



**Minutes of the Board meeting 13 September 2007**  
**Board Room, 9th Floor, Riverside Tower, Lanyon Place, Belfast**

**Present**

Ian Carson (Chairman)  
Joan Harbison  
Jim Jamison  
Lilian Jennett  
Patricia McCoy  
Ruth Laird  
Connor Mulholland  
Una O'Kane  
Colin Reid (*Confidential session only*)  
Austin Smith

**Officers of the Board present**

John Black (Acting Director of Operations, Social Services)  
Robert Graham (Committee Administrator)  
Phelim Quinn (Director of Operations, Nursing)  
David Stewart (Medical Director Designate) (*Public session only*)  
John Stewart (Director of Corporate Services)

**Apologies**

Richard Adams  
Geraldine Donaghy  
Allen McCartney

**Apologies**

Stella Burnside (Chief Executive)  
Theresa Nixon (Director of Operations, Social Services)

**PUBLIC SESSION**

**07.95 Welcome and Chairman's remarks**

- 07.95.1 The Chairman welcomed Board members, Officers of the Board and members of Authority staff to the meeting.
- 07.95.2 The Chairman formally welcomed John Black in his role as Acting Director of Operations and Chief Social Work Advisor and Dr David Stewart who has accepted the post of Medical Director.
- 07.95.3 The Chairman also welcomed Roisin Kelly, the new Public Participation Manager and Hall Graham, Primary Care Advisor.
- 07.95.4 The Chairman opened the meeting by expressing his sincere thanks on behalf of the Board to Stella Burnside, who had recently indicated her intention to retire as Chief Executive of the Authority. He

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expressed his appreciation for the personal contribution that she had made to the establishment and development of the organisation. For any new organisation, this is a formidable task, but she achieved considerable success in bringing the organisation through its first two years and she demonstrated passion and commitment for the role. Members endorsed the Chairman's remarks.

**07.96 Minutes of the meeting of the Board held on Thursday 19 July 2007, Board Room, Riverside Tower, Lanyon Place, Belfast [Paper min/Jul/07]**

07.96.1 The Board **APPROVED** the minutes of the meeting of the Board meeting held on 19 July 2007.

**07.97 Matters arising from minutes**

**07.70.4 Transfer of Functions from Mental Health Commission**

07.97.1 The Director of Operations updated Board members on this matter. He advised that the functional model was still being worked on and that the Project Manager, Finbar O'Kane was looking at records management issues. He further advised that although the Draft Reform Order had not yet been passed, the Authority was still working towards a target date of implementation of 1 April 2008.

07.97.2 The Director of Operations advised the Board that both the Chairman and Chief Executive of the Mental Health Commission had resigned.

**07.71 Audit Committee Business**

07.97.3 The Chairman noted the excellent training that had offered to Board members by Peter Shaw of Internal Audit on 17 August 2007. The Chairman thanked Allen McCartney (in his absence) for arranging this training event.

**07.98 Chairman's report [Paper A/0607]**

07.98.1 The Chairman presented his report to the Board. He advised Board members of a meeting the previous evening with Iris Robinson MP, MLA, Chair of the Assembly Health, Social Services and Public Safety Committee, at the NICON Chairs Forum. It was informative to hear that the two key areas of interest for the Committee were Mental Health and Healthcare Acquired Infection.

07.98.2 The Director of Operations and Chief Nurse Advisor informed the

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Board that he had been asked by the Committee to prepare a paper on Healthcare Acquired Infection and that the Medical Director Designate had assisted with this. He noted that he may be asked to attend a meeting of the Committee to present the paper.

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

**07.99 Quarterly Report [Paper B/06/07]**

- 07.99.1 The Director of Corporate Services presented the Quarterly Report and provided an overview of the main highlights.
- 07.99.2 The Director of Corporate Services advised Board members that members of Executive Team had attended a 2-day workshop with Capita and Goldblatt McGuigan as part of the Organisational Development Strategy and had begun to do some process mapping.
- 07.99.3 A Board member raised a query concerning the high absconding rate from children's homes. The Director of Operations and Chief Nurse Advisor noted that there were a high number of children with challenging behaviours placed in homes which could account for a high percentage of these incidents.
- 07.99.4 A query was raised concerning the lack of data available from DHSSPS about the services new to regulation. The Director of Operations and Chief Nurse Advisor highlighted the excellent work completed by Seamus McErlean and Dermot Parsons in ensuring the Authority had an accurate list of all the new service providers.
- 07.99.5 A Board member sought clarification on the role of the Authority in the new joint inspections with HMIP. The Director of Operations and Chief Nurse Advisor noted that the first inspection would take place in October 2007, only three weeks after the formal transfer date and that the role of the Authority in this initial inspection was to monitor the commissioning arrangements. He advised that the Authority would be seeking a more involved role with the assistance of peer and lay reviewers.
- 07.99.6 The Chairman suggested that in future Quarterly Reports, the Board would obtain more detail on the nature of the complaints against the Authority.

The Board **NOTED** the Quarterly Report

**07.100 Appointments and Remuneration Committee - Update on meeting of 21 August 2007**

- 07.100.1 The Chairman updated the Board on the work of the Appointments and Remuneration Committee and thanked the Director of Corporate Services for his hard work in pulling together the Chief Executive job description and job specification in a short period of time.
- 07.100.2 The Chairman advised that an advertisement had been placed in the Belfast papers, Irish Times and Health Service Journal and thanked David Bingham from DHSSPS for his assistance in allowing the post to be advertised so widely in the light of current RPA restrictions.
- 07.100.3 The Chairman advised that shortlisting would take place on 8 October, followed by a pre-interview assessment exercise, with the interview scheduled for the end of October or early November.

The Board **NOTED** the update.

**07.101 RQIA Complaints Policy [Paper D/06/07]**

- 07.101.1 The Director of Corporate Services presented the RQIA Complaints Policy which had been amended in the light of comments from DHSSPS and a recent DHSSPS Circular concerning complaints in nursing and residential homes.
- 07.101.2 The Director of Corporate Services advised that the Central Services Agency had been asked to begin the recruitment of a Complaints Manager.
- 07.101.3 In response to queries from Board members, the Director of Corporate Services confirmed that training would be held for staff at all levels on the new procedure and that a leaflet would be prepared by the Communications Manager to accompany the procedure.
- 07.101.4 Subject to the amendment of “days” to “working days” and on seeking clarification from the Ombudsman about the length of time which can pass before a complaint is raised the Board **APPROVED** the Complaints Policy.

**07.102 Draft Policy and Procedure - Notice of Failure to Comply with Regulations [Paper E/06/07]**

- 07.102.1 The Director of Operations and Chief Nurse Advisor presented a draft policy on Failure to Comply notices and advised the Board that the increasing number of Failure to Comply notices being issued

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reinforced the need for a clear policy.

07.102.2 Subject to the changing of the word "persistently" to "consistently" on page 6 the Board **APPROVED** the policy.

**07.103 Update on Clinical and Social Care Governance Reviews**

07.103.1 The Director of Operations and Chief Nurse Advisor informed Board members that a draft of the composite report would be circulated to Board members prior to submission to DHSSPS.

07.103.2 The Director of Operations and Chief Nurse Advisor advised that a composite report published by NHS Quality Improvement Scotland was available and that this would be circulated to Board members for information.

**07.104 Register of Interests [Paper F/06/07]**

07.104.1 The Director of Corporate Services advised Board members that a Register of Interests should be maintained by the Authority and put on the Authority's website.


07.104.2 Board members expressed concern about the level of detail in individual entries and it was **AGREED** the Chairman would speak to members individually and amendments would be made.

**07.105 Any other business**

07.105.1 There being no other business the Chairman drew the meeting to a close at 3:55pm.

**Date of next meeting:  
11 October 2007 at 12pm  
Board Room, Riverside Tower**

Signed

  
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Dr Ian Carson  
Chairman

Date

11<sup>th</sup> Oct 2007

