

MINUTES

RQIA Board Meeting 8 July 2008

Board Room, Craigavon Area Hospital, Craigavon, 2:00pm

Present

Ian Carson (Chairman)
Geraldine Donaghy
Joan Harbison
Ruth Laird
Lilian Jennett
Allen McCartney
Connor Mulholland
Colin Reid
Austin Smith

Officers of the Board present

Alice Casey (Interim Chief Executive)
Robert Graham (Committee Services Manager)
Phelim Quinn (Director of Operations)
David Stewart (Director of Service Improvement)

Apologies

Richard Adams
Jim Jamison
Patricia McCoy
Una O'Kane

Apologies

Theresa Nixon (Director of Quality Assurance)
John Stewart (Director of Corporate Services)

PUBLIC SESSION

08.71 Welcome and Chairman's remarks

08.71.1 The Chairman welcomed Board members, Officers of the Board and members of the public to the meeting. He noted apologies from Board members Una O'Kane, Jim Jamison, Richard Adams and Patricia McCoy and from Officers of the Board Theresa Nixon and John Stewart.

08.72 Minutes of the meeting of the Board held on Tuesday 10 June, [Paper min/Jun/08]

08.72.1 The Board **APPROVED** the minutes of the meeting of the Board meeting held on 10 June 2008.

08.73 Matters arising from minutes

08.50.2 Meetings of Serious Concerns Group

08.73.1 The Committee Services Manager advised the Board that the Serious Concerns Group met each Tuesday morning and that Board members should contact him to advise when they wish to attend.

08.51.5 Note of Accountability Review meeting

08.73.2 The Committee Services Manager advised the Board that an agreed minute of the last Accountability Review meeting was not yet available and would be forwarded to Board members in due course.

08.74 Chairman's report [Paper J/04/08]

08.74.1 The Chairman presented his Report to the Board and noted some of the key meetings he had attended.

08.74.2 The Chairman advised the Board that 2 recent consultation documents merited a response from the RQIA. These are the "Good Practice Guidance on the Assessment and Management of Risk in Adult Mental Health Services" and the "Northern Ireland Executive's Response to the Bamford Review". The Director of Operations endorsed the Chairman's view and suggested that Board members forward any comments to Jude O'Neill in the first instance.

08.74.3 It was **AGREED** that the Chairman would forward links to both document to Board members.

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

08.75 Chief Executive's Report - Interim Chief Executive [Paper K/04/08]

08.75.1 The Interim Chief Executive presented her Report to the Board and began by noting that a programme of workshops was being planned for Board members.

08.75.2 The Interim Chief Executive advised Board members that a series of team development workshops had taken place as part of the new organisational structure and that the final workshop was taking place on 9 July.

08.75.3 The Interim Chief Executive noted some recent appointments to the RQIA and the approval of additional funds to cover the programme of unannounced hygiene inspections. She further added that as a result of changes within the Safety, Quality and Standards directorate at the DHSSPS, the RQIA had held a recent workshop with the new Director, Dr Jim Livingston.

08.75.4 The Director of Operations advised the Board that the senior managers within the RQIA had recently held a workshop concerning Human Rights and noted that this was an important area, in the light of the development of the new Corporate Plan.

08.75.5 The Interim Chief Executive gave an overview of the key financial matters and noted that the RQIA's Annual Report and Accounts for 2007/08 had been approved by the Board during the private session.

- 08.75.6 The Board **NOTED** the Chief Executive's Report.
- 08.76 Audit Committee business - Chairman of Audit Committee [Paper L/04/08]**
- 08.76.1 The Audit Committee Chairman updated the Board on the work of the Audit Committee and began by advising Board members that the minutes of the meeting of 6 March were available for noting.
- 08.76.2 The Committee Chairman advised that the Committee had met on 1 July to consider the Annual Report and Accounts in addition to the Internal and External Audit Reports for 2007/08.
- 08.76.3 In relation to Internal Audit, the Committee Chairman was pleased to note that in relation to the Finance and IT, the RQIA had received a "Satisfactory" level of assurance and in relation to governance, risk management and financial management the RQIA had shown "Substantive" compliance with the Controls Assurance standards. He noted that a 3-year Action Plan had been agreed by the Committee.
- 08.76.4 The Committee Chairman advised the Board that the Northern Ireland Audit Office had completed its review and had given an unqualified approval of the Annual Report and Accounts and that there were some issues within its Report that the Audit Committee would continue to monitor.
- 08.76.5 The Committee Chairman advised the Board that the Audit Committee had appointed a professional advisor to support the Committee and that the successful applicant would be taking up this role in due course, subject to satisfactory references being received.
- 08.76.6 The Committee Chairman presented to the Board an Audit Committee Report for 2007/08 and recommended this to the Board.
- 08.76.7 A Board member asked about the future role of the Governance and Risk Management sub-committee and sought clarity on the role of a Complaints Review Group.
- 08.76.8 The Committee Chairman advised the Board that before the end of July, it was hoped that new terms of reference for the sub-committee would be prepared which would be formalised by the Audit Committee and brought to the Board. He added that the role of the Governance and Risk Management sub-committee would be to monitor the process of how complaints are handled and investigated and this would be separate from a Complaints Review Group which would focus on investigating specific complaints. It was noted that a Complaints Review Group would require to be established under Standing Orders.

08.76.9 The Board **NOTED** the update from the Audit Committee Chairman.

08.77 Governance and Risk Management sub-committee business - sub-committee Chairman

08.77.1 This item was covered under Audit Committee business.

08.78 Appointments and Remuneration Committee business - Chairman

08.78.1 The Chairman updated the Board on the recent meetings of the Appointments and Remuneration Committee. He noted that the Committee had met on 24 June and had held a further meeting prior to the Board meeting.

08.78.2 The Chairman advised the Board that the Committee had made recommendations regarding pay awards for senior executives for the 2006/07 financial year and that these decisions would be forwarded to the Central Services Agency.

08.78.3 The Chairman advised the Board that the recent attempt to recruit a new Chief Executive for the RQIA had been unsuccessful.

08.78.4 The Chairman added that, following discussions with the Permanent Secretary, it was agreed that the RQIA would seek to recruit a new Chief Executive in a time-frame to coincide with the DHSSPS recruitment process for Chief Executives for the new Regional Health and Social Care Board, and other bodies. In the meantime, the Chairman indicated that Alice Casey had agreed to remain as Interim Chief Executive.

08.78.5 The Board **NOTED** the update from the Chairman.

08.79 Review of GP Appraisal Arrangements in Northern Ireland – Director of Operations [Paper M/04/08]

08.79.1 The Director of Operations presented the Review of GP Appraisal Arrangements to the Board and outlined some of the key recommendations of the Report. He advised that this was an external review of the system in place at the Northern Ireland Medical and Dental Training Agency (NIMDTA).

08.79.2 The Chairman advised the Board that the model of GP Appraisal now used in Northern Ireland was similar to that used in Wales and noted that Out of Hours Services doctors were being appraised.

08.79.3 A Board member asked if the appraisal process involved the creation of a learning and development plan for doctors. The Director of Service Improvement advised that such a plan was not compulsory. He added that the appraisal process had a quality assurance element

as selected appraisals were reviewed by a second appraiser.

- 08.79.4 A Board member asked what the next stage was in terms of the publication of the Report. The Director of Operations advised that the Report was not a commissioned report and that NIMDTA were aware of it so the RQIA would proceed with publishing the Report and alerting key stakeholders. He added that a similar report looking at the arrangements within secondary care would be presented at the next Board meeting.
- 08.79.5 A Board member asked how the views of patients contributed to GP Appraisal. The Director of Operations advised that there was a requirement for GP's to respond to a Quality and Outcomes Framework and conduct surveys of patients' views were a component within the Framework. It was **AGREED** that an explanatory paragraph to this effect should be added to the Report.
- 08.79.6 A Board member noted there was currently a lot of media interest around GP's and asked if there were procedures in place for patients to make complaints and what arrangements there were for patients who wished to change their GP.
- 08.79.7 The Director of Service Improvement advised the Board members that all practices should have a Complaints Procedure which was linked to the local Health and Social Services Board. Patients are now registered to a practice instead of a specific GP within a practice.
- 08.79.8 The Director of Operations noted that this was the first review of primary care the RQIA had conducted and that this and subsequent reviews will contribute significantly to work of other regulators, such as NIMDTA and the GMC.
- 08.79.9 A Board member suggested there should be a contextual paragraph around governance arrangements included in the Report. This addition was **AGREED**.
- 08.79.10 A Board member asked if the RQIA would monitor how NIMDTA acted upon the recommendations contained in the Report. The Director of Operations advised that the RQIA would do this as part of its cycle of governance reviews.
- 08.79.11 The Director of Service Improvement added that the RQIA would be asked by the General Medical Council to provide an assurance that NIMDTA had taken on the recommendations in the Report. It was **AGREED** that the Report should contain a Quality Improvement Plan which should be signed off by NIMDTA.
- 08.79.12 The Chairman concluded the discussion by stating that the RQIA would ask NIMDTA to advise how it was going to take forward the recommendations contained in the Report.

08.79.13 The Board expressed their thanks to Hall Graham, Primary Care Advisor, for completing this piece of work and commended the work of the Review team for producing a very informative and high quality Report.

08.80 Any other business


08.80.1 A Board member asked if the RQIA would have a role in relation to dentistry.

08.80.2 The Director of Operations advised the Board that under legislation, the RQIA may become responsible for the regulation of all dental practices across Northern Ireland. He noted that discussions with the DHSSPS concerning anomalies within the legislation were at an early stage.

08.80.3 With there being no other business the Chairman drew the meeting to a close at 3:50pm.

**Date of next meeting:
2 September 2008, Venue TBC**

Signed



Dr Ian Carson
Chairman

Date

2/9/08