	<b>(10,399)</b>	<b>(9,761)</b>

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### NOTE 15 - PROVISIONS FOR LIABILITIES AND CHARGES – 2019

Analysis of expected timing of discounted flows as at 31 March 2019

	Pensions relating to former directors £	Pensions relating to other staff £	Clinical Negligence £	CSR Restructuring £	Other £	2019 £
Not later than one year	-	-	-	-	29,548	29,548
Later than one year and not later than five years	-	-	-	-	118,192	118,192
Later than five years	-	-	-	-	497,028	644,768
<b>At 31 March 2019</b>	-	-	-	-	<b>644,768</b>	<b>644,768</b>

These amounts relate to former employees of the National Board for Nursing, Midwifery and Health Visiting for Northern Ireland, the predecessor organisation of NIPEC.

Future pension obligations are dependent on the life expectancy of the former employee.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

### NOTE 15 - PROVISIONS FOR LIABILITIES AND CHARGES – 2018

Name	Pensions relating to former directors £	Pensions relating to other staff £	Clinical Negligence £	CSR Restructuring £	Other £	2018 £
Balance at 1 April 2017	-	-	-	-	722,934	722,934
Provided in year (Provisions not required written back)	-	-	-	-	(9,761)	(9,761)
(Provisions utilised in the year)	-	-	-	-	-	-
Cost of borrowing (unwinding of discount)	-	-	-	-	(28,548)	(28,548)
<b>At 31 March 2018</b>	-	-	-	-	<b>684,625</b>	<b>684,625</b>

Analysis of expected timing of discounted flows as at 31 March 2018

	Pensions relating to former directors £	Pensions relating to other staff £	Clinical Negligence £	CSR Restructuring £	Other £	2018 £
Not later than one year	-	-	-	-	28,548	28,548
Later than one year and not later than five years	-	-	-	-	114,192	114,192
Later than five years	-	-	-	-	541,885	541,885
<b>At 31 March 2018</b>	-	-	-	-	<b>684,625</b>	<b>684,625</b>

These amounts relate to former employees of the National Board for Nursing, Midwifery and Health Visiting for Northern Ireland, the predecessor organisation of NIPEC.

Future pension obligations are dependent on the life expectancy of the former employee.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### NOTE 16 - CAPITAL COMMITMENTS

NIPEC had no capital commitments at either 31 March 2019 or 31 March 2018.

### NOTE 17 - COMMITMENTS UNDER LEASES

#### 17.1 Operating Leases

Total future minimum lease payments under operating leases are given in the table below for each of the following periods.

Obligations under operating leases comprise	2019 £	2018 £
<b>Land</b>		
Not later than 1 year	-	-
Later than 1 year and not later than 5 years	-	-
Later than 5 years	-	-
	<hr/>	<hr/>
	-	-
<b>Buildings</b>		
Not later than one year	48,360	72,540
Later than one year but not later than five years	-	48,360
Later than five years	-	-
	<hr/>	<hr/>
	<b>48,360</b>	<b>120,900</b>
<b>Other</b>		
Not later than 1 year	-	-
Later than 1 year and not later than 5 years	-	-
Later than 5 years	-	-
	<hr/>	<hr/>
	-	-

#### 17.2 Finance Leases

NIPEC had no finance leases at either 31 March 2019 or 31 March 2018.

#### 17.3 Operating Leases

NIPEC did not **issue** any operating leases at either 31 March 2019 or 31 March 2018.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### NOTE 18 - COMMITMENTS UNDER PFI AND OTHER SERVICE CONCESSION ARRANGEMENT CONTRACTS

#### 18.1 Off balance sheet PFI and other service concession arrangement schemes.

NIPEC had no commitments under PFI and other concession arrangement contracts at 31 March 2019 or 31 March 2018.

#### 18.2 On balance sheet (SoFP) PFI Schemes

NIPEC had no on balance sheet (SoFP) PFI and other service concession arrangements schemes at 31 March 2019 or 31 March 2018.

### NOTE 19 - OTHER FINANCIAL COMMITMENTS

NIPEC did not have any other financial commitments at 31 March 2019 or 31 March 2018.

### NOTE 20 - FINANCIAL GUARANTEES, INDEMNITIES AND LETTERS OF COMFORT

NIPEC did not have any financial guarantees, indemnities and letters of comfort at 31 March 2019 or 31 March 2018.

### NOTE 21 - CONTINGENT LIABILITIES

NIPEC did not have any quantifiable contingent liabilities at either 31 March 2019 or 31 March 2018.

### NOTE 22 - RELATED PARTY TRANSACTIONS

NIPEC is an arm's length body of the Department of Health, and as such the Department is a related party with which NIPEC has various material transactions during the year. In addition there were material transactions throughout the year with the Business Services Organisation who are a related party by virtue of being an arm's length body with the Department of Health.

During the year, none of the Board members, members of the key management staff or other related parties has undertaken any material transactions with NIPEC.

### NOTE 23 - THIRD PARTY ASSETS

NIPEC held no assets at either 31 March 2019 or 31 March 2018 belonging to third parties.



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### NOTE 24 - FINANCIAL PERFORMANCE TARGETS

#### 24.1 Revenue Resource Limit

NIPEC is given a Revenue Resource Limit which it is not permitted to overspend.

The Revenue Resource Limit for NIPEC is calculated as follows:

	2019 Total £	2018 Total £
DoH (excludes non cash)	1,267,033	1,190,194
Other Government Department	-	-
Non cash RRL (from DoH)	14,273	11,585
<b>Total agreed RRL</b>	<b>1,281,306</b>	<b>1,201,779</b>
Adjustment for income received re Donations / Government grant / Lottery funding for non current assets	-	-
<b>Total Revenue Resource Limit to Statement of Comprehensive Net Expenditure</b>	<b>1,281,306</b>	<b>1,201,779</b>

#### 24.2 Capital Resource Limit

NIPEC is given a Capital Resource Limit (CRL) which it is not permitted to overspend.

	2019 £	2018 £
Gross capital expenditure by NIPEC	48,359	3,312
(Receipts from sales of fixed assets)	-	-
Net capital expenditure	48,359	-
Capital Resource Limit	48,359	£3,312
Overspend/(Underspend) against CRL	-	-

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### 24.3 Financial Performance Targets

NIPEC is required to ensure that it breaks even on an annual basis by containing its surplus to within 0.25% of RRL or £20,000, whichever is greater.

	2018-19 £	2017-18 £
Net Expenditure	(1,267,458)	(1,194,100)
RRL	1,281,306	1,201,779
Surplus/(Deficit) against RRL	13,848	7,679
Break Even cumulative position (opening)	97,701	90,022
Break Even Cumulative position (closing)	111,549	97,701

<b>Materiality Test</b>	2018-19 %	2017-18 %
Break Even in year position as % of RRL	1.08	0.64
Break Even cumulative position as % of RRL	8.71	8.13

### NOTE 25 - BALANCE SHEET EVENTS

There are no post balance sheet events having material effect on the accounts.

### DATE OF AUTHORISED ISSUE

The Accounting Officer authorised these financial statements for issue on 10th July 2019

# APPENDICES

## Appendix 1

### Glossary

	Abbreviations	Full Wording
<b>A</b>	<b>AHP</b>	Allied Health Professional
	<b>ALB</b>	Arm's Length Body
	<b>AUC</b>	Assets Under Construction
<b>B</b>	<b>BSO</b>	Business Services Organisation
<b>C</b>	<b>CEC</b>	Clinical Education Centre
	<b>CETV</b>	Cash Equivalent Transfer Value
	<b>CFPS</b>	Counter Fraud and Probity Service
	<b>CNAC</b>	Central Nursing Advisory Committee
	<b>CNMAC</b>	Central Nursing and Midwifery Advisory Committee
	<b>CNO</b>	Chief Nursing Officer
	<b>COPE</b>	Centre of Procurement Expertise
	<b>CRL</b>	Capital Resource Limit
<b>D</b>	<b>DoF</b>	Department of Finance
	<b>DoH</b>	Department of Health
<b>E</b>	<b>ECG</b>	Education Commissioning Group
	<b>ECNI</b>	Equality Commission for Northern Ireland
	<b>EDs</b>	Emergency Departments
	<b>ESG</b>	Education Strategy Group
<b>F</b>	<b>FReM</b>	Financial Reporting Manual
<b>G</b>	<b>GAIN</b>	Guidelines & Audit Implementation Network

<b>GDPR</b>	General Data Protection Regulations
<b>GNG</b>	Governance Network Group

<b>H</b>	<b>HEI</b>	Higher Education Institutions
	<b>HEIG</b>	Health Estates Investment Group
	<b>HR</b>	Human Resources
	<b>HSC</b>	Health and Social Care
	<b>HSCB</b>	Health and Social Care Board
	<b>HSCT</b>	Health and Social Care Trusts

<b>I</b>	<b>IAS</b>	International Accounting Standard
	<b>ICT</b>	Information & Communication Technology
	<b>IGAG</b>	Information Governance Advisory Group
	<b>IPC</b>	Infection Prevention and Control
	<b>ISBN</b>	International Standard Book Number
	<b>IiP</b>	Investors in People
	<b>IT</b>	Information Technology
	<b>ITS</b>	Information Technology Services

<b>K</b>	<b>KPIs</b>	Key Performance Indicators
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<b>M</b>	<b>MRICS</b>	Member of Royal Institution of Chartered Surveyors
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<b>N</b>	<b>NDPB</b>	Non-Departmental Public Body
	<b>NES</b>	NHS Education for Scotland
	<b>NI</b>	Northern Ireland
	<b>NIAO</b>	Northern Ireland Audit Office
	<b>NICS</b>	Northern Ireland Civil Service
	<b>NIPEC</b>	Northern Ireland Practice and Education Council for Nursing and Midwifery
	<b>NMC</b>	Nursing and Midwifery Council
	<b>NOAT</b>	NIPEC Online Audit Tool

<b>O</b>	<b>ONS</b>	Office of National Statistics
<b>P</b>	<b>PaLS</b>	Purchasing and Logistic Service
	<b>PAMP</b>	Property Asset Management Plan
	<b>PHA</b>	Public Health Agency
	<b>PHSO</b>	Parliamentary and Health Service Ombudsman
	<b>PPI</b>	Patient Public Involvement
<b>Q</b>	<b>QA</b>	Quality Assurance
	<b>QNI</b>	Queen's Nursing institute
<b>R</b>	<b>RCN</b>	Royal College of Nursing
	<b>RQIA</b>	Regional and Quality Improvement Authority
	<b>RRL</b>	Revenue Resource Limit
<b>S</b>	<b>SLA</b>	Service Level Agreement
	<b>SLAiP</b>	Standards to support learning and assessment in practice
	<b>SMT</b>	Senior Management Team
	<b>SOC</b>	Strategic Outline Business Case
	<b>SR</b>	Statutory Rule
<b>T</b>	<b>TUPE</b>	Transfer of Undertakings (Protection of Employment) Regulations
<b>U</b>	<b>UK</b>	United Kingdom
	<b>USB</b>	Universal Serial Bus
<b>V</b>	<b>VES</b>	Voluntary Exit Scheme
	<b>VFM</b>	Value for Money

## Appendix 2

### NIPEC Legislation

NIPEC was established on 7 October 2002 under the Statutory Rules "The Health and Personal Social Services (2002) Act (Commencement) Order (Northern Ireland) SR2002 No.311 (C.25).

Within the Health and Personal Social Services Act (Northern Ireland) 2002, Chapter 9, Section 2, NIPEC was established as an NDPB, sponsored by the DoH. The Act identifies the following responsibilities for NIPEC.

"It shall be the duty of the Council to promote:

- (2) (a) high standards of practice among nurses and midwives  
(b) high standards in the education and training of nurses and midwives; and  
(c) the professional development of nurses and midwives.
- (3) Without prejudice to the generality of subsection (2) the Council may:
  - (a) provide guidance on best practice for nurses and midwives
  - (b) provide advice and information on matters relating to nursing and midwifery.
- (4) The Council shall, in the exercise of its functions, act:
  - (a) in accordance with any directions given to it by the Department
  - (b) under the general guidance of the Department."

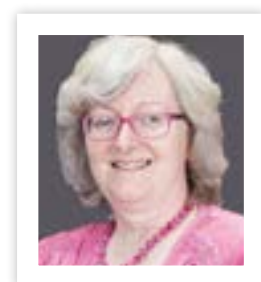


## Appendix 3

### Membership of NIPEC Council

The membership of NIPEC consists of six lay members, nine professional members (including Chair), the Chief Executive of NIPEC (Executive Member) and the Chief Nursing Officer, DoH (ex officio member). The Council met on 4 occasions during the year plus a business planning workshop prior to the November 2018 meeting. The September 2018 meeting was not quorate.

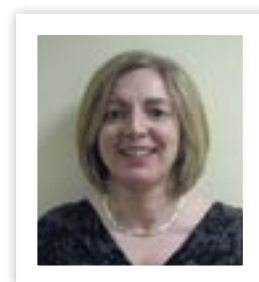
#### The Professional Members are:



(4/4)  
**Prof. Carol Curran, OBE**  
(Chair of NIPEC)



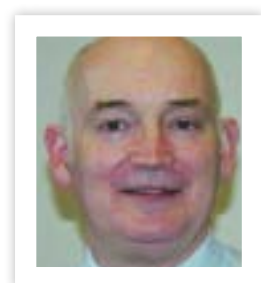
(1/4)  
**Ms Deirdre O'Donnell**



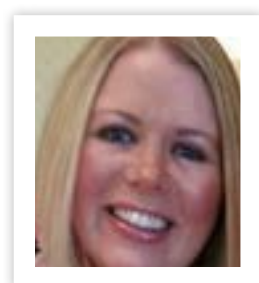
(0/2)  
**Mrs Ruth Burrows**  
(Term of office expired 23rd September 2018)



(2/4)  
**Ms Catherine Rice**  
(Deputy Chair of Audit & Risk Committee)



(0/2)  
**Mr Patrick McGreevy**  
(Term of office expired 23rd September 2018)



(2/4)  
**Mrs Lisa Houlihan**

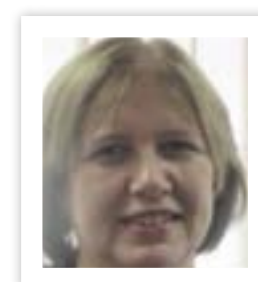


(2/4)  
**Mrs Deborah Oktar-Campbell**

Note:

**Figures in brackets indicate number of Council meetings attended against membership total. There were four vacancies in the Council Professional membership as at 31 March 2019.**

#### The Lay Members are:



(4/4)  
**Mrs Alison Baxendale**  
(Deputy Chair of NIPEC)



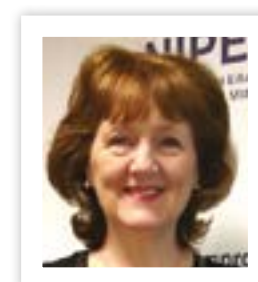
(3/4)  
**Dr Vinod Tohani**  
(Chair of Audit & Risk Committee)



(2/4)  
**Mrs Maureen Clark**



(2/4)  
**Mr Paul Davidson**



(4/4)  
**Mrs Angela McLernon, OBE**  
Chief Executive  
(Executive Member)



**Prof. Charlotte McArdle**  
CNO  
(Ex-Officio Member)

Note:

**Figures in brackets indicate number of Council meetings attended against membership total. There were two vacancies in the Council Lay membership as at 31 March 2019.**

## Appendix 4

### Membership of Audit and Risk Committee

The Audit and Risk Committee met on three occasions during this financial year: 28 June 2018, 9 October 2018 and 12 February 2019.

The membership of the Audit and Risk Committee consists of:

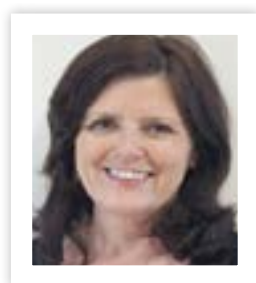


(3/3)

**Dr Vinod Tohani**

(Lay Member of Council)

**(Chair of Audit & Risk Committee)**

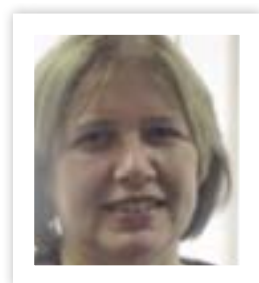


(2/3)

**Ms Catherine Rice**

(Professional Member of Council)

**(Deputy Chair of Audit & Risk Committee)**



(3/3)

**Mrs Alison Baxendale**

(Lay Member of Council)

**(Deputy Chair of NIPEC)**



(2/3)

**Mrs Deborah Oktar-Campbell**

(Professional Member of Council)

Note:

**Figures in brackets indicate number of meetings attended against membership total.**

Also in attendance at the Audit and Risk Committee meetings were: NIPEC's Chief Executive and Head of Corporate Services; representatives from Northern Ireland Audit Office, Internal Audit, BSO and a financial representative from the BSO.

## Appendix 5

### Remuneration Committee

The Remuneration Committee is chaired by Professor Carol Curran (Chair of NIPEC). The membership consists of the Lay and Professional Members of Council, with the exception of those members who serve on the Audit and Risk Committee.

The Chief Executive, ex-officio member and officers of NIPEC do not attend this meeting.

There was no requirement for a Remuneration Committee meeting to be held during this financial year as the interim Chief Executive post was being filled as a secondment from the DoH.

### Remuneration of Council Members

The Chair of the Northern Ireland Practice and Education Council for Nursing and Midwifery is entitled to receive a payment of £11,168 per annum<sup>10</sup>. This payment was made directly to the Chair.

The members of NIPEC **do not** receive any remuneration but are entitled to claim any reasonable expenses incurred on Council business.

### Thank you for reading our Annual and Accounts Report.

Further copies of the Annual Report and Accounts for 2018-19 can be downloaded from our website: <https://nipec.hscni.net>

**Hard copies can be requested by writing to address shown below:**

NIPEC, Centre House, 79 Chichester Street, Belfast BT1 4JE.

E-mail: [enquiries@nipec.hscni.net](mailto:enquiries@nipec.hscni.net)

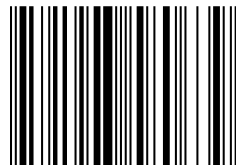
<sup>10</sup> As per the Payment of Remuneration of Chairmen and Non-Executive Members Determination (Northern Ireland) 2019, dated 7 May 2019, effective from the 1 August 2017.







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