



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

1 APRIL 2014 TO 31 MARCH 2015



information & publishing solutions

Published by TSO (The Stationery Office) and available from:

Online: www.tsoshop.co.uk

Mail, telephone, fax and email:

TSO, PO Box 29, Norwich, NR3 1GN.

Telephone orders / general enquiries: 0870 600 5522

Order through the Parliamentary Hotline Lo-Call: 0845 7 023474

Fax Orders: 0870 600 5533

Email: customer.service@tso.co.uk

Textphone: 0870 240 3701

TSO@Blackwell and other accredited agents



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

For the year ended 31 March 2015

The Accounting Officer authorised these
financial statements for issue

on

xxxxxx 2015

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

Date to be inserted

**© Northern Ireland Practice and Education Council
for Nursing and Midwifery 2013**

The text in this document (this excludes, where present,
the Royal Arms and all departmental and agency logos)
may be reproduced free of charge in any format or medium
providing that it is reproduced accurately and not in a
misleading context.

The material must be acknowledged Northern Ireland Practice and
Education Council for Nursing and Midwifery copyright and the document
title specified.

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

1 April 2014 to 31 March 2015

Contents

Chair and Chief Executive's Strategic Report	4
Directors' Reports.....	6
• Promoting high standards of practice among nurses and midwives	7
• Promoting high standards of education among nurses and midwives ..	7
• Promoting the professional development of nurses and midwives	8
• Providing guidance on best practice for nurses and midwives.....	9
• Providing advice and information on matters relating to nursing and midwifery	10
• Engagement, partnership and communication.....	11
• Governance.....	13
Equality Annual Report – Executive Summary	17
Remuneration Report	18
Statement of Accounts for the Year Ended 31 March 2015	25
Statement of the Accounting Officer's Responsibilities	26
Certificates of Chairman and Chief Executive	27
Governance Statement.....	28
The Certificate and Report of the Comptroller and Auditor General	39
Appendix 1 Glossary	85
Appendix 2 NIPEC Legislation	87
Appendix 3 Membership of NIPEC Council	88
Appendix 4 Membership of Audit and Risk Committee	90
Appendix 5 Membership of Remuneration Committee and Remuneration of Council Members.....	91
Appendix 6 Declaration of Interests - Council Members and Senior Staff.....	92
Appendix 7– Organisation Structure Chart	95

Chair and Chief Executive's Strategic Report

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

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, Social Services and Public Safety (DHSSPS) Chief Nursing Officer 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). NIPEC continues to be actively engaged in activities to support the implementation of this, and a range of other 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 is facing major challenges at this point in time and this year saw the start of what will perhaps be the most difficult funding position for the HSC in the last fifty years, with significant reductions now needed in our public sector spending due to plans for budget deficit reduction.

NIPEC's revenue grant from the Assembly fell by 2.5% in 2014-15 with a 10% fall advised for 2015-16. 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 the challenging modernisation, quality and the austere financial issues facing the HCS organisations over the past twelve months, we have seen demand for our services continue to increase and are pleased to record that in 2014-15 NIPEC made a major contribution to the nursing and midwifery sector by the number of projects and activities it took forward on behalf of either the DHSSPS and/or the HSC Trusts.

Specific details of this work are shown later within the report under the directors' report section, pages 6 to 16. Overall analysis of the narrative demonstrates successful delivery of the Business Plan objectives by NIPEC.

Achieving the outcomes shown for 2014-15 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.

During the year, we bade farewell to Mrs Jenna Brownlees, one of our lay members of the Council and of the Audit and Risk Committee. We would like to pay tribute to the valuable input and expertise which Jenna brought to her NIPEC work. Also, during the year our seconded Chief Executive, Dr Glynis Henry took up a permanent post with the Business Service Organisation (BSO) as Head of the Clinical Education Centre (CEC). As Chair of NIPEC I would like to record my appreciation for the leadership and direction which Glynis showed during her secondment to NIPEC and wish her continued success in her new role.

In July 2014 Mrs Angela McLernon was seconded from the DHSSPS to the role of NIPEC's interim Chief Executive and Angela has continued to take the organisation forward during a period of great uncertainty and financial pressures.

The Council met in public on four occasions in 2014-15 and was noted to be quorate on all occasions. It should be noted 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. NIPEC will continue to co-operate with the ongoing DHSSPS review, and hopes that the period of uncertainty that the review process has brought will be concluded in the next financial year.

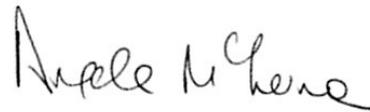
Finally, we would like on behalf of the Council members to acknowledge,



Professor Carol Curran, OBE
Chair

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 an uncertainty regarding NIPEC's future role and function. To the credit of our highly-skilled staff at every level of the organisation NIPEC was reassessed and awarded in February 2015 its Investors in People (IIP) award for a further three year period.

We hope you find our Annual Report informative and interesting.



Mrs. Angela McLernon
Chief Executive

Director's Reports

NIPEC's Directors' Report is presented under its five 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 2014-15 can be accessed via our website at www.nipec.hscni.net

NIPEC's forthcoming Annual Quality Report (available on the website from Autumn 2015) will provide a comprehensive review of NIPEC's Professional work during 2014-15.

Promoting high standards of practice among nurses and midwives

Demographic changes, increasing specialisation, new technologies and other advances in healthcare are impacting on the nursing and midwifery workforce. Nurses and midwives must be responsive and have the ability to adapt to new roles and acquire new knowledge and skills in order to meet the needs of patients and clients, supporting and delivering personalised care across a diverse range of settings.

NIPEC's role in supporting the provision of safe, effective, person-centred care is achieved through providing tools and resources to review and monitor standards of practice and ensure that the right people with the right skills, are in the right place at the right time to care for the public of Northern Ireland. This work will often involve improvement methods or development plans to ensure that the nursing and midwifery workforce is fit for current and future care provision.

To support this during 2014-2015 the following examples demonstrate how NIPEC focused on its core responsibilities to drive up quality and support the delivery of safe and effective person-centred practice:

- Development of an interactive educational resource, **Midwives and Medicines NI (2014)** to support midwives to fully understand their role and responsibilities in relation to medicines management and the delivery of safe and effective practice in Northern Ireland;
- Introduction of a set of **Regional Bereavement Pathways** for the holistic care of women and their families who experience a miscarriage, stillbirth or neonatal death up to 28 days: developed in partnership with the DHSSPS to support the implementation of the *Regional Guidance* (DHSSPS, 2014a);
- Co-ordination of a Regional Professional Advisory Group, Chaired by the DHSSPS Chief Nursing Officer, to identify **Key Performance Indicators (KPIs) for Nursing and Midwifery** to measure, evidence and monitor the impact and unique contribution of nursing and midwifery on the quality of patient and client care;
- Development of an **Advanced Nursing Practice Framework** to provide clarity about the Advanced Nurse Practitioner role in Northern Ireland (DHSSPS, 2014b);
- Management of the regional **Recording Care Project** which seeks to continuously monitor the standard of nurse record keeping practice to demonstrate improvement, whilst simultaneously developing resources including a regional children's in-patient nursing record, a new model of nursing care planning and a framework to support the record keeping practice of health care support workers;
- Co-ordination and management of the adoption of Phase 1 of the **Delivering Care: Nurse Staffing in Northern Ireland framework** (DHSSPS, 2013) resulting in the release of £12 million in funding to support nurse staffing in the acute care settings of general and specialist medicine and surgery. In addition, the development of subsequent phases for Emergency Department settings (Phase 2) and District Nurse teams (Phase 3), and provision of advice relating to the construction of Phase 4 which focuses on Health Visiting teams;
- In support of the introduction of **Revalidation** by the Nursing and Midwifery Council (NMC), NIPEC initiated a programme of work to ensure that nurses and midwives along with their employers are ready to fulfil their responsibilities which aim to continuously improve the quality and safety of care.

Promoting high standards of education among nurses and midwives

Knowledgeable and competent practitioners are vital in ensuring the delivery of safe and effective practice. The Nursing and Midwifery Council (NMC) requires that nurses and midwives “...*must keep (their) knowledge and skills up to date, taking part in appropriate and regular learning and professional development activities that aim to maintain and develop (their) competence and improve (their) performance*” (NMC, 2015).

NIPEC plays an important role in supporting a flexible approach to the learning and development of nurses and midwives.

NIPEC continues to explore the production of resources, which can be used creatively and flexibly, to enable registrants to enhance their competence and performance to improve the quality of care they provide to their patients and clients.

During 2014-2015, NIPEC promoted improved standards of education and development in collaboration with education and service providers and provided a range of activities and events relating to education, learning and development to facilitate and further develop the competence of nurses and midwives. Examples include:

- In partnership with the **Infection Prevention and Control (IPC)** Lead Nurses, engaged with Higher Education Institutions to update nursing and midwifery education staff in current IPC policies and procedures;
- Continued enhancement of **NIPEC’s website** to support the on-going continuous professional development of nurses and midwives and in anticipation of the revalidation requirements of the NMC;
- Annual **Quality Assurance**: a sample of DHSSPS funded education and learning programmes and activities were monitored within an agreed framework (NIPEC, 2011). Findings and themes were presented in the form of a report to the DHSSPS.

Programmes included in the QA monitoring during 2014-15 are presented in Table 1 below:

Table 1: Programmes included in NIPEC’s QA monitoring during 2014-15

Education Provider Organisation	Title of Educational Programme
Clinical Education Centre	Fluid Management in Children and Young people (from 1 month up to 16 years of age only)
	Care Planning 1 day work shop
Royal College of Nursing	Preparing for Ward Manger post – Developing skills for the complex world of today
Ulster University	Case Management /Chronic Disease Management
Queens University Belfast	Principles of Critical Care in Midwifery

Promoting the professional development of nurses and midwives

The development of new services and the reconfiguration of current services are essential to ensure the continued provision of the required level of care. Such developments will include moving care from the acute sector to the community; using remote technologies; increasing focus on public health and self-care; enhancing multi-disciplinary and multi-agency working.

To be prepared to capitalise on the opportunities presented by these challenges, nurses and midwives at individual, organisational and professional levels, should be actively engaged with and supported as they participate in professional development and other developments within and across the professions.

NIPEC fulfils its leadership role through supporting the translation of policy into nursing and midwifery practice and aligning work streams to regional strategies and professional and regulatory developments.

During 2014-2015, examples of how NIPEC delivered its core function of promoting and encouraging the professional development of nurses and midwives to improve their practice and introduce new ways of working included:

- Enhancement of **NIPEC’s e-resources**: the following competence assessment tools were further developed in a web-based format to facilitate on-line completion to support staff with reflection and enhancement of knowledge and skills:

NIPEC’s e-resources:	Available at:
Attributes Framework: Competence Assessment Tool	https://www.nipecdf.org/compro/
Respiratory Competence Assessment Tool (R-CAT)	https://www.nipecdf.org/compro/

- Development of a **Career Pathway for Nursing and Midwifery** in Northern Ireland to guide those considering a career in the professions or for those seeking further development opportunities;
- **Annual evaluation of supervision** in nursing across the five HSC Trusts which demonstrated a 224% increase in responses on the previous year.

Providing guidance on best practice for nurses and midwives

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, 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.

During 2014-15 NIPEC continued to support nurses and midwives at operational and strategic level through membership of relevant strategic groups and fora, the provision of guidance and the development and dissemination of a range of relevant publications which are available online and in hard copy. Examples include:

- Membership of a range of multi-professional fora providing strategic and professional advice and guidance on matters related to the nursing and midwifery professions including:
 - Central Nursing and Midwifery Advisory Committee (CNMAC) and its four Sub-Committees
 - Quality 2020 Project Groups
 - Regional Palliative and End of Life Care Group
 - Strategic Midwifery Forum
 - Regional Safeguarding Children Sub-Committee
 - Regional Integrated Care Partnership Group
 - Regional Patient, Public Involvement Forum
 - Guidelines and Audit Implementation Network (GAIN)
- Participation in the first national summit for e-Health and Informatics;
- Development of resources to support Nursing Assistants including a Code of Conduct, Job Description for Agenda for Change (AfC) Band 2 and 3 and relevant Knowledge and Skills Framework (KSF; DH, 2004) Post Outlines and Induction and Development Pathway;
- Production of a regional approach to the application and selection processes for pre-registration nursing programmes;

One of NIPEC's main vehicles for communicating guidance to registrants is its website which is continually growing and being adapted to ensure that it continues to meet the needs of nurses and midwives within Northern Ireland.

Providing advice and information on matters relating to nursing and midwifery

NIPEC is committed to developing, producing and disseminating evidence-based, quality and accessible information and resources. This is undertaken in partnership with a wide range of key stakeholders across the nursing and midwifery professions within the statutory, voluntary and independent sectors.

NIPEC continued to support nurses and midwives to remain up to date on major strategic and policy issues through the provision of advice and information and the development and dissemination of a range of relevant publications which are available online. Notable examples in this regard include:

- NIPEC published **SCAN** on a monthly basis. This is for Senior Nurses and Midwives in the statutory, independent, voluntary and education sectors and highlights current topical health and healthcare issues, key publications and events, under the broad headings of governance, leadership, workforce, education/development and patient experience.



- **NIPEC's newsletter** contains project updates along with information on current reviews and surveys and updates from NIPEC conferences and events held during the year. The newsletter is distributed electronically to nurses and midwives, accessible on NIPEC's website and Social Media fora and is distributed widely in hard copy to HSC Trusts, GP surgeries, health centres and independent/private nursing homes.

- **Review of NIPEC's Development Framework (df) and online portfolio** which provides advice and information to nurses and midwives and supports recording of professional information to meet the needs of the Nursing and Midwifery Council's requirements for registration of nurses and midwives.

Engagement, Partnership and Communication

Health and social care provision in Northern Ireland is delivered within a context that requires effective working across a wide number of organisations and agencies and across the professions. NIPEC has developed a strong ethos of collaborative working with its key stakeholders across all areas of activity and has developed a reputation for facilitating successful regional projects and initiatives.

During 2014-2015, NIPEC continued to engage with its stakeholders, working in partnership to engender positive working relationships. It is also relevant to note that within the current economic climate, NIPEC is committed to using relevant technologies to facilitate multi-site working.

The work of NIPEC was also guided and supported by the range of stakeholders invited to participate and contribute to the full range of work streams.

NIPEC worked to understand key priorities and needs across the HSC system and across independent, voluntary and education provider organisations and at individual registrant level. Notable examples in this regard include:

- **NIPEC's Annual Stakeholder Engagement Workshop** (October 2014) focused on identifying priorities for 2015-16. Senior representatives attended from a wide cross-section of stakeholder organisations, including the NMC, HSC Trusts, Independent and Voluntary sector, Education and Professional and Staff Side organisations. A report of the event was prepared and this informed NIPEC's Business Plan (2015-16);
- An annual report in relation to the nature of enquires received through **NIPEC's enquiry line** and other sources, to provide internal assurance that responses were appropriate and timely;
- NIPEC chaired a Steering Group, on behalf of the Scottish Government, the aim of which was to evaluate the development and implementation of the **Leading Better Care Project for Senior Charge Nurses across Scotland**;
- NIPEC Senior Professional Officers updated the **NIPEC Independent and Voluntary Sector Forum** on professional issues along with presenting the work of NIPEC which members may access to support them within practice;
- NIPEC continued its efforts in regards to **Public and Patient Involvement (PPI)** through a public involvement e-forum which comprises of members of the public interested in the work of NIPEC;

- An **Attributes Framework** (DHSSPS, 2014c) to support leadership for quality improvement and safety was developed by the HSC Safety Forum and NIPEC, in partnership with key stakeholders within Health and Social Care, including Medicine, Nursing, Allied Health Professions, Social Work and General Practice;
- Presentation of the **Delivering Care: Nurse Staffing in Northern Ireland** framework (DHSSPS, 2013) to a NICE Safe Staffing Steering Group (London) and at the Florence Nightingale Foundation Conference (London);
- Implementation of **NIPEC's Impact Measurement Framework** to inform NIPEC on its business alignment to stakeholders' needs.

References

Department of Health (2004) The NHS Knowledge and Skills Framework (NHS KSF) and the Development Review Process. London: DH.

Department of Health, Social Services and Public Safety (2011) Quality 2020: A 10 Year Strategy to Protect and Improve Quality in Health and Social Care in Northern Ireland. Belfast: DHSSPS.

Department of Health, Social Services and Public Safety (2013) Delivering Care: A Framework for Nursing and Midwifery Workforce. Belfast: DHSSPS.

Department of Health, Social Services and Public Safety (2014a) Regional Guidance: Regional Bereavement Careplan. Belfast: DHSSPS.

Department of Health, Social Services and Public Safety (2014b) Advanced Nursing Practice Framework. Supporting Advanced Nursing Practice in Health and Social Care Trusts. Belfast: DHSSPS.

Department of Health, Social Services and Public Safety (2014c) Supporting Leadership for Quality Improvement and Safety. An Attributes Framework for Health and Social Care. Belfast: Public Health Agency.

NIPEC (2011) The Quality Assurance Framework for DHSSPS Commissioned Development and Education Non-NMC Registered or Recorded (Revised 2011). Belfast: NIPEC.

Nursing and Midwifery Council (2015) The Code: professional standards of practice and behaviours for nurses and midwives. London: NMC.

Governance

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. As part of NIPEC's on-going efficiency and savings plan, discussions commenced in October 2014 with the BSO, ITS to enable NIPEC to outsource the operational aspects of its IT services to the BSO under a 'Managed Service – SLA' thus facilitating greater resilience, data security and IT service management. At the end of this financial year work was well in hand for full migration to be in place by the end of April 2015.

During 2014-15 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 DHSSPS its:

- first 'Sustainable Development Report 2014-15' and
- second 'Property Asset management Plan (PAM) for the period 2014-15 to 2019-20'

Further reference to the above areas can be found under the Governance Statement, sections 11-13, pages 37- 38.

NIPEC produced and published its first 'Annual Quality Report' in 2014-15 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 2014, have been audited by the Northern Ireland Audit Office. See page 16, 'Audit', for further details.

The annual report and accounts have been produced in line with the HSC Manual of Accounts 2014-15 and a summary of NIPEC's high level financial, human resources and controls assurance standards performance targets is shown in the table below:

Targets for 2014-15	Performance in 2014-15	Performance in 2013-14
Break even on revenue and operating costs (Target: 0.25% or £20,000)	0.86% or £11,944	<i>0.75%</i> or <i>£9,812</i>
Keep within the capital resources limit (CRL)	Achieved	<i>Achieved</i>
Sickness absence rates (Target: 4.75 %)	3.0%	<i>5.25%</i>
Invoice prompt Payment percentage within 30 days (Target: 95%)	87.5% *	<i>82.7%</i>
Invoice prompt Payment percentage within 10 days (Target: 60%)	69.2%	<i>61.9%</i> <i>(Note Target for 2013-14 was 50%)</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 84% to 97%)	<i>All the relevant 10 areas achieved scores within the substantial range.</i> <i>(The scores ranged from 82% to 97%)</i>

Note: * NIPEC incurred no interest payments. See page 16 for further details.

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 2014-2015, mechanisms were maintained in order to assure the DHSSPS 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 17
- 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 ten 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 DHSSPS as 'Control Assurance Standard' in 2014-2015 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 2014-15:

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 87.5 % of bills were paid within this standard, page 74, note (15.1). 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

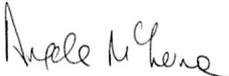
The certificate and report of the Comptroller and Auditor General is included on page 39 to 40. As far as the Chief Executive is aware, there is no relevant audit information of which NIPEC's auditors are unaware.

The Chief Executive as NIPEC's Accounting Officer has taken all the steps that she ought to have taken to make herself aware of any relevant audit information and to establish that the entity's auditors are aware of that information and has established that the NIAO auditors are informed of this.

The notional external audit fee for the year ended 31 March 2015 was £9,100. 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: 

Dated: 9th July 2015

Chief Executive of NIPEC

Equality Annual Report - Executive Summary

We featured two disability awareness days for our staff during the year, World Sight Day in October 2014 and Depression Awareness Day in January 2015. The aim of these was to raise staff awareness around particular disabilities, the barriers they pose, the experience of living with these disabilities, what staff can do to support colleagues and where staff can access further support and information.

To this end, we organised sessions on the day providing staff with the opportunity to engage in activities, to hear an input and speak to representatives from voluntary sector organisations and service users. These included on World Sight Day, Sense NI, and on Mental Health and Depression Awareness Day, the Samaritans Belfast.

We also produced dedicated features (our new 'Disability Insight' series) that we circulated to our staff. Likewise, we provided them with access to information leaflets and brochures produced by voluntary sector groups.

NIPEC continued to work with other HSC partner organisations to explore options for setting up an HSC-wide forum for staff with a disability. As some HSC organisations already have fora in place, we have decided to team up with the other 10 regional HSC organisations with a view to set up a joint forum.

In partnership with the other 10 regional HSC organisations, we hosted an equality, diversity and human rights conference in February 2015. Focusing on the business benefits of equality, human rights based approaches and diversity, the event was designed to share good practice and learning between staff working in health and social care organisations.

On our behalf, the Business Services Organisation (BSO) Equality Unit, who supports us on equality and human rights matters, continued to progress the development of a trans employment policy. Support from all HSC was secured for developing a policy jointly across all HSC organisations.

Remuneration 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, Social Services and Public Safety (DHSSPS).

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 Dr Marina Lupari Mr Patrick McGreevy Mrs Deborah Oktar-Campbell
Lay Members:	Mrs Maureen Clark Mr Paul Davidson

Note: As per the DHSPS 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 DHSSPS 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 Board and endorsed by the Council's Remuneration Committee. There are no elements of Senior Managers' remuneration that are not subject to performance conditions.

Contracts

HPSS 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 Glynis Henry** took up post as Chief Executive on 1st September 2011, seconded from the Southern HSC Trust.
- **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 Drury** was appointed Senior Professional Officer on 3 November 2008.
- **Mrs Brenda Devine** was appointed Senior Professional Officer on 8 December 2008.
- **Dr Carole McKenna** was appointed Senior Professional Officer on 1 January 2009.
- **Ms Frances Cannon** was appointed Senior Professional Officer on 16 April 2012.

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 HPSS 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 HPSS 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:

	2014-15	2013-14
Band of Highest Paid Director's Total Remuneration - £'000	60-65	70-75
Median Total Remuneration	£27,901	£27,901
Ratio	2.3	2.6

Public Sector appointees and Staff Resources not on Payroll

Under DHSSPS 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 2014-15. 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 2014	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 2014	0

The salary, pension entitlements, and the value of any taxable benefits in kind¹ to the senior business team of NIPEC were as follows:

Name	2013-14						2012-13					
	Salary £000s	Bonus / Performance Pay £000	Benefits in kind (rounded to nearest £100)	Pension Benefits £'000	Total £'000	Salary £000s	Bonus / Performance Pay £000	Benefits in kind (rounded to nearest £100)	Pension Benefits £'000	Total £'000		
Glynis Henry	15-20 (70-75 full yr)	•	•	•	70-75	•	•	•	6	75-80		
Angela McLemon ¹ (from 1 July 2014)	55-60 (70-75 full yr.)	•	•	•	55-60	•	•	•	•	•		
Edmund Thom	55-60	-	-	-7 ²	45-50	-	-	-	5	60-65		
Cathy McCusker	55-60	-	300	7	60-65	-	200	6	60-65			
Angela Drury	55-60	-	300	7	60-65	-	100	7	60-65			
Brenda Devine	55-60	-	300	6	60-65	-	400	5	60-65			
Carole McKenna	55-60	-	300	12	65-70	-	-	12	65-70			
Frances Cannon	45-50	-	500	27	75-80	-	100	17	60-65			

¹ Seconded from the DHSSPS, Nursing Department.

² This member turned 60 on 24th June 2014.

Name	Real increase in pension and related lump sum at pension age 60 £'000	Total accrued pension at age 60 and related lump sum £'000	Cash equivalent transfer value (CETV) at 31 March 2015 £'000	Cash equivalent transfer value (CETV) at 31 March 2014 £'000	Real increase in Cash equivalent transfer value (CETV) £'000
Glynis Henry (From 1 April to 30 June 2014)	-	-	-	-	-
Angela McLernon (from 1 July 2014)	-	-	-	-	-
Edmund Thom	-	-	-	-	-
Cathy McCusker	0-2.5 plus lump sum of 0-2.5	20-25 plus lump sum of 60-65	375	352	11
Angela Drury	0-2.5 plus lump sum of 0-2.5	10-15 plus lump sum of 40-45	252	233	11
Brenda Devine	0-2.5 plus lump sum of 0-2.5	20-25 plus lump sum of 70-75	542	511	13
Carole McKenna	0-2.5 plus lump sum of 0	5-10 plus lump sum of 0	66	54	10
Frances Cannon	0-2.5 plus lump sum of 2.5-5	15-20 plus lump sum of 50-55	345	309	26

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 92.

HPSS Superannuation and Pension Schemes

Pension benefits are provided through either the HPSS Superannuation scheme or the HPSS Pension scheme. The HPSS Pension scheme is applicable to all new HSC workers from 1 April 2008. Both the HPSS Superannuation scheme and the HPSS Pension scheme 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 HPSS Pension scheme, benefits accrue at the rate of 1/60th of pensionable salary for each year of

service. In addition, a lump sum equivalent to three years' pension is payable on retirement under the HPSS Superannuation scheme, whilst those under the HPSS Pension scheme 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.dhsspsni.gov.uk/superann

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.

By order of the Council.



Signed:.....

Date: 9th July 2015

Chief Executive of NIPEC



Statement of Accounts

FOR YEAR ENDED 31 MARCH 2015

These accounts for the year ended 31 March 2014 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 the 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, Social Services and Public Safety 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, 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, Social Services and Public Safety, 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 accounts
- prepare the accounts 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, Social Services and Public Safety, as Accounting Officer for health and personal social services resources in Northern Ireland, has designated Mrs Glynis Henry, 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 Accounting Officer Memorandum issued by the Department of Health, Social Services and Public Safety.

Certificates of Chairman and Chief Executive

I certify that the annual accounts set out in the financial statements and notes to the accounts (pages 55 to 99), 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 DHSSPS.



..... Chief Executive

9th July 2015

..... Date

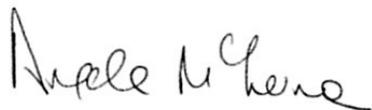
I certify that the annual accounts set out in the financial statements and notes to the accounts (pages 45 to 83), as prepared in accordance with the above requirements, have been submitted to, and duly approved by, the Council.



..... Chairman

9th July 2015

..... Date



..... Chief Executive

9th July 2015

..... Date

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, Social Services and Public Safety.

The accountability arrangements in respect of the relationship between the Council and the DHSSPS are set out in a 'Management Statement and Financial Memorandum', which has been published by the DHSSPS and agreed with the Council. A copy of this document is placed on the NIPEC website (www.nipec.hscni.net). NIPEC has, during the year, had several Accountability Review meetings with its DHSSPS sponsoring department; these include at least one meeting chaired by the Permanent Secretary of the DHSSPS.

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, PaLS (Procurement and Logistic Services) and Internal Audit services. From January 2015 NIPEC worked with the BSO, ITS to plan and have in place from 2015/16 an additional SLA with the BSO to manage NIPEC's ITS 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 DHSSPS 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, DHSSPSNI).

Functions

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

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

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

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

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

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

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

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

• AUDIT & RISK COMMITTEE:

Membership

- Two Professional Members
- Two Lay Members
- Also, in attendance are the NIPEC Chief Executive and Head of Corporate Services; and representatives from NIPEC's External Auditors - Northern Ireland Audit Office, Internal Audit, BSO and a financial representative from the BSO.

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 DHSSPS, 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.

With the exception of one meeting of the Audit and Risk Committee in June 2014 all meetings of the Council and the Committees 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 and the IT & Communication 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 DHSSPS 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 October 2014 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 2015, was then forwarded to the DHSSPSNI for consideration, so that an approved NIPEC Business Plan for 2015-16 was in place for the forthcoming financial year.

On an ongoing basis, the Council receives at each quarterly meeting an update on all the NIPEC work streams, which are laid out in a matrix format and rated using the 'RAG' identification method. The Council also receives a copy of the 'NIPEC 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'.

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.

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

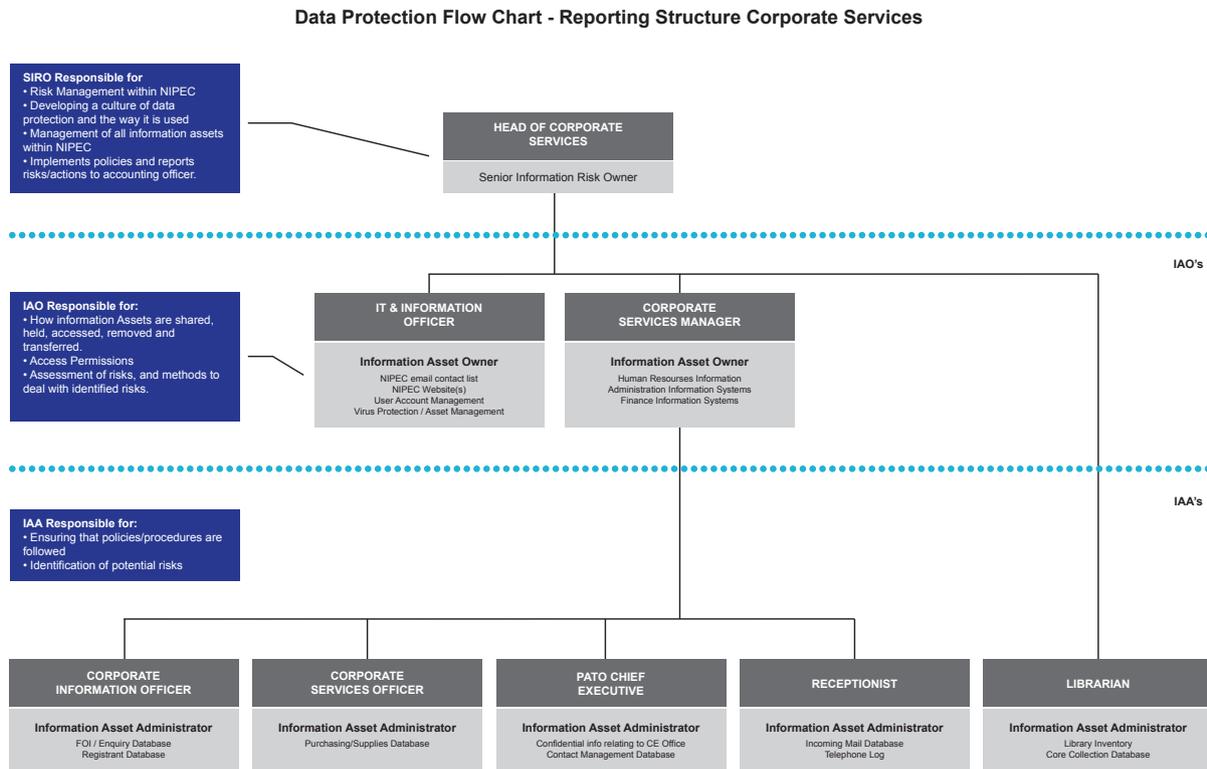
- Governance Network Group (GNG)
- Information Governance Advisory Groups (IGAG)

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 a secure filing room, 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, 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 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.



As part of a performance management audit conducted by Internal Audit in 2012-13, a survey was carried out with the Council members in regard to ten questions covering performance targets set by the organisation, i.e. SMART, comprehensive and challenging etc. The response ranged from 83.3% to 100% who stated that they strongly agreed or tended to agree. (To note that only one new member has been appointed to the Council since 2012-13)

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 Controls Assurance Standards which were defined by the Department. For 2013-14, there were nine of these; NIPEC added to them the control assurance standard for 'Food Hygiene', as it hired out its conference facilities to other organisations as an element of its income generation scheme. Note that from September 2013, due to the implementation of its accommodation business case, NIPEC ceased to have internal conference facilities to hire out.

NIPEC achieved the following levels of compliance for 2013- 2014:

Controls Assurance Standard	NIPEC Compliance % Rating	Compliance Achieved	Reviewed By
Financial Management (Core Standard)	88%	Substantive	Internal Audit
Risk Management (Core Standard)	89%	Substantive	
Governance (Core Standard)	94%	Substantive	
Health & Safety	92%	Substantive	Self Assessment
Information Management *	84%	Substantive	Self Assessment
Information & Communication Technology	94%	Substantive	Self Assessment
Fire Safety	96%	Substantive	Self Assessment
Human Resources	97%	Substantive	Self Assessment
Management of Purchasing & Supply	91%	Substantive	Internal Audit

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, plus the Management of Purchasing & Supply, 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

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 2014-15, the plan was based on 19.5 days' audit work to cover, financial review audit, Board effectiveness, risk management and control assurance verification, as well as management time and follow-up reviews.

All audit assignments included in the 2014-15 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 2014, 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 19 March 2015, on a year-end follow-up on outstanding internal audit recommendations, the Internal Auditor noted that, **“90% of the 31 recommendations examined were fully implemented, a further 3 (10%) were partially implemented at the time of the review.”** No priority one findings were outstanding.

*“My overall opinion for the year ended 31 March 2015 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.

NIAO have not been involved in any non-audit services with NIPEC during 2014-15.

- **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 2014-2015 was submitted to the Council meeting held on 26 May 2015, the Audit and Risk Committee completed the NIAO 'Audit Committee Self-Assessment Checklist' and returned it to the DHSSPS, Central Arms Length Bodies Governance Unit on 27 June 2014.

There were no incidents within NIPEC of data loss during the year. However, an Apple iPad was recorded in the losses register in March 2015 due to it being stolen whilst an officer was in transit to presenting at a conference in London. No sensitive data was stored on the equipment and it was password protected.

10. Internal Governance Divergences – Current and New for 2014-15

The Internal Auditor provides management with an assurance, as per the four tiered opinion system used to convey the Internal Audit opinion³.

The Internal Audit Review outcomes for 2014-15, therefore, showed the following to be classified as:

- **Risk Management - ‘Satisfactory Assurance’**
- No priority one weaknesses identified.
- Two priority two “ “

- **Financial Review - ‘Satisfactory Assurance’**
- No priority one weaknesses identified.
- Six priority two “ “
- One priority three “ “

- **Board Effectiveness - ‘Satisfactory Assurance’**

Shared Service Audits

A number of audits (summarised below) were conducted by Internal Audit on 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 the BSO Governance & Audit Committee. Given that NIPEC is a customer of BSO Shared Services, the final reports were shared with NIPEC’s Audit and Risk Committee.

Shared Service Audit	Assurance
Payments Shared Service (as at September 2014)	Limited
Payments Shared Service (as at March 2015)	Satisfactory – Overall Limited – Management of Duplicate Payments
Payroll Shared Service (as at September 2014)	Limited
Payroll Shared Service (as at February 2015)	Limited
Income Shared Service	Satisfactory
Recruitment Shared Service	Satisfactory
Business Services Team	Satisfactory
Shared Service Governance	Satisfactory

³ Department of Finance and Personnel, circular reference DAO (DFP) 11/07, dated 23 August, 2007.

11. Property Asset Management Plan (PAM)

A new DHSSPS requirement which was introduced in 2013-14 was for ALB's to produce an annual PAM plan with a five year planning horizon. This plan was 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. It was also designed to confirm that asset management related discipline and process were being implemented by ALBs in relation to property assets including appropriate strategic planning, investment decisions and associated disposals, rationalisation and management of backlog maintenance.

NIPEC produced its second PAM plan for the period 2014-15 to 2019-20 which was submitted to the DHSSPS within the stipulated deadline of 30 April 2014.

As required by DHSSPS circular PEL 14 (04), dated 8 August 2015, NIPEC produced an accommodation SOC/Business Case due to its current three year accommodation lease having a 2 year break clause on the 30 November 2015. The SOC/Business Case was approved by the Council at its March 2015 meeting and forwarded to the DHSSPS on the 5 March 2015 for consideration.

12. Sustainable Development Report

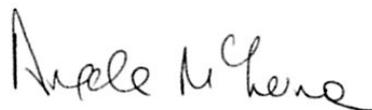
As part of the DHSSPS objectives within the Sustainable Development Strategy "Everyone's Involved" and the Strategy implementation plan "focused on the future" HSC organisations had to produce a sustainable report for 2014-15. NIPEC submitted to the DHSSPS by the 30 April 2014 a Sustainable Development report, using the HEIG framework templates for ALBs.

13. 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 2013-2014.



Signed:..... Date: **9th July 2015**.....
.....





Ky Donnelly

**STATEMENT of COMPREHENSIVE NET EXPENDITURE
for the year ended 31 March 2015**

	NOTE	2014 (£)	2013 (£)
Expenditure			
Staff costs	3.1	(852,829)	(819,896)
Depreciation	4	(23,677)	(21,027)
Other Expenditure	4	(499,069)	(505,247)
		(1,375,575)	(1,346,170)

Income			
Income from activities	5.1	-	-
Other income	5.2	-	41,586
Deferred Income	5.3	-	-
		-	41,586

Net Expenditure		(1,375,575)	(1,304,584)
------------------------	--	--------------------	--------------------

Revenue Resource Limit (RRL)	25.1	1,387,519	1,314,396
Surplus against RRL		11,944	9,812

**OTHER COMPREHENSIVE
EXPENDITURE**

	NOTE	2015 (£)	2014 (£)
Items that will not be reclassified to net Operating costs:			
Net gain/(loss) on revaluation of Property, Plant & Equipment	6.1/10/6.2/10	-	-
Net (loss)/gain on revaluation of Intangibles	7.1/10/7.2/10	-	(149)
Items that may be reclassified to net Operating costs:			
Net gain/(loss) on revaluation of available for sale financial assets		-	-
TOTAL COMPREHENSIVE EXPENDITURE for the year ended 31 March 2015		(1,375,575)	(1,304,733)

The notes on pages 59 to 99 form part of these accounts.

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2015

	NOTE	2015		2014	
		£	£	£	£
Non Current Assets					
Property, Plant and Equipment	6.1/6.2	41,865		44,441	
Intangible assets	7.1/7.2	4,842		4,060	
Financial assets	8	-		-	
Trade and other receivables	12	-		-	
Other current assets	12	-		-	
Total Non-Current Assets			46,707		48,501
Current Assets					
Assets classified as held for sale	9	-		-	
Inventories	11	-		-	
Trade and other receivables	12	465		3,802	
Other current assets	12	8,492		20,008	
Financial assets	8	-		-	
Cash and cash equivalents	13	90,338		23,141	
Total Current Assets			99,295		46,951
Total Assets			146,002		95,452
Current Liabilities					
Trade and other payables	14	(211,230)		(143,374)	
Provisions	16	(27,987)		(27,252)	
Total Current Liabilities			(239,217)		(170,626)
Non Current Assets plus/less Net Current Assets/Liabilities			(93,215)		(75,174)
Non-Current Liabilities					
Provisions	16	(637,828)		(590,428)	
Other Payables > 1 yr.	14	-		-	
Financial liabilities	8	-		-	
Total Non Current Liabilities			(637,828)		(590,428)
Assets less Liabilities			(731,043)		(665,602)
Taxpayers' Equity					
Revaluation reserve		(149)		(149)	-
SoCNE reserve		(730,894)	-		(665,453)
			(731,043)		(665,602)

The notes on pages 59 to 101 form part of these accounts.

Signed: *Carol Curran* Date: **9th July 2015**
Chairman

Signed: *Naile McNamee* Date: **9th July 2015**
Chief Executive

STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31 MARCH 2015

	NOTE	2015 £	2014 £
Cash flows from operating activities			
Net expenditure after interest		(1,375,575)	(1,304,584)
Adjustments for non-cash costs		110,431	33,154
(Increase)/decrease in trade and other receivables		14,853	91,803
<i>Less movements in payables relating to items not passing through the NEA</i>			
Movements in payables relating to the purchase of property, plant and equipment		-	-
Movements in payables relating to the purchase of intangibles		-	-
Movements in receivables relating to finance leases		-	-
Movements in receivables relating to PFI and other service concession arrangements		-	-
(Increase)/decrease in inventories		-	-
Increase/(decrease) in trade payables		67,856	17,392
<i>Less movements in payables relating to items not passing through the NEA</i>			
Movements in payables relating to the purchase of property, plant and equipment		-	-
Movements in payables relating to the purchase of intangibles		-	-
Use of provisions	16	(27,987)	(27,252)
Net cash outflow from operating activities		(1,210,422)	(1,189,487)
Cash flows from investing activities			
(Purchase of property, plant & equipment)	6	(21,478)	(9,453)
(Purchase of intangible assets)	7	(1,937)	-
Net cash outflow from investing activities		(23,415)	(9,453)
Cash flows from financing activities			
Grant in aid		1,301,034	1,146,500
Net financing		1,301,034	1,146,500
Net increase (decrease) in cash & cash equivalents in the period		67,197	(52,440)
Cash & cash equivalents at the beginning of the period	13	23,141	75,581
Cash & cash equivalents at the end of the period	13	90,338	23,141

The notes on pages 59 to 101 form part of these accounts.

STATEMENT OF CHANGES IN TAXPAYERS' EQUITY FOR THE YEAR ENDED 31 MARCH 2015

	NOTE	SoCNE Reserve £	Revaluation Reserve £	Total £
Balance at 1 April 2013		(516,169)	-	(516,169)
Changes in Taxpayers' Equity 2013-14				
Grant from DHSSPS		1,146,500	-	1,146,500
Transfers between reserves (Comprehensive expenditure for the year)		(1,304,584)	(149)	(1,304,733)
Transfer of asset ownership Non-cash charges - auditors remuneration		8,800	-	8,800
Balance at 31 March 2014		(665,453)	(149)	(665,602)
Changes in Taxpayer's Equity 2014-15				
Grant from DHSSPS		1,301,034	-	1,301,034
Transfers between reserves (Comprehensive expenditure for the year)		(1,375,575)	-	(1,375,575)
Transfer of asset ownership Non-cash charges - auditors remuneration		9,100	-	9,100
Balance at 31 March 2015		(730,894)	(149)	(731,043)

The notes on pages 59 to 101 form part of these accounts.

NOTES TO THE ACCOUNTS

Statement of Accounting Policies

1. Authority

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

The accounting policies follow IFRS to the extent that it is meaningful and appropriate to the NI Practice & Education Council. 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. The Council's accounting policies have been applied consistently in dealing with items considered material in relation to the accounts, unless otherwise stated.

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.

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 Council;
- 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

NOTES TO THE ACCOUNTS

- 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 (RICS) Valuation - Professional 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 part of 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 Council’s 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.

Fair values are determined as follows:

- Land and non-specialised buildings – open market value for existing use
- Specialised buildings – depreciated replacement cost
- 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.

NOTES TO THE ACCOUNTS

Modern Equivalent Asset

DFP 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)

Assets in the course of construction for service or administration purposes are carried at cost, less any impairment loss. Cost includes professional fees as allowed by IAS 23 for assets held at fair value. Assets are revalued and depreciation commences when they are brought into use.

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.

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 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 their estimated useful lives. The estimated useful life of an asset is the period over which the Council expects to obtain

NOTES TO THE ACCOUNTS

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. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of the recoverable amount but capped at the amount that would have been determined had there been no initial impairment loss. The reversal of the impairment loss is credited firstly to the Statement of Comprehensive Net Expenditure to the extent of the decrease previously charged there and thereafter to the Revaluation Reserve.

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

NOTES TO THE ACCOUNTS

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.

Recognition

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

NOTES TO THE ACCOUNTS

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 Donated assets

Donated non-current assets were previously capitalised at their fair value on receipt, with a matching credit to the donated asset reserve. They were valued, depreciated and impaired as described above for purchased assets. Gains and losses on revaluations and impairments were taken to the donated asset reserve and, each year, an amount equal to the depreciation charge on the asset was released from the donated asset reserve to income to offset the depreciation expenditure. On sale of donated assets, the net book value was transferred from the donated asset reserve to the General Reserve.

With effect from 1 April 2011, DFP changed the above policy on donated asset reserves. The donation reserve no longer exists. What used to be contained in the donated asset reserve has moved to the Statement of Comprehensive Net Expenditure (previously known as General Reserve) and to the Revaluation Reserve. Income for donated assets is recognised when received.

1.9 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.

NOTES TO THE ACCOUNTS

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

1.10 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.

1.11 Income

Operating Income relates directly to the operating activities of NIPEC 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.

1.12 Investments

The Council does not have any investments.

1.13 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.

1.14 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.

1.15 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.

NOTES TO THE ACCOUNTS

NI Practice & Education Council 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 Council'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.

NI Practice & Education Council as lessor

Amounts due from lessees under finance leases are recorded as receivables at the amount of the Council'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 Council's net investment outstanding in respect of the leases.

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

1.16 **Private Finance Initiative (PFI) Transactions**

NIPEC had no PFI transactions during the year.

NOTES TO THE ACCOUNTS

1.17 Financial Instruments

- Financial assets

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

Financial assets are initially recognised at fair value.

- Financial liabilities.

Financial liabilities are recognised on the Statement of Financial Position when the Council 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 HSC bodies in creating risk than would apply to a non public sector body of a similar size, therefore HSC bodies are not exposed to the degree of financial risk faced by business entities. HSC bodies 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 HSC bodies in undertaking activities. Therefore the HSC is exposed to little credit, liquidity or market risk.

- Currency risk

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

NOTES TO THE ACCOUNTS

- Interest rate risk

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

- Credit risk

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

- Liquidity risk

Since the Council 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.

1.18 Provisions

In accordance with IAS 37, provisions are recognised when the Council has a present legal or constructive obligation as a result of a past event, it is probable that the Council 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).

The Council 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 affect of any change in the discount rate.

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

Present obligations arising under onerous contracts are recognised and measured as a provision. An onerous contract is considered to exist where the Council 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 the Council 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 ongoing activities of the entity.

NOTES TO THE ACCOUNTS

1.19 Contingencies

Where the time value of money is material, contingent liabilities which are required to be disclosed under IAS 37 are stated at discounted amounts and the amount reported to the Assembly separately noted. Contingent liabilities that are not required to be disclosed by IAS 37 are stated at the amounts reported to the Assembly. Under IAS 37, the Council discloses contingent liabilities where there is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council, or a present obligation that is not recognised because it is not probable that a payment will be required to settle the obligation or the amount of the obligation cannot be measured sufficiently reliably. A contingent liability is disclosed unless the possibility of a payment is remote.

A contingent asset is a possible asset that arises from past events and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council. A contingent asset is disclosed where an inflow of economic benefits is probable.

Where the time value of money is material, contingencies are disclosed at their present value.

In addition to contingent liabilities disclosed in accordance with IAS 37, HSC Trusts and the Council should disclose for Assembly reporting and accountability purposes certain statutory and non-statutory contingent liabilities where the likelihood of a transfer of economic benefit is remote, but which have been reported to the Assembly in accordance with the requirements of Managing Public Money Northern Ireland.

NOTES TO THE ACCOUNTS

1.20 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 Council 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 estimated using staff number and costs applied to the average untaken leave balance determined from the results of a survey to ascertain leave balances as at 31 March 2014. It is not anticipated that the level of untaken leave will vary significantly from year to year. Untaken flexi leave is estimated to be immaterial to the Council and has not been included.

Retirement benefit costs

Past and present employees are covered by the provisions of the HSC Superannuation Scheme. Under this multi-employer defined benefit scheme both the Council and employees pay specified percentages of pay into the scheme and the liability to pay benefit falls to the DHSSPS. The Council is unable to identify its share of the underlying assets and liabilities in the scheme on a consistent and reliable basis. Further information regarding the HSC Superannuation Scheme can be found in the HSC Superannuation Scheme Statement in the separate Superannuation Scheme Resource Account for the Department of Health, Social Services and Public Safety.

The costs of early retirements are met by the Council and charged to the Statement of Comprehensive Net Expenditure at the time the Council 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. A full valuation for Resource Accounts purposes as at 31 March 2012 was completed in 2014 and is used in the 2013-14 accounts.

1.21 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.

NOTES TO THE ACCOUNTS

1.22 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.

1.23 Third Party Assets

NIPEC did not hold any third party assets at either 31 March 2014 or 31 March 2013.

1.24 Government Grants

The Council did not receive any Government Grants in either the year ended 31 March 2015 or year ended 31 March 2014.

1.25 Loss and Special Payments

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

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

NOTES TO THE ACCOUNTS

1.26 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 have an effective date of January 2013, and EU adoption is due from 1 January 2014.

Accounting boundary IFRS' are currently adapted in the FReM so that the Westminster departmental accounting boundary is based on ONS control criteria, as designated by Treasury. A review of the NI financial process is currently under discussion with the Executive, which will bring NI departments under the same adaption. Should this go ahead, the impact on DHSSPS and its Arm length bodies is expected to focus around the disclosure requirements under IFRS 12.

The impact on the consolidation boundary of NDPB's and trading funds will be subject to review, in particular, where control could be determined to exist due to exposure to variable returns (IFRS 10), and where joint arrangements need reassessing.

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.

ANALYSIS OF NET EXPENDITURE BY SEGMENT

NOTE 2

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.

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

The council 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 coordinates 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

NOTE 3 STAFF NUMBERS AND RELATED COSTS

3.1 Staff Costs

Staff costs comprise:	2015		2014	
	Permanently employed staff £	Others £	Total £	Total £
Wages & Salaries	677,046	50,720	727,766	700,326
Social security costs	51,728	-	51,728	48,904
Other pension costs	73,335	-	73,335	70,666
Sub-Total	802,109	50,720	852,829	819,896
Capitalised staff costs	-	-	-	-
Total staff costs reported in statement of Comprehensive Expenditure	802,109	50,720	852,829	819,896
Less recoveries in respect of outward secondments			-	(8,884)
Total net costs			852,829	811,012

Staff Costs charged to capital projects during the year was £Nil (2014: £Nil).

The Council participates in the HSC Superannuation Scheme. Under this multi-employer defined benefit scheme both the HSC and employees pay specified percentages of pay into the scheme and the liability to pay benefit falls to the DHSSPS. The Council 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 for Resource Accounts purposes as at 31 March 2012 was completed in 2014 and will be used in the 2014/15 accounts.

NOTES TO THE ACCOUNTS

3.2 The average number persons

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

	2015		2014	
	Total No.	Permanently employed staff No.	Others No.	Total No.
Nursing and Midwifery	7	7	-	6
Administrative and clerical	14	14	-	13
Other	-	-	-	-
Total average number of persons employed	21	21	-	19
Less average staff number relating to capitalised staff costs	-	-	-	-
Less average staff number in respect of outward secondments	-	-	-	-
Total net average number of persons employed	21	21	-	19

3.3 Senior Employee's Remuneration

Refer to Remuneration Report contained within the Annual Report section on page 18.

NOTES TO THE ACCOUNTS

3.4 Reporting of early retirement and other compensation scheme – exit packages

Exit package cost band	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band	
	2015	2014	2015	2014	2015	2014
< £10,000	-	-	-	2	-	2
£10,000 - £25,000	-	-	-	-	-	-
£25,000 - £50,000	-	-	-	-	-	-
£50,000 - £100,000	-	-	-	-	-	-
£100,000 - £150,000	-	-	-	-	-	-
£150,000 - £200,000	-	-	-	-	-	-
> £200,000	-	-	-	-	-	-
Total number of exit packages by type	-	-	-	2	-	2
Total resource cost	-	-	-	-	-	£000s
	-	-	-	8	-	8
	-	-	-	-	-	-
	-	-	-	-	-	-

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 Council had no other early retirements or other compensation schemes.

3.5 Staff Benefits

Refer to Remuneration Report contained within the Annual Report section on page 29.

3.6 Retirement due to ill-health

During 2014-15 there were no early retirements from the Council agreed on the grounds of ill-health.

NOTES TO THE ACCOUNTS

NOTE 4: OPERATING EXPENSES

4.0 Operating expenses are as follows:

	2015 £	2014 £
Recharges from other HSC organisations	65,131	64,210
Supplies and services - General	14,658	5,466
Establishment	145,160	99,716
Premises	179,588	323,045
Miscellaneous expenditure	7,778	683
Non cash items		
Depreciation	23,677	21,027
Amortisation	1,155	979
Loss on disposal of property, plant & equipment (including land)	377	-
Provisions provided for in year	76,122	2,348
Auditors remuneration	9,100	8,800
Total	522,746	526,274

NOTES TO THE ACCOUNTS

NOTE 5: INCOME

5.1 Income from Activities

NIPEC did not receive income from activities in either the year ended 31 March 2014 or the year ended 31 March 2013.

5.2 Other operating Income

	2015 £	2014 £
Other income from non-patient services	-	32,702
Seconded staff	-	8,884
Charitable and other contributions to expenditure	-	-
Donations/ Government grant/ Lottery funding for non current assets	-	-
Profit on disposal of land	-	-
Interest receivable	-	-
Total	-	41,586

5.3 Deferred income

NIPEC had no deferred income in either the year ended 31 March 2014 or the year ended 31 March 2013.

	2015 £	2014 £
Income released from conditional grants	-	-
Total	-	-

	2015 £	2014 £
TOTAL INCOME	-	41,586

NIPEC had no deferred income in either the year ended 31 March 2015 or the year ended 31 March 2014.

NOTES TO THE ACCOUNTS

NOTE 6.1 Property, Plant & Equipment - year ending 31 March 2015

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
Cost or Valuation									
At 1 April 2015	-	-	-	-	15,589	-	99,348	1,509	116,446
Indexation	-	-	-	-	-	-	-	-	-
Additions	-	-	-	-	-	-	21,478	-	21,478
Donations / Government Grant / Lottery funding	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairments charged to SoCNE	-	-	-	-	-	-	-	-	-
Impairment charged to the revaluation reserve	-	-	-	-	-	-	-	-	-
Reversal of impairments (indexn)	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	(7,821)	-	(566)	-	(8,387)
At 31 March 2015	-	-	-	-	7,768	-	120,260	1,509	129,537

NOTES TO THE ACCOUNTS

Depreciation										
At 1 April 2014	-	-	-	-	-	12,143	-	59,105	757	72,005
Indexation	-	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-	-
Impairment charged to the SoCNE	-	-	-	-	-	-	-	-	-	-
Impairment charged to the revaluation reserve	-	-	-	-	-	-	-	-	-	-
Reversal of impairments (indexn)	-	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	(7,821)	-	(189)	-	(8,010)
Provided during the year	-	-	-	-	-	1,747	-	21,628	302	23,677
At 31 March 2015	-	-	-	-	-	6,069	-	80,544	1,059	87,672

NOTES TO THE ACCOUNTS

NOTE 6.1 (continued) Property, Plant & Equipment - year ending 31 March 2015

	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 2015	-	-	-	-	1,699	-	39,716	450	41,865
At 31 March 2014	-	-	-	-	3,446	-	40,243	752	44,441
Asset financing									
Owed	-	-	-	-	1,699	-	39,716	450	41,865
Finance Leased	-	-	-	-	-	-	-	-	-
On SoFP PFI and other service concession arrangement contracts	-	-	-	-	-	-	-	-	-
Carrying Amount:									
At 31 March 2015	-	-	-	-	1,699	-	39,716	450	41,865

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

The total amount of depreciation charged in the Statement of Comprehensive Net Expenditure in respect of assets held under finance leases and hire purchase contracts is £nil (2014: £nil).

The fair value of assets funded from Donations / Government grant / Lottery funding during the year was £nil (2014: £nil).

NOTES TO THE ACCOUNTS

NOTE 6.2 Property, Plant & Equipment - year ending 31 March 2013

	Land £	Buildings (excluding dwellings) £	Dwellings £	Assets under Construction £	Plant and Machinery (Equipment) £	Transport Equipment £	Information Technology (IT) £	Furniture and Fittings £	Total £
Cost or Valuation									
At 1 April 2013	-	-	-	-	15,589	-	89,895	1,509	106,993
Indexation	-	-	-	-	-	-	-	-	-
Additions	-	-	-	-	-	-	9,453	-	9,453
Donations / Government Grant / Lottery funding	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-
Impairments charged to the SoCNE	-	-	-	-	-	-	-	-	-
Impairments charged to the revaluation reserve	-	-	-	-	-	-	-	-	-
Reversal of impairments (indexn)	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-
At 31 March 2014	-	-	-	-	15,589	-	99,348	1,509	116,446

NOTES TO THE ACCOUNTS

Depreciation										
At 1 April 2013	-	-	-	-	-	9,809	-	40,714	455	50,978
Indexation	-	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-	-
Impairments charged to the SoCNE	-	-	-	-	-	-	-	-	-	-
Impairments charged to the revaluation reserve	-	-	-	-	-	-	-	-	-	-
Reversal of impairments (indexn)	-	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-	-
Provided during the year	-	-	-	-	-	2,334	-	18,391	302	21,027
At 31 March 2014	-	-	-	-	-	12,143	-	59,105	757	72,005

NOTES TO THE ACCOUNTS

NOTE 6.2 (continued) Property, Plant & Equipment - year ended 31 March 2014

	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 2014	-	-	-	-	3,446	-	40,243	752	44,441
At 1 April 2013	-	-	-	-	5,780	-	49,181	1,054	56,015

Asset Financing

Owned	-	-	-	-	3,446	-	40,243	752	44,441
Finance Leased	-	-	-	-	-	-	-	-	-
On SoFP PFI and other service concession arrangement contracts	-	-	-	-	-	-	-	-	-
Carrying Amount At 31 March 2014	-	-	-	-	3,446	-	40,243	752	44,441

Asset financing

Owned	-	-	-	-	5,780	-	49,181	1,054	56,015
Finance Leased	-	-	-	-	-	-	-	-	-
On SoFP PFI and other service concession arrangement contracts	-	-	-	-	-	-	-	-	-
Carrying Amount At 1 April 2013	-	-	-	-	5,780	-	49,181	1,054	56,015

NOTES TO THE ACCOUNTS

NOTE 7.1 Intangible assets - year ended 31 March 2015

	Software Licences £	Software £	Total £
Cost or Valuation			
At 1 April 2014	1,115	4,443	5,558
Indexation	-	-	-
Additions	-	1,937	1,937
Donations / Government grant / Lottery funding	-	-	-
Reclassifications	-	-	-
Transfers	-	-	-
Revaluation	-	-	-
Impairments	-	-	-
Disposals	-	-	-
At 31 March 2015	1,115	6,380	7,495
Amortisation			
At 1 April 2014	223	1,275	1,498
Indexation	-	-	-
Reclassifications	-	-	-
Transfers	-	-	-
Revaluation	-	-	-
Impairments	-	-	-
Disposals	-	-	-
Provided during the year	223	932	1,155
At 31 March 2015	446	2,207	2,653
Carrying amount:			
At 31 March 2015	669	4,173	4,842
At 31 March 2014	892	3,168	4,060
Asset financing			
Owned	669	4,173	4,842
Finance Leased	-	-	-
On SoFP PFI and other service concession arrangement contracts	-	-	-
Carrying amount:			
At 31 March 2015	669	4,173	4,842

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

The fair value of assets funded from Donations / Government Grants / Lottery funding during the year was £Nil (2014: £Nil).

NOTES TO THE ACCOUNTS

NOTE 7.2 Intangible assets - year ended 31 March 2014

	Software Licences £	Software £	Total £
Cost or Valuation			
At 1 April 2013	1,115	4,610	5,725
Indexation	-	(167)	(167)
Additions	-	-	-
Donations / Government grant / Lottery funding	-	-	-
Reclassifications	-	-	-
Transfers	-	-	-
Revaluation	-	-	-
Impairments charged to the SoCNE	-	-	-
Impairments charged to the revaluation reserve	-	-	-
Disposals	-	-	-
At 31 March 2014	1,115	4,443	5,558
Amortisation			
At 1 April 2013	-	537	537
Indexation	-	(18)	(18)
Reclassifications	-	-	-
Transfers	-	-	-
Revaluation	-	-	-
Impairments	-	-	-
Disposals	-	-	-
Impairments charged to the SoCNE	-	-	-
Impairments charged to the revaluation reserve	-	-	-
Provided during the year	223	756	979
At 31 March 2014	223	1,275	1,498
Carrying amount:			
At 31 March 2014	892	3,168	4,060
At 1 April 2013	1,115	4,073	5,188
Asset financing			
Owned	892	3,168	4,060
Finance Leased	-	-	-
On SoFP PFI and other service concession arrangement contracts	-	-	-
Carrying amount:			
At 31 March 2014	892	3,168	4,060
Asset financing			
Owned	1,115	4,073	5,188
Finance Leased	-	-	-
On SoFP PFI and other service concession arrangement contracts	-	-	-
Carrying amount:			
At 1 April 2013	1,115	4,073	5,188

NOTES TO THE ACCOUNTS

NOTE 8: FINANCIAL INSTRUMENTS

The Council had no financial instruments at either 31 March 2015 or 31 March 2014.

NOTE 9: ASSETS CLASSIFIED AS HELD FOR SALE

The Council did not hold any assets classified as held for sale at either 31 March 2015 or 31 March 2014.

NOTE 10: IMPAIRMENTS

There were no impairments as 31 March 2015 or 31 March 2014.

NOTE 11: INVENTORIES

The Council did not hold any goods for resale at either 31 March 2015 or 31 March 2014.

NOTES TO THE ACCOUNTS

NOTE 12.1 TRADE RECEIVABLES AND OTHER CURRENT ASSETS

	2015 £	2014 £
Amounts falling due within one year		
Trade receivables	465	3,802
Deposits and advances	-	-
Vat receivable	-	-
Trade and other receivables	465	3,802
Prepayments and accrued income	8,492	20,008
Other current assets	8,492	20,008
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	-	-
Carbon reduction commitment	-	-
Intangible current assets	-	-
TOTAL TRADE AND OTHER RECEIVABLES	465	3,802
TOTAL OTHER CURRENT ASSETS	8,492	20,008
TOTAL RECEIVABLES AND OTHER CURRENT ASSETS	8,957	23,810

There were no bad debts provided for as at 31 March 2015 or 31 March 2014.

NOTES TO THE ACCOUNTS

NOTE 12 TRADE RECEIVABLES AND OTHER CURRENT ASSETS

12.2 Trade receivables and other current assets: Intra-Government balances

Name:	Amounts falling due within 1 year 2014/15 £	Amounts falling due within 1 year 2013/14 £	Amounts falling due after more than 1 year 2014/15 £	Amounts falling due after more than 1 year 2013/14 £
Balances with other central government bodies	465	(401)	-	-
Balances with local authorities	-	-	-	-
Balances with NHS /HSC Trusts	-	-	-	-
Balances with public corporations and trading funds	-	-	-	-
Intra-Government Balances	465	(401)	-	-
Balances with bodies external to government	8,492	24,211	-	-
Total receivables & other current assets at 31 March	8,957	23,810	-	-

NOTES TO THE ACCOUNTS

NOTE 13 CASH AND CASH EQUIVALENTS

	2015 £	2014 £
Balance at 1st April	23,141	75,581
Net change in cash and cash equivalents	67,197	(52,440)
Balance at 31st March	90,338	23,141

The following balances at 31 March were held at

	2015 £	2014 £
Commercial Banks and cash in hand	90,338	23,141
Balance at 31st March	90,338	23,141

NOTES TO THE ACCOUNTS

NOTE 14.1 TRADE PAYABLES AND OTHER CURRENT LIABILITIES

	2015 £	2014 £
Amounts falling due within one year		
Other taxation and social security	18,465	24,633
Vat payable	-	-
Bank overdraft	-	-
Trade capital payables – property, plant and equipment	-	-
Trade capital payables – intangibles	-	-
Trade revenue payables	28,071	37,195
Payroll payables	83	(28)
BSO payables	-	-
Other payables	82,116	13,766
Accruals and deferred income	82,495	67,808
Accruals and deferred income – relating to property, plant and equipment	-	-
Accruals and deferred income – relating to property, plant and equipment	-	-
Trade and other payables	211,230	143,374
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	-	-
Total payables falling due within one year	211,230	143,374
Amounts falling due after more than one year		
Other payables, accruals and deferred income	-	-
Trade and other 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	-	-
TOTAL TRADE PAYABLES AND OTHER CURRENT LIABILITIES	211,230	143,374

NOTES TO THE ACCOUNTS

NOTE 14: TRADE PAYABLES AND OTHER CURRENT LIABILITIES

14.2 Trade payables and other current liabilities - Intra-Government balances

Name	Amounts falling due within 1 year 2014/15 £	Amounts falling due within 1 year 2013/14 £	Amounts falling due after more than 1 year 2014/15 £	Amounts falling due after more than 1 year 2013/14 £
Balances with other central government bodies	64,294	64,411	-	-
Balances with local authorities	8,386	1,483	-	-
Balances with NHS /HSC Trusts	5,641	14,803	-	-
Balances with public corporations and trading funds	-	155	-	-
78,321	80,852	-	-	-
Balances with bodies external to government	132,909	62,522	-	-
Total payables and other liabilities at 31 March	211,230	143,374	-	-

NOTES TO THE ACCOUNTS

NOTE 14: TRADE PAYABLES AND OTHER CURRENT LIABILITIES

14.3 Loans

The Council did not have any loans payable at either 31 March 2014 or 31 March 2013.

NOTE 15: PROMPT PAYMENT POLICY

15.1 Public Sector Payment Policy - Measure of Compliance

The Department requires that HSC pay their non HSC trade creditors in accordance with the Better Payment Practice Code and Government Accounting Rules. The Council's payment policy is consistent with the Better Payments Practice Code and Government Accounting rules and its measure of compliance is:

	2015 Number	2015 Value £	2014 Number	2014 Value £
Total bills paid	416	304,379	312	238,212
Total bills paid within 30 day target	364	275,250	258	192,241
% of bills paid within 30 day target	87.5%	90.4%	82.7%	80.7%
Total bills paid	416	304,379	312	238,212
Total bills paid within 10 day target	288	240,454	193	149,679
% of bills paid within 10 day target	69.2%	78.9%	61.9%	62.8%

Note: * Information was not available in a consistent format in relation to 10 day reporting for the period prior to November 2012. The 2013 comparatives only report on bills paid between 1 November 2012 and 31 March 2013.

15.2 The Late Payment of Commercial Debts Regulations 2002

The amount included within Interest Payable arising from claims made by all businesses under this legislation are as follows :

	£
Total	-

NOTES TO THE ACCOUNTS

NOTE 16: PROVISIONS FOR LIABILITIES AND CHARGES – 2015

Name	Pensions relating to former directors £	Pensions relating to other staff £	CSR Restructuring £	Other £	31 March 2015 £
Balance at 1 April 2014	-	-	-	617,680	617,680
Provided in year	-	-	-	76,122	76,122
Provisions not required written back	-	-	-	-	-
Provisions utilised in the year	-	-	-	(27,987)	(27,987)
Unwinding of discount	-	-	-	-	-
At 31 March 2015	-	-	-	665,815	665,815
Charges to Statement of Comprehensive Net Expenditure	2015 £	2014 £			
Arising during the year	76,122	2,348			
Reversed unused	-	-			
Cost of borrowing (unwinding of discount)	-	-			
Total charge within Operating costs	76,122	2,348			

NOTES TO THE ACCOUNTS

NOTE 16: PROVISIONS FOR LIABILITIES AND CHARGES – 2015 (continued)

Analysis of expected timing of discounted cash flows

Name	Pensions relating to former directors £	Pensions relating to other staff £	CSR Restructuring £	Other £	Total £
Not later than one year	-	-	-	27,987	27,987
Later than one year and not later than five years	-	-	-	111,950	111,950
Later than 5 years	-	-	-	525,878	525,878
At 31 March 2015	-	-	-	665,815	665,815

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

NOTE 16: PROVISIONS FOR LIABILITIES AND CHARGES – 2014

	Pensions relating to former directors £	Pensions relating to other staff £	CSR Restructuring £	Other £	31 March 2014 £
Name:					
Balance at 1 April 2013	-	-	-	642,584	642,584
Provided in year	-	-	-	2,348	2,348
Provisions not required written back	-	-	-	-	-
Provisions utilised in the year	-	-	-	(27,252)	(27,252)
Unwinding of discount	-	-	-	-	-
At 31 March 2014	-	-	-	617,680	617,680

Analysis of expected timing of discounted cash flows

	Pensions relating to former directors £	Pensions relating to other staff £	CSR Restructuring £	Other £	31 March 2014 £
Name:					
Not later than one year	-	-	-	27,252	27,252
Later than one year and not later than five years	-	-	-	136,260	136,260
Later than 5 years	-	-	-	454,168	454,168
At 31 March 2014	-	-	-	617,680	617,680

NOTES TO THE ACCOUNTS

NOTE 17: CAPITAL COMMITMENTS

The Council had no capital commitments at either 31 March 2015 or 31 March 2014.

NOTE 18: COMMITMENTS UNDER LEASES

18.1 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	2015 £	2014 £
Land		
Not later than 1 year	-	-
Later than 1 year and not later than 5 years	-	-
Later than 5 years	-	-
	-	-
Buildings		
Not later than 1 year	54,113	81,169
Later than 1 year and not later than 5 years	-	54,113
Later than 5 years	-	-
	54,113	135,282
Other		
Not later than 1 year	-	-
Later than 1 year and not later than 5 years	-	-
Later than 5 years	-	-
	-	-

18.2 Finance Leases

The Council had no Finance leases at either 31 March 2015 or 31 March 2014.

18.3 Operating Leases: Commitments under Lessor Agreements

The Council had not issued any operating leases at either 31 March 2015 or 31 March 2014.

NOTES TO THE ACCOUNTS

NOTE 19: COMMITMENTS UNDER PFI CONTRACTS AND OTHER SERVICE CONCESSION ARRANGEMENT CONTRACTS

The Council had no commitments under PFI Schemes at either 31 March 2015 or 31 March 2014.

NOTE 20: OTHER FINANCIAL COMMITMENTS

The Council did not have any financial commitments at either 31 March 2015 or 31 March 2014.

NOTE 21: FINANCIAL INSTRUMENTS GUARANTEES, INDEMNITIES AND LETTERS OF COMFORT

The Council did not have any financial instruments, guarantees, indemnities and letters of comfort at either 31 March 2015 or 31 March 2014.

NOTE 22: CONTINGENT LIABILITIES

The Council did not have any contingent liabilities at either 31 March 2015 or 31 March 2014.

NOTE 23: RELATED PARTY TRANSACTIONS

NIPEC is an arms length body of the Department of Health, Social Services and Public Safety and as such the Department is a related party with which the HSC body 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 arms length body with the Department of Health, Social Services and Public Safety.

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

NOTE 24: CONTINGENT LIABILITIES

NIPEC held no third party assets at either 31 March 2015 or 31 March 2014.

NOTES TO THE ACCOUNTS

NOTE 25: FINANCIAL PERFORMANCE TARGETS

25.1 Revenue Resource Limit

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

The Revenue Resource Limit (RRL) for the Council is calculated as follows:

	2015 £	2014 £
HSCB	-	-
SUMDE & NIMDTA	-	-
DHSSPS (excluding non cash)	1,277,088	1,281,242
Other Government Department	-	-
Non cash RRL (from DHSSPS)	110,431	33,154
Total Revenue Resource Limit to Statement of Comprehensive Net Expenditure	1,387,519	1,314,396

25.2 Capital Resource Limit

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

	2015 £	2014 £
Gross Capital Expenditure (Receipts from sales of fixed assets)	23,415	9,453
Net capital expenditure	23,415	9,453
Capital Resource Limit	23,946	10,758
Overspend/(Underspend) against CRL	(531)	(1,305)

NOTES TO THE ACCOUNTS

NOTE 25: FINANCIAL PERFORMANCE TARGETS

25.3 Financial Performance Targets

The Council is required to ensure that it breaks even on an annual basis by containing its net expenditure within +0.25% of RRL limits, or £20,000, whichever is greater.

	2014/15 £	2013/14 £
Net Expenditure	(1,375,575)	(1,304,584)
RRL	1,387,519	1,314,396
Surplus against RRL	11,944	9,812
Break Even cumulative position (opening)	59,439	49,627
Other Adjustments	-	-
Break Even Cumulative position (closing)	71,383	59,439
	2014/15 %	2013/14 %
Materiality Test:		
Break Even in year position as % of RRL	0.86%	0.75%
Break Even cumulative position as % of RRL	5.14%	4.52%

NOTES TO THE ACCOUNTS

NOTE 26: LOSSES AND SPECIAL PAYMENTS

Type of loss and special payment	2014-15		2013-14
	Number of Cases	£	£
Cash losses			
Cash Losses - Theft, fraud etc	-	-	-
Cash Losses - Overpayments of salaries, wages and allowances	-	-	-
Cash Losses - Other causes	-	-	-
Claims abandoned			
Waived or abandoned claims	-	-	-
Administrative write-offs			
Bad debts	-	-	-
Other	-	-	-
Fruitless payments			
Late Payment of Commercial Debt	-	-	-
Other fruitless payments and constructive losses	-	-	-
Stores Losses			
Losses of accountable stores through any deliberate act	-	-	-
Other stores losses	1	378	-
Special Payments			
Compensation payments			
- Clinical Negligence	-	-	-
- Public Liability	-	-	-
- Employer's Liability	-	-	-
- Other	-	-	-
Ex-gratia payments	-	-	-
Extra contractual	-	-	-
Special severance payments	-	-	-
Total	1	378	-

NOTES TO THE ACCOUNTS

NOTE 26: LOSSES AND SPECIAL PAYMENTS

26.1 Special Payments

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

26.2 Other Payments

There were no other payments made during this year.

26.3 Losses and Special Payments over £250,000

There were no losses or special payments over £250,000 during this year.

NOTE 27: POST BALANCE SHEET EVENTS

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

DATE AUTHORISED FOR ISSUE

The Accounting Officer authorised these financial statements for issue on 9th July 2015.

APPENDICIES

APPENDIX 1

Glossary

Abbreviations	Full Wording
AHP	Allied Health Professional
ALBs	Arm's Length Bodies
AUC	Assets Under Construction
BHSCT	Belfast Health and Social Care Trust
BSO	Business Services Organisation
BSTP	Business Services Transformation Programme
CEC	Clinical Education Centre
CETV	Cash Equivalent Transfer Value
CNAC	Central Nursing Advisory Committee
CNMAC	Central Nursing and Midwifery Advisory Committee
CNO	Chief Nursing Officer
CNS	Clinical Nurse Specialist
COPE	Centre of Procurement Expertise
CRL	Capital Resource Limit
DESR	Delivering Excellence Supporting Recovery
DF	Development Framework
DHSSPS	Department of Health, Social Services and Public Safety
ECG	Education Commissioning Group
ECNI	Equality Commission for Northern Ireland
ESG	Education Strategy Group
FPL	Finance, Procurement and Logistic
FREM	Financial Reporting Manual
GAIN	Guidelines & Audit Implementation Network
GPs	General Practitioners
GNG	Governance Network Group
HEI	Higher Education Institutions
HEIG	Health Estates Investment Group
HR	Human Resources
HRPTS	Human Resources, Payroll, Travel and Subsistence
HSC	Health and Social Care
HSCB	Health and Social Care Board
HSCT	Health and Social Care Trusts
HSS	Health and Social Services

IAS	International Accounting Standard
IGAG	Information Governance Advisory Group
IPC	Infection Prevention and Control
IPS	Infection Prevention Society
ISBN	International Standard Book Number
IiP	Investors in People
IT	Information Technology
LPS	Land and Property Services
LSAMO	Local Supervising Authority Midwifery Officer
MRICS	Member of Royal Institution of Chartered Surveyors
MSN	Maternity Support Worker
MUST	Malnutrition Universal Screening Tool
NDPB	Non-Departmental Public Body
NI	Northern Ireland
NIAO	Northern Ireland Audit Office
NIPEC	Northern Ireland Practice and Education Council for Nursing and Midwifery
NMC	Nursing and Midwifery Council
PaLS	Purchasing and Logistic Services
PGN	Promoting Good Nutrition
PHA	Public Health Agency
PPI	Patient Public Involvement
QA	Quality Assurance
R-CAT	Respiratory Competence Assessment Tool
RQIA	Regional and Quality Improvement Authority
RRKI	Regional Record Keeping Initiative
RRL	Revenue Resource Limit
SBA s	Service and Budget Agreements
SCAN	Senior nurse/midwife Current Awareness from NIPEC
SCPHN	Specialist Community Public Health Nursing
SHSCT	Southern Health and Social Care Trust
SM	Senior Manager
SOC	Strategic Outline Case
SR	Statutory Rule
TUPE	Transfer of Undertakings (Protection of Employment) Regulations
TYC	Transforming Your Care
UK	United Kingdom
VFM	Value for Money

APPENDIX 2

NIPEC Legislation

NIPEC was established on 7th 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.”

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, DHSSPS (ex officio member).

The Professional Members are:



(4/4)

Prof. Carol Curran, OBE
(Chair of NIPEC)



(2/4)

Mrs Deirdre O'Donnell
(Chair of Audit & Risk Committee)



(2/4)

Mrs Ruth Burrows



(4/4)

Ms Catherine Rice *



(2/4)

Dr Marina Lupari



(-/-)

Mrs Jinna Brownlees**



(1/4)

Mrs Lisa Houlihan



(1/4)

Mr Patrick McGreevy



(4/4)

Mrs Deborah Oktar-Campbell

NOTE:

** Resigned from the Council 25th June 2014

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

There was one vacancy in the Council Professional membership as at 31 March 2015.

The Lay Members are:



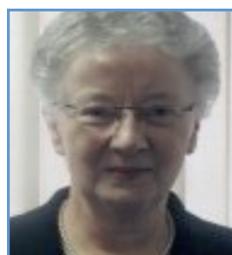
(3/4)

Mrs Alison Baxendale



(4/4)

Dr Vinod Tohani
(Deputy Chair of Audit & Risk Committee)



(2/4)

Mrs Maureen Clark



(2/4)

Mr Paul Davidson



(1/1)

Dr. Glynis Henry, CBE*
Chief Executive
(Executive Member)



(3/3)

Mrs Angela McLemon**
Chief Executive
(Executive Member)



(1/4)

Ms. Charlotte McArdle
CNO
(Ex-Officio Member)

NOTE:

* From 1st April to 30th June 2014

** From 1st July 2014

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 2015.

APPENDIX 4

Membership of Audit and Risk Committee

The Audit and Risk Committee met on four occasions during this financial year: 27 May 2014, 26 June 2014, 14 October 2014 and 10 February 2015. At the June meeting, the Committee considered and agreed the Annual Report and Accounts for 2013-2014, prior to the accounts being submitted for signing off by the Council.

The membership of the Audit and Risk Committee consists of:



(-/4)

Mrs Deirdre McNamee
(Professional Member of Council)
(Chair of Audit & Risk Committee)



(3/4)

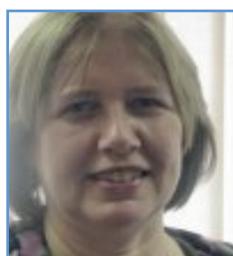
Dr Vinod Tohani
(Lay Member of Council)
(Deputy Chair of Audit & Risk Committee)



(1/2)

Ms Catherine Rice
(Professional Member of Council)

(Appointed to the Committee on 26 June 2014)



(2/2)

Mrs Alison Baxendale
(Lay Member of Council)
(Deputy Chair of NIPEC)

(Appointed to the Committee on 26 June 2014)



(3/4)

Mrs Jinna Brownlees
(Professional Member of Council)

(Resigned as a member of the Committee on 25 June 2014)

NOTE:

* Resigned from Council 21 January 2014

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 - KPMG, 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 DHSSPS.

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.

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

APPENDIX 6

Declaration of Interests

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	Dean of the Faculty of Life and Health Sciences, University of Ulster
Mrs G Henry, CBE (From 1 April to 30 June 2014)	Employed by the Southern HSC Trust Head of Clinical Education Centre, BSO (1 May to 30 June 2014)
Mrs A McLernon	Seconded from the DHSSPS
Mrs D O'Donnell	Associate Head of Nursing, University of Ulster
Dr V Tohani	None
Dr M Lupari	Employed by the Northern HSC Trust Active lobbyist for better care for boys with Duchene's Muscular Dystrophy
Mrs A Baxendale	Working for the Care Quality Commission
Mrs M Clark	Member of the University of Ulster Council Member of the Southern Regional College Governing Body
Mr P Davidson	None
Mrs R Burrows	None
Mrs L Houlihan	Assistant Service Manager, Belfast HSC Trust
Mr P McGreevy	None
Mrs D Oktar-Campbell	Independent Consultancy
Mrs J Brownlees (Resigned as a member of the Council and the Audit & Risk Committee on the 25th June 2014)	Lay member of Fitness to Practise scrutiny committee for Pharmaceutical Society of Northern Ireland
Ms C Rice Member of the NMC fitness to practise panel	Assistant Head, Clinical Education Centre, BSO

Senior Staff

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

Name	Organisation
Mr E Thom	None
Mrs C McCusker	None
Ms A Drury	None
Ms B Devine	None
Dr C McKenna	None
Ms Frances Cannon	None

Thank you for reading our Annual and Accounts Report

Further copies of the Annual Report and Accounts for 2014-15 can be downloaded from our website: www.nipec.hscni.net

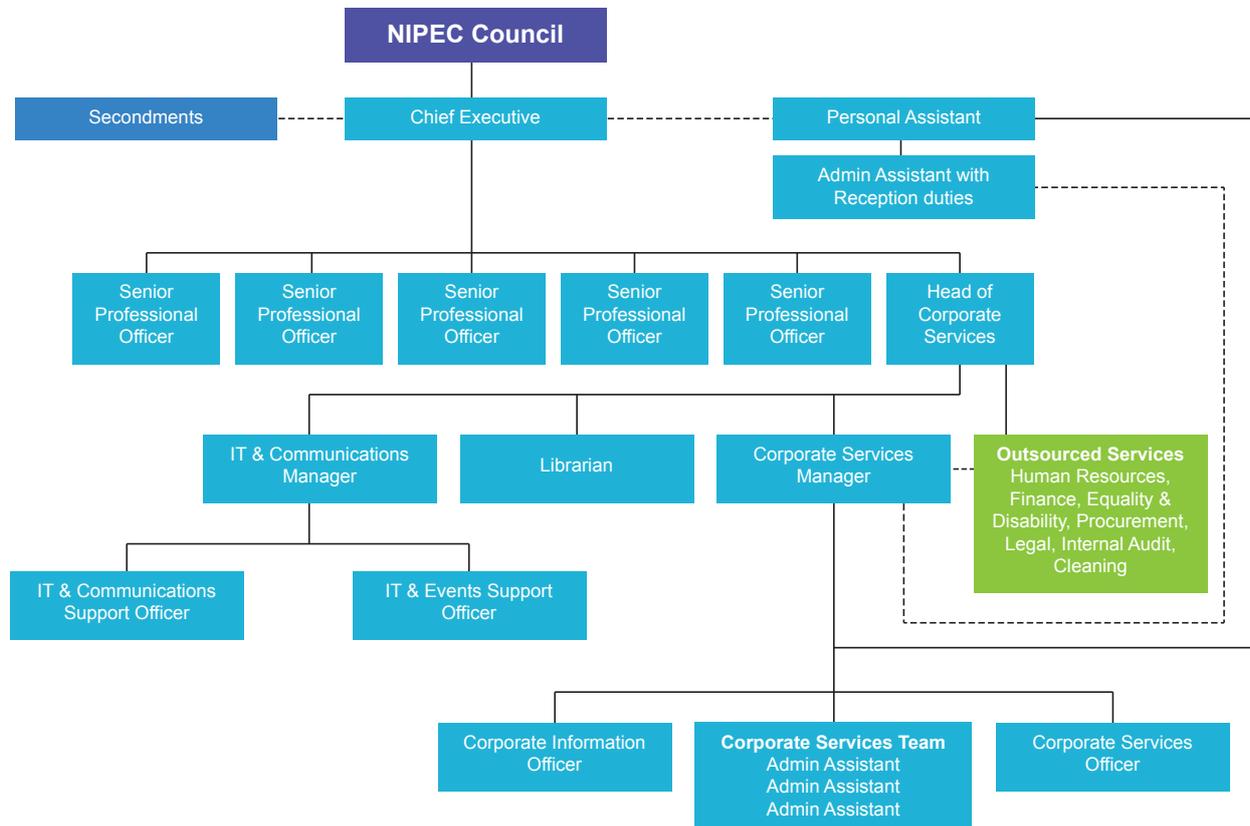
Hard copies can be requested by writing to address shown below:

NIPEC
Centre House
79 Chichester Street
Belfast
BT1 4JE

E-mail: enquiries@nipec.hscni.net

APPENDIX 7

Staff Organisation Structure Chart (as at 31 March 2015).





ISBN 978-0-337-09969-4



9 780337 099694

NIPEC

Centre House, 79 Chichester Street, Belfast BT1 4JE

Tel: (028) 9023 8152 Fax: (028) 9033 3298

E-mail: enquiries@nipec.hscni.net **Website:** www.nipec.hscni.net