

RQIA Board Meeting

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| Date of Meeting | 21 November 2019 |
| Title of Paper | Public Session Minutes |
| Agenda Item | 1 |
| Reference | Min / Sept19 / public |
| Author | Hayley Barrett |
| Presented by | Prof. Mary McColgan |
| Purpose | To provide Board members with 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 26 September 2019 |
| FOI Exemptions Applied | None |
| Equality Impact Assessment | Not applicable |
| Recommendation/ Resolution | The Board is asked to APPROVE the minutes of the Board meeting on 26 September 2019 |
| Next steps | The minutes will be formally signed off by the Chair. |



PUBLIC SESSION MINUTES

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| RQIA Board Meeting Boardroom, RQIA 26 September 2019; 11.45am | |
| Present Prof. Mary McColgan OBE (<i>MMcC</i>) Lindsey Smith (<i>LS</i>) Denis Power (<i>DP</i>) Robin Mullan (<i>RM</i>) Seamus Magee OBE (<i>SM</i>) Patricia O'Callaghan (<i>POC</i>) Apologies Sarah Havlin (<i>SH</i>) Dr Norman Morrow (<i>NM</i>) Gerry McCurdy (<i>GMcC</i>) | Officers of RQIA in attendance Olive Macleod OBE (Chief Executive) (<i>OM</i>) Dr Lourda Geoghegan (Director of Improvement and Medical Director) (<i>LG</i>) Theresa Nixon (Director of Assurance) (<i>TN</i>) Jennifer Lamont (Head of Business Support) (<i>JL</i>) Hayley Barrett (Business Manager) (<i>HB</i>) |

1.0 Welcome and Apologies

1.1 MMcC welcomed all members and Officers of the Board to this meeting. Apologies were noted from Sarah Havlin, Gerry McCurdy and Norman Morrow.

2.0 Agenda Item 1 – Minutes of the public Board meeting held on 4 July and matters arising

2.1 Board members **APPROVED** the minutes of the Board held on Thursday 4 July.

2.2 Board members noted that actions 207 and 208 are now complete. Action 201 and 204 are ongoing.

2.3 MMcC advised that action 204 would be deferred until January 2020.

2.4 LG provided an update in relation to action 201. LG advised that following an inspection of NIAS sufficient assurances were not received. Following a serious concerns meeting the Improvement Notices have been extended to 31 March 2020. It is anticipated that NIAS would be invited to a meeting of the Board in 2020 when compliance has been achieved.

2.5 Board members agreed that action 201 can be removed.

3.0 Agenda Item 2 –Declaration of Interests

3.1 MMcC asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders. RM advised that he is a member of the Equality Commission.

4.0 Agenda Item 3 – Presentation – Using Information and Intelligence Effectively - RQIA's Improvement Journey

4.1 MMcC advised that the presentation – Using information and Intelligence Effectively – RQIA's Improvement Journey would be deferred.

5.0 Agenda Item 4 – Acting Chair's Report

5.1 MMcC advised Board members of a NICON Leadership and Governance Conference on 27 November. MMcC, DP, GMcC and NM will be in attendance.

5.2 MMcC advised of a NI Public Sector Chairs Forum on 8 October that DP will represent RQIA.

5.3 MMcC advised of a meeting with the CPEA Reference Group on 1 October with a specific focus on Adult Safeguarding.

5.4 MMcC advised of meeting attended since the last meeting of the Board with IHRD RQIA Remit Sub Group, NISCC and PCC.

5.5 Board members **NOTED** the Acting Chair's Report.

6.0 Agenda Item 5 – RQIA Communications and Engagement Strategy

6.1 JL advised Board members that this strategy outlines the principles of communication and engagement and the purpose is to support the work of the business plan and directorate business plans.

6.2 JL advised Board members that RQIA have rebranded promotional materials which will launch on 10 October at RQIA's Open House Event. The new material was presented to the Board and it was agreed the format was more user friendly.

6.3 JL updated Board members in relation to internal communications with staff including: newsletter, EMT and team meeting feedback.

6.4 JL advised that we are engaging with the media, using social media and that the membership scheme will be relaunched.

6.5 Board members acknowledged the content of the strategy and agreed with the principles of communication and engagement. LS queried how we are making it less formal for staff / clients to interact with us. JL advised that we are

listening to what people want and acting on it as far as we can. It was agreed that the Strategy would be reviewed at a meeting of the Board during 2020-21.

6.6 Board members **APPROVED** the RQIA Communications and Engagement Strategy.

6.7 JL advised that all Board members are welcome to the Open House Event on 10 October 2019 in RQIA.

7.0 **Agenda Item 6 – Mental Capacity Act (2016)**

7.1 JL advised that the Mental Capacity Act (2016) partial implementation has been deferred to 1 December.

7.2 JL informed Board members that the Chief Executive has chaired a weekly internal meeting with the Executive Team, Senior Staff and Inspectors relating to the implementation and the impact on RQIA.

7.3 Board members noted that the view is that this implementation will be business as usual. JL advised that the weekly meetings have highlighted that there are similarities in the role of RQIA but some differences.

7.4 JL added that the Mental Health Order (1986) will run in parallel with the Mental Capacity Act (2016) for the meantime.

7.5 JL advised that each Trust will have a list of approved professionals with training provided by DoH to be members of panels.

7.6 Board members acknowledged that the implications on RQIA are more than what was expected.

7.7 Board members **NOTED** the Mental Capacity Act (2016) update.

8.0 **Agenda Item 7 – SOAD Policy and Procedure**

8.1 LG advised that the Part II Policy and Procedure was revised in January 2019. The SOAD Policy and Procedure has been amended to reflect similar amendments to the process of appointments. LG advised that the policy would be in effect from 1 October, following approval, and will be circulated to Panel members.

8.2 OM left the meeting at this point.

8.3 Board members **APPROVED** the SOAD Policy and Procedure.

9.0 Agenda Item 8 – Chief Executive’s Report

9.1 JL advised Board members that the legal action relating to the death of Ms Kathleen Fegan has been settled and RQIA’s liability has been confirmed.

9.2 JL advised that the DoH requested that RQIA declare any financial pressures; RQIA did not declare any pressures and have accounted for a 1% pay uplift in our budget forecast.

9.3 DP requested a finance update paper is presented to Audit Committee on 17 October.

9.4 Resolved Action (209)

Finance update paper to be presented to Audit Committee on 17 October.

9.5 JL provided an update on the EU Exit preparedness that RQIA have been in attendance at all DoH planning meetings and there is currently no risk for RQIA.

9.6 TN advised Board members that RQIA have been engaging with the Trusts on the development of Monthly Monitoring Report templates. Three improvement workshops for children’s services providers have been organised for 21, 22, and 23 October.

9.7 Board members noted the enforcement action since the last meeting. TN advised that areas of improvement relate to staffing, governance arrangements and medicines management.

9.8 LG advised of 11 serious concerns / Intention to Serve meetings with Trusts / Providers and progress meetings.

9.9 LG advised that three referrals to the GDC have been made in relation to one dental practice.

9.10 LG advised that in relation to online prescribing (Independent Medical Agencies (IMAs) the Care Quality Commission (CQC) is hosting a meeting to address the issues. All four countries are involved and a short statement has been developed and agreed.

9.11 Board members **NOTED** the Chief Executive’s Report.

10.0 Agenda Item 9 – Equality and Disability Annual Report

10.1 Board members **NOTED** the Equality and Disability Annual Report.

10.2 DP queried if RQIA receive feedback comments from the equality commission following submission of the report. MF advised that he would follow up with BSO Equality Unit in relation to feedback.

10.3 **Resolved Action (210)**
MF to follow up with BSO Equality Unity in relation to feedback on the Equality and Disability Annual Report.

11.0 **Agenda Item 10 – Any other business**



11.1 As there was no other business, MMcC thanked Board members and Officers for their attendance and contribution and brought the meeting to a close.

Date of next meeting:
21 November 2019




Signed M. McC Colgan
Professor Mary McColgan
Acting Chair

Date 21 November 2019

Board Action List

| Action number | Board meeting | Agreed action | Responsible Person | Date due for completion | Status |
|---------------|-------------------|---|--------------------------|-------------------------|---|
| 209 | 26 September 2019 | Finance update paper to be presented to Audit Committee on 17 October. | Head of Business Support | 17 October 2019 |  |
| 210 | 26 September 2019 | MF to follow up with BSO Equality Unity in relation to feedback on the Equality and Disability Annual Report. | Communications Manager | 17 October 2019 |  |

Key

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|--------------------------------|---|
| Behind Schedule |  |
| In Progress |  |
| Completed or ahead of Schedule |  |

