



RQIA Board Meeting

Date of Meeting	18 February 2016
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Jan16 / 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 21 January 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 21 January 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
Cultra Manor
21 January 2016, 10.40am**

Present

Seamus Magee OBE
Dr Norman Morrow OBE
Patricia O'Callaghan
Prof. Mary McColgan OBE
(Acting Chair)
Robin Mullan
Dr John Jenkins CBE
Stella Cunningham
Daniel McLarnon
Lindsey Smith
Sarah Havlin
Gerry McCurdy
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)

Apologies

Dr Alan Lennon OBE (Chair)

1.0 Agenda Item 1 - Welcome and Apologies

1.1 Prof Mary McColgan, Acting Chair, welcomed all Board members and officers to the meeting. Apologies were noted from Dr Alan Lennon.

2.0 Agenda Item 2 - Minutes of the meeting of the Board held on Thursday 12 November 2015 (min/Nov15/public)

2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 12 November 2015, with two minor amendments to paragraphs 1.4 and 14.2.

3.0 Agenda Item 3 - Matters arising from minutes

3.1 The Chief Executive informed Board members that action 110 is now complete as a letter was sent by RQIA on 20 November 2015. Action 34 can now be removed from the list as the DHSSPS will be progressing work on monitoring implementations from review recommendations. An update on action 101 will be provided within the Director of Regulation's Report. Action 111 will be removed as this is being dealt with under normal business matters and action 112 is complete.

4.0 Agenda Item 4 - Declaration of Interests

4.1 The Acting Chair 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 (A/01/16)

5.1 The Acting Chair drew Board members attention to the Chairman's Report, to include meetings attended.

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

6.0 Agenda Item 6 – Enforcement Policy (B/01/16)

6.1 The Director of Regulation and Nursing introduced the revised Enforcement Policy to Board members. Two Board members have been involved in the review of this policy, alongside representatives from across RQIA directorates. A procedures document will also accompany the Enforcement Policy. Board members were advised that all recommendations from Panel meetings have been reviewed in the revision of this Policy and the policy also incorporates legal advice.

6.2 Board members were advised that the associated procedures will be brought to the Board meeting in May 2016. A working group will be set up to review these documents and will have Board member involvement.

6.3 The Director of Regulation and Nursing agreed to include reference to collaboration with other agencies within this policy.

6.4 Board members discussed the change in Decision Making Panels from a representation of two members of the Board to one Board member. The Director of Regulation and Nursing noted that this decision was made to ensure the effective use of resources.

6.5 The Board **APPROVED** the Enforcement Policy, with the inclusion of a statement on collaborative working.

7.0 Agenda Item 7 – Future Model for inspections of Regulated Services (C/01/16)

7.1 The Director of Regulation and Nursing presented the Future Model for inspections of Regulated Services to Board members. This model details an inspection template against four domains; Is care safe, Is care effective, Is care compassionate and Is the service well led and an outcomes framework to evidence inspection findings.

7.2 The Director of Regulation and Nursing highlighted that this model does not change the way in which RQIA currently inspects establishments but it provides additional clarity about the focus for inspections.

Board members noted the need for published provider guidance and stakeholder involvement in these changes.

- 7.3 The Chief Executive noted that while RQIA can make changes to the inspection methodology; a move to an overall quality rating would require an approved change in policy by DHSSPS.
- 7.4 Board members were advised that RQIA has discussed this model for inspection with other organisations such as the Patient Client Council. It was noted that a change to provide additional clarity was welcomed.
- 7.5 The Chair of the Strategic Improvement Steering Group noted the tremendous work of the Chief Executive and Director of Regulation and Nursing in the completion of this work.
- 7.6 The Director of Regulation and Nursing informed Board members that three days of training, to introduce the new model for inspections, has been organised for RQIA inspectors in March 2016.
- 7.7 Board members **APPROVED** the Future Model for inspections of Regulated Services.
- 8.0 Agenda Item 8 – Draft RQIA Business Plan 2016-17 (D/01/16)**
- 8.1 The Director of Corporate Services introduced the RQIA Business Plan to Board members, which has been developed in association with RQIA staff. Board member attention was drawn to the additional outcome 'Is the service well-led?' at the centre of the Stakeholder Outcomes. The Director of Corporate Services noted that the Business Plan details seven strategic themes, with 22 associated actions.
- 8.2 This draft Business Plan is presented for Board member comment and will be brought to the February Board meeting for approval; comments on this plan will be taken forward by the Director of Corporate Services.
- 8.3 Board members **NOTED** the Draft RQIA Business Plan 2016-17.
- 9.0 Agenda Item 9 – Performance Management Framework (E/01/16)**
- 9.1 The Director of Corporate Services presented the Performance Management Framework to Board members. Board members were advised that this document will be presented at a future staff meeting and will be cascaded from Directors to staff.
- 9.2 Board members **APPROVED** the Performance Management Framework.
- 10.0 Agenda Item 10 – DHSSPS Consultation on Health and Social Care: Reform and Transformation; Getting the Structures Right (F/01/16)**
- 10.1 The Chief Executive presented the DHSSPS Consultation on Health and Social Care to Board members, alongside RQIA's response document.

The Chief Executive requested Board members forward any comments for inclusion within this response by 10 February 2016.

10.2 **Resolved Action**

RQIA will respond to the DHSSPS Consultation by 12 February 2016.

10.3 Board members **NOTED** the Consultation on Health and Social Care: Reform and Transformation; Getting the Structures Right.

11.0 **Agenda Item 11 – Chief Executive’s Performance Dashboard (G/01/16)**

11.1 The Chief Executive presented the Performance Dashboard to Board members and stated that all targets at the end of December were on target to be achieved.

11.2 Board members **NOTED** the Chief Executive’s Performance Dashboard.

12.0 **Agenda Item 12 – Director of Regulation’s Report (H/01/16)**

12.1 The Director of Regulation and Nursing presented her report on Registration, Inspection and Nursing to the Board, focusing on the work of the Specialist Inspections in Regulated Services and current enforcement action. Board members noted the interest of other regulators in the Specialist inspection work of RQIA.

12.2 The Director of Regulation and Nursing noted that RQIA does not ordinarily conduct finance inspections in association with the Business Services Organisation.

12.3 The Director of Regulation and Nursing informed the Board that RQIA awaits the decision of the Care Tribunal in relation to the ongoing enforcement action against Dental World.

12.4 The Director of Regulation and Nursing informed Board members that an update on Maine Nursing Home will be provided at the next Board meeting, following the Court Case scheduled for 15 February 2016.

12.5 Board members **NOTED** the Director of Regulation’s Report.

13.0 **Agenda Item 13 – Finance Report (I/01/16)**

13.1 The Director of Corporate Services presented the Finance Report to the Board, detailing the financial position at 30 November 2015. Board members noted that RQIA forecasts an underspend of £119,000, which will require an easement back to the DHSSPS.

It is anticipated that this underspend will increase further. The Director of Corporate Services advised Board members that the Capital Resource Limit allocation is likely to be fully utilised by 31 March 2016.

- 13.2 The Director of Corporate Services advised Board members that cumulatively the 30 day prompt payment target is 91.8% (95% Target) and the 10 Day Payment Performance is 71.7% cumulatively (70% Target).
- 13.3 The Director of Corporate Services noted that 96.4% of annual fees had been recovered by 31 December 2015, leaving £32,000 to still be recovered. Annual fees from previous financial years have been fully recovered.
- 13.4 Board members **NOTED** the Finance Report.
- 13.5 As there was no other business, the Acting Chair brought the public session of the Board to a close at 12.45pm.

Date of next meeting:
Thursday 18 February 2016, RQIA Boardroom

Signed



Dr Alan Lennon
Chairman

Date

18 Feb 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 Policy and procedures to the Board on 12 November 2015.	Director of Regulation and Nursing	21 January 2016
113	21 January 2016	RQIA will respond to the DHSSPS Consultation by 12 February 2016.	Chief Executive	12 February 2016