



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

1 APRIL 2016 TO 31 MARCH 2017



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

For the year ended 31 March 2017

The Accounting Officer authorised these
financial statements for issue

on

30th June 2017

Laid before the Northern Ireland Assembly under Paragraph 12(4) of
the Schedule to the Health and Personal Social Services Act (Northern
Ireland) 2002 by the Comptroller and Auditor General for Northern Ireland

on

4th August 2017

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

1st April 2016 to 31st March 2017

Contents

The Performance Report

- Overview 6
- Performance Analysis 13

The Accountability Report

- **Corporate Governance Report**
 - » The Directors' Report 15
 - » Register of Interests 26
 - » The Statement of Accounting Officer's Responsibilities 32
 - » The Governance Statement 33
- **Remuneration and Staff Report** 47
- **Accountability and Audit Report**..... 59
 - » Certificates of Chairman and Chief Executive 61
 - » The Certificate and Report of the Comptroller and Auditor General 62

Financial Statements

- **Statement of Accounts for the Year Ended 31 March 2017** 64

Appendix 1	Glossary	109
Appendix 2	NIPEC Legislation	111
Appendix 3	Membership of NIPEC Council	112
Appendix 4	Membership of Audit and Risk Committee	114
Appendix 5	Membership of Remuneration Committee and Remuneration of Council Members.....	115

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) 2016-17 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' which is 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, 2011) and the ambitious programme of reform to improve health and social care services for people in Northern Ireland, outlined in a range of strategic policies and reviews including *Improving the Patient and Client Experience* (DHSSPS, 2009); *Transforming Your Care* (DHSSPS, 2011a); *A Strategy for Maternity Care in Northern Ireland 2012-2018* (DHSSPS, 2012); the Public Health Framework, *Making Life Better* (DHSSPS, 2014a); *The Right Time, The Right Place* (Donaldson et al, 2014), *Q2020 Attributes*

Framework (DHSSPS 2014b) and emerging policy and regulatory requirements. These include the Nursing and Midwifery Council's Strategy (NMC, 2015a), NMC Code (2015b) and Model of Revalidation. NIPEC also supports the implementation of recommendations from Public Inquiries, investigations, regional strategies and the development of new models which includes leading the development of a New Model for Midwifery Supervision.

NIPEC 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 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 5.0% in 2016-17. Unfortunately, over the next few years we anticipate that there will most likely be further significant reductions in funding to HSC organisations to enable the NI Assembly 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 2016-17 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.

Specific examples of this work are shown later within the report under 'The Accountability Report' section, pages 15 to 25 and overall analysis of the narrative demonstrates successful delivery of the Business Plan objectives by NIPEC. Full details will be published in the 3rd Annual Quality report for 2016-17.

In summary during 2016-17, NIPEC met its corporate responsibilities along with delivering against the strategic priorities and objectives presented in the Business Plan.

Performance Summary:

During 2016/17, NIPEC met its corporate responsibilities along with delivering against the strategic priorities and objectives presented in its Corporate Plan 2014-2017 including:

Practice:

- Continued to support the implementation of NMC Revalidation for Nurses and Midwives in NI and contributed to work by the NMC to evaluate revalidation
- Facilitated and supported a Regional Group to agree a set of high level Key Performance Indicators (KPIs) and the parameters for measurement and monitoring to demonstrate the unique contribution of nurses and midwives
- Produced five data reports for the Health and Social Care Trusts relating to supervision in nursing during December 2015 – February 2016. Convened a Programme Board to oversee the production of a regional framework for supervision in nursing and midwifery
- Led the development of regional data set for children's in-patient and learning disabilities care settings for person-centred nursing assessment and plan of care
- Commenced production of a regional framework for supervision in nursing and midwifery
- Continued to lead on the coordination of audit and improvement plans across care settings in the five HSC Trusts related to record keeping practice in nursing
- Piloted a new regional approach to person centred care planning
- Piloted a regional data set in Emergency Departments for a person-centred nursing assessment and plan of care record
- Supported the review of the endoscopy day case nursing record

Education:

- Quality assured a selection of, Non-NMC regulated, DoH commissioned education and learning activities.
- Submitted an Annual Report of quality assurance activity to DoH
- Refreshed the Quality Assurance Framework for Non NMC approved commissioned education programmes.
- Commenced an initiative to further develop the Framework to evaluate the impact in practice of commissioned educational programmes and activities
- Engaged and continues to collaborate with NMC in relation to the 'Future Nurse' programme of work
- Commenced a review of Multiple Mini Interviews within the application and selection process for nursing pre-registration programmes in Northern Ireland
- Conducted a scoping exercise in relation to induction programmes for Band 5/Band 6

Professional Development:

- Launched the Professional Framework for Emergency Care Nursing resulting in NIPEC being asked to present the Framework at conferences both nationally and internationally
- Led work to develop a framework on behalf of the UK CNO group to promote professionalism in the context of revalidation and the new NMC Code (2015b)
- Supported the co-chairs of Quality 2020 Attributes Framework Implementation Group to develop resources to facilitate implementation of the Attributes Framework within the HSC
- Developed a range of tools and resources to enable nurses and midwives to develop their knowledge, skills and behaviours in particular areas of practice
- Hosted a range of events to promote high standards of practice, education and professional development among nurses and midwives including NIPEC's annual conference
- Supported the NI Collaborative to progress a number of work streams stemming from the Northern Ireland Action Plan including a "Description of the Learning Disabilities Workforce in Northern Ireland"
- Completed an Impact Measurement (2016) of *The Respiratory Competence Assessment Tool (2012)*
- The *Career Framework for Specialist Practice Nursing Roles* (2017 pending publication) has been developed.
- Supported links with organisations to further develop national and regional work related to the nursing and midwifery e-health and informatics agenda

Advice, Guidance and Information:

- Hosted and facilitated a regional forum for senior nurses working in the Independent and Voluntary sector
- Established, hosted and facilitated a Lead Nurse Forum for Endoscopy
- Led the review of extant supervision arrangements for nursing, midwifery and safeguarding supervision in the region
- Submitted NIPEC's Annual Quality Report in line with the implementation of the *Quality 2020 Strategy* (DHSSPS, 2011b)
- Submitted responses to consultations on a range of emerging strategies and policies, often facilitating practitioner responses from across Northern Ireland.
- Disseminated advice, guidance and information from the NMC relating to revalidation across the system
- Developed a draft regional framework for delegation of nursing and midwifery tasks and duties
- Contributed to the production of *Delivering Care: Nurse Staffing Levels in Northern Ireland* (2014c), Type 1 Emergency Department Staffing, District Nursing Teams and Health Visiting Teams draft policy papers
- Facilitated the co-production of an E-Learning Programme to support Level 1 of the *Q2020 Attributes Framework* (DHSSPS 2014b) which has been launched and red badges awarded to those who have successfully completed it.

NIPEC's Annual Business Plan 2016-17 detailed how we would make best use of our resources to achieve our strategic objectives, as set out in our Corporate Plan.

The Corporate Plan was extended to cover 2013 - 2017 at the request of the DoH so that future plans are aligned to a Programme for Government. The Business Plan aimed to drive 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, for example, HSC organisations that require bespoke work programmes should specific practice based and/or professional issues have emerged. 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 2016-17 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 you for your continued support and involvement in this year's activities and would wish to acknowledge your positive contributions to the work of NIPEC.


The Council met in public on four occasions in 2016-17 and was noted to be quorate on all 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 current form as an Arm's Length Body (ALB) enables it to carry out its functions, and that its independence 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 under a degree of uncertainty regarding NIPEC's future role and function and within limited financial funding.

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

Signed: 
.....
Professor Carol Curran, OBE
Chair

Signed: 
.....
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 2016-17 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 (PAM) for the period 2016-17 to 2021-2022'

Further reference to the above areas can be found under the Governance Statement, sections 11, page 45.

NIPEC produced and published its third 'Annual Quality Report' in 2016-17 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, 2011).

The Accounts, and supporting notes relating to the Council's activities for the year ended 31 March 2016, have been audited by the Northern Ireland Audit Office. See pages 62 to 63, 'Audit Certificate', for further details.

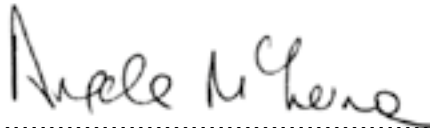
The annual report and accounts have been produced in line with the HSC Manual of Accounts 2016-17 and a summary of NIPEC's high level financial, human resources and controls assurance standards performance targets is shown in the table overleaf:

Key Performance Measures

Targets for 2016-17	Performance in 2016-17	Performance in 2015-16
Break even on revenue and operating costs (Target: 0.25% or £20,000)	0.57% or £7,566	0.8% or £11,073
Keep within the capital resources limit (CRL)	No CRL allocation	Achieved
Sickness absence rates (Target for 2016-17 as set at 4.25%)	3.94%	1.29% <i>(Note: Target for 2015-16 was set at 4.50%)</i>
Invoice prompt Payment percentage within 30 days (Target: 95%)	98.7%*	97.96%
Invoice prompt Payment percentage within 10 days (Target for 2016-17 was set at 80%)	92.83%	92.53% <i>(Note Target for 2015-16 was set at 70%)</i>
Controls Assurance Standards (Target: Substantial score i.e. 75% - 99% compliance)	All the relevant 9 areas achieved scores within the substantial range. (The scores ranged from 83% to 96%)	All the relevant 9 areas achieved scores within the substantial range. (The scores ranged from 83% to 97%)

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 60.

Signed: 
 Mrs Angela McLernon, OBE
 Accounting Officer

Date: 30th June 2017

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
- Providing guidance on best practice for nurses and midwives
- Providing advice and information on matters relating to nursing and midwifery
- Engagement, partnership and communication
- Governance

Further and more detailed information on the Professional work of NIPEC during 2016-17 can be accessed via our website at www.nipec.hscni.net

NIPEC's forthcoming *Annual Quality Report* (available on the website from Autumn 2017) will provide a comprehensive review of NIPEC's Professional work during 2016-17.

Promoting high standards of practice among nurses and midwives.

Health and wellbeing 2026: delivering together (DoH, 2016) set out the vision for future services in Northern Ireland for the next 10 years. It recognised that demographic changes, increasing specialisation, new technologies and other advances in healthcare will impact on the nursing and midwifery workforce. This is an exciting time for nurses and midwives, with increased opportunities to develop practice, in particular to provide more care that is nursing or midwifery-led and within multi-disciplinary teams.

As part of this vision document, Minister O'Neill announced the appointment of a Nursing and Midwifery Task Group to outline recommendations on how the contribution of nursing and midwifery could be maximised over the next 10 – 15 years to improve outcomes for the population. This work is underpinned by *The NMC Code* (2015b) which requires nurses and midwives to provide a high standard of practice and

care at all times through always practising 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 in a timely manner.

NIPEC's Responsibilities

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. A strong strategic position and wide breadth of stakeholder base enables NIPEC to co-produce and co-design practice innovations and improvements with partners that facilitate the delivery of safe, effective and person-centred care and services. In fulfilling NIPEC's responsibility to promote high standards of practice among nurses and midwives, during 2016-17, NIPEC continued to provide strategic leadership to take forward the implementation of 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. NIPEC hosted a range of events, including NIPEC's Annual Conference to support further development of nursing and midwifery practice.

During 2016-17, NIPEC maintained the use of creative and innovative approaches to maximise the impact of outcomes 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.

One example of co-production and co-design to improve the practice of record keeping and in particular planning nursing care is outlined below:

Example

NIPEC is currently leading on the Recording Care project, the aim of which is to improve the standard of nurse record keeping practice in the region. As part of this project, the development of a way forward to improve the quality of nurse care planning in Northern Ireland is being taken forward through the 'PACE' framework.

'PACE' is used in conjunction with the nursing assessment process. Evidencing a person's plan of care with the assistance of the framework was first trialled in September 2015, through a small scale pilot in Health and Social Care (HSC) Trusts. The PACE framework enables the production of a nursing record that clearly evidences person-centred assessed needs with an associated plan of care that is updated each shift. Part of the success of this work was to co-produce nursing plans of care with the person being cared for, where appropriate.

A larger scale test was completed in April 2016 and in partnership with the HSC Trusts, NIPEC developed an evaluation strategy for the pilot that demonstrated significant results for the approach.

Evaluative results included:

- 20% improvement for all pilot wards, in the standard of nurses' recording care planning practice
- an increase of 59.4% in the amount of time nurses devoted to recording nursing assessment, care planning and evaluation in the presence of the patient, compared with the baseline
- a staff reported increase in communication and interaction with the patient, consequently leading to people reporting more opportunities to speak with nurses.
- a staff reported increase in visibility of the nursing contribution within the broader record of care
- a patient reported 23% increase of involvement in his/her care and treatment decisions
- 94.92% of patients reporting that they 'always' understood what was going to 'happen' to them whilst receiving nursing care through the work of the pilot

The data gathered from this evaluation process has enabled a description of the future implementation process for the framework and further evaluation is anticipated to evidence person centred care planning processes for nursing in Northern Ireland in the next two years of this work stream.

Promoting high standards of education among nurses and midwives

The NMC Code (March 2015), requires that nurses and midwives "Always practise in line with the best available evidence.....To achieve this nurses and midwives must..... maintain the knowledge and skills needed for safe and effective practice".

The HSC relies on nursing and midwifery education to prepare and maintain competent and caring practitioners who demonstrate professional behaviours and values but also education that continues to develop skills in practice and research throughout professional careers. 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 (NES, 2014).

NIPEC's Responsibilities

In fulfilling NIPEC's responsibility to promote high standards during 2016-17, NIPEC continued to undertake a range of activities to assure standards and influence educational developments, providing leadership to the learning and education activities of the registrant population.

During 2016-17, NIPEC continued to maintain strategic alliances with a range of organisations and contribute to relevant education fora at local, national and international levels, for example; the NMC Future Nurse Advisory Group; the DoH Central Nursing and Midwifery Advisory Committee's (CNMAC); CNMAC Workforce/Education Sub Group and Education Commissioning Group (ECG); to ensure it can influence and support the Northern Ireland Nursing and Midwifery workforce to respond to existing and emerging regulatory policy and strategic priorities.

Example

NIPEC also worked closely with UK stakeholders and the NMC to support work which focused on developing new education standards for the 'Future Nurse'.

NIPEC continued to play a vital role in quality assuring non NMC regulated education activities commissioned by the DoH through the Education Commissioning process for Nurses and Midwives during 2016-17. Monitoring was undertaken in accordance with an agreed framework, *The Quality Assurance Framework for Monitoring Development and Education Activities Commissioned by the DoH (Non-NMC Registered or Recorded) 2011*. In 2016-17 NIPEC also led the refresh and update of this Framework.

Promoting the professional development of nurses and midwives

The NMC Code (2015b) requires practitioners to “remain knowledgeable and competent p. 17”, essential attributes for our registrants to ensure the delivery of safe and effective person-centred care and services. This combined with the whole system transformation, in the Minister's vision (DoH 2016) is essential for the delivery of a more person-centred, population health model requires NIPEC to continue to work hand in hand with its stakeholders, co-designing and co-producing resources to support and enhance the professional development of the nursing and midwifery workforces.

It is even more important in this challenging environment that we continue to develop resources based on delivering positive outcomes and evaluate their impact to ensure they remain fit for purpose and support the requirements of modern practitioners.

NIPEC's Responsibilities

In fulfilling NIPEC's responsibility to promote the professional development of nursing and midwifery during 2016-17, NIPEC continued to lead the development of a range of resources, through engagement and collaboration with stakeholders. NIPEC was mindful of the economic constraints and therefore focussed on the further development of web-based resources.

These included a variety of micro-websites, competence assessment tools, learning and development and evaluation frameworks. In addition, NIPEC's online portfolio which enables nurses and midwives to keep up-to-date, was enhanced to ensure it supports the NMC requirements for registrants for revalidation and in particular it now includes an online facility for midwives to record and store their supervision records.

Example

In response to growing concerns regarding the variations and lack of standardisation of the competencies of nurses working in Emergency Departments across the province, NIPEC was asked by the Chief Nursing Officer (CNO) Charlotte McArdle to work with the RCN Emergency Care Network to take forward a work stream to further the professional development of the Emergency Care Nursing Workforce. *The Professional Framework for Emergency Care Nursing (2016)* launched at NIPEC's Annual Conference on 8 March 2017, is a web based resource, linked to the RCN Emergency Care Association competencies, (pending publication), which provides information to support professional and career development for Emergency Care Nurses. The *Framework* is a useful resource for those nurses who are interested in a career in Emergency Care or for Emergency Care Nurses who want to further develop their career.

Example

NIPEC led the co-production of a career framework for Specialist Practice Nurses with the initial phase focusing on Adult Diabetes and Cancer Specialist Nursing roles. The *Career Framework* (DoH 2017) comprises core competencies and a core job description for all Specialist Practice Nurses, irrespective of setting/area of practice. These core elements were developed further for Cancer Specialist Nurses and Diabetes Specialist Nurses. NIPEC was grateful to all the stakeholders involved in the development of the *Framework*, which included: Senior Nurses in HSC Trusts, Public Health Agency, Independent and Voluntary Sector, Education Providers, Professional Bodies, Staff Side Organisations and the relevant Specialist Nurses in Diabetes and Cancer and representatives from Diabetes UK.

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

The delivery of safe, 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.

NIPEC's Responsibilities

NIPEC fulfils a unique role in Northern Ireland by providing guidance on best practice and matters relating to nursing and midwifery. The organisation is committed to supporting practitioners and organisations to deliver safe and effective person-centred care and achieves this by adopting a responsive and proactive approach to the requests and needs of key stakeholders, to assist them in addressing current and future challenges.

NIPEC's activities focus on supporting nurses and midwives to remain up to date on major strategic and policy issues through the provision of advice, guidance and information which translates strategic policy and supports the interpretation and application of legislation, based on best available evidence. Guidance provided by NIPEC also enables nurses and midwives to improve their practice to meet the needs of patients/clients and their carers. NIPEC is committed to developing, producing and disseminating evidence-based, quality and accessible information, publications and resources which are available online and in hard copy. One of NIPEC's main vehicles for communicating to nurses and midwives is its website. NIPEC applies robust mechanisms to ensure that its website is an effective and easily accessible resource to support the practice, education and professional development of nurses and midwives.

Example

In June 2014 CNMAC agreed that the practice of delegating nursing and midwifery tasks and duties in Northern Ireland required further exploration. A range of activities were then taken forward by the HSC Clinical Education Centre (CEC), and NIPEC under the commission of the CNO. A number of priorities were presented to CNMAC in December 2015, to determine immediate and future action, ensuring that the process of delegation of nursing and midwifery tasks and duties at a local and regional level would meet the requirements of the NMC Code (2015b) and support the highest possible level of patient/client safety.

NIPEC was commissioned by the CNO to lead the production of an approach to delegation of nursing and midwifery tasks and duties that addressed these priorities. The Director of Regulation and Nursing, Regulation and Quality Improvement Authority (RQIA) and the Chief Executive, Northern Ireland Social Care Council (NISCC) jointly chaired a Task and Finish Group on behalf of the CNO. The final product will be reported to CNO via CNMAC.

Working with the Co-Chairs, the lead officer in NIPEC produced a plan and outline method, that included convening a workshop attended by a wide range of representation across statutory, non-statutory, education, policy and staff-side organisations. The purpose of the workshop was to bring together nursing and midwifery colleagues from across sectors to discuss their understanding of delegation in nursing and midwifery, ideas to support effective delegation and then test an outline framework which was based on best evidence in this area. A number of social work colleagues attended the event to listen and contribute to the discussion, to enable future thinking for social care settings and inter-professional teams.

The intention was to draw on the considerable work which had taken place by other countries to date, evidenced through publications and frameworks already in existence and engage with delegates regarding proposals for an outline framework. Colleagues participated in a range of exercises to stimulate discussion and comment on the outline provided, including table-top scenario testing of a decision support matrix.

A Task and Finish Sub Group was convened in early January 2017 to refine the framework based on the feedback obtained through the October 2016 workshop. The framework will be tested in a range of nursing and midwifery practice settings to enable final refinement and feedback May - June 2017.

Engagement, Partnership and Communication

NIPEC continues to engage with its stakeholders, working in partnership and supporting positive working relationships across the nursing and midwifery professions working within the HSC and independent and voluntary sector.

NIPEC has developed a strong ethos of collaborative working with its key stakeholders across all areas of activity and a reputation for facilitating successful regional projects and initiatives. During the year, its senior professional team has delivered a range of workshops, information sharing road shows, presentations, focus groups, surveys and publications to its stakeholders, including: nursing and midwifery registrants and students; DoH, executive and senior nurse and midwives; education providers; independent and voluntary sector; professional organisations; our PPI e-forum and the general public.

Example

The implementation of the *Attributes Framework (DHSSPS 2014)* was further enhanced by the development of an e-learning programme for Level 1 of the *Attributes Framework*, Strengthening Foundations for Improvement. This is available on the HSC e-learning platform for all staff to access and NIPEC facilitated the Co-Chairs of the Attributes Implementation Task Group to co-produce the learning materials with all the relevant stakeholders; accessible also in a format to support face-to-face delivery.

Engagement and communication is undertaken with the aim of ensuring stakeholders are kept informed and updated on the work of NIPEC. Importantly this provides them with the opportunity to be involved and to participate in its work and ultimately contribute to improved standards of practice and education and professional development of nurses and midwives, and improved patient/client experience.

NIPEC's main website has also undergone a transformation to enable visitors to navigate the site with ease. The site has been rebuilt in WordPress, a more user friendly format, which provides all staff with the functionality to keep the website updated. NIPEC is in the process of updating the existing micro-sites into WordPress which are planned for completion in 2017 – 2018. NIPEC's two other websites the *Nursing and Midwifery Career Pathway* and *NIPEC Online Portfolio* continue to be popular with registrants and those interested in pursuing a nursing or midwifery career. In particular, the number registered on the online portfolio rose from 14,221 in April 2016 to 14,525 in March 2017 - an increase of 304 registrants.

NIPEC's SCAN publication for senior nurse and midwife executives continues to be widely circulated to the statutory, independent and voluntary sectors, highlighting NIPEC work, major publications, current events and recently published articles. It remains valued by its readership and current and past issues are available to download from NIPEC's website.

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.

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 control assurances. 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 2016-17 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 along with the review of NIPEC.

NIPEC also strives to provide and support a working environment which promotes health and wellbeing. During 2016-17, 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, the Committee will be developing a further range of activities for 2017-18.

NIPEC continues to hold its Investors in People accreditation and, as an employer, 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*
- *Library and information services*
- *Database & website design and maintenance of the Databases*
- *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 public body continued to strive to achieve maximum benefit from both its property and assets and kept under review its Property Asset Management (PAM) plan for the period 2016-17 to 2021-22.

As a tenant of Centre House, NIPEC's current three year lease expired on the 30 November 2016. Therefore, a SOC/Business Case was submitted to the Department of Personnel and Finance (DFP) and was approved on the 15 September 2016 for a three year period until 30 November 2019.

In February 2017 NIPEC welcomed 10 of the Patient Client Council (PCC) staff into its office accommodation under an agreed 'Memorandum of Understanding'. In order to facilitate this movement of additional HSC staff NIPEC reorganised its storage facility and spare work stations to enable the PCC to have a dedicated working area within the NIPEC floor.

Information and Communication Technology (ICT)

NIPEC currently maintains the following three main websites with several additional micro sites incorporated within the main NIPEC website:

- www.nipec.hscni.net
- <https://nipecportfolio.hscni.net>
- www.nursingandmidwiferycareersni.hscni.net

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.

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 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:

- **Gender Identity and Expression – Employment Policy**

Taking into account what individuals and groups from the gender identity sector told us when we had engaged with them last year, we finalised a first draft of an employment policy relating to gender identity and expression. We consulted on the draft policy and its equality screening, together with our partners across the whole of Health and Social Care (HSC), between January and March 2017.

- **Tapestry – our Disability Staff Network**

After its launch last year, Tapestry – our Disability Staff Network – took off in 2016-17. The network, which meets quarterly and is supported by the BSO Equality Unit on our behalf, developed its first action plan. During the year, the network undertook a range of actions under three themes:

- (i) raising awareness of the network
- (ii) raising awareness of disabilities, and
- (iii) becoming an employer of choice.

These included, for example, a series of coffee mornings to engage with staff; two staff awareness days on cancer and on arthritis and musculoskeletal conditions held in January and March 2017; a lunch & learn session for line managers on reasonable adjustments; as well as a staff survey on what makes an employer an employer of choice for people with a disability or those who care for someone with a disability.

- **Disability Work Placement**

For the first time this year, we participated in the Disability Work Placement scheme, which is facilitated by the Equality Unit and the Health and Social Care Board jointly for the 11 regional HSC organisations. We offered a placement for an IT assistant. Unfortunately, Supported Employment Solutions were unable to find a suitable person to match to the placement.

For specific details of how NIPEC achieved its overall corporate governance, this is shown in pages 33 to 46 under the comprehensive ‘Governance Statement’ and the composition of the NIPEC Senior Management Team is detailed on page 28.

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"> » Dean of the Faculty of Life and Health Sciences, University of Ulster » Membership of the RCN » Educational Advisor of Association of Continence Advice » Approved Member of Central Nursing & Midwifery Advisory Committee (<i>unremunerated</i>)
Mrs A McLernon, OBE	<ul style="list-style-type: none"> » Seconded from the DoH » Membership of the RCN
Ms D O'Donnell	<ul style="list-style-type: none"> » Associate Head of School (Nursing), University of Ulster » Associate Carmoney Care Consultancy » Registrant member NMC Fitness to Practice Panels » Membership of the RCN and UCU
Dr V Tohani	<ul style="list-style-type: none"> » Equality (UK) – Trustee » Membership of the BMA
Mrs A Baxendale	<ul style="list-style-type: none"> » None
Mrs M Clark	<ul style="list-style-type: none"> » Member of the Council of the University of Ulster until August 2016
Mr P Davidson	<ul style="list-style-type: none"> » Lecturer, Support provider Disability » Member of the Bangor Swimming Club Committee » Membership of IET

Name	Organisation
Mrs R Burrows	<ul style="list-style-type: none"> » Employed by Four Seasons Health Care » Memberships of the RCN and NMC
Mrs L Houlihan	<ul style="list-style-type: none"> » Assistant Service Manager, Belfast HSC Trust
Mr P McGreevy	<ul style="list-style-type: none"> » Trustee of the Charity Suicide Down to Zero » Membership of the NMC
Mrs D Oktar-Campbell	<ul style="list-style-type: none"> » Independent Consultancy and Counsellor » Clients through consultancy - Belfast Charitable Society » Memberships of RCN, NMC and BACP
Ms C Rice	<ul style="list-style-type: none"> » Membership of the RCN » Assistant Head, HSC Clinical Education Centre » Member of the NMC Fitness to Practise Panel

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	» Membership of the Institute of Healthcare Management
Mrs C McCusker	» Membership of the RCN
Mrs A Reed	» Membership of the Health Informatics Society of Ireland, Nursing and Midwifery Group » Membership of the RCN
Ms B Devine <i>(Retired 31 July 2016)</i>	» Memberships of the RCM and RCN » Membership of the Institute of Healthcare Management
Ms Karen Murray <i>(Appointed 1 Dec 2016)</i>	» Mott MacDonald – Reviewer for NMC approved programmes » Leeds University – External Examiner » Memberships of the RCM and RCN
Dr C McKenna	» 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 2016-17.

Losses and Special Payments –Tables:

Type of loss and special payment	2016-17		2015-16
	Number of Cases	£	£
Cash losses			
Cash Losses - Theft, fraud etc			
Cash Losses - Overpayments of salaries, wages and allowances			
Cash Losses - Other causes			
	0	0	0
Claims abandoned			
Waived or abandoned claims			
	0	0	0
Administrative write-offs			
Bad debts			
Other			
	0	0	0
Fruitless payments			
Late Payment of Commercial Debt			
Other fruitless payments and constructive losses			
	0	0	0
Stores losses			
Losses of accountable stores through any deliberate act			
Other store losses			378
	0	0	378
Special Payments			
Compensation payments			
- Clinical Negligence			
- Public Liability			
- Employers Liability			
- Other			
	0	0	0
Ex-gratia payments	0	0	0
Extra contractual	0	0	0
Special severance payments	0	0	0
TOTAL	0	0	378

Special Payments

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

Other Payments and Estimates

There were no other payments made during the year.

Losses and Special Payments over £250,000

Losses and Special Payments over £250,000	Number of Cases	2016-17 £	2015-16 £
Cash losses	0	0	0
Claims abandoned	0	0	0
Administrative write-offs	0	0	0
Fruitless payments	0	0	0
Stores losses	0	0	0
Special Payments	0	0	0
TOTAL	0	0	0

Fees and Charges

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.

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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 give 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.

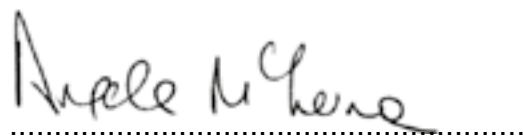
In preparing the financial statements, the Accounting Officer is required to comply with the requirements of the *Government Financial Reporting Manual* (FReM) and in particular to:

- 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.

Signed:



Mrs Angela McLernon, OBE
Accounting Officer

Date:

30th June 2017

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 (www.nipec.hscni.net). To note that a final revised version of the MS/FM is currently awaited from Sponsor Branch following DoF approval. 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. 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:

- (2) “It shall be the duty of the Council to promote:
 - (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.”

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 2017 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 completes annually the National Audit Office's 'Audit Committee Self-Assessment Checklist' in which it assesses itself against best practice. A copy of this is forwarded to the DoH, Central Arm's Length Bodies Governance Unit.

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 and 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 2016 with Council members and key stakeholders. At this workshop, the agenda consisted of a review of the mid-year progress of the current business plan together with other stakeholder issues for the forthcoming year. The draft annual business plan, when approved by the Council in March 2017, was then forwarded to the DoH for consideration, so that an approved NIPEC Business Plan for 2017-18 was in place for the forthcoming financial year.

Following guidance issued by NIPEC's Sponsoring Branch, in January 2016, that for consistency purposes all ALBs should have a corporate plan aligned with the Assembly Term, NIPEC drafted its new Corporate Plan for the period 2017 – 2021 which was approved by the Council in March 2017 and forwarded to the DoH for consideration.

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 Assurance Framework: Corporate Risks' for the year; this presents the current position against the high level risks, as derived from the current corporate business objectives, and uses the 'RAG' method for identification of progress. The Audit and Risk Committee also receives, at each meeting, a copy of this high level risk register, together with a copy of the NIPEC 'Operational Risk Register'. Following an agreed recommendation from the Internal Auditor, NIPEC will from the 1 April 2017 produce one 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.

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:

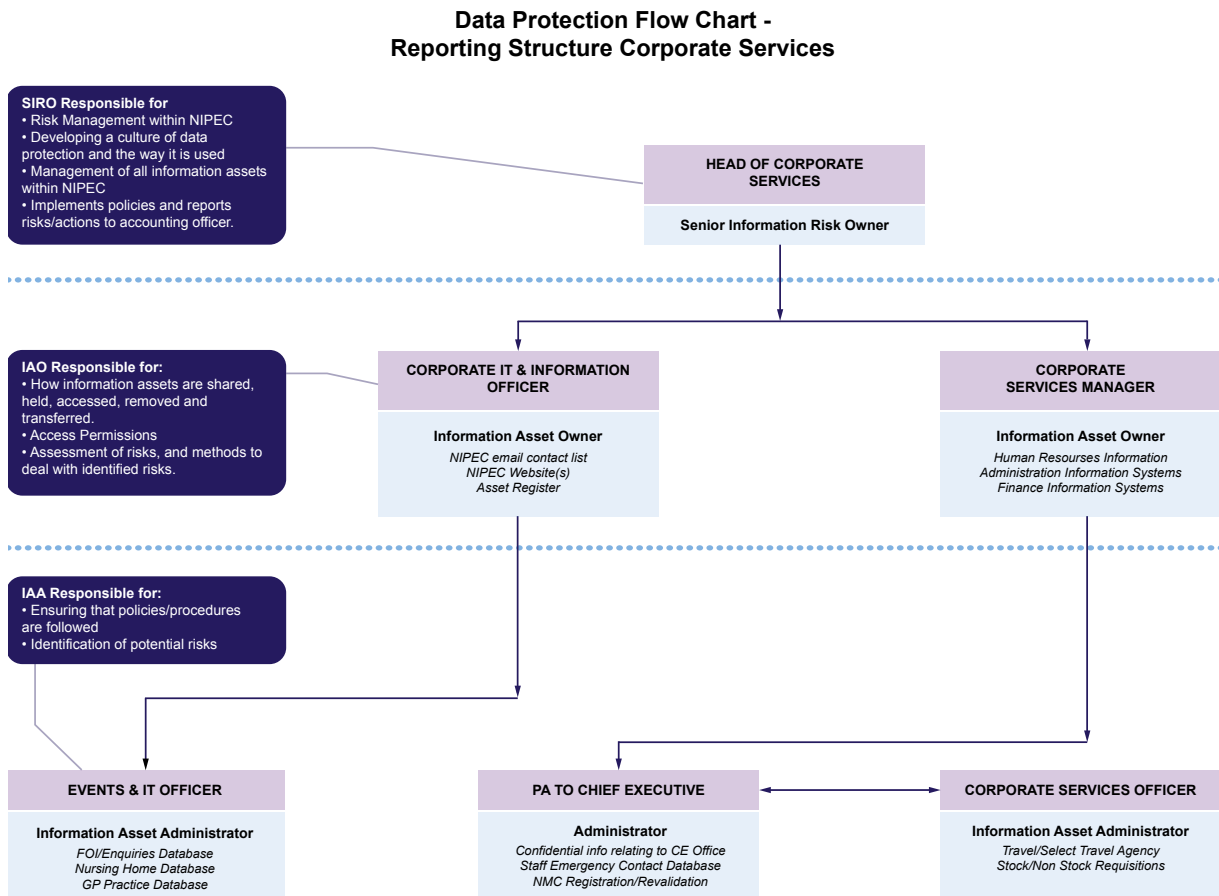
- Governance Network Group (GNG)
- Information Governance Advisory Groups (IGAG).

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 and Blackberry Smart Phones are encrypted, with the user only gaining access to the contents via a password
- All senior staff have been provided with USB memory sticks i.e. Iron Keys, which are also encrypted
- 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), risk registers, 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

NIPEC assessed its compliance with the applicable with nine of the Controls Assurance Standards which were defined by the Department.

NIPEC achieved the following levels of compliance for 2016-2017 as set out in the table below:

Controls Assurance Standard	DHSSPSNI Expected Level of Compliance	NIPEC Compliance % Rating	Compliance Achieved	Reviewed By
Financial Management (Core Standard)	Substantive	89%	Substantive	Internal Audit
Risk Management (Core Standard)	Substantive	90%	Substantive	
Governance (Core Standard)	Substantive	94%	Substantive	
Health & Safety	Substantive	92%	Substantive	Self-Assessed
Information Management	Substantive	83%	Substantive	Self-Assessed
Information & Communication Technology	Substantive	94%	Substantive	Self-Assessed
Fire Safety	Substantive	96%	Substantive	Self-Assessed
Human Resources (Note: A new template introduced by DoH for 2016-17)	Substantive	86%	Substantive	Internal Audit
Management of Purchasing & Supply	Substantive	91%	Substantive	Self-Assessed

Indicator Table of Compliance

0 : Negligible 1-39 : Minimal 40-74 : Moderate 75-99 : Substantive 100 : Full

An independent review of the level of compliance with the three core standards and Human Resources was undertaken by Internal Audit and confirmed as having a substantive level of compliance.

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 Audit Plan agreed by the Audit and Risk Committee in June 2014 was for the four-year period, 2014-15 to 2016-17. For 2016-17, the plan was based on 19.5 days' audit work to cover, financial review audit, information governance, risk management and control assurance verification, as well as management time and follow-up reviews.

All audit assignments included in the 2016-17 Internal Audit Plan, approved by the Audit and Risk Committee, were completed.

A mid-year assurance statement was provided from the Head of Internal Audit to the Audit and Risk Committee meeting held in October 2016, as part of the process to assist the Chief Executive in the completion of the DHSSPS Mid-Year Assurance Statement.

Also, in a report dated 20 April 2017, on a year-end follow-up on outstanding internal audit recommendations, the Internal Auditor noted that,

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

“ “My overall opinion for the year ended 31 March 2017 is that there is a **satisfactory** system of internal control designed to meet the organisation's objectives.” ”

- **External audit**

NIPEC's external audit service is provided by the NI Audit Office. Their representatives/ staff attend the Audit and Risk Committee meetings. However, NIAO does not provide independent assurance to NIPEC, but to NI Assembly.

- **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 February 2015 for a further period of 3 years.

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

The Chief Executive and the five Senior Professional Officers have to hold, as a requirement of their employment, a current valid nursing and/or midwifery registration with the NMC. This registration has to be renewed every three years (periodic renewal) and an annual fee, called the annual retention, paid at the end of the first and second year of the registration period, 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), risk registers, 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 2016-2017 was submitted to the Council meeting held on 30 June 2017, the Audit and Risk Committee completed the NIAO 'Audit Committee Self-Assessment Checklist' and returned it to the DoH, Central Arm's Length Bodies Governance Unit in June 2016.

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

10. Internal Governance Divergences - Current and New for 2016-17

The Internal Auditor provides management with an assurance, as per the four tiered opinion system used to convey the Internal Audit opinion¹.

The Internal Audit Review outcomes for 2016-17, therefore, showed the following to be classified as:

- **Financial Review - 'Satisfactory Assurance'**
One priority 1 weaknesses was identified in regard to NIPEC's Standing Financial Instructions. (The recommendation was fully implemented in October 2016.)
- **Information Governance - 'Satisfactory Assurance'**
No priority 1 weaknesses were identified.

¹ Department of Finance and Personnel, circular reference DAO (DFP) 11/07, dated 23 August, 2007.

- **Risk Management - ‘Satisfactory Assurance’**
No priority 1 weaknesses were identified.
- **Controls Assurance Verification**

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 Committee.

Shared Service Audit	Assurance
Payroll Shared Service (August 2016)	Limited
Payroll Shared Service (March 2017)	Unacceptable - Payroll System and Function stability Limited – Payroll Processing
Recruitment Shared Service (August 2016)	Limited
Recruitment Shared Service (February 2017)	Limited
Business Services Team	Satisfactory
Accounts Payable Shared Service	Satisfactory
Income Shared Service	Satisfactory
FPL Upgrade (Ongoing work)	N/A

It was noted by the Internal Auditor that:

“Internal Audit has provided Limited assurance over Payroll Processing in the Shared Service Centre and Unacceptable assurance over Payroll System and Function stability. Limited assurance is provided over Payroll Processing given that the vast majority of employees are consistently paid on a timely basis. Urgent action is however required to stabilise the HSC Payroll service and improve the control environment.

Of most concern, are the sustained system stability and employer superannuation contribution accuracy issues, Payroll SSC staffing and also the continued lack of consistent management of overpayments. Furthermore significant issues are included in this current audit report around: the management of customer queries; maternity pay calculations; and variance monitoring. 15 out of the 18 outstanding recommendations from previous audits have not been fully implemented.

Internal Audit has provided Limited assurance on the system of internal control over the BSO Recruitment Shared Service Centre processes. Whilst progress continues to be made to improve the system of internal control in the service, there are a number of remaining significant issues requiring further progress. These significant issues relate to E-Recruitment and HSC Recruitment functionality, quality and accuracy of performance information, and management of customer queries.”

11. Property Asset Management Plan (PAM)

In line with the DoH requirement for ALB's to produce an annual PAM plan 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 PAM plan for the period 2016-17 to 2021-22 which was submitted to the DoH within the stipulated deadline of 30 April 2016.

As required by DoH circular PEL 14 (04), dated 8 August 2015, NIPEC produced an accommodation SOC/Business Case due to its current three year accommodation lease expiring on the 30 November 2016.

NIPEC established an accommodation working group to take forward the production of an SOC/Business Case which addressed NIPEC's needs for the next three years. The SOC/Business Case was approved by the Council and subsequently forwarded to the DoH for consideration. Formal approval was received from DoF on the 15 September 2016 to the recommended way forward of remaining within the current accommodation for a further three years i.e. 30 November 2019.

12. Reporting of Complaints

NIPEC's complaints register records show no formal complaints made during 2016-17. 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. As 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 put in place in April 2016 a Policy for the reporting of Adverse Incidents/Accidents/Near Misses & Dangerous Occurrences.

14. Budgetary Position 2017-18

The outlook for 2017-18 is increasingly constrained, particularly in respect of resource funding. In a statement to the House of Commons on 24 April 2017 the Secretary of State for Northern Ireland outlined an indicative Budget position for NI departments. This position was based on the advice of the Head of the NI Civil Service (NICS) in conjunction with the NICS Board. The purpose of this statement was to provide clarity to departments as to the basis for departmental allocations in the absence of an Executive, so that Permanent Secretaries can plan and prepare to take more detailed decisions in that light. The departmental allocations set out by the Secretary of State provide the basis on which departments are now planning for 2017-18. However, the Secretary of State was clear that the indicative budget position did not constrain the ability of an incoming Executive to adjust its priorities during the year. He also advised that some £42 million Resource DEL and £7 million Capital DEL was left unallocated in order to maintain flexibility for a new Executive to allocate resources to meet further priorities as they deem appropriate. Therefore, while there is the potential for an incoming Executive to adjust these plans and also to allocate the unallocated resources, individual departments cannot anticipate any additional funding at this stage until such decisions are made.

Across the HSC sector it is expected that the significant financial challenges faced will intensify and extensive budget planning work to support the 2017-18 financial plan is ongoing between NIPEC and the Department of Health (DOH). However, as with other financial years NIPEC remains committed to achieving financial break-even.

15. 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 2016-2017.

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
Mrs Lisa Houlihan
Mr Patrick McGreevy

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.
- » **Mrs Brenda Devine** was appointed Senior Professional Officer on 8 December 2008 and retired on the 31 July 2016.
- » **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.

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 *[Audited]*

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, 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) 23/2012, the following can be reported:

	2016-17	2015-16
Band of Highest Paid Director's Total Remuneration - £'000	65-70	65-70
Median Total Remuneration	£39,631	£27,901
Ratio	1.7	2.3

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 2016-17. 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.

NIPEC – Off-Payroll Staff Resources	Number of Staff
Off-Payroll staff as at 1 April 2016	0
New engagements during the year	0
Number of engagements transferred to departments payroll	0
Number of engagements that have come to an end during the year	0
Off-Payroll staff as at 31 March 2017	0

	2017		2016	
	Permanently employed staff £	Others £	Total £	Total £
Staff Costs [Audited]				
Staff costs comprise				
Wages and salaries	659,760	0	659,760	827,564
Social security costs	53,953	0	53,953	51,584
Other pension costs	73,743	0	73,743	92,019
Sub-Total	787,456	0	787,456	971,167
Capitalised staff costs	0	0	0	0
Total staff costs reported in Statement of Comprehensive Expenditure				971,167
Less recoveries in respect of outward secondments			0	0
Total net costs			787,456	971,167

Staff Costs exclude £Nil charged to capital projects during the year (2016 £Nil)

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 DHSSPS. 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. A full valuation as at 31 March 2012 was certified in February 2016 and is used in the 2016-17 accounts.

Average number of persons employed

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

	2017		2016	
	Permanently employed staff No.	Others No.	Total No.	Total No.
Administrative and Clerical	10*	1	11	14
Nursing and Midwifery	6	1	7	7
Less average staff number relating to capitalised staff costs	0	0	0	0
Less average staff number in respect of outward secondments	0	0	0	0
Total net average number of persons employed	16	2	18	21

Note: *Under 'Administrative and Clerical' two members of staff left as at 31 March 2016 under VES and one on the 13 May 2016 under TUPE.

Reporting of early retirement and other compensation scheme - exit packages

Comparative data to be shown (in brackets) for previous year.

Exit package cost band	*Number of compulsory redundancies		*Number of other departures agreed		Total number of exit packages by cost band	
	2017	2016	2017	2016	2017	2016
<£10,000	0	0	0	0	0	0
£10,000 - £25,000	0	0	0	2	0	2
£25,001 - £50,000	0	0	0	0	0	0
£50,001 - £100,000	0	0	0	0	0	0
£100,001 - £150,000	0	0	0	0	0	0
£150,001 - £200,000	0	0	0	0	0	0
£200,001 - £250,000	0	0	0	0	0	0
£250,001 - £300,000	0	0	0	0	0	0
£300,001 - £350,000	0	0	0	0	0	0
£350,001 - £400,000	0	0	0	0	0	0
Total number of exit packages by type	0	0	0	2	0	2
	£000s	£000s	£000s	£000s	£000s	£000s
Total resource cost	0	0	0	32	0	32

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	2016-17				2015-16					
	Salary £000s	Bonus / Performance Pay £000	Benefits in kind (rounded nearest £100)	Pension Benefits £'000	Total £'000	Salary £000s	Bonus / Performance Pay £000	Benefits in kind (rounded nearest £100)	Pension Benefits £'000	Total £'000
Angela McLernon ²	65-70	-	-	-	65-70	65-70	-	-	0	65-70
Edmund Thom	55-60	-	-	-	55-60	55-60	-	-	(7) ³	45-50
Cathy McCusker	55-60	-	-	12	65-70	55-60	-	200	7	60-65
Angela Reed	55-60	-	100	16	70-75	55-60	-	200	12	65-70
Brenda Devine (Retired 31 July 2016)	15-20	-	100	-	15-20	55-60	-	300	6	60-65
Carole McKenna (On a one year career break from 5 July 2016)	55-60	-	-	4	15-20	55-60	-	100	14	70-75
Frances Cannon	50-55	-	300	40	95-100	50-55	-	300	33	85-90
Karen Murray (Appointed 1 Dec 2016)	45-50	-	-	(2)	10-15	-	-	-	-	-

² Seconded from the DoH from 1 July 2014.

³ This member turned 60 on 24th June 2014.

Name	Real increase in pension and related lump sum at pension age £'000	Accrued pension age as at 31/3/17 and related lump sum £'000	CETV at 31 March 2016 £'000	CETV at 31 March 2017 £'000	Real increase in CETV £'000
Angela McLernon	-	-	-	-	-
Edmund Thom	-	-	-	-	-
Cathy McCusker	0-2.5 plus lump sum of 0-2.5	20-25 plus lump sum of 65-70	404	433	16
Angela Reed (Previously Drury)	0-2.5	15-20 plus lump sum of 45-50	274	296	1
Brenda Devine (Retired 31 July 2016)	-	-	-	-	-
Carole McKenna (On a one year career break from 5 July 2016)	0-2.5	0-2.5	18	25	3
Frances Cannon	0-2.5 plus lump sum of 5-7.5	25-30 plus lump sum of 75-80	455	512	42
Karen Murray (Appointed 1 December 2016)	0-2.5	0-2.5	3	3	0

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 115.

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.

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 15 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.

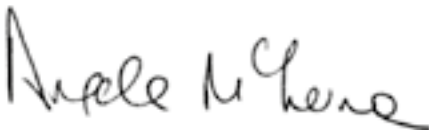
Health and Social Wellbeing Committee

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 2016/17 – this included the following:

- Monthly ‘Wellbeing Wednesdays’
- 10,000 Step Team Challenge
- Mental Health Awareness session
- Shoebox gifts for Project Romania
- Christmas Breakfast and Quiz

Following consultation with staff, the Royal Institute for the Blind was chosen as the nominated charity – a soup lunch, coffee morning, raffle and donation of unwanted foreign money and loose change throughout the year has all helped to raise £300 for the RNIB.

The Committee has produced its second annual newsletter and has also been given its own page within the ‘About Us’ section on NIPEC’s website which it is planned to populate further with updates and photos on activities throughout the coming year.

Signed: 
.....
Mrs Angela McLernon, OBE
Accounting Officer

Date: 30th June 2017
.....

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 2016-2017, 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 24.
- 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 files of evidence for auditing purposes, for the nine relevant areas (Finance, Governance, Risk Management, Health & Safety, Information Management, Information & Communication Technology, Fire Safety, Human Resources, and Management of Purchasing & Supply) from the control assurance standards identified by the DoH as 'Control Assurance Standard' in 2016-2017 for 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 2016-17:

Post Balance Sheet Events

There were no post Balance Sheet events.

Charitable Donations

NIPEC did not make any charitable donations during the year.

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 99% of bills were paid within this standard, page 101, 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.

Audit

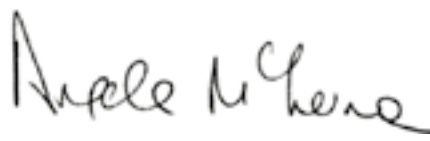
The certificate and report of the Comptroller and Auditor General is included on pages 62 to 63. As far as the Chief Executive is aware, there is no relevant audit information of which NIPEC's auditors are unaware.

The notional external audit fee for the year ended 31 March 2017 was £8,500. 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.

Signed:



.....

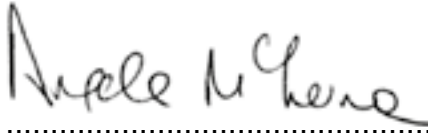
Mrs Angela McLernon, OBE
Accounting Officer

Date:


30th June 2017
.....

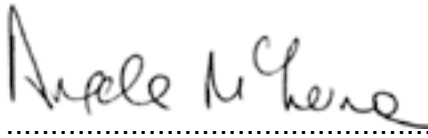
Certificates of Chairman and Chief Executive

I certify that the annual accounts set out in the financial statements and notes to the accounts (pages 64 to 108), 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 the 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
30th June 2017 Date

I certify that the annual accounts set out in the financial statements and notes to the accounts (pages 64 to 108), as prepared in accordance with the above requirements, have been submitted to, and duly approved by, the Council.

Signed:  Chairman
30th June 2017 Date

Signed:  Chief Executive
30th June 2017 Date

NORTHERN IRELAND PRACTICE AND EDUCATION COUNCIL

THE CERTIFICATE AND REPORT OF THE COMPTROLLER AND AUDITOR GENERAL TO THE NORTHERN IRELAND ASSEMBLY

I certify that I have audited the financial statements of the Northern Ireland Practice and Education Council for the year ended 31 March 2017 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. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration and Staff Report and the Assembly Accountability disclosures that are described in those reports as having been audited.

Respective responsibilities of the Board, Accounting Officer and auditor

As explained more fully in the Statement of Accounting Officer's Responsibilities, the Accounting Officer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. 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. I conducted my audit in accordance with International Standards on Auditing (UK and Ireland). Those standards require me and my staff to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining 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. This includes an assessment of: whether the accounting policies are appropriate to the Northern Ireland Practice and Education Council's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Northern Ireland Practice and Education Council; and the overall presentation of the financial statements. In addition I read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my certificate.

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.

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.

Opinion on financial statements

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 2017 and of the net expenditure for the year then ended; and
- the financial statements 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 other matters

In my opinion:

- the parts of the Remuneration and Staff Report and the Assembly Accountability disclosures 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) 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.

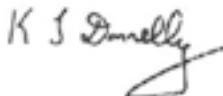
Matters on which I report by exception

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 Remuneration and Staff Report and the Assembly Accountability disclosures 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 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

25 July 2017



Financial Statements

for the Year Ended 31 March 2017

These accounts for the year ended 31 March 2017 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 2017

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	2017 £	2016 £
Income			
Income from activities	4.1	-	-
Other Income (Excluding interest)	4.2	26,250	-
Deferred income	4.3	-	-
Total operating income		26,250	-
Expenditure			
Staff costs	3.1	(787,456)	(971,167)
Purchase of goods and services	3.2	(10,063)	(10,040)
Depreciation, amortisation and impairment charges	3.2	(16,167)	(17,149)
Provision expense	3.2	(114,901)	1,115
Other expenditure	3.2	(410,256)	(371,518)
Total operating expenditure		(1,338,843)	(1,368,759)
Net Expenditure		(1,312,593)	(1,368,759)
Finance income	4.2	-	-
Finance expense	3.2	-	-
Net expenditure for the year		(1,312,593)	(1,368,759)
Revenue Resource Limit (RRL) received from DHSSPS	24.1	1,320,159	1,379,832
Surplus/(Deficit) against RRL		7,566	11,073

OTHER COMPREHENSIVE EXPENDITURE

	NOTE	2017 £	2016 £
Items that will not be reclassified to net operating costs:			
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	173	(11)
Net gain/(loss) on revaluation of financial instruments	7/8	-	-
Items that may be reclassified to net operating costs:			
Net gain/(loss) on revaluation of investments		-	-
TOTAL COMPREHENSIVE EXPENDITURE for the year ended 31 March 2017		(1,312,420)	(1,368,770)

The notes on pages 69 to 108 form part of these accounts.

STATEMENT of FINANCIAL POSITION as at 31 March 2017

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	2017 £	2016 £	£	£
Non Current Assets					
Property, plant and equipment	5.1/5.2	24,741		39,543	
Intangible assets	6.1/6.2	3,624		4,923	
Financial assets	7	-		-	
Trade and other receivables	12	-		-	
Other current assets	12	-		-	
Total Non Current Assets			28,365		44,466
Current Assets					
Assets classified as held for sale	9	-		-	
Inventories	10	-		-	
Trade and other receivables	12	11,115		11,206	
Other current assets	12	11,398		7,262	
Intangible current assets	12	-		-	
Financial assets	7	-		-	
Cash and cash equivalents	11	18,549		22,777	
Total Current Assets			41,062		41,245
Total Assets			69,427		85,711
Current Liabilities					
Trade and other payables	13	(186,817)		(144,606)	
Other liabilities	13	-		-	
Intangible current liabilities	13	-		-	
Financial liabilities	7	-		-	
Provisions	15	(28,331)		(28,331)	
Total Current Liabilities			(215,148)		(172,937)
Total assets less current liabilities			(145,721)		(87,226)
Non Current Liabilities					
Provisions	15	(694,603)		(608,038)	
Other payables > 1 yr	13	-		-	
Financial liabilities	7	-		-	
Total Non Current Liabilities			(694,603)		(608,038)
Total assets less total liabilities			(840,324)		(695,264)
Taxpayers' Equity and other reserves					
Revaluation reserve			13		(160)
SoCNE Reserve			(840,337)		(695,104)
Total equity			(840,324)		(695,264)

The financial statements on pages 64 to 68 were approved by the Board on 30th June 2017 and were signed on its behalf by;

Signed: *Carol Curran* Chairman 30th June 2017 Date
 Signed: *Nuala McKeown* Chief Executive 30th June 2017 Date

The notes on pages 69 to 108 form part of these accounts.

STATEMENT of CASHFLOWS for the year ended 31 March 2017

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	2017 £	2016 £
Cashflows from operating activities			
Net surplus after interest/Net operating cost		(1,312,593)	(1,368,759)
Adjustments for non cash costs	3	139,675	24,944
(Increase)/decrease in trade and other receivables	12	(4,045)	(9,511)
<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	13	42,211	(66,624)
<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			(13,889)
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	(28,336)	(28,331)
Net cash outflow from operating activities		(1,163,088)	(1,462,170)
Cashflows from investing activities			
(Purchase of property, plant & equipment)	5	-	-
(Purchase of intangible assets)	6	-	(1,440)
Proceeds of disposal of property, plant & equipment		-	-
Proceeds on disposal of intangibles		-	-
Proceeds on disposal of assets held for resale		-	-
Net cash outflow from investing activities		-	(1,440)
Cash flows from financing activities			
Grant in aid		1,158,860	1,396,049
Cap element of payments - finance leases and on balance sheet (SoFP) PFI and other service concession arrangements		-	-
Net financing		1,158,860	1,396,049
Net increase (decrease) in cash & cash equivalents in the period		(4,228)	(67,561)
Cash & cash equivalents at the beginning of the period	11	22,777	90,338
Cash & cash equivalents at the end of the period	11	18,549	22,777

The notes on pages 69 to 108 form part of these accounts.

STATEMENT of CHANGES in TAXPAYERS EQUITY for the year ended 31 March 2017

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 £
Balance at 31 March 2015		(730,894)	(149)	(731,043)
Changes in Taxpayers Equity 2015-16				
Grant from DoH		1,396,049	-	1,396,049
Transfers between reserves		-	-	-
(Comprehensive expenditure for the year)		(1,368,759)	(11)	(1,368,770)
Transfer of asset ownership		-	-	-
Non cash charges - auditors remuneration	3.2	8,500	-	8,500
Balance at 31 March 2016		(695,104)	(160)	(695,264)
Changes in Taxpayers Equity 2016-17				
Grant from DoH		1,158,860	-	1,158,860
Transfers between reserves		-	-	-
(Comprehensive expenditure for the year)		(1,312,593)	173	(1,312,420)
Transfer of asset ownership		-	-	-
Non cash charges - auditors remuneration	3.2	8,500	-	8,500
Balance at 31 March 2017		(840,337)	13	(840,324)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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 (FReM) 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 the Northern Ireland Practice and Education Council ("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 NIPEC is funded, the Statement of Financial Position will show a negative position. In line with the FReM, sponsored entities such as the PHA 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 and 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 2017

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 property, plant and equipment are 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 2015 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 2017

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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1.4 Depreciation

No depreciation is provided on freehold land since land has unlimited or a very long established useful life. Items under construction are not depreciated until they are commissioned. Properties that are surplus to requirements and which meet the definition of “non-current assets held for sale” are also not depreciated.

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 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

1.5 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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1.6 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 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.

1.7 Intangible assets

Intangible assets includes any of the following held - software, licences, trademarks, websites, development expenditure, Patents, Goodwill and intangible Assets under Construction. 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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Recognition

Intangible assets are non-monetary assets without physical substance, which are capable of sale separately from the rest of the ALB'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.

1.8 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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1.9 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.

1.10 Income

Operating Income relates directly to the operating activities of the ALB and is recognised when, and to the extent that, performance occurs, and is measured at the fair value of the consideration receivable.

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.

1.11 Investments

NIPEC does not have any investments.

1.12 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.

1.13 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 insignificant risk of change in value.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1.14 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 the ALB's surplus/deficit.

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 IAS 17. 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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1.15 Private Finance Initiative (PFI) transactions

NIPEC has had no PFI transactions during the year.

1.16 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 de-recognised when the contractual rights have expired or the asset has been transferred.

Financial assets are initially recognised at fair value.

- 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 the HSC is exposed too little credit, liquidity or market risk.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

- Currency risk

The ALB 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.

1.17 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 DFP's discount rate of 2.2% in real terms (2.8% for employee early departure obligations).

NIPEC 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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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.

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.

1.18 Contingencies

NIPEC had no contingent assets or liabilities at either 31 March 2017 or 31 March 2016.

1.19 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 2017. 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.

The ALB 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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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 2012 valuation for the HSC Pension scheme will be used in the 2016-17 accounts

1.20 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.

1.21 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.

1.22 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.

1.23 Government Grants

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

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1.24 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.

1.25 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.

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 adaption, has been carried out but a decision has yet to be made 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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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.

NIPEC is managed by way of a directorate structure, each led by a Director, providing an integrated healthcare service for the resident population. The Directors along with Non-Executive Directors, Chairman and Chief Executive for the Trust Board which co-ordinates the activities of the council and is considered to be the Chief Operating Decision Maker. The information disclosed reflects the realignment of directorates that took place in 2009-10 therefore making meaningful comparison from year to year limited.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 3 - OPERATING EXPENSES

	2017 £	2016 £
Staff costs ¹ :		
Wages and salaries	659,760	827,564
Social security costs	53,953	51,584
Other pension costs	73,743	92,019
Supplies and services – general	10,063	10,040
Recharges from other HSC organisations	85,144	74,765
Establishment	87,725	92,609
Transport	-	-
Premises	227,533	182,477
Interest charges	-	-
Miscellaneous	1,247	12,757
Total Operating Expenses	1,199,168	1,343,815
Non cash items		
Depreciation	14,695	15,801
Amortisation	1,472	1,348
Impairments	-	-
(Profit) on disposal of property, plant & equipment (including land)	-	-
(Profit) on disposal of intangibles	-	-
Loss on disposal of property, plant & equipment (including land)	107	410
Loss on disposal of intangibles	-	-
Provisions provided for in year	114,901	(1,115)
Cost of borrowing provisions (unwinding of discount on provisions)	-	-
Auditors remuneration	8,500	8,500
Total non cash items	139,675	24,944
Total	1,338,843	1,368,759

During the year the NIPEC purchased no non audit services from its external auditor (NIAO) (2016: £Nil).

¹ 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 2017

NOTE 4 - INCOME

4.1 Income from activities

NIPEC had no income from activities in 2016-17 and 2015-16.

4.2 Other Operating Income

	2017 £	2016 £
Other income from non-patient services	26,250	-
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	-	-
Total	26,250	-

4.3 Deferred Income

NIPEC had no deferred income in 2016-17 and 2015-16.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 5.1 - Property, plant & equipment - year ended 31 March 2017

Cost or Valuation	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
At 1 April 2016	-	-	-	-	7,768	-	103,125	1,019	111,912
Indexation	-	-	-	-	-	-	-	-	-
Additions	-	-	-	-	-	-	-	-	-
Donations / Government grant / Lottery Funding	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to revaluation reserve	-	-	-	-	-	-	-	-	-
Reversal of impairments (indexn)	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	(6,414)	(1,019)	(7,433)
At 31 March 2017	-	-	-	-	7,768	-	96,711	0	104,479

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 5.1 - Property, plant & equipment - year ended 31 March 2017 (continued)

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
Depreciation									
At 1 April 2016	-	-	-	-	7,623	-	63,801	945	72,369
Indexation	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to the revaluation reserve	-	-	-	-	-	-	-	-	-
Reversal of impairments (indexn)	-	-	-	-	-	-	(6,307)	(1,019)	(7,326)
Disposals	-	-	-	-	-	-	14,475	75	14,695
Provided during the year	-	-	-	-	145	-	-	-	-
At 31 March 2017	-	-	-	-	7,768	-	71,969	1	79,738

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 5.1 - Property, plant & equipment - year ended 31 March 2017 (continued)

	Land £	Buildings (excluding dwellings) £	Dwellings £	Construction £	Assets under £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
Carrying Amount At 31 March 2017	-	-	-	-	-	-	-	24,742	(1)	24,741
At 31 March 2016	-	-	-	-	-	145	-	39,324	74	39,543

Asset financing

Owned	-	-	-	-	-	-	-	24,742	(1)	24,741
Finance leased	-	-	-	-	-	-	-	-	-	-
On B/S (SoFP)	-	-	-	-	-	-	-	-	-	-
PFI and other service concession arrangements contracts	-	-	-	-	-	-	-	-	-	-
Carrying Amount At 31 March 2017	-	-	-	-	-	-	-	24,742	(1)	24,741

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 (2016: £Nil)

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

	2017 £	2016 £
Donations	-	-
Government Grant	-	-
Lottery funding	-	-

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 5.2 - Property, plant & equipment - year ended 31 March 2016

Cost or Valuation	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
At 1 April 2015	-	-	-	-	7,768	-	120,260	1,509	129,537
Indexation	-	-	-	-	-	-	-	-	-
Additions	-	-	-	-	-	-	13,889	-	13,889
Donations / Government grant / Lottery Funding	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to revaluation reserve	-	-	-	-	-	-	-	-	-
Reversal of impairments (indexn)	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	(31,024)	(490)	(31,514)
At 31 March 2016	-	-	-	-	7,768	-	103,125	1,019	111,912

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 5.2 - Property, plant & equipment - year ended 31 March 2016 (continued)

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
Depreciation									
At 1 April 2015	-	-	-	-	6,069	-	80,544	1,059	87,672
Indexation	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to the revaluation reserve	-	-	-	-	-	-	-	-	-
Reversal of impairments (indexn)	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	(30,696)	(408)	(31,104)
Provided during the year	-	-	-	-	1,554	-	13,953	294	15,801
At 31 March 2016	-	-	-	-	7,623	-	63,801	945	72,369

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 5.2 - Property, plant & equipment-year ended 31 March 2016 (continued)

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
Carrying Amount At 31 March 2016	-	-	-	-	145	-	39,324	74	39,543
At 31 April 2015	-	-	-	-	1,699	-	39,716	450	41,865
Asset financing									
Owned	-	-	-	-	145	-	39,324	74	39,543
Finance leased	-	-	-	-	-	-	-	-	-
On SOFP PFI and other service concession arrangements contracts	-	-	-	-	-	-	-	-	-
Carrying Amount At 31 March 2016	-	-	-	-	145	-	39,324	74	39,543
Asset financing									
Owned	-	-	-	-	1,699	-	39,716	450	41,865
Finance leased	-	-	-	-	-	-	-	-	-
On SOFP PFI and other service concession arrangements contracts	-	-	-	-	-	-	-	-	-
Carrying Amount At 1 April 2015	-	-	-	-	1,699	-	39,716	450	41,865

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 6.1 - Intangible assets - year ended 31 March 2017

	Software Licences £	Information Technology £	Websites £	Development Expenditure £	Licences, Trademarks & Artistic Originals £	Patents £	Goodwill £	Payments on Accounts & Assets under construction £	Total £
Cost or Valuation									
At 1 April 2016	1,115	7,801	-	-	-	-	-	-	8,916
Indexation	-	288	-	-	-	-	-	-	288
Additions	-	-	-	-	-	-	-	-	-
Donations / Government grant / Lottery funding	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to revaluation reserve	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-
At 31 March 2017	1,115	8,089	-	-	-	-	-	-	9,204

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 6.1 - Intangible assets - year ended 31 March 2017 (continued)

	Software Licences £	Information Technology £	Websites £	Development Expenditure £	Licences, Trademarks & Artistic Originals £	Patents £	Goodwill £	Payments on Accounts & Assets under construction £	Total £
Amortisation									
At 1 April 2016	669	3,324	-	-	-	-	-	-	3,993
Indexation	-	115	-	-	-	-	-	-	115
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to the revaluation reserve	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-
Provided during the year	223	1,249	-	-	-	-	-	-	1,472
At 31 March 2017	892	4,688	-	-	-	-	-	-	5,580

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 6.1 - Intangible assets - year ended 31 March 2017 (continued)

	Software Licences £	Information Technology £	Websites £	Development Expenditure £	Licences, Trademarks & Artistic Originals £	Patents £	Goodwill £	Payments on Accounts & Assets under construction £	Total £
Carrying Amount At 31 March 2017	223	3,401	-	-	-	-	-	-	3,624
At 31 March 2016	446	4,477	-	-	-	-	-	-	4,923

Asset financing

Owned	-	-	-	-	-	-	-	-	-
Finance leased	223	3,401	-	-	-	-	-	-	3,624
On B/S (SoFP)									
PFI and other service concession arrangements contracts	-	-	-	-	-	-	-	-	-
Carrying Amount At 31 March 2017	223	3,401	-	-	-	-	-	-	3,624

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:

	2017 £	2016 £
Donations	-	-
Government Grant	-	-
Lottery funding	-	-

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 6.2 - Intangible assets - year ended 31 March 2016

	Software Licences £	Information Technology £	Websites £	Development Expenditure £	Licences, Trademarks & Artistic Originals £	Patents £	Goodwill £	Payments on Accounts & Assets under construction £	Total £
Cost or Valuation									
At 1 April 2015	1,115	6,380	-	-	-	-	-	-	7,495
Indexation	-	(19)	-	-	-	-	-	-	(19)
Additions	-	1,440	-	-	-	-	-	-	1,440
Donations / Government grant / Lottery Funding	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to revaluation reserve	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-
At 31 March 2016	1,115	7,801	-	-	-	-	-	-	8,916

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 6.2 - Intangible assets - year ended 31 March 2016 (continued)

	Software Licences £	Information Technology £	Websites £	Development Expenditure £	Licences, Trademarks & Artistic Originals £	Patents £	Goodwill £	Payments on Accounts & Assets under construction £	Total £
Amortisation									
At 1 April 2015	446	2,207	-	-	-	-	-	-	2,653
Indexation	-	(8)	-	-	-	-	-	-	(8)
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to the revaluation reserve	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-
Provided during the year	223	1,125	-	-	-	-	-	-	1,348
At 31 March 2016	669	3,324	-	-	-	-	-	-	3,993

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 6.2 - Intangible assets - year ended 31 March 2016 (continued)

	Software Licences £	Information Technology £	Websites £	Development Expenditure £	Licences, Trademarks & Artistic Originals £	Patents £	Goodwill £	Payments on Accounts & Assets under construction £	Total £
Carrying Amount At 31 March 2016	446	4,477	-	-	-	-	-	-	4,923
At 31 March 2015	669	4,173	-	-	-	-	-	-	4,842

Asset financing

Owned	446	4,477	-	-	-	-	-	-	4,923
Finance leased	-	-	-	-	-	-	-	-	-
On B/S (SoFP)	-	-	-	-	-	-	-	-	-
PFI and other service concession arrangements contracts	-	-	-	-	-	-	-	-	-
Carrying Amount At 31 March 2016	446	4,477	-	-	-	-	-	-	4,923

Asset financing

Owned	669	4,173	-	-	-	-	-	-	4,842
Finance leased	-	-	-	-	-	-	-	-	-
On B/S (SoFP)	-	-	-	-	-	-	-	-	-
PFI and other service concession arrangements contracts	-	-	-	-	-	-	-	-	-
Carrying Amount At 1 April 2015	669	4,173	-	-	-	-	-	-	4,842

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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

NIPEC had no impairments at either 31 March 2017 or 31 March 2016.

NOTE 9 - ASSETS CLASSIFIED AS HELD FOR SALE

NIPEC did not hold any assets classified as held for sale at either 31 March 2017 or 31 March 2016.

NOTE 10 - INVENTORIES

NIPEC did not hold any goods for resale at either 31 March 2017 or 31 March 2016.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 11 - CASH AND CASH EQUIVALENTS

	2017 £	2016 £
Balance at 1 April	22,777	90,338
Net change in cash and cash equivalents	(4,228)	(67,561)
Balance at 31 March	18,549	22,777

The following balances at 31 March were held at	2017 £	2016 £
Commercial Banks and cash in hand	18,549	22,777
Balance at 31 March	18,549	22,777

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 12 - TRADE RECEIVABLES, FINANCIAL AND OTHER ASSETS

	2017 £	2016 £
Amounts falling due within one year		
Trade receivables	11,115	10,867
Deposits and advances	-	-
VAT receivable	-	-
Other receivables – not relating to fixed assets	-	339
Other receivables – relating to property, plant and equipment	-	-
Other receivables – relating to intangibles	-	-
Trade and other receivables	11,115	11,206
Prepayments and accrued income	11,398	7,262
Current part of PFI and other service concession arrangements prepayment	-	-
Other current assets	11,398	7,262
Carbon reduction commitment	-	-
Intangible current assets	-	-
Amounts falling due after more than one year		
Trade receivables	-	-
Deposits and advances	-	-
Other receivables	-	-
Trade and other receivables	-	-
Prepayments and accrued income	-	-
Other current assets falling due after more than one year	-	-
TOTAL TRADE AND OTHER RECEIVABLES	11,115	11,206
TOTAL OTHER CURRENT ASSETS	11,398	7,262
TOTAL INTANGIBLE CURRENT ASSETS	-	-
TOTAL RECEIVABLES AND OTHER CURRENT ASSETS	22,513	18,468

The balances are net of a provision for bad debts of £Nil (2016: £Nil).

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 13 - TRADE PAYABLES AND OTHER CURRENT LIABILITIES

	2017 £	2016 £
Amounts falling due within one year		
Other taxation and social security	-	-
Bank overdraft	-	-
VAT payable	-	-
Trade capital payables – property, plant and equipment	-	13,889
Trade capital payables – intangibles	-	-
Trade revenue payables	9,937	21,081
Payroll payables	-	-
BSO payables	294	2,169
Other payables	-	110
Accruals and deferred income	176,586	107,357
Accruals and deferred income – relating to property, plant and equipment	-	-
Accruals and deferred income – relating to intangibles	-	-
Trade and other payables	186,817	144,606
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	-	-
Other current liabilities	-	-
Carbon reduction commitment	-	-
Intangible current liabilities	-	-
Total payables falling due within one year	186,817	144,606
Amounts falling due after more than one year		
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	-	-
Total non current other payables	186,817	144,606
TOTAL TRADE PAYABLES AND OTHER CURRENT LIABILITIES	186,817	144,606

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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:

	2017 Number	2017 Value £	2016 Number	2016 Value £
Total bills paid	460	745,474	442	1,071,038
Total bills paid within 30 day target	454	707,338	433	1,063,574
% of bills paid within 30 day target	99%	95%	98%	99%
Total bills paid within 10 day target	427	693,452	409	1,035,630
% of bills paid within 10 day target	93%	93%	93%	97%

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	-
Total	-

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 15 - PROVISIONS FOR LIABILITIES AND CHARGES – 2017

Name	Pensions relating to former directors £	Pensions relating to other staff £	Clinical Negligence £	CSR Restructuring £	Other £	2017 £
Balance at 1 April 2016	-	-	-	-	636,369	636,369
Provided in year	-	-	-	-	114,901	114,901
(Provisions not required written back)	-	-	-	-	-	-
(Provisions utilised in the year)	-	-	-	-	(28,336)	(28,336)
Cost of borrowing (unwinding of discount)	-	-	-	-	-	-
At 31 March 2017	-	-	-	-	722,934	722,934

Comprehensive Net Expenditure Account Charges	2017 £	2016 £
Arising during the year	114,901	(1,115)
Reversed unused	-	-
Cost of borrowing (unwinding of discount)	-	-
Total charge within Operating costs	114,901	(1,115)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

NOTE 15 - PROVISIONS FOR LIABILITIES AND CHARGES – 2017

Analysis of expected timing of discounted flows as at 31 March 2017	Pensions relating to former directors £	Pensions relating to other staff £	Clinical Negligence £	CSR Restructuring £	Other £	2017 £
Not later than one year	-	-	-	-	28,331	28,331
Later than one year and not later than five years	-	-	-	-	113,324	113,324
Later than five years	-	-	-	-	581,279	581,279
At 31 March 2017	-	-	-	-	722,934	722,934

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 2017

NOTE 15 - PROVISIONS FOR LIABILITIES AND CHARGES – 2016

Name	Pensions relating to former directors £	Pensions relating to other staff £	Clinical Negligence £	CSR Restructuring £	Other £	2016 £
Balance at 1 April 2015	-	-	-	-	665,815	665,815
Provided in year	-	-	-	-	(1,115)	(1,115)
(Provisions not required written back)	-	-	-	-	-	-
(Provisions utilised in the year)	-	-	-	-	(28,331)	(28,331)
Cost of borrowing (unwinding of discount)	-	-	-	-	-	-
At 31 March 2016	-	-	-	-	636,369	636,369

Analysis of expected timing of discounted flows as at 31 March 2016	Pensions relating to former directors £	Pensions relating to other staff £	Clinical Negligence £	CSR Restructuring £	Other £	2016 £
Not later than one year	-	-	-	-	28,331	28,331
Later than one year and not later than five years	-	-	-	-	113,324	113,324
Later than five years	-	-	-	-	494,714	494,714
At 31 March 2016	-	-	-	-	636,369	636,369

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 2017

NOTE 16 - CAPITAL COMMITMENTS

NIPEC had no capital commitments at either 31 March 2017 or 31 March 2016.

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	2017 £	2016 £
Land		
Not later than 1 year	-	-
Later than 1 year and not later than 5 years	-	-
Later than 5 years	-	-
	-	-
Buildings		
Not later than one year	72,540	53,996
Later than one year but not later than five years	120,900	-
Later than five years	-	-
	193,440	53,996
Other		
Not later than 1 year	-	-
Later than 1 year and not later than 5 years	-	-
Later than 5 years	-	-
	-	-

17.2 Finance Leases

NIPEC had no finance leases at either 31 March 2017 or 31 March 2016.

17.3 Operating Leases

NIPEC did not **issue** any operating leases at either 31 March 2017 or 31 March 2016

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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 2017 or 31 March 2016.

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 2017 or 31 March 2016.

NOTE 19 - OTHER FINANCIAL COMMITMENTS

NIPEC did not have any other financial commitments at 31 March 2017 or 31 March 2016.

NOTE 20 - FINANCIAL GUARANTEES, INDEMNITIES AND LETTERS OF COMFORT

NIPEC did not have any financial guarantees, indemnities and letters of comfort at 31 March 2017 or 31 March 2016.

NOTE 21 - CONTINGENT LIABILITIES

NIPEC did not have any quantifiable contingent liabilities at 31 March 2017 or 31 March 2016.

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 2017 or 31 March 2016 belonging to third parties.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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:

	2017 Total £	2016 Total £
DoH (excludes non cash)	1,180,484	1,354,888
Other Government Department	-	-
Non cash RRL (from DoH)	139,675	24,944
Total agreed RRL	1,320,159	1,379,832
Adjustment for income received re Donations / Government grant / Lottery funding for non current assets	-	-
Total Revenue Resource Limit to Statement of Comprehensive Net Expenditure	1,320,159	1,379,832

24.2 Capital Resource Limit

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

	2017 £	2016 £
Gross capital expenditure by NIPEC	-	15,329
(Receipts from sales of fixed assets)	-	-
Net capital expenditure	-	15,329
Capital Resource Limit	-	16,486
Overspend/(Underspend) against CRL	-	(1,157)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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.

	2016-17 £	2015-16 £
Net Expenditure	(1,312,593)	(1,368,759)
RRL	1,320,159	1,379,832
Surplus/(Deficit) against RRL	7,566	11,073
Break Even cumulative position (opening)	82,456	71,383
Break Even Cumulative position (closing)	90,022	82,456

Materiality Test	2016-17 %	2015-16 %
Break Even in year position as % of RRL	0.57	0.80
Break Even cumulative position as % of RRL	6.82	5.98

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 30 June 2017.

APPENDICES

APPENDIX 1

Glossary

Abbreviations	Full Wording
AHP	Allied Health Professional
ALB	Arm's Length Body
AUC	Assets Under Construction
BSO	Business Services Organisation
CEC	Clinical Education Centre
CETV	Cash Equivalent Transfer Value
CFPS	Counter Fraud and Probity Service
CNAC	Central Nursing Advisory Committee
CNMAC	Central Nursing and Midwifery Advisory Committee
CNO	Chief Nursing Officer
COPE	Centre of Procurement Expertise
CRL	Capital Resource Limit
DoF	Department of Finance
DoH	Department of Health
ECG	Education Commissioning Group
ECNI	Equality Commission for Northern Ireland
ESG	Education Strategy Group
FReM	Financial Reporting Manual
GAIN	Guidelines & Audit Implementation Network
GNG	Governance Network Group
HEI	Higher Education Institutions
HEIG	Health Estates Investment Group
HR	Human Resources
HSC	Health and Social Care
HSCB	Health and Social Care Board
HSCT	Health and Social Care Trusts
IAS	International Accounting Standard
ICT	Information & Communication Technology
IGAG	Information Governance Advisory Group
IPC	Infection Prevention and Control
ISBN	International Standard Book Number

IiP	Investors in People
IT	Information Technology
ITS	Information Technology Services
KPIs	Key Performance Indicators
MRICS	Member of Royal Institution of Chartered Surveyors
NDPB	Non-Departmental Public Body
NES	NHS Education for Scotland
NI	Northern Ireland
NIAO	Northern Ireland Audit Office
NIPEC	Northern Ireland Practice and Education Council for Nursing and Midwifery
NMC	Nursing and Midwifery Council
ONS	Office of National Statistics
PaLS	Purchasing and Logistic Services
PC	Personal Computer
PHA	Public Health Agency
PHSO	Parliamentary and Health Service Ombudsman
PPI	Patient Public Involvement
QA	Quality Assurance
RCN	Royal College of Nursing
RQIA	Regional and Quality Improvement Authority
RRL	Revenue Resource Limit
SLA	Service Level Agreement
SMT	Senior Management Team
SOC	Strategic Outline Business Case
SR	Statutory Rule
TUPE	Transfer of Undertakings (Protection of Employment) Regulations
UK	United Kingdom
USB	Universal Serial Bus
VES	Voluntary Exit Scheme
VFM	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.

- (2) “It shall be the duty of the Council to promote:
 - (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.

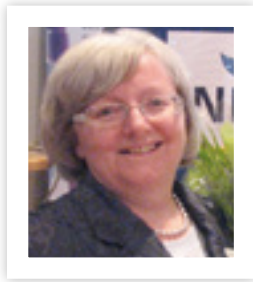
- (4) The Council shall, in the exercise of its functions, act:
 - (a) in accordance with any directions given to it by the Department
 - (b) under the general guidance of the Department.”

APPENDIX 3

Membership of NIPEC Council

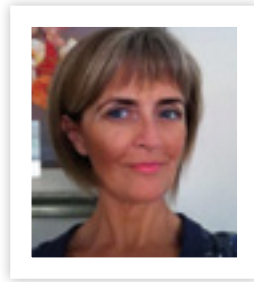
The membership of NIPEC consists of six lay members, nine professional members (including Chair), the Chief Executive of NIPEC (Executive Member) and the Chief Nursing Officer, DoH (ex officio member).

The Professional Members are:



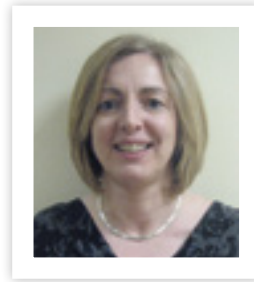
(4/4)

Prof. Carol Curran, OBE
(Chair of NIPEC)



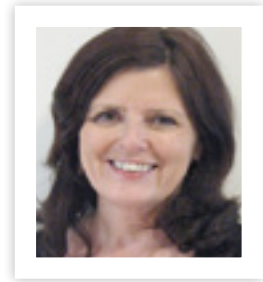
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Ms Deirdre O'Donnell



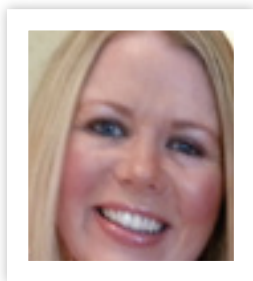
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Mrs Ruth Burrows



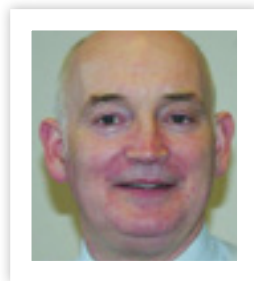
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Ms Catherine Rice
(Deputy Chair of Audit & Risk Committee)



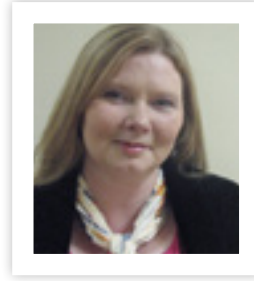
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Mrs Lisa Houlihan



(1/4)

Mr Patrick McGreevy



(4/4)

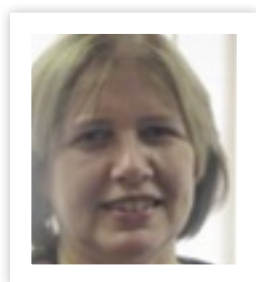
Mrs Deborah Oktar-Campbell

Note:

Figures in brackets indicate number of Council meetings and workshops attended against membership total.

There were two vacancies in the Council Professional membership as at 31 March 2017.

The Lay Members are:



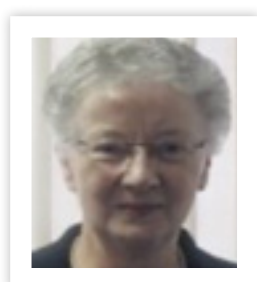
(3/4)

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



(4/4)

Dr Vinod Tohani
(Chair of Audit &
Risk Committee)



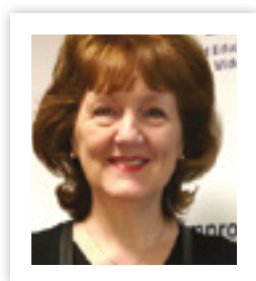
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**Mrs Maureen
Clark**



(4/4)

**Mr Paul
Davidson**



(4/4)

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



(1/4)

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

Note:

Figures in brackets indicate number of Council meetings and workshops attended against membership total.

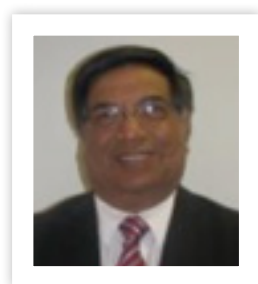
There were two vacancies in the Council Lay membership as at 31 March 2017.

APPENDIX 4

Membership of Audit and Risk Committee

The Audit and Risk Committee met on three occasions during this financial year: 24 May 2016, 14 October 2016 and 7 February 2017. Due to there being no issues identified by the NIAO arising from the audit of the NIPEC Annual Report and Accounts 2015-16, NIPEC did not hold a June 2016 meeting as per NIAO advice.

The membership of the Audit and Risk Committee consists of:

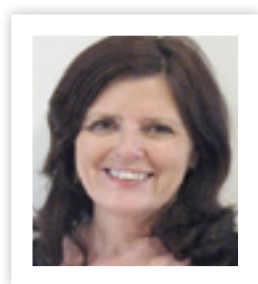


(3/3)

Dr Vinod Tohani

(Lay Member of Council)

(Chair of Audit & Risk Committee)

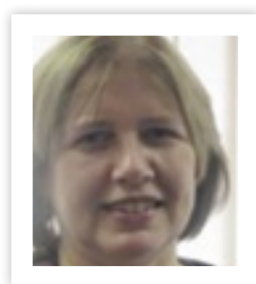


(2/3)

Ms Catherine Rice

(Professional Member of Council)

(Deputy Chair of Audit & Risk Committee)

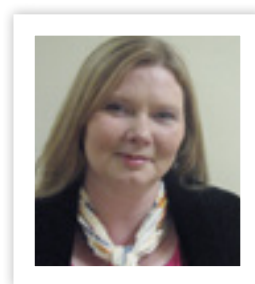


(3/3)

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 NIPEC's External Auditors – Grant Thornton (NI) LLP, 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 £10,732 per annum⁴. 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 2016-17 can be downloaded from our website: www.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

⁴ As per the Payment of Remuneration of Chairmen and Non-Executive Members Determination (Northern Ireland) 2013, dated 4 November 2013.



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