



Minutes of the Board meeting 19 July 2007
Board Room, 9th Floor, Riverside Tower, Lanyon Place, Belfast

Present

Ian Carson (Chairman)
Richard Adams
Geraldine Donaghy
Joan Harbison
Jim Jamison
Lilian Jennett
Allen McCartney
Patricia McCoy
Ruth Laird
Connor Mulholland
Una O'Kane
Colin Reid
Austin Smith

Officers of the Board present

Stella Burnside (Chief Executive)
Robert Graham (Committee Administrator)
Phelim Quinn (Director of Operations, Nursing)
John Stewart (Director of Corporate Services)

Apologies

None

Apologies

Theresa Nixon (Director of Operations, Social Services)

PUBLIC SESSION

07.66 Welcome and Chairman's remarks

07.66.1 The Chairman welcomed Board members, Officers of the Board and the new Primary Care Advisor, Hall Graham, to the meeting.

07.67 Minutes of the meeting of the Board held on Thursday 7 June 2007, Board Room, Riverside Tower, Lanyon Place, Belfast [Paper min/Jun/07]

07.67.1 The Board **APPROVED** the minutes of the meeting of the Board meeting held on 7 June 2007.

07.68 Matters arising from minutes

07.51.11 New Medical Director

- 07.68.1 The Chairman advised Board members that interviews had taken place for the appointment of a new Medical Director on 18 July 2007 and that an appointment had been made, subject to satisfactory references being obtained.

07.56 HPSS (HSC) Complaints Procedure

- 07.68.2 The Chairman distributed to Board members a recent circular from the Department of Health, Social Services and Public Safety issuing guidance on complaints in residential and nursing homes.

07.36.7 Naming of Board members in minutes

- 07.68.3 The Working Group circulated a paper outlining the manner in which other peer organisations present their minutes in terms of whether individual Board members were named.
- 07.68.4 After consideration of this paper, It was **AGREED** that the current policy of not naming Board members should continue with the exception of those particular occasions identified in the paper.

07.69 Chairman's report [Paper A/05/07]

- 07.69.1 The Chairman presented his report to the Board and noted that since he had attended the NHS Confederation Conference in London, the Prime Minister, had announced the formation of a new regulatory body (Ofcare) covering healthcare, social care and the Mental Health Act Commission in England, and that the Authority should note this development.

The Board **NOTED** the Chairman's report.

07.70 Chief Executive's Report [Paper B/05/07]

- 07.70.1 The Chief Executive Report was tabled for Board members. She advised the Board that one of the Assistant Directors, had been involved in a traffic accident but was making a speedy recovery.
- 07.70.2 The Director of Operations and Chief Nurse Advisor gave an update on the Clinical and Social Care Governance reviews and advised that all 25 reports had been completed and sent out to the organisations for checking and that meetings were being set up with the Chief

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Executives of the five new trusts. However, the composite report was still not complete.

- 07.70.3 A question was asked if there were any major issues and/or trends arising from the review programme. The Director of Operations stated that there were no major concerns but key issues noted included the reliance on controls assurance and disparities in governance standards at practice levels and at corporate level. The Chief Executive also noted that all the organisations involved took the reviews very seriously and were fully engaged in the process.
- 07.70.4 The Director of Operations and Chief Nurse Advisor updated the Board on the work of the project group overseeing the transfer of functions from the Mental Health Commission to the Authority. He advised that ambiguities in the area of human resources had been resolved and that seconded staff would be returning to the DHSSPS, but that they would assist the Authority in a shadow role during the first six months of the transfer.
- 07.70.5 The Director of Operations further advised that with regard to the functional model, a workshop had been held but there was some resistance to aspects of this. He also advised that records management issues were progressing and that in terms of the accommodation, it was agreed that the Mental Health Commission would seek alternative accommodation in Belfast when their current lease expired.
- 07.70.6 The Chief Executive expressed her concerns to Board members about the effect of the Draft Reform Order not having been passed through the Northern Ireland Assembly. If the statute does not exist, there can be no presumption and therefore the Mental Health Commission cannot co-locate in Riverside Tower. Furthermore, the lack of representation of senior figures from the Mental Health Commission at important meetings was noted.
- 07.70.7 The Director of Operations was thanked and members expressed their appreciation for the work he had done in regard to this project.
- 07.70.8 The Director of Operations advised Board members that a memorandum of understanding was being prepared with Her Majesty's Inspectorate of Prisons and the Criminal Justice Inspectorate, with a view to beginning joint inspections in October 2007.
- 07.70.9 The Chief Executive drew Board members' attention to the list of failure to comply notices in her report and the progress being made. A question was raised concerning whether it was common for these

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notices to be issued in the statutory sector, The Director of Operations advised that in these cases improvement plans had been agreed and were being closely monitored.

07.70.10 The Chief Executive advised that Colin Reid had agreed to give a presentation to staff at the Authority Journal Club workshop concerning the Safeguarding Vulnerable Groups Act 2006 and general developments on vetting and barring . Board members would be welcome to attend.

07.70.11 The Chief Executive advised Board members that she had been in contact with John Kissane, Deputy Head of the Human Rights Division of the Ministry of Justice concerning the United Kingdom National Prevention Mechanism. She advised that correspondence concerning this would be circulated to Board members for comment.

The Board **NOTED** the Chief Executive's report.

07.71 Audit Committee Business [Paper C/05/07]

07.71.1 The Chairman of the Audit Committee updated the Board on the work of the Audit Committee. He advised that at the meeting of 5 July the Internal and External Audit reports were presented to the Committee together with the audited annual report and accounts for 2006/07.

07.71.2 Board members **NOTED** the minutes of the meeting of the Audit Committee of 1 March 2007.

07.71.3 The Chairman of the Audit Committee expressed his thanks to the Director of Corporate Services and his team for their hard work in achieving improved levels of compliance in the areas of financial management, governance and risk management.

07.71.4 The Chairman of the Audit Committee also advised Board members that a paper, "Provision of Accounting Services" had been considered by the Audit Committee but will be brought to the Board at a later meeting.

07.71.5 The Chairman expressed his thanks on behalf of the Board to the work of the Audit Committee and the work of the Director of Corporate Services and his team for achieving this high standard of compliance within two years of the Authority being set up.

07.72 Annual Report and Accounts 2006/07

07.72.1 The Director of Corporate Services outlined the steps taken for the

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Annual Report and Accounts to be submitted to the Northern Ireland Assembly.

07.73 Process for Approval [Paper D/05/07]

The Board **NOTED** the process for submission of the Annual Report and Accounts.

07.74 Annual Review of Corporate Governance Arrangements [Paper E/05/07]

The Board **APPROVED** the Annual Review of Corporate Governance Arrangements, but it was **AGREED** that in the future it should contain a section about the role of the Board.

07.75 Analytical Review of Accounts [Paper F/05/07]

The Board **NOTED** the Analytical Review of the Accounts.

07.76 Approval of Annual Report and Accounts [Paper G/05/07]

07.76.1 A question was asked if further information could be given concerning the nature of the complaints against the Authority mentioned in the Annual Report. The Chief Executive advised that if it were possible, further information would be inserted.

The Board **APPROVED** the Annual Report and Accounts for signature by the Chairman and Chief Executive and for onward submission to the Northern Ireland Assembly.

07.77 Governance and Risk Management sub-committee business [Paper H/05/07]

07.77.1 The Chairman of the Governance and Risk Management sub-committee updated the Board on the work of the sub-committee and presented the minutes of the meetings of 16 April 2007 and 26 June 2007 for noting by the Board.

07.77.2 The Chairman of the sub-committee advised that PriceWaterhouseCoopers had completed their work and a live Corporate Risk Register had been developed. She added that risk management training was now taking place for all staff.

The Board **NOTED** the minutes of the two meetings.

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07.78 Corporate Risk Register [Paper I/05/07]

- 07.78.1 The Director of Corporate Services presented the Corporate Risk Register to the Board.
- 07.78.2 The Chairman expressed his satisfaction at the preparation of the risk register and agreed with a Board member's request that a quarterly update be presented to the Board.

The Board **APPROVED** the Corporate Risk Register.

07.79 Organisational Development Strategy update [Paper J/05/07]

- 07.79.1 The Chairman welcomed Paula Wilson from Goldblatt McGuigan to the meeting.
- 07.79.2 Paula Wilson presented an overview of the key themes and action points from the organisational development strategy and focused on issues relating to Board members.
- 07.79.3 Paula Wilson added that a workshop was being held on 25 and 26 July for Executive Team and Senior Managers which would allow further discussion on specific aspects of the strategy. She also suggested that organisational development be a standing agenda item for all Executive Team meetings.
- 07.79.4 Paula Wilson recommended that a steering group comprising staff of all levels and Board members be set up to facilitate the implementation of the strategy. A question was asked about the interface between Board members and staff, and while Paula Wilson suggested that Board members could attend team meetings, it was agreed that more formalised and regular opportunities to meet with staff should be provided.
- 07.79.5 With regard to the personal development of Board members, Paula Wilson suggested that Board members undertake 1½ days of training annually.
- 07.79.6 The Chairman thanked Paula for the work she had done and asked that expressions of interest from Board members to participate in the steering group be forwarded to the Director of Corporate Services.

07.80 Memorandum of Understanding with GMC [Paper K/05/07]

- 07.80.1 The Chief Executive presented to the Board a memorandum of understanding with the General Medical Council. She advised that the

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memorandum could be approved at the next meeting of the GMC Board in September 2007.

07.80.2 The Chairman commended the memorandum and stressed the importance of such work. He noted that changes may be required to the memorandum once the process of revalidation for the medical profession is finalised.

07.80.3 A Board member suggested that Annex C should be incorporated within the main document. This amendment was **AGREED**.

The Board **APPROVED** the memorandum of understanding,


07.81 Any other business

07.81.1 The Chairman of the Audit Committee advised the Board that he had requested that Internal Audit facilitate training for all Board members and that a date of 17 August had been agreed. Any Board member wishing to participate in this training should contact the Committee Administrator in the first instance.

07.81.2 The Communications Manager was thanked for setting up access to a website for Board members at which recent press articles relating to health and social care could be accessed. It was **AGREED** the Committee Administrator would forward the access details to Board members.

07.81.3 As there was no further business, the Chairman drew the Public Session of the Board meeting to a close.

Date of next meeting:
13 September 2007 at 2pm
Board Room, 9th Floor, Riverside Tower, Belfast

Signed 

Dr Ian Carson
Chairman

Date 13th Sept 2007

