



RQIA Board Meeting

Date of Meeting	7 July 2016
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / June16 / public
Author	Katie Symington
Presented by	Dr Alan Lennon
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 9 June 2016.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to APPROVE the minutes of the Board meeting of 9 June 2016.
Next steps	The minutes will be formally signed off by the Chairman and will be uploaded onto the RQIA website.



PUBLIC SESSION MINUTES

RQIA Board Meeting
Boardroom, RQIA
9 June 2016, 11.55am

Present

Dr Alan Lennon OBE (Chair)
Seamus Magee OBE
Patricia O'Callaghan
Stella Cunningham
Daniel McLarnon
Lindsey Smith
Gerry McCurdy
Sarah Havlin
Dr John Jenkins CBE
Robin Mullan
Dr Norman Morrow OBE

Officers of RQIA in attendance

David Stewart (Acting Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Theresa Nixon (Director of Mental Health, Learning
Disability and Social Work)
Kathy Fodey (Director of Regulation and Nursing)
Malachy Finnegan (Communications Manager)
Katie Symington (Board and Executive Support
Manager)

Apologies

Prof. Mary McColgan OBE
Denis Power

1.0 Agenda Item 1 - Welcome and Apologies

1.1 The Chairman welcomed all Board members and officers to the meeting. Apologies were noted from Professor Mary McColgan and Denis Power.

2.0 Agenda Item 2 - Minutes of the meeting of the Board held on Thursday 12 May 2016 (min/May16/public)

2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 12 May 2016.

3.0 Agenda Item 3 - Matters arising from minutes

3.1 The Director of Regulation and Nursing informed Board members that in relation to action 101, work on the revised Enforcement procedures will commence with a workshop on 10 June 2016. The Acting Chief Executive noted that in relation to action 115, a paper on Specialist Inspections was presented to the Board in May 2016. Following an evaluation of the revised inspection policy, specialist inspections will be reconsidered.

3.2 Board members noted that a paper on the Workforce Plan, action 117, is on the agenda for this meeting. In relation to action 121, a meeting was arranged to review the strategic nature of corporate risks, however this

meeting has been postponed. Action 122 has been completed. Action 123 has been completed. Action 124 will be presented at the July Board meeting.

4.0 Agenda Item 4 - Declaration of Interests

4.1 The Chairman asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders. No declarations were made.

5.0 Agenda Item 5 - Chairman's Report (C/04/16)

5.1 The Chairman drew Board members attention to the Chairman's Report. The Chairman noted the recent appointment of RQIA's Interim Chief Executive, Olive MacLeod, who will take up post on 1 July 2016. Mrs MacLeod will be in attendance at the Board meeting on 7 July.

5.2 The Chairman sought views on an August Board workshop. Board members agreed this proposal.

5.3 *At this point in the meeting Board member Sarah Havlin joined.*

5.4 The Communications Manager noted today's press release by RQIA to announce the appointment of the Interim Chief Executive.

5.5 The Chairman offered his thanks to Lianne Kelly and to BSO for their support in the recruitment of the Interim Chief Executive.

5.6 The Board **NOTED** the Chairman's Report.

6.0 Agenda Item 6 – EFQM Assessment and ISO 9001:2015 – Next Steps (C/05/16)

6.1 Christine Goan, Corporate Improvement and Public Engagement Manager, joined the meeting to provide a presentation to Board members on the EFQM Assessment and ISO 9001:2015.

6.2 The Acting Chief Executive noted the Senior Managers Workshop, 20 June, where there will be opportunity for further discussion in relation to actions arising following the EFQM Assessment.

6.3 The Board **NOTED** the EFQM Assessment and ISO 9001:2015 – Next Steps.

7.0 Agenda Item 7 - RQIA Consultation for Revised Inspection Policy for Regulated Services (D/05/16)

7.1 The Director of Regulation and Nursing presented the Consultation Report to Board members. The Director of Regulation and Nursing noted that this paper will be placed on the RQIA website and will be forwarded to DoH, alongside the draft revised inspection policy, for consideration as to any policy implications. The final Inspection Policy will be presented at a future Board meeting for approval.

- 7.2 The Director of Regulation and Nursing noted that RQIA are currently inspecting using the revised inspection policy and inspectors have been attending consistency meetings.
- 7.3 Board members discussed the issue of the timeframe for a second inspection of those establishments who are assessed as requiring improvement. This issue will be assessed following the review of fees and frequencies by DoH.
- 7.4 Board members **NOTED** the RQIA Consultation for Revised Inspection Policy for Regulated Services.
- 8.0 Agenda Item 8 – Proposed arrangements for the inspection of Mental Health and Learning Disability Wards 2016/17 (E/05/16)**
- 8.1 The Director of Mental Health, Learning Disability and Social Work presented the proposed arrangements for inspections of MHLW Wards to Board members. The inspection methodology has been revised following the recommendations made by Professor Roy McConkey.
- 8.2 The Director of Mental Health, Learning Disability and Social Work noted that a well led domain has been added to the inspection methodology, following discussions with CQC. This methodology will be reviewed following five multi-disciplinary inspections. An evaluation of the methodology will be completed by September 2016.
- 8.3 The Chairman requested that the 28 days factual accuracy checking, as provided by RQIA for inspected services, is reviewed for all Directorates.
- 8.4 Resolved Action (125)
Executive Management Team to review the time allowed for factual accuracy checking, as provided by RQIA, for inspected services.**
- 8.5 Board members highlighted the need for a consistent approach to inspection across RQIA and the need for standardisation of inspection reports.
- 8.6 The Chairman requested that the use of themes within the inspection methodology is reviewed. The Chairman also requested that there is consistency in the use of language within the report.
- 8.7 Board members **APPROVED** the Proposed arrangements for the inspection of Mental Health and Learning Disability Wards 2016/17.
- 9.0 Agenda Item 9 – Update on Acute Hospital Inspection Process**
- 9.1 The Acting Chief Executive provided an update on the Acute Hospital Inspection process to Board members. Board members noted that four inspections have now been completed, with one further inspection planned.

- 9.2 The Acting Chief Executive highlighted to Board members the evolution of the inspection process with; longer inspections, an increased number of inspectors attending to include pharmacy inspectors, students from Queens and the Ulster University and junior Doctors. The inspection team now totals approximately 24 people.
- 9.3 The Acting Chief Executive noted members from the original Project Board have reflected on the completed inspection reports and have agreed that the first five inspection reports published by RQIA would be in the original format. The Acting Chief Executive advised Board members that the DoH has been advised of this outcome.
- 9.4 The Acting Chief Executive noted that two Board members have discussed the Communications Plan for publication of the inspection reports with the Communications Manager and the proposed date of publication is 28 June 2016. There will also be a press briefing before the first press release.
- 9.5 The Acting Chief Executive noted the core element of evaluation following completion of the acute hospital inspections. Adrian Gundy, EFQM Assessor, has agreed to attend the next acute hospital inspection to provide a systems view. The Acting Chief Executive confirmed that the evaluation of the acute hospital inspection process will be undertaken externally.
- 9.6 Board members supported the revision to the inspection report, as presented by the Acting Chief Executive.
- 9.7 Board members **NOTED** the Update on the Acute Hospital Inspection Process.
- 10.0 Agenda Item 10 – Board Governance Self-Assessment (F/05/16)**
- 10.1 The Chairman tabled the Board Governance Self-Assessment document and associated case study. The Chairman asked Board members to review the self-assessment document and return any comments by email.
- 10.2 Resolved Action (126)
Board members to return comments on the Board Governance Self-Assessment to the Chairman**
- 11.0 Agenda Item 11 – Draft RQIA Workforce Plan 2016-17 (G/05/16)**
- 11.1 The Director of Corporate Services presented the Workforce Plan to Board members. This Plan was written by the Leadership Centre and has been revised by the Executive Management Team. The Workforce Plan has been completed following a recommendation by RSM McClure Watters, in their Landscape Review of RQIA.
- 11.2 Board members noted Section Five of the Workforce Plan, detailing corporate actions and development priorities. Progress on the actions will be reported to the Board through the Corporate Performance Report.

- 11.3 The Acting Chief Executive noted that the development of the Workforce Plan was initially a five stage process; however, the process has ended at stage two, due to capacity constraints at the Leadership Centre.
- 11.4 The board agreed not to approve the plan. The Chairman requested a quantitative approach to the completion of any Workforce Plan. This proposed plan will be need to be discussed with the Interim Chief Executive and should also include a movement to zero based budgeting. RQIA should not accept any new work without fully costing the impact on budgets. The Chairman agreed that some areas within the Workforce Plan, as presented, can be progressed, further to discussion.
- 12.0 Agenda Item 12 – Update on new RQIA Website (H/05/16)**
- 12.1 The Communications Manager presented the new RQIA website to Board members and offered his thanks to the members of the Project Team for their work. The Communications Manager also thanked two members of the Board for their feedback on the new website.
- 12.2 The Communications Manager noted that the new website is due to go live in July 2016, following security testing and the finalisation of content.
- 12.3 Board members **NOTED** the Update on new RQIA Website.
- 13.0 Agenda Item 13 - Chief Executive’s Performance Dashboard (I/05/16)**
- 13.1 The Acting Chief Executive presented the Performance Dashboard to Board members and noted a revision to some of the dashboard indicators.
- 13.2 The Acting Chief Executive highlighted two notable areas of work within RQIA; the new RQIA website and the iConnect web portal, which will allow registered services to contact RQIA directly through the portal. It is anticipated that all services will have access to the portal by 2017.
- 13.3 The Acting Chief Executive informed Board members that until final accounts have been audited, it is not possible to advise of the current financial position. Confirmation was provided that RQIA are working towards a breakeven position for 2015/16.
- 13.4 Board members **NOTED** the Chief Executive’s Performance Dashboard.
- 14.0 Agenda Item 14 – Any Other Business**
- 14.1 A Board member requested an update on the work of the GAIN team.
- 14.2 **Resolved Action (127)**
Board members to receive a presentation, at a future Board meeting, on the work of the GAIN team.
- 14.3 As there was no other business, the Chairman brought the public session of the Board to a close at 2.20pm.

Date of next meeting:
Thursday 7 July 2016, RQIA Boardroom

Signed



Dr Alan Lennon
Chairman

Date

7TH JULY 2016

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion
101	9 July 2015	The Director of Regulation and Nursing will present the revised Enforcement procedures to the Board within Quarter 2.	Director of Regulation and Nursing	22 September 2016
115	18 February 2016	A management/ Board group will take forward the Specialist Inspection Policy Developments.	Chief Executive	Quarter 1 – Quarter 3
121	24 March 2016	Chief Executive, Director of Corporate Services and Audit Committee Chair to review the strategic nature of corporate risks.	Chief Executive	9 June 2016
124	12 May 2016	A paper detailing how RQIA will take forward the Savings Plan, to be presented at a future meeting of the Board.	Director of Corporate Services	7 July 2016
125	9 June 2016	Executive Management Team to review the time allowed for factual accuracy checking, as provided by RQIA, for inspected services.	Executive Management Team	7 July 2016
126	9 June 2016	Board members to return comments on the Board Governance Self-Assessment to the Chairman.	Board members	7 July 2016
127	9 June 2016	Board members to receive a presentation, at a future Board meeting, on the work of the GAIN team.	Acting Chief Executive	22 September 2016