



## RQIA Board Meeting

Date of Meeting	14 May 2015
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Mar15 / public
Author	Hayley Barrett
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 25 March 2015.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to <b>APPROVE</b> the minutes of the Board meeting of 25 March 2015.
Next steps	The minutes will be formally signed off by the Chairman and will be uploaded onto the RQIA website.



## PUBLIC SESSION MINUTES

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**RQIA Board Meeting**  
**Boardroom, 9<sup>th</sup> Floor, Riverside Tower, Belfast**  
**25 March 2015, 12.45pm**

### **Present**

Dr Alan Lennon OBE (Chair)  
Seamus Magee OBE  
Gerry McCurdy  
Daniel McLarnon  
Norman Morrow  
Patricia O'Callaghan  
Denis Power  
Lindsey Smith  
Mary McColgan OBE  
Robin Mullan  
Stella Cunningham

### **Officers of RQIA in attendance**

Glenn Houston (Chief Executive)  
David Stewart (Director of Reviews and Medical Director)  
Maurice Atkinson (Director of Corporate Services)  
Kathy Fodey (Director of Regulation and Nursing)  
Theresa Nixon (Director of Mental Health, Learning Disability and Social Work)  
Stuart Crawford (Planning & Corporate Governance Manager)  
Malachy Finnegan (Communications Manager)  
Hayley Barrett (Board and Executive Support Manager)

### **Apologies**

Sarah Havlin  
Dr John Jenkins CBE

### **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 Mrs Sarah Havlin and Dr John Jenkins.

### **2.0 Agenda Item 2 - Minutes of the meeting of the Board held on 18 February 2015 (min/Feb15/public)**

2.1 Board members **APPROVED** the public session minutes of the Board meeting held on Wednesday 18 February 2015.

### **3.0 Agenda Item 3 - Matters arising from minutes**

3.1 Board members noted that all actions, except 34 and 85, are now complete.

3.2 Board members noted that action 85 will be addressed at the next Board meeting on 14 May 2015.

**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 of interests were made.

**5.0 Agenda Item 5 - Chairman's Report (A/03/15)**

5.1 The Chairman invited comments on his report from Board members.

5.2 The Chairman informed Board members that the Business Planning process is now completed and a discussion with the Executive Management Team to develop 12-14 key performance indicators will take place prior to the next Board meeting on 14 May 2015.

**5.3 Resolved Action (88)**

**The Executive Management Team will develop key performance indicators to be presented to the RQIA Board.**

5.4 The Chairman referred Board members to the email from Dr Jenkins, appendix 1 of the report. The Chairman advised Board members that the email outlines specific issues in respect of the new hospital inspection programme.

5.5 The Chairman referred to the recent visit to Shannon (Medium Secure Unit) at Knockbracken Healthcare Park. He informed Board members that the Shannon Clinic is part of a spectrum of in-patients provision for individuals with complex mental health needs. He explained that the service experience difficulties in discharging patients, particularly those who have a forensic history and are sentenced prisoners. Board members felt that their visit to the Shannon Clinic was a valuable experience. The Director of Mental Health, Learning Disability and Social Work informed Board members that a workshop will take place in the near future to discuss the issues arising from the visit.

**5.6 Resolved Action (89)**

**The Director of Mental Health, Learning Disability and Social Work will arrange a workshop to discuss the issues arising from the visit to the Shannon Clinic.**

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

**6.0 Agenda Item 6 – Chief Executives Report (B/03/15)**

6.1 The Chief Executive invited comments on his report and informed Board members that senior decision making capacity at Head of Programme and Senior Inspector level is currently impacted by vacancy controls, and sickness absence. Despite this there are appropriate contingency arrangements in place.

6.2 The Chief Executive advised Board members that vacancy controls are

continually reviewed and that posts which are currently held against the 3% efficiency savings may be released following approval of the draft savings plan.

- 6.3 The Chairman informed Board members that the Director of Corporate Services is currently collating a workforce profile; the Chairman will discuss this with the Chief Executive.
- 6.4 A Board member queried whether staff skills were transferable between teams. The Chief Executive advised that some skills are transferable within inspection teams and admin teams; however other roles require specialist skills i.e. estates, finance and IT, which are not transferable.
- 6.5 The Board **NOTED** the Chief Executive's report.
- 7.0 Agenda Item 7 – Director of Regulation and Nursing's Report**
- 7.1 The Director of Regulation and Nursing introduced her report.
- 7.2 The Director of Regulation and Nursing advised Board members that the Directorate is on target to meet the statutory number of inspections, with contingencies in place that have proven to be working. The Director of Regulation and Nursing advised that all service types will achieve 100% of the statutory minimum number of inspections by 31 March 2015.
- 7.3 The Director of Regulation and Nursing informed Board members that there has been a 17% turnover of inspectors in the Residential Care and the Nursing teams. A Board member queried whether this is a risk for the stability of the Directorate. The Director of Regulation and Nursing confirmed that this was unusual and reflected the age profile of the team, with a number of staff retiring from post. The Director of Regulation and Nursing confirmed that a recruitment drive had resulted in the appointment of replacement staff for most of the vacancies.
- 7.4 The Director of Regulation and Nursing informed Board members that iConnect has a number of dashboards that are visible to the Registration team and all inspectors. These dashboards are monitored daily by the relevant staff.
- 7.5 The Director of Regulation and Nursing advised Board members that all registered services received a letter from RQIA asking them to confirm that they have a whistleblowing policy in place; 94.5% has a whistleblowing policy, 2% do not and 5.2% require a follow up through inspections.
- 7.6 The Director of Regulation and Nursing directed Board members to pages 8 and 9; the Estates Support Officer. The Director of Regulation informed Board members that resources were released from other cost centres to employ the Estates Support Officer. The roles and responsibilities are outlined within the report.

- 7.7 The Director of Regulation and Nursing updated Board members in relation to enforcement action, advising that two panels have met; one in which representation was not upheld and another where there was a successful outcome avoiding the need for formal enforcement.
- 7.8 The Director of Regulation advised Board members that in relation to the care tribunal cases, DHSSPS has been informed of the delay in processing appeals. The Chairman advised that the Directorate of Legal Services should be invited to write to the Care Tribunal on our behalf to identify the reasons for delay in listing these cases for hearing.
- 7.9 **Resolved Action (90)**  
**RQIA will ask the Directorate of Legal Services to write on behalf of RQIA to identify the reasons for delay in listing Care Tribunal cases for hearing.**
- 7.10 Board members **NOTED** the Director of Regulation's report.
- 8.0 **Agenda Item 8 – Finance Report (D/03/15)**
- 8.1 The Director of Corporate Services informed Board members that RQIA is forecasting breakeven at year end.
- 8.2 The Director of Corporate Services informed Board members that a Departmental Objective requires RQIA to provide assurance to the RQIA Board in relation to procurement practice. A recent Internal Audit Report on Procurement and the Management of Contracts provided a satisfactory assurance on the system of internal control and identifies four Priority 2 recommendations.
- 8.3 Board members **NOTED** the Finance Report.
- 9.0 **Agenda Item 9 - Update on the Preparation of New Hospital Inspections**
- 9.1 The Director of Reviews and Medical Director informed Board members that the Board paper set out the current position in relation to preparation for the new programme of inspections. The presentation for the Board would focus in particular on the issues raised by Dr John Jenkins in his email to the Chairman. The Director of Reviews and Medical Director is grateful for the contribution of the Board members involved in the project.
- 9.2 The Director of Reviews and Medical Director informed Board members that a pilot inspection will take place on 1 April 2015 for 2 days; this will involve RQIA staff only. The pilot will be used to test the tools before further pilot inspections are rolled out.
- 9.3 The Director of Reviews and Medical Director advised Board members

that the inspection tool is based on the three key stakeholder outcomes: Is Care Safe?, Is Care Effective? and Is Care Compassionate? Inspection teams will seek to answer these questions to by structuring inspection reports accordingly.

- 9.4 The Director of Reviews and Medical Director informed Board members that a Clinical Fellow will be working with RQIA for one year, starting August 2015, to work on initiatives and will be involved in this programme. He also reported that a large number of volunteers are willing to participate with RQIA as peer reviewers.
- 9.5 Board members were provided with clarification on a number of issues relating to the programme including: the background to the commissioning of the new inspection programme; the links with the infection prevention and hygiene inspection programme; the approach being taken to resourcing; links established with other UK regulators; the arrangements for piloting the programme; and the potential for links with other improvement initiatives in Northern Ireland.
- 9.6 Following extensive discussion Board members recommended that the Project Board should consider establishing a formal evaluation process for the new inspection programme, as had been carried out for the CQC programme.
- 9.7 The Director of Reviews and Medical Director advised Board members that an update on the preparation of new hospital inspections will be presented at a future Board meeting.
- 9.8 **Resolved Action (91)**  
**An update on the preparations for the new hospital inspection programme to be presented to Board members at a future meeting.**
- 10.0 **Agenda Item 10 - Business Plan 2015-16**
- 10.1 The Planning and Corporate Governance Manager joined the meeting.
- 10.2 The Chairman advised Board members that the Business Plan 2015-16 is being presented to the Board for approval. He informed Board members that the Executive Management Team and the Corporate Strategy Steering Group have undertaken further work on the draft Business Plan since the last Board meeting.
- 10.3 The Chairman informed Board members that a number of supporting plans such as Information and ICT will be presented to the Board for approval in May and June 2015.
- 10.4 Following discussion, Board members proposed some further amendments to the Business Plan for consideration.

- 10.5 **Resolved Action (92)**  
**The Director of Corporate Services to revise the Business Plan 2015-16 taking account of comments from Board members and submit the Plan to DHSSPS by 31 March 2015.**
- 10.6 The Director of Corporate Services advised Board members that RQIA is awaiting approval from DFP on the Corporate Strategy 2015-18. The Corporate Strategy 2015-18 and the Business Plan 2015-16 will be shared with staff at the Corporate Event in April 2015.
- 10.7 The Planning and Corporate Governance Manager left the meeting.
- 11.0 **Agenda Item 11 – RQIA Savings Plan 2015-16**
- 11.1 The Director of Corporate Services introduced the RQIA Savings Plan 2015-16.
- 11.2 The Director of Corporate Services outlined to Board members the two distinct, but related elements of the Plan for 2015-16 and 2016-17 with the aim of achieving the 3% recurring reduction in RQIA's allocation.
- 11.3 The Chairman advised that the Director of Corporate Services should take into account the letter sent to the Permanent Secretary on 18 February 2015.
- 11.4 The Director of Corporate Services informed Board members that the Savings Plan 2015-16 is to be submitted to DHSSPS by 31 March 2015.
- 11.5 **Resolved Actions (93)**  
**The Director of Corporate Services to revise the Savings Plan 2015-16 taking account of comments from Board members and the letter sent to the Permanent Secretary from the Chairman on 18 February 2015 and submit the Plan to DHSSPS by 31 March 2015.**
- 11.6 Board members **APPROVED** the RQIA Savings Plan 2015-16.
- 12.0 **Agenda Item 12 – Transfer of GAIN to RQIA**
- 12.1 The Director of Reviews and Medical Director informed Board members that GAIN will be transferring to RQIA from 1 April 2015. An update on the new arrangements was provided in the report. The Director of Reviews and Medical Director advised Board members that GAIN is a partnership body that promotes quality assurance and provides training for audit and auditing.
- 12.2 Board members **NOTED** the Transfer of GAIN to RQIA.

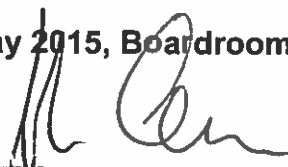
**13.0 Agenda Item 13 – Audit Committee Business**

- 13.1 The Chair of the Audit Committee informed Board members that the minutes from the Audit Committee meeting held on 16 October 2014 were approved by Committee members on 26 February 2015.
- 13.2 The Chair of the Audit Committee advised Board members that the action list has been changed to include a due date for completion.
- 13.3 The Chair of the Audit Committee informed Board members that Audit Committee members and the Board and Executive Support Manager had attended 'Public Accountability and Governance' training provided by the Chief Executive's Forum.
- 13.4 The Chair of the Audit Committee advised Board members that the Chief Executive had updated Committee members on key risks. The Chair informed Board members that the Director of Regulation and Nursing had attended the meeting to discuss the Special Assignment and advised that the Audit Committee will continue to monitor the progress of the requirements and recommendations.
- 13.5 The Chief Executive advised Board members that the Audit Committee will monitor the progress of recommendations made by RSM McClure Watters.
- 13.6 The next Audit Committee meeting will be on 23 April 2015.
- 13.7 Board members **NOTED** the Audit Committee Business.
- 14.0 Agenda Item 14 - Any Other Business**
- 14.1 As there was no further business the Chairman brought the public session of the Board to a close at 4.15pm

**Date of next meeting:**

**Thursday 14 May 2015, Boardroom, RQIA.**

Signed

  
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**Dr Alan Lennon**  
**Chairman**

Date

14TH MAY 2015



### **Board Action List**

<b>Action number</b>	<b>Board meeting</b>	<b>Agreed action</b>	<b>Responsible Person</b>	<b>Date due for completion</b>
34	14 November 2014	A paper on the implementation of RQIA recommendations following Review Reports will be provided to Board meeting.	Chief Executive	14 May 2015
85	18 February 2015	The Director of Corporate Services will present a final Corporate Performance Report for 2014-15 at the Board meeting on 14 May 2015.	Director of Corporate Services	14 May 2015
88	25 March 2015	The Executive Management Team will develop key performance indicators to be presented to the RQIA Board.	Executive Management Team	14 May 2015
89	25 March 2015	The Director of Mental Health, Learning Disability and Social Work will arrange a workshop to discuss the issues arising from the visit to the Shannon Clinic.	Director of Mental Health, Learning Disability and Social Work	14 May 2015
90	25 March 2015	RQIA will ask the Directorate of Legal Services to write on behalf of RQIA to identify the reasons for delay in listing care tribunal cases for hearing.	Chief Executive / Director of Regulation	14 May 2015
91	25 March 2015	An update on the preparations for the new hospital inspection programme to be presented to Board members at a future meeting.	Director of Reviews and Medical Director	9 July 2015
92	25 March 2015	The Director of Corporate Services to revise the Business Plan 2015-16 taking account of comments from Board members and submit the Plan to DHSSPS by 31 March 2015.	Director of Corporate Services	31 March 2015

93	25 March 2015	The Director of Corporate Services to revise the Savings Plan 2015-16 taking account of comments from Board members and the letter sent to the Permanent Secretary from the Chairman on 18 February 2015 and submit the Plan to DHSSPS by 31 March 2015.	Director of Corporate Services	31 March 2014
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