



RQIA Board Meeting

Date of Meeting	22 September 2016
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / June16 / 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 7 July 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 7 July 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
7 July 2016, 10.40am**

Present

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

Officers of RQIA in attendance

Olive MacLeod (Interim 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)
John Black (Head of Programme)
Malachy Finnegan (Communications Manager)
Katie Symington (Board and Executive Support Manager)

Apologies

Dr John Jenkins CBE
Sarah Havlin
Prof. Mary McColgan OBE
Kathy Fodey (Director of Regulation and Nursing)

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 Dr John Jenkins, Sarah Havlin, Professor Mary McColgan and Kathy Fodey. The Chairman welcomed John Black, Head of Programme, to this meeting. The Chairman also welcomed the new Interim Chief Executive, Olive MacLeod to this meeting.
- 1.2 The Chairman noted the letter as received from the Health Minister, accepting the invitation to attend RQIA offices to meet with staff members. The Chairman invited Board members to attend this meeting.

2.0 Agenda Item 2 - Minutes of the meeting of the Board held on Thursday 12 May 2016 (min/May16/public)

- 2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 9 June 2016.

3.0 Agenda Item 3 - Matters arising from minutes

- 3.1 The Director of Reviews and Medical Director noted that action 101, revised enforcement procedures, is due to be presented at the September Board meeting.

In relation to action 115 the Chairman highlighted to Board members the need for all inspection reports, care and specialist, to be combined into one single report. This item will be discussed further at the August Board workshop.

- 3.2 The Director of Reviews and Medical Director noted that a further meeting will be arranged in relation to the review of the strategic nature of corporate risks, action 121. The Director of Reviews and Medical Director noted that action 124, paper on taking forward the Savings Plan will be discussed at the August Board workshop.
- 3.3 In relation to action 125, the Chief Executive agreed to discuss the length of time for factual accuracy checking with the Director of Reviews and Medical Director. This will include discussion on the feedback provided at the end of the inspection process to inform the inspection report.
- 3.4 The Audit Chair highlighted to Board members the issue of non-recurrent savings, in relation to taking forward the Savings Plan. The Chairman noted the meeting with the Permanent Secretary and the requirement for more detail to be provided within the Savings Plan. The Chairman also noted the need for a cost model.
- 3.5 The Chairman noted that action 126 has been completed. The Chairman noted the addition made by one Board member to this document, which was shared with members. Board members **APPROVED** the Board Governance Self-Assessment document, with this addition.
- 3.6 The Director of Reviews and Medical Director informed Board members that in relation to action 127, Professor Tom Trinnick will attend a Board meeting to provide a presentation to members on the work of GAIN.

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. Robin Mullan declared his membership of the Equality Commission. This was noted by the Chairman.

5.0 Agenda Item 5 - Chairman's Report (C/04/16)

- 5.1 The Chairman asked Board members to note the Hybrid Health Care Governance for Improvement paper, as published in Public Administration, June 2015. The Chairman noted that a report has not yet been published by Professor Bengoa and the expert panel.
- 5.2 The Chairman noted that in conjunction with the new Programme for Government RQIA will now develop a new Four Year Strategic Plan.

- 5.3 Board members discussed the strategic direction of RQIA. The Chief Executive noted the need for RQIA to demonstrate both their regulation and improvement function. The Chairman noted the 2003 Order which details both Quality Assurance and Quality Improvement. A Board member highlighted the need to discuss this issue with Senior Managers and the Executive Management Team within RQIA.
- 5.4 The Director of Reviews and Medical Director highlighted to Board members the OECD Report, Northern Ireland (United Kingdom): Implementing Joined-up Governance for a Common Purpose. RQIA was invited to attend the launch of this Report on 6 July 2016. The themes from this report will impact on the Programme for Government.
- 5.5 **Resolved Action (128)**
The summary OECD report will be provided to Board members.
- 5.6 The Chairman noted his membership of the Steering Group for 'My Home Life', which is a knowledge transfer programme for managers and staff of care homes. The Chairman will discuss with RQIA staff members the issue currently facing the group; generation of funds to run training.
- 5.7 A Board member noted the Northern Ireland Integrated Health Care Conference, to take place in September 2016.
- 5.8 The Board **NOTED** the Chairman's Report.
- 6.0 **Agenda Item 6 – Update on Acute Hospital Inspection Programme and current reviews**
- 6.1 The Director of Reviews and Medical Director highlighted to Board members the recent publication of the Antrim Hospital Inspection Report, which was published on 28 June 2016. The Director of Reviews and Medical Director noted the press briefing as offered by RQIA for the launch of this report. Board members noted the good preparation made for communication prior to the publishing of this report.
- 6.2 A Board member noted the importance of reflecting on the five acute hospital inspection reports following completion and reviewing RQIA's Quality Improvement role.
- 6.3 The Director of Reviews and Medical Director noted that Adrian Gundy from the Centre of Competitiveness will be observing the next acute hospital inspection. Following the completion of all five inspection reports, an external assessment will be carried out.
- 6.4 The Director of Reviews and Medical Director highlighted the value of different individuals attending the hospital inspections and the fact that learning can then be taken away.
- 6.5 Board members acknowledged the Communication Plan, put into place for the publication of the Antrim Hospital Inspection Report.

- 6.6 Board members noted the need to communicate with the Minister, in terms of the completion of the Acute Hospital Inspection Reports, as commissioned by the Minister, and also communication with patients.
- 6.7 The Chief Executive noted that following completion of the five inspection reports, the process will be reviewed and a report made for the Minister.
- 6.8 The Director of Reviews and Medical Director informed Board members that the DoH have a formal process for reporting on the progress of recommendations made, following reviews.
- 6.9 The Director of Reviews and Medical Director noted that a Review of Whistleblowing will be published shortly by RQIA. This review was commissioned in light of the recommendations made by Sir Liam Donaldson. RQIA engaged with Policy at Work in the completion of this review. A highlight report will also be published by RQIA.
- 6.10 A Board member queried as to whether the Whistleblowing Review made any recommendations for future arrangements in relation to the work of the HSCB. Agreement that the Chairman will write to the Permanent Secretary in relation to the HSCB Review.
- 6.11 **Resolved Action (129)**
Chairman to write to the Permanent Secretary in relation to the HSCB Review.
- 6.12 Board members noted the role of RQIA, as defined in the 2003 Order.
- 6.13 The Board **NOTED** the Update on Acute Hospital Inspection Programme and current reviews.
- 7.0 Agenda Item 7 – Overview of Equality Scheme Commitments**
- 7.1 Sandra Rafferty attended this meeting of the Board to provide a presentation to members on the Overview of Equality Scheme Commitments.
- 7.2 The Chairman offered his thanks to Sandra Rafferty for this presentation to the Board.
- 7.3 Board members **NOTED** the presentation on the Overview of Equality Scheme Commitments.
- 8.0 Agenda Item 8 – Risk Management Strategy (E/06/16)**
- 8.1 The Director of Corporate Services presented the Risk Management Strategy to Board members. This document was presented at the Audit Committee meeting on 23 June 2016. Controls Assurance Standards require this document to be approved annually by the Board. Board members noted that RQIA's most recent strategy map was added to this document.

- 8.2 A Board member requested that an addition is made to this document to include feedback sought from Service Users. Agreement that this will be added to the document.
- 8.3 Board members **APPROVED** the Risk Management Strategy, to include the proposed addition.
- 9.0 Agenda Item 9 – Corporate Risk Assurance Framework Report (F/06/16)**
- 9.1 The Director of Corporate Services presented the Corporate Risk Assurance Framework Report to Board members. This document was considered by the Audit Committee on 23 June 2016. Six risks are identified within this document. The Director of Corporate Services noted the risk log, which summarises key changes to this document following the last presentation at a Board meeting.
- 9.2 The Director of Corporate Services noted the change to Risk Four, which has been reworded in relation to Shared Services, with four actions and three controls added. (Previously) Risk Six has been reworded, re-assessed and de-escalated to the Regulation Risk Register. Members noted that one action has been added to Risk Five and Risk Six.
- 9.3 The Chair of the Audit Committee noted that this document was discussed at Audit Committee; the review of the strategic nature of this register was noted. The Chair of the Audit Committee will meet with the Chief Executive to discuss. This item will be discussed further at the Board workshop in August.
- 9.4 The Director of Corporate Services noted that an update in relation to the Internal Audit Special Assignment will be provided to the Audit Committee in October.
- 9.5 Board members **APPROVED** the Corporate Risk Assurance Framework Report.
- 10.0 Agenda Item 10 – Chief Executive’s Performance Dashboard (G/06/16)**
- 10.1 The Director of Reviews and Medical Director presented the Chief Executive’s Performance Dashboard to members. The Director of Reviews and Medical Director highlighted the sickness absence report to members and noted an improved absence figure for June 2016.
- 10.2 The Chairman noted that there is still some work to be done in terms of the identification of KPI’s for this report. The Board and Executive Management Team will work together to identify the required KPIs.

- 10.3 John Black, Head of Programme, informed Board members that Employers for Childcare provide services to families with children with a disability. RQIA believe that these providers should be regulated under the domiciliary care minimum standards; should these services require regulation, it will require a modification to the minimum standards.
- 10.4 A Board member requested further information to be included within the Chief Executive's Report on the transfer to Shared Services.
- 10.5 A Board member noted the Internal Audit finding in relation to the MHLID information system. The Director of Corporate Services informed Board members that the Strategic Outline Case for the Mental Health and Learning Disability Information System has been submitted to the DoH. This was also discussed at the Bi-monthly meeting on 5 July. RQIA anticipate that comments will be received from DoH by 15 July 2016.
- 10.6 Board members **NOTED** the Chief Executive's Performance Dashboard.
- 11.0 Agenda Item 11 – Audit Committee Business (H/06/16)**
- 11.1 The Chair of the Audit Committee provided an update to members on the Audit Committee meeting of 23 June 2016 and presented the minutes of the 28 April to members.
- 11.2 The Chair noted the letter from the BSO Chief Executive, presented to the Audit Committee at the meeting on 23 June. This letter was received further to two Internal Audits, Recruitment Shared Services, which received an unacceptable level of assurance and Payroll Shared Services which received a limited level of assurance. An action plan was provided to address the issues identified. The Chair of Audit Committee noted his concern in relation to these audits, in light of the transfer of some of RQIA's functions to BSO Shared Services. The Audit Committee will receive updates on progress on this action plan.
- 11.3 The Chair noted the agreement of the Internal Audit Plan by the Audit Committee. The Chair also noted the meeting with Internal and External Audit and their assurances of a good working relationship with RQIA's finance team. The Chair noted that RQIA have received an unqualified audit opinion for final accounts.
- 11.4 The Chairman thanked the Audit Committee for their work. The Chair of Audit Committee thanked the Board and Executive Support Manager for her work in supporting the Audit Committee.
- 12.0 Agenda Item 12 – Any Other Business**
- 12.1 Board members discussed agenda items for the August Board workshop.
- 12.2 As there was no other business, the Chairman brought the public session of the Board to a close at 1.50pm.

Date of next meeting:
Thursday 22 September 2016, RQIA Boardroom

Signed



Dr Alan Lennon
Chairman

Date

22nd Sept 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
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
124	12 May 2016	A paper detailing how RQIA will take forward the Savings Plan, to be presented at a future meeting of the Board.	Chief Executive/ Director of Corporate Services	7 July 2016
125	9 June 2016	Executive Management Team to review the time allowed for factual accuracy checking, as provided by RQIA, for inspected services.	Executive Management Team	7 July 2016
127	9 June 2016	Board members to receive a presentation, at a future Board meeting, on the work of the GAIN team.	Acting Chief Executive	22 September 2016
128	7 July 2016	The summary OECD report will be provided to Board members.	Director of Reviews and Medical Director	22 September 2016
129	7 July 2016	Chairman to write to the Permanent Secretary in relation to the HSCB Review.	Chairman	22 September 2016