



PUBLIC SESSION MINUTES

RQIA Board Meeting
Board Room, 9th Floor, Riverside Tower, Belfast
3 September 2013, 1.30pm

Present

Ian Carson (Chairman)
Geraldine Donaghy
Sarah Havlin
Patricia McCoy
Lindsey Smith
Ruth Laird CBE
Mary McColgan
Daniel McLarnon
Patricia O'Callaghan
Denis Power

Officers of RQIA present

Glenn Houston (Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Kathy Fodey (Director of Regulation and Nursing)
Theresa Nixon (Director of Mental Health, Learning
Disability and Social Work)
David Stewart (Director of Reviews and Medical
Director)

In attendance

Malachy Finnegan (Communications Manager)
Katie Symington (Board and Executive Support
Manager)

Apologies

John Jenkins CBE
Una O'Kane

13.57 Agenda Item 1 - Welcome and Chairman's remarks

13.57.1 The Chairman welcomed Board members, Officers of the Board and a member of the public to the meeting of the RQIA Board.

13.57.2 Apologies were noted from John Jenkins CBE and Una O'Kane.

13.57.3 The Chairman noted the recent correspondence from the Public Appointments Unit with regard to the extension of tenure of those Board members whose term ends in August 2013. The extension has been agreed until February 2014.

13.58 Agenda Item 2 - Minutes of the meeting of the Board held on Thursday 4 July 2013 (min/July13/public)

13.58.1 The Board **APPROVED** the minutes of the Board meeting held on 4 July 2013, with amendments. The Chairman highlighted to Board members the completed actions from the action list. It was agreed that action 9, FPL, will be removed.

The Director of Corporate Services noted that in agreement with the Audit Committee Chair, action 15 has been amended to a comparison of the expenditure with the relevant budget. In the year-end report prior year comparatives and explanations will be provided, as appropriate.

This action will therefore be removed from the Action list.

Resolved Actions

Minutes to be formally signed off by the Chairman

13.59 Agenda Item 3 - Matters arising from minutes

13.51.6 Lay Assessors

The Director of Reviews thanked Board members for their comments in relation to the documentation for the recruitment of lay reviewers. It is intended that these positions will be advertised at the beginning of October 2013.

13.52.1 RQIA Performance Management Framework

The Director of Corporate Services noted that the workshop to review the current suite of Measures of Success has been organised for Wednesday 18 and Thursday 19 September 2013. The outputs of this workshop will be presented to the Board.

Resolved Actions

Output from the Measures of Success workshop to be presented to the Board

The Board **NOTED** the Matters arising and the Board Action List.

13.60 Agenda Item 4 - Declaration of Interests

13.60.1 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.

13.60.2 The Chairman asked Board members to advise the Board & Executive Support Manager of any necessary updates to the Register of Interests.

13.61 Agenda Item 5 - Chairman's Report

13.61.1 The Chairman noted the Accountability meeting with DHSSPS and highlighted that the minutes of this meeting will be circulated to Board members once received from DHSSPS.

Resolved Actions

Minutes of Accountability meeting will be circulated to Board members once received from the DHSSPS

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

13.62 Agenda Item 6 - Chief Executive's Report

Strategic Developments

13.62.1 The Chief Executive provided an update to the Board on strategic developments since the last Board meeting. RQIA has held a series of design workshops in preparation for the implementation of the new IT system. A Board member has been identified to join the Project Board. RISCOP will also be discussed at the October Board workshop.

The Chief Executive drew Board members attention to the NINIS (Northern Ireland Neighbourhood Information Service) website and, as detailed in the business plan; RQIA has placed a link to NINIS on its website.

Organisational Development

13.62.2 The Chief Executive highlighted Organisational Developments to the Board, including the Culture Charter launch which will take place on Thursday 10 October 2013. All Board members are invited to attend this event. The Chief Executive also noted that directorates within RQIA are currently undertaking Mock IIP assessments.

Enforcement Activity

13.62.3 The Chief Executive drew the Boards' attention to the current enforcement activity contained within Appendix A.

Standards and Guidance

13.62.4 The Chief Executive noted the current DHSSPS consultation on Minimum Standards for Children's Homes. RQIA will submit a formal response to this consultation.

Complaints & Whistleblowing

13.62.5 The Chief Executive noted that two new complaints have been received since the last Board meeting; while ten whistleblowing disclosures have been received and investigated by RQIA.

A Board member queried how RQIA can be assured that the recommendations made in Review reports are followed up. Board members noted that the DHSSPS and HSC Board hold providers to account and should confirm any Trust action in response to Reviews.

The Director of Reviews noted that the Public Health Agency is establishing a single point of contact for all patient safety notices and has requested a copy of RQIA reviews in relation to this issue. The Director of Reviews also noted that HSC Trusts have agreed to share the output of their Boards' recommendations following an RQIA Review.

It was noted that following the August workshop in relation to the Francis Report, an Oval Mapping exercise will be undertaken with the HSC Leadership Centre. The final report will be shared with Board members.

Resolved actions

A formal invitation to attend the Culture Charter launch on 10 October 2013 will be issued to all Board members

The results of the Oval Mapping exercise will be shared with Board members

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

13.63 Agenda Item 7 - Presentation on the work of the Reviews Directorate

13.63.1 The Director of Reviews presented an update on the work of the Reviews Directorate to Board members.
Board members requested clarification on the house style for RQIA reports. The Director of Reviews confirmed that there is a house style for report writing which can be shared with Board members.
The Director of Reviews confirmed that a piece of work is being undertaken with the Communications Manager to produce a short four page summary of each RQIA Review.

Resolved actions

The RQIA house style for report writing (Reviews) to be shared with Board members

13.64 Agenda Item 8 – Finance Report (C/05/13)

13.64.1 The Director of Corporate Services presented the summary financial position, as at 31 July 2013.
The Department issued confirmation of RQIA's 2013/14 allocation on 3 May 2013. This allocation incorporates a planned £5,000 reduction in line with the four year savings plan. A break even position at year end is forecast.

Two further capital ICT bids have been agreed in principle with DHSSPS.

13.64.2 Cumulatively the prompt payment compliance is currently 62.63%, which is under the Departmental target of 95%. BSO has identified actions to address this issue and whilst improvement is expected, it is unlikely that this target will be met. The Director of Corporate Services will identify from BSO the length of time currently taken to pay invoices, if this is not done within 30 days.

It was agreed that a further 10 day prompt payment compliance target will initially be set at 50%. The Director of Corporate Services also

noted that 69% of annual fees have been received by RQIA, while a small historic debt of £645 remains outstanding from previous years.

Resolved Actions

The Director of Corporate Services will identify the length of time taken to pay invoices, from BSO, if this is not done within 30 days

13.64.3 The Board **NOTED** the Finance report.

13.65 Agenda Item 9 - Corporate Performance Report for 2013/14 (D/05/13)

13.65.1 The Director of Corporate Services presented the Corporate Performance Report, 2013-14 for the period ending June 2013 to Board members. Board members noted that at the end of the 1st quarter of 2013/14, 96% of the actions within the Business Plan were reported as either green or blue.

Board members raised a number of queries on the report and made a number of suggestions for improvement, especially in respect of the need for fuller explanations of exceptions.

It was agreed that Action 5.1.8, Auto enrolment in the HSC pension scheme is removed from the Exception Report as the date for auto enrolment has been deferred.

13.65.2 Board members **APPROVED** the Corporate Performance Report.

13.66 Agenda Item 10 - Corporate Risk Assurance Framework Report (E/05/13)

13.66.1 The Director of Corporate Services presented the Corporate Risk Assurance Framework Report to Board members. Seven risks are now detailed on this report. The Director of Corporate Services highlighted changes to the identified risks on pages two and three of this document.

Two new risks have been identified for inclusion within the Risk Register; the potential loss of experienced inspection staff due to the changes to reimbursement of travel under Agenda for Change, and the risk that RQIA may not be able to secure legal representation from the Directorate of Legal Services in those cases where the HSC Trust is the respondent or named third party.

Board members requested that two of the risks included in the Risk Register are deescalated and placed on Directorate Risk Registers, as operational risks. Strategic risks should be reviewed and added to this report, as necessary. Board members will undertake a horizon scanning exercise in 2014.

Resolved actions

Risk Register to be reviewed by the Executive Management Team; two risks to be removed and strategic risks to be included, as necessary

13.66.2 Board members **APPROVED** the Corporate Risk Assurance Framework Report with requested revisions.

13.67 Agenda Item 11 - Escalation arrangements when concerns are identified during RQIA reviews and inspections (F/05/13)

13.67.1 The Chief Executive presented the revised Escalation Policy to Board members.
Board members requested that the policy statement is reviewed in light of the findings of the Francis Report. The role of the RQIA Board should also be cited within this policy.

The Chief Executive will review this policy in light of the comments provided by Board members and will present a draft of this policy to the October Board workshop for discussion, and to the November Board meeting for approval.

Resolved Actions

Chief Executive will review the Escalation Policy and present a draft at the October Board workshop and bring to the November Board meeting for approval

13.68 Agenda Item 12 – Policy and Procedure for the Appointment, Suspension and Removal from the RQIA List of Part II Medical Practitioners (G/05/13)

13.68.1 The Director of Mental Health, Learning Disability and Social Work presented the Policy and Procedures in relation to the Appointment, Suspension and Removal of Part II Medical Practitioners to the Board.

The Director of Mental Health, Learning Disability and Social Work informed Board members that the Interim Panel met on 15 August 2013 and appointed six Medical Practitioners to the RQIA List of Part II Medical Practitioners.

13.68.2 Two issues have arisen from the Interim Appointments Panel, namely AccessNI checks and Trust references. The Chairman agreed that the current documentation can be amended to state that the “Associate Medical Director or Clinical Director as the authorised nominee” be approached to provide a reference for the applicant.

Confirmation was provided that the AccessNI check must be undertaken for the appointment of Part II Medical Practitioners.

The Director of Mental Health, Learning Disability and Social Work will arrange a meeting with all stakeholders to discuss the new process for the appointment of Part II Medical Practitioners.

- 13.68.3 Board members **APPROVED** the policy for the Appointment to the RQIA list of Part II Medical Practitioners, subject to minor amendments.

Board members **APPROVED** the procedures for the Appointment to the RQIA list of Part II Medical Practitioners.

Board members **APPROVED** the policy for the Suspension or Removal of Part II Medical Practitioners from the RQIA list.

Board members **APPROVED** the procedures for Responding to Representation following non appointment or suspension and removal from the RQIA list of Part II Medical Practitioners.

Board members **NOTED** the changes to Standing Order Five.

- 13.68.4 The Chairman confirmed that the current members of the Interim Appointment Panel; a Medical Practitioner Chair and three Board members, will continue to be the members of this Panel for one year. Confirmation letters and Terms of Reference will be issued to appointed Board members.

- 13.68.5 The acting Chair of the Appointments Panel provided a verbal update to the Board. The Panel has now met on six occasions to conclude the policies and procedures and consider the applications for appointment.

An initial Appointment Panel meeting was held on 26 July 2013. Four appointments were considered but no appointments were made. On 15 August 2013 a further meeting of the Panel was held and six appointments were made. A list of these appointments will be placed on the RQIA website. The Panel met again on 3 September 2013 and no appointments were made.

- 13.68.6 A training plan for the new policies and procedures will be completed for Board members who are engaged in the appointment, suspension and removal of Part II Medical Practitioners from the RQIA list.

Resolved Actions

Confirmation letters and Terms of Reference will be issued to Board members to confirm their appointment to the RQIA Part II Appointment Panel

13.69 Agenda Item 13 - Annual Progress Report 2012/13 on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006 (H/05/13)

- 13.69.1 The Director of Corporate Services presented the Annual Progress Report 2012/13 to Board members and highlighted to Board members RQIA's key achievements for the 2012-13 year. This report will be sent to the Equality Commission.
- 13.69.2 Board members **NOTED** the Annual Progress Report 2012/13 on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006.

Resolved Actions

Annual Progress Report 2012/13 on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006 to be sent to the Equality Commission

13.70 Agenda Item 14 – Sickness/ Absence Report (1/05/13)

- 13.70.1 The Director of Corporate Services presented the Sickness/ Absence Report to Board members. This report captures the period April – July 2013. The RQIA target for sickness absence is 4.8%, currently RQIA's sickness absence is 4.1%.

The Director of Corporate Services noted that the Attendance Management Policy has recently been updated and circulated to all staff. Awareness sessions have been provided in relation to this new policy.

- 13.70.2 Board members **NOTED** the Sickness/ Absence Report.


13.71 Agenda Item 15 - Any Other Business

- 13.71.1 As there was no other business, the public session of the meeting was brought to a close at 5.00pm.

Date of next meeting:

Thursday 14 November 2013, Boardroom, RQIA.

Signed



Dr Ian Carson
Chairman

Date

14/11/13

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Status
22	3 September 2013	Minutes of 4 July to be formally signed off by the Chairman	Chairman	Completed
23	3 September 2013	Output from the Measures of Success workshop to be reported to the Board	Director of Corporate Services	Ongoing
24	3 September 2013	A formal invitation to attend the Culture Charter launch on 10 October 2013 will be issued to all Board members	Board & Executive Support Manager	Completed
25	3 September 2013	The results of the Oval Mapping exercise will be shared with Board members	Chief Executive	Ongoing
26	3 September 2013	Minutes of Accountability meeting will be circulated to Board members once received from the DHSSPS	Chairman	Ongoing
27	3 September 2013	The RQIA house style for report writing (Reviews) to be shared with Board members.	Director of Reviews	Ongoing
28	3 September 2013	The Director of Corporate Services will identify from the BSO the length of time taken to pay invoices, if this is not done within 30 days	Director of Corporate Services	Ongoing
29	3 September 2013	Risk Register to be reviewed by the Executive Management Team; two risks to be removed and strategic risks to be included	Chief Executive	Ongoing
30	3 September 2013	Chief Executive will review the Escalation Policy and present a draft at the October Board workshop and bring to the November Board meeting for approval	Chief Executive	Ongoing
31	3 September 2013	Confirmation letters and Terms of Reference to be issued to Board members	Chairman	Completed

		appointed to the Part II Appointment Panel		
32	3 September 2013	Annual Progress Report 2012/13 on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006 to be sent to the Equality Commission.	Director of Corporate Services	Completed