

RCN Nurses in Management and Leadership Forum Steering Committee Strategy Day Meeting Notes

27 February 2023, 11:00-16:00

Location: RCN HQ, Sarah Swift G01

Attendees:

Sally Bassett (SB) (Chair)
Craig Davidson (CD) - *Virtual*
Eleanor McManus (EM) - *Virtual*
Angela Sealy (AS)
Rabina Tindale (RT) *Virtual*
Liam Williams (LW)

Guest:

Paul Jebb (PJ) - *Virtual*

Staff:

Denise Alexis (DA)
Bruno Daniel (BD) - *Virtual*
Jane Edey (JE) - *Virtual*
Sally Faley (SF) - *Virtual*
Christine McKenzie (CM)

Apologies

No	Agenda Item
1.	Welcome and apologies (SB) The committee would like to thank PJ for all his hard work and the impact he has had on the steering committee; his support for the success at Congress in 2022 is notable. Action: Confirm letter of thanks has been sent to PJ. CM/ DA
2.	Review Notes of the

	AS will update the steering committee action plan with agreed actions from the minutes of the last two meetings.
--	--

3. Planning for 2023
Introduction Christine McKenzie

- Ø Sufficient administrative support to the chair is not available, the work falls to the chair and if absent it is not progressed.
- Ø Ideas are generated but we are not specific enough in our work to ensure delivery .
- Ø We need to be realistic and focus on the work that we can do.
- Ø We need to buddy up with each other and work with someone in the case, due to other commitments, someone else can take the work forward.
- Ø This is SB last year as a steering committee member, fearful of the steering committee fizzling out.

to have a duty of care of members posting on behalf of the forum on social media.

Action:

Committee to agree on content for social media and timelines on when to post items. RT to connect with LW on using his posts from LinkedIn (RT)

RT to create a poll asking members what it is they want from their forum membership in 2023.

RT to scope taking the webinar topics forward in an informal format

**4. EDI Conference (20th September, at RCN Cavendish Square) update
Craig Davidson**

CD led a discussion on the design and delivery of the EDI conference. Key points were made as follows:

- Ø This conference delivers

Need to ensure SMART learning outcomes as this helps to develop the audience. There is a need to create marketing assets for promoting the conference.

- The committee now need to make the initial approach to speakers and the events team will follow this up.
- To note that t

This could be an opportunity to further promote the Conference.

Action:

- The committee need

Decision

-

	<p>6. LW = 01/01/21 31/12/24</p> <p>7. Vacancy</p>
7.	<p>Review of and further actions and leads for projects and activities 2023</p> <p>Additional Actions:</p> <ul style="list-style-type: none"> • AS and SB to meet to update the action plan with the action of the previous two meetings and Congress; resend to all. • EDI Conference Lead CD. All are to join the Preplanning meeting on March 6th. • All to join the Member call on March 21st . • Social media and poll to be completed by end of March (RT). • Scope and plan webinars using meetings, not formal events (RT).
8.	<p>AOB</p> <p>Points of information from SB</p> <ul style="list-style-type: none"> • Nicola Ranger, Director of Nursing, will be attending FCC on March 29th • The RCN will be publishing its five-year strategy shortly • The Award committee have confirmed that new awards will be created to recognise the contribution of forum members and steering committee members. The Awards nomination and submission process will be circulated shortly.
9.	<p style="text-align: center;">Close</p> <p>Next steering committee teleconference: 27th April 18:30-19:30</p>