



RQIA Board Meeting

Date of Meeting	12 May 2016
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Mar16 / public
Author	Katie Symington
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 24 March 2016.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to APPROVE the minutes of the Board meeting of 24 March 2016.
Next steps	The minutes will be formally signed off by the Chairman and will be uploaded onto the RQIA website.



PUBLIC SESSION MINUTES

RQIA Board Meeting
Boardroom, RQIA
24 March 2016, 1.20pm

Present

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

Officers of RQIA in attendance

Glenn Houston (Chief Executive)
David Stewart (Director of Reviews and Medical Director)
Maurice Atkinson (Director of Corporate Services)
Theresa Nixon (Director of Mental Health, Learning Disability and Social Work)
Kathy Fodey (Director of Regulation and Nursing)
Malachy Finnegan (Communications Manager)
Katie Symington (Board and Executive Support Manager)
Patrick Convery, Head of Programme

Apologies

Sarah Havlin
Dr John Jenkins CBE
Prof. Mary McColgan OBE
Robin Mullan

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 Sarah Havlin, Dr John Jenkins CBE, Professor Mary McColgan OBE and Robin Mullan. The Chairman welcomed Jennifer Lamont, DHSSPS to the meeting. The Chairman noted that Professor McConkey is unable to attend today's meeting to discuss the Evaluation of the Mental Health and Learning Disability Pilot Inspection Methodology.

2.0 Agenda Item 2 - Minutes of the meeting of the Board held on Thursday 18 February 2016 (min/Feb16/public)

2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 18 February 2016.

3.0 Agenda Item 3 - Matters arising from minutes

3.1 The Chief Executive asked Board members for agreement that the date for the presentation of the revised Enforcement procedures, action 101, is amended to September 2016. Board members agreed to this change.

Board members noted that action 114 has been completed. Members also noted the press release by the Health Minister on 24 March in relation to this consultation. The Director of Regulation and Nursing noted that action 115 will be completed within the 2016/17 inspection programme. Action 116 is on the agenda for this Board meeting.

3.2 The Chief Executive informed members that further to 6.2 of the February minutes, RQIA has now received its letter of allocation from DHSSPS. This will be discussed further under item 11, Finance Report.

3.3 The Director of Corporate Services informed members that further to 7.2 of the February minutes, phase 1 of the workforce plan will be finalised by the end of March 2016. Phase 2 of the workforce plan will be completed within Quarter one, 2016/17 and presented to a future meeting of the Board.

3.4 **Resolved Action (117)**
Workforce Plan to be presented at a future meeting of the Board.

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 were made.

5.0 **Agenda Item 5 - Chairman's Report (C/03/16)**

5.1 The Chairman drew Board members attention to the Chairman's Report, to include meetings attended. The Chairman noted that the meeting with the Health Minister did not take place as intended.

5.2 The Chairman highlighted to members the recent press release from the Health Minister in relation to the future of the HSCB and the press release detailing 13 principles for the Expert Panel. Board members will receive copies of these press releases.

5.3 The Chairman noted that he is now able to proceed with recruitment for the Chief Executive post, for a period of 12 months.

5.4 The Chairman noted that Board members have received copies of the OECD Report, Reviews of Health Care Quality: United Kingdom, Raising Standards and the Kings Fund Report, Fundamental Principles and Approaches to Quality Improvement. Board members agreed that the Chairman's response document will be submitted to the Expert Panel, led by Professor Bengoa, for discussion.

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

- 6.0 Agenda Item 6 – Evaluation of the MHLD Pilot Inspection Methodology (D/03/16)**
- 6.1 The Director of Mental Health, Learning Disability and Social Work presented Professor McConkey’s paper on the Evaluation of the MHLD Pilot Inspection Methodology to Board members. This review of the pilot inspection methodology covered the unannounced inspections of 12 wards, from September to December 2015.
- 6.2 Professor McConkey makes 10 recommendations for improvement to the inspection methodology within this report; these recommendations were outlined to Board members.
- 6.3 The Director of Mental Health, Learning Disability and Social Work informed Board members that all inspection reports by the Mental Health and Learning Disability Team are peer reviewed, and the data collected from inspection reports is analysed.
- 6.4 Board members noted the need for consistency for all inspections, across Directorates.
- 6.5 The Director of Mental Health, Learning Disability and Social Work highlighted to Board members the need for the development of a new MHLD Information System and noted that a draft Strategic Outline Case has been prepared, but not yet submitted to DHSSPS for approval.
- 6.6 The Director of Mental Health, Learning Disability and Social Work also noted the insufficient Sessional budget in place for the work of the Directorate, particularly with regard to second opinions from Consultant Psychiatrists.
- 6.7 The Chief Executive welcomed Patrick Convery, Head of Programme, to this meeting. The Chief Executive noted that all 10 recommendations made within this report have been accepted by management, with actions in place to address the recommendations. These actions will be tracked through the Corporate Performance Monitoring Reports linked with RQIA’s 2016-17 Business Plan.
- 6.8 Board members noted that recurring revenue funding is needed for the new Mental Health and Learning Disability Directorate Information System. This has been identified as a risk which will be considered by the MHLD Information System Project Board.
- 6.9 **Resolved Action (118)**
Mental Health and Learning Disability iConnect system funding to be discussed at the next meeting of the MHLD Information System Project Board.

- 6.10 **Resolved Action (119)**
A paper will be presented to the Board detailing how the recommendations made within the Evaluation of the MHL D Pilot Inspection Methodology will be taken forward.
- 6.11 The Board **NOTED** the Evaluation of the MHL D Pilot Inspection Methodology.
- 7.0 **Agenda Item 7 – Revised Policy and Procedures for:**
- **Part II Doctors**
 - **Part IV Doctors**
- Amendments to Standing Order Number Five (E/03/16)**
- 7.1 The Director of Mental Health, Learning Disability and Social Work presented the revised Part II and Part IV papers to Board members and offered her thanks to those Board members appointed to the Part II and Part IV Appointment Panels.
- 7.2 The Director of Mental Health, Learning Disability and Social Work noted the main revisions to the Part II Policy. Board members noted the 98 Part II appointments made by RQIA between September 2014 and March 2016. Board members agreed that those members appointed to the Part II Appointment Panel will continue in this role until 2018.
- 7.3 The Director of Mental Health, Learning Disability and Social Work highlighted to Board members the main revisions to the Part IV policy, to include a change in title for Part IV Medical Practitioners to Second Opinion Appointed Doctors, to ensure coherence across the UK. Board members also noted a change in eligibility criteria from 10 years to 5 years relevant experience. The Director of Mental Health, Learning Disability and Social Work also noted the fee payable to Part IV Doctors, which is lower than that paid in England. This matter has been highlighted to DHSSPS.
- 7.4 The Director of Mental Health, Learning Disability and Social Work also noted the additional costs incurred by RQIA in the undertaking of Part IV work, estimated at £49,000. This has previously been raised to DHSSPS in a Business Case.
- 7.5 Patrick Convery, Head of Programme, was thanked for his attendance at this meeting.
- 7.6 **Resolved Action (120)**
Chief Executive to write to DHSSPS in relation to the work of Part IV Doctors, to include a request for recurring revenue funding and also the need to increase the fee for this work.
- 7.7 Board members **APPROVED** the Revised Policy and Procedures for Part II and Part IV Doctors and the Amendments to Standing Order Number Five.

8.0 Agenda Item 8 – Corporate Risk Assurance Framework Report (F/03/16)

8.1 The Director of Corporate Services presented the Corporate Risk Assurance Framework Report to Board members. This report was presented to the Audit Committee on 3 March 2016. Seven risks are identified within this report.

Board members noted that (the previous) risk one has been removed and added to the Regulation Directorate risk register.

Members also noted that (the previous) risk five has been removed and added to the Reviews Directorate risk register and (the previous) risk nine has been removed as funding has been received for the iConnect Project Manager post.

8.2 Board members discussed the risks detailed on the Risk Register and agreed that the Chief Executive, Director of Corporate Services and Audit Committee Chair will review the strategic nature of the corporate risks.

8.3 Resolved Action (121)

Chief Executive, Director of Corporate Services and Audit Committee Chair to review the strategic nature of corporate risks.

8.4 Board members **APPROVED** the Corporate Risk Assurance Framework Report.

9.0 Agenda Item 9 – Chief Executive’s Performance Dashboard (G/03/16)

9.1 The Chief Executive presented the Performance Dashboard to Board members. The Chief Executive noted the recent Regulation Stakeholder events and acknowledged the hard work of the Director of Regulation and Nursing and her team in the organisation of these events.

9.2 The Chief Executive noted the recently published RQIA Review of the Northern Ireland Ambulance Service. Board members noted that 3000 responses have now been received in response to the whistleblowing survey.

9.3 The Chief Executive extended an invitation to Board members to attend the Celebratory Breakfast on Friday 8 April, following RQIA’s recent ‘4 Star Recognised for Excellence’ EFQM Award.

9.4 The Chief Executive noted the intended date for the roll out of the iConnect web portal, as 23 May 2016.

9.5 The Chief Executive informed Board members that the letter of allocation has now been received from DHSSPS, with a further 3% saving requirement.

9.6 The Chief Executive noted that RQIA has received two complaints since January 2016.

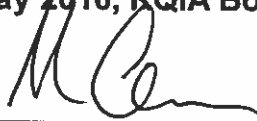
- 9.7 The Chief Executive noted that some revisions may be made to the KPI's presented within this report in 2016/17, to ensure that all KPI's presented are of value to the Board.
- 9.8 Board members **NOTED** the Chief Executive's Performance Dashboard.
- 10.0 Agenda Item 10 – Director of Regulation's Report (H/03/16)**
- 10.1 The Director of Regulation and Nursing informed Board members that this report is a summary of the improvement work carried out by the Regulation Directorate within the 2015-16 year.
- 10.2 The Director of Regulation and Nursing highlighted to Board members the 11 improvement work streams undertaken by the Regulation Directorate and noted the current Consultation on RQIA's revised inspection policy, which closes on 29 April 2016. The pilot testing of the revised inspection methodology will take place during the first six weeks of the 2016-17 year.
- 10.3 The Director of Regulation and Nursing referred to the ongoing improvement plan for 2016-17, 'Causeway for continuing quality improvement'.
- 10.4 The Director of Regulation and Nursing requested the participation of two Board members for an Enforcement Panel in April 2016.
- 10.5 The Director of Regulation and Nursing provided Board members with an update on Enforcement activity.
- 10.6 Agreement that the Director of Regulation and Nursing will discuss the use of Class 2 lasers, by unregistered services, with the Public Health Agency.
- 10.7 **Resolved Action (122)**
Director of Regulation and Nursing will discuss the use of Class 2 lasers, by unregistered services, with the Public Health Agency.
- 10.8 Board members **NOTED** the Director of Regulation's Report.
- 11.0 Agenda Item 11 – Finance Report (I/03/16)**
- 11.1 The Director of Corporate Services presented the Finance Report to Board members. Board members noted the projected breakeven for year end, with RQIA making a further easement to DHSSPS on 16 March of £51,000. The Director of Corporate Services noted that RQIA is on target to spend its capital allocation.
- 11.2 The Director of Corporate Services informed Board members that cumulatively, the 30 day prompt payment percentage, to February, equals 92.7%, and is therefore outside the 95% target. Board members also noted that cumulatively the 10 day prompt percentage, to February, is 75%, which exceeds the required 70% target.

- 11.3 The Director of Corporate Services noted that at the end of February, 97.2% of debt has been recovered by RQIA, with £22,000 outstanding. The Director of Corporate Services informed Board members that the issue surrounding the outstanding debt from the NHSCT has now been resolved, with an agreed basis for invoicing.
- 11.4 The Director of Corporate Services tabled the allocation letter as received from DHSSPS on 16 March 2016. The letter requests a Savings Plan to be sent to DHSSPS by 6 May 2016. A meeting of the Executive Management Team to discuss the Savings Plan has been arranged. The savings plan will be presented at the April Audit Committee meeting.
- 11.5 Board members **NOTED** the Finance Report.
- 12.0 **Agenda Item 12 – Audit Committee Business (J/03/16)**
- **Approved minutes of meeting on 22 October 2015**
 - **Verbal update on meeting on 3 March 2016**
- 12.1 The Audit Committee Chair presented the agreed minutes of the October Audit Committee meeting to Board members. The Audit Committee Chair noted the three Internal Audit reports presented by Internal Audit. Board members noted that the follow up Regulation Special Assignment found that eight of the 12 priority one recommendations have been implemented and four partially implemented. The Audit Committee Chair offered his congratulations to the Director of Regulation and Nursing and the Regulation Team in the implementation of these recommendations.
- 12.2 The Audit Committee Chair noted the External Audit Strategy presented at the Audit Committee by ASM, External Auditors. Key risks to RQIA 2015-16 financial statements were identified within this report.
- 12.3 The Audit Committee Chair informed Board members that the next meeting of the Audit Committee will take place on 28 April 2016.
- 12.4 Board members **NOTED** the minutes of the meeting of 22 October and the verbal update on the meeting of 3 March 2016.
- 13.0 **Agenda Item 13 - Any Other Business**
- 13.1 Lindsey Smith, Board member, noted that following the initiation of the Strategic Improvement Steering Group one year ago, all corporate projects are now set up, improvements have been realised and the projects are now part of business as usual. The Corporate Performance Report will monitor these projects going forward and the Strategic Improvement Steering Group will be stood down. Lindsey Smith thanked all staff for their involvement within this group which now hands over to business as usual.
- 13.2 The Chairman noted the appreciation of the Board in this the Chief Executive's last Board meeting and wished the Chief Executive well. The Chief Executive thanked the Chairman for his good wishes and noted the highlights of his tenure as Chief Executive of RQIA.

13.3 As there was no other business, the Chairman brought the public session of the Board to a close at 3.00pm.

Date of next meeting:
Thursday 12 May 2016, RQIA Boardroom

Signed



Dr Alan Lennon
Chairman

Date

12th May 2016

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion
101	9 July 2015	The Director of Regulation and Nursing will present the revised Enforcement procedures to the Board within Quarter 2.	Director of Regulation and Nursing	22 September 2016
115	18 February 2016	A management/ Board group will take forward the Specialist Inspection Policy Developments.	Chief Executive	Quarter 1 – Quarter 3
117	24 March 2016	Workforce Plan to be presented at a future meeting of the Board.	Director of Corporate Services	9 June 2016
118	24 March 2016	New Mental Health and Learning Disability Information System funding to be discussed at the next meeting of the Project Board.	Director of Corporate Services	26 April 2016
119	24 March 2016	A paper will be presented to the Board detailing how the recommendations made within the Evaluation of the MHLD Pilot Inspection Methodology will be taken forward.	Director of Mental Health, Learning Disability and Social Work	12 May 2016
120	24 March 2016	Chief Executive to write to DHSSPS in relation to the work of Part IV Doctors, to include a request for recurring revenue funding and also the need to increase the fee for this work.	Chief Executive	12 May 2016
121	24 March 2016	Chief Executive, Director of Corporate Services and Audit Committee Chair to review the strategic nature of corporate risks.	Chief Executive	9 June 2016
122	24 March 2016	Director of Regulation and Nursing will discuss the use of Class 2 lasers, by unregistered services, with the Public Health Agency.	Director of Regulation and Nursing	12 May 2016