

RQIA Board Meeting

Date of Meeting	6 July 2017
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min/May17/public
Author	Hayley Barrett
Presented by	Prof. Mary McColgan
Purpose	To share with Board members a record of the previous meeting of the RQIA Board.
Executive Summary	The minutes contain an overview of the key discussion points and decisions from the Board meeting on 15 May 2017
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/Resolution	The Board is asked to APPROVE the minutes of the Board meeting of 15 May 2017
Next steps	The minutes will be formally signed off by the Chair and will be uploaded onto the RQIA website.

PUBLIC SESSION MINUTES

RQIA Board Meeting
Boardroom, RQIA
6 July 2017, 11.15am

Present

Prof Mary McColgan OBE
(Acting Chair) **(MMcC)**
Patricia O'Callaghan **(POC)**
Lindsey Smith **(LS)**
Gerry McCurdy **(GMcC)**
Denis Power **(DP)**
Dr Norman Morrow OBE **(NM)**
Robin Mullan **(RM)**
Seamus Magee OBE **(SM)**

Apologies

Stella Cunningham
Sarah Havlin

In Attendance:

Fergal Bradley, Department of
Health **(FB)**

Officers of RQIA in attendance

Olive Macleod (Chief Executive) **(OM)**
Maurice Atkinson (Director of Corporate Services)
(MA)
Theresa Nixon (Director of Mental Health, Learning
Disability and Social Work) **(TN)**
Kathy Fodey (Director of Regulation and Nursing)
(KF)
Lourda Geoghegan (Medical Director and Quality
Improvement Lead) **(LG)**
Rachel Stewart **(RS)**
Malachy Finnegan (Communications Manager)
(MF)
Hayley Barrett (Board and Executive Support
Manager)

1.0 Welcome and Apologies

1.1 MMcC welcomed all members and Officers of the Board to this meeting. MMcC noted apologies from Stella Cunningham and Sarah Havlin. MMcC welcomed FB, Department of Health to the meeting as an observer.

2.0 Agenda Item 1 - Minutes of the public meeting of the Board held on Monday 15 May 2017 (Min/May17/public)

2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Monday 15 May 2017.

3.0 Agenda Item 2 - Matters arising from minutes

3.1 The Board noted that actions 164, 165, 166 and 167 are now completed. The Board noted that action 152 is on the agenda.

3.2 LG provided an update in relation to action 153 advising that Kings Fund conducted an external evaluation for CQC which cost approximately

£30,000-£40,000. LG advised that RQIA will meet with CQC over the summer to gain some insights to their organisation and inspection process. LG stated that at the time, it was materially relevant however; it has been advised that the Hospital Inspection Programme will not cease.

- 3.3 POC advised that there are concerns in relation to the added value of the Hospital Inspection Programme. OM confirmed that during inspection feedback on day three of inspections, trusts have informed RQIA that they feel the inspections are valuable and helpful to improve their services. The Board agreed that no formal evaluation was required.
- 3.4 OM advised that in relation to action 159, work continues on the standardisation of questionnaires. OM stated that the questionnaires are currently being tested in paper based format. OM advised that the Board will be provided with an update and further information at a Board workshop.
- 3.5 The Chair of Audit Committee, DP, advised that action 158 is not yet completed. A further iteration of the risk register should be produced and presented at a workshop with all Board members present.
- 3.6 GM asked if a finance inspection has been conducted in Hebron House and Bawn Cottage since the last meeting and what progress was there on the judicial review. KF advised that the judicial review was withdrawn and KF had made contact with the Southern Trust and there were no additional concerns identified that required an inspection and this time. The Southern Trust continues to have monitoring oversight of residents' finances.

4.0 Agenda Item 3 - Declaration of Interests

- 4.1 MMcC asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders. RM declared he was on the Board of the Equality Commission Northern Ireland in relation to agenda item 13. No other declarations were made.

5.0 Agenda Item 4 – Acting Chair's Report

- 5.1 MMcC presented the Acting Chair's report and Board members acknowledged the meetings attended since the last Board meeting.
- 5.2 MMcC advised that she attended the Non-Executive Directors seminar on 31 May 2017, along with other Board members. MMcC confirmed that the seminar was helpful and informative. MMcC advised that there were limitations to network with other Non-Executive Directors at the seminar.
- 5.3 MMcC advised that she attended the Accountability Review meeting with OM, Dr McBride and Mr Pengelly. MMcC advised that accountability review meetings have been increased to quarterly and RQIA Sponsor Branch meetings will also be increased. MMcC informed Board members that Mr

Pengelly and Dr McBride acknowledged the work of RQIA and how we are addressing challenges.

5.4 DP asked that the minute of the Accountability Review meeting is shared with Board members.

**5.5 Resolved Action (168)
MMcC to share the minute of the Accountability Review meeting with Board members.**

5.6 The Board **NOTED** the Acting Chair's Report.

6.0 Agenda Item 5 – Meetings attended by RQIA Non-Executives

6.1 Board members noted attendance at meetings on 2 and 6 June 2017 by a number of RQIA Non-Executives.

6.3 The Board **NOTED** the RQIA Board member Attendance at Events and Meetings.

7.0 Agenda Item 6 – Risk Management Strategy

7.1 MA presented the Risk Management Strategy to Board members. The Risk Management Strategy was approved at the meeting of Audit Committee on 22 June 2017. MA advised that the Risk Management Strategy was last approved by the Board on 7 July 2016. MA stated that Controls Assurance Standards require this document to be approved annually by the Board.

7.2 DP advised that from a risk management and audit perspective this is how we look at and identify risks. DP recommended that the Risk Management Strategy is circulated with all staff to encourage them to escalate and identify risks.

7.3 Board members **APPROVED** the Risk Management Strategy.

**7.4 Resolved Action (169)
The Risk Management Strategy will be circulated to all staff for information.**

8.0 Agenda Item 7 – Corporate Risk Assurance Framework Report

8.1 MA highlighted that the Corporate Risk Assurance Framework Report has been reviewed and revised since the last meeting of the Board. This version of the Corporate Risk Assurance Framework was approved at the meeting of the Audit Committee held on 22 June 2017.

8.2 MA noted the risk log on page three of this document, which details all changes made to this document following the last Board meeting on 15 May 2017 and the Audit Committee meeting on 4 May 2017.

8.3 Resolved Action (170)

The Corporate Risk Assurance Framework Report will be presented to a Board Workshop for further consideration.

8.5 NM asked if there was any evidence of incidents in relation to risk 4. LG advised that RQIA have not been subject to any incidents in relation to risk 4, however other organisations have. GM asked for clarification if risk assessments are carried out on staff prior to inspections. LG confirmed that risk assessments are conducted.

8.6 Board members **APPROVED** the Corporate Risk Assurance Framework Report

9.0 Agenda Item 8 – Performance Management Framework

9.1 MA presented the Performance Management Framework to Board members. MA advised that the Performance Management Framework outlines and explains how performance management works in practice. MA advised that minor changes have been made to the document since its last approval on 21 January 2016 to ensure it is aligned to the Corporate Strategy 2017-21.

9.2 DP commented that the Performance Management Framework reflects positively the process of performance management. SM asked that the horizon scanning exercise is noted in section 7.4 of the document.

9.3 Board members **APPROVED** the Performance Management Framework.

10.0 Agenda Item 9 – Audit Committee Business

- **Approved Minutes of Meeting of 4 May 2017**
- **Verbal update on Meeting of 22 June 2017**
- **Audit Committee Annual Report 2016/17**

10.1 The Chair of Audit Committee, DP, informed Board members that the minutes of the meeting on 4 May 2017 were approved at the Audit Committee meeting on 22 June 2017. DP advised Board members that one action remains incomplete.

10.2 Board members **NOTED** the approved minutes of the Audit Committee meeting on 4 May 2017.

10.3 DP advised that the RQIA Annual Report and Accounts 2016/17 was presented to Audit Committee on 22 June 2017. DP advised that a bi-lateral meeting with Internal and External Audit was conducted prior to the Audit Committee meeting. DP advised that Internal and External Audit advised of a positive interaction with RQIA throughout the 2016/17 year.

- 10.4 DP noted his attendance at the Non-Executive Director seminar on 31 May 2017. DP advised that he attended whistleblowing training. Attendees were asked to make comments on the draft HSC whistleblowing policy at the event. MA confirmed that the draft HSC whistleblowing policy has been circulated to organisations for consultation.
- 10.5 DP advised that OM provided an update on key risks to the Audit Committee members. DP informed members that Internal Audit, BSO presented the cyber security self-assessment. MA advised that ITS and the Director of E-Health, HSCB is taking this forward on behalf of HSC.
- 10.6 DP noted the NIAO 'Report to those Charged with Governance' acknowledging the four priority three recommendations.
- 10.7 Board members **NOTED** the verbal update on the meeting of 22 June 2017.
- 10.8 DP advised Board members that the Audit Committee Annual report 2016/17 outlines and provides assurance of what RQIA Audit Committee does on behalf of the Board. DP advised that it demonstrates that governance is working effectively on RQIA.
- 10.9 LS acknowledged the contribution to RQIA Audit Committee by DP. LS advised that DP has demonstrated strong leadership during his time as Audit Committee Chair.
- 10.10 Board members **NOTED** the Audit Committee Annual Report 2016/17.
- 10.11 Board members **NOTED** the Audit Committee Business.
- 11.0 Agenda Item 10 – Review of Information and Potential for Analysis to Inform the Work of RQIA**
- 11.1 RS advised that she commenced work in RQIA in January 2017 in response to a desire by RQIA to make better use of the information it collects, to target inspection activity and inform an understanding of the services it regulates and inspects.
- 11.2 RS advised that the presentation will provide a brief overview of the scoping exercise conducted, recommendations made and outline the way forward.
- 11.3 RS presented her presentation to Board members.
- 11.4 MMcC thanked RS for her presentation and advised that it is very informative. MMcC asked Board members if they had any comments or questions for RS.
- 11.5 LS asked if a holistic picture of health would be available. RS advised that it is a goal to be able to provide a holistic picture in the future. RS is keen to make best use of information in order to highlight best practice and poor

performers.

- 11.6 LG informed Board members that RS has met with the General Medical Council (GMC) to ascertain how they can make information available to RQIA. LG advised that it has taken GMC approximately 5 years to get to the position they are in now.
- 11.7 GMcC asked for clarification on what RQIA is doing to interact with other regulators, not just health regulators. OM advised that RQIA will meet other regulators to discuss how information can be shared to inform RQIA inspections.
- 11.8 Board members **NOTED** the Review of Information and Potential for Analysis to Inform the Work of RQIA.

12.0 Agenda Item 11 – Chief Executives Report

- 12.1 OM presented her report to the Board. OM advised that all relevant employees of RQIA have been interviewed in relation to the COPNI review. OM advised that interviews have been recorded by COPNI. RQIA await the outcome of the investigation.
- 12.2 OM informed members that the RRL allocation letter has been received. OM advised that a 2% savings target is to be achieved in 2017-18 and a savings plan submitted to the Department of Health by 24 July 2017.
- 12.3 OM informed Board members that RQIA has achieved reaccreditation of Investors in People (IiP). A copy of the report will be circulated to staff.
- 12.4 **Resolved Action (171)**
A copy of the Investors in People (IiP) report to be circulated to all staff.
- 12.5 OM informed Board members that the ISO Gap Analysis is currently being conducted this week. OM advised that ISO 9001:2015 has a new risk module that is of interest to RQIA to include business as usual risks.
- 12.6 SM asked for clarification in relation to any implications for closure of Four Season Health Care homes. KF provided assurances that she continues to engage with Four Seasons Healthcare on their portfolio in Northern Ireland.
- 12.7 Board members **NOTED** the Chief Executive's Report

13.0 Agenda Item 12 – Guidance for RQIA regarding areas for consideration if requested to take on additional business

- 13.1 TN presented the Guidance for RQIA regarding areas for consideration if requested to take on additional business. TN advised that the guidance document considers the impact of additional work through the use of a PESTLE analysis. TN informed Board members that the responsibilities of

staff involved are outlined in the document.

- 13.2 GM queried if the guidance document took into consideration additional areas of work from other organisations, such as CJI. TN confirmed that the guidance document considers additional work from all organisations.
- 13.3 DP sought clarity on situations where RQIA are not in the position to refuse additional areas of work. OM advised that RQIA would be in early discussions with the Department of Health in relation to any such additional areas of work.
- 13.4 Board members **APPROVED** the Guidance for RQIA regarding areas for consideration if requested to take on additional business.
- 14.0 Agenda Item 13 – Annual Progress Report 2016/17 on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006**
- 14.1 MA presented the Annual Progress Report 2016/17 on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006. OM is required to sign this document, before return of the final document to the Equality Commission.
- 14.2 POC asked if feedback is provided to RQIA following submission of the Annual Progress Report. MA advised that this is a reporting function, no feedback is provided unless RQIA is not fulfilling their responsibilities.
- 14.3 Board members **NOTED** the Annual Progress Report 2016/17 on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006.
- 15.0 Agenda Item 14 – Any Other Business**
- 15.1 As there was no other business, MMcC brought the public session of the Board to a close at 12.55pm.

**Date of next meeting:
14 September 2017, RQIA Boardroom**

Signed 
**Professor Mary McColgan
Acting Chair**

Date 14 September 2017

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status
158	23 March 2017	The Chair of Audit Committee will share the PESTLE analysis and feedback from the horizon scanning with all Board members for feedback.	Chair of Audit Committee (DP)	6 July 2017	
159	23 March 2017	The Chief Executive will provide an update to Board members on the standardisation of questionnaires across the organisation	Chief Executive (OM)	22 February 2017	
168	6 July 2017	MMcC to share the minute of the Accountability Review meeting with Board members.	Acting Chair (MMcC)	14 September 2017	
169	6 July 2017	The Risk Management Strategy will be circulated to all staff for information.	Director of Corporate Services (MA)	14 September 2017	
170	6 July 2017	The Corporate Risk Assurance Framework Report will be presented to a Board Workshop for further consideration.	Director of Corporate Services (MA)	14 September 2017	
171	6 July 2017	A copy of the Investors in People (IiP) report to be circulated to all staff.	Chief Executive (OM)	14 September 2017	

Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	