



## RQIA Board Meeting

Date of Meeting	10 November 2016
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Sept16 / 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 22 September 2016.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to <b>APPROVE</b> the minutes of the Board meeting of 22 September 2016.
Next steps	The minutes will be formally signed off by the Chairman and will be uploaded onto the RQIA website.



## **PUBLIC SESSION MINUTES**

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**RQIA Board Meeting  
Boardroom, RQIA  
22 September 2016, 1.00pm**

### **Present**

Dr Alan Lennon OBE (Chair)  
Patricia O'Callaghan  
Stella Cunningham  
Daniel McLarnon  
Lindsey Smith  
Gerry McCurdy  
Sarah Havlin  
Dr John Jenkins CBE  
Robin Mullan  
Dr Norman Morrow OBE  
Denis Power

### **Officers of RQIA in attendance**

Olive MacLeod (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**

Prof. Mary McColgan OBE  
Seamus Magee 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 Professor Mary McColgan, Seamus Magee and Kathy Fodey. The Chairman welcomed John Black to this meeting and noted that this is Dr Stewart's last Board meeting.
- 1.2 The Chairman noted that following the Board workshop in August, minutes and an action list will be distributed to members.

### **2.0 Agenda Item 2 - Minutes of the meeting of the Board held on Thursday 7 July 2016 (min/July16/public)**

- 2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 7 July 2016.

### **3.0 Agenda Item 3 - Matters arising from minutes**

- 3.1 Board members noted that in relation to action 101, enforcement procedures, these procedures have been redrafted and are currently under review. Following final approval, training will be provided to Board members at a Board workshop.

- 3.2 **Resolved Action (130)**  
**The Director of Regulation and Nursing to ensure that the revised procedures incorporate the recommendations of the Internal Review of Enforcement/ Prosecution Action.**
- 3.3 The Chief Executive noted that action 115 will be discussed under agenda item 7, RQIA Inspection Assessment Framework. Board members noted that action 121 has been completed and horizon scanning will be undertaken by all Board members at the Board workshop in February 2017.
- 3.4 Board members noted that in relation to action 124, the Savings Plan will be discussed under item 12 of the agenda, Finance Report. The Chairman noted recent discussions with the DoH in relation to RQIA's savings plan and the subsequent review of the plan. The plan makes four proposals to achieve the required savings; the review and reduction of non-pay, shared services savings, removal of vacant posts and a further staff review linked to the use of the Voluntary Exit Scheme (VES). The finance report details how this will be taken forward and the timeline involved.
- 3.5 The Chair of the Audit Committee requested that the Savings Plan is reviewed by the Audit Committee, with further information provided, at the Committee meeting in October.
- 3.6 **Resolved Action (131)**  
**The Savings Plan will be reviewed by the Audit Committee at their meeting on 20 October 2016.**
- 3.7 The Chief Executive noted that in relation to action 125, factual accuracy checking, this will be evaluated as part of the review of the inspection framework.
- 3.8 Board members noted that the completion date for action 127, presentation on the work of GAIN, will be amended to 16 February 2017 and will be delivered at the February Board workshop. Members noted that action 128 has been completed. The Chairman noted that it is not necessary for RQIA to write to the Permanent Secretary, at this time, in relation to the HSCB Review and therefore action 129 is now completed.
- 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 (B/07/16)**
- 5.1 The Chairman informed the Board of his attendance at the Steering Group of Home Life, University of Ulster. The Chairman noted that he will shortly leave this group. A Board member noted the importance of the issue of training for providers, which is provided by this group.

The Chief Executive and the Director of Regulation and Nursing will review RQIA's relationship with this Group. Members noted that other models for training for providers are also in existence.

5.2 The Chairman noted his meeting with the Chair of the Health Committee, Paula Bradley and Eddie Lynch, COPNI.

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

**6.0 Agenda Item 6 - Good Practice - Acute Hospital Inspections**

6.1 Sheelagh O'Connor, Senior Inspector, Healthcare Team, was welcomed to the meeting to provide a presentation to members on acute hospital inspections. The Chief Executive noted that at future board meetings a presentation will be provided to members to provide further insight into front line inspections.

6.2 Board members offered their thanks to Sheelagh O'Connor and Dr Stewart on the completion of the newly introduced acute hospital inspection programme. Members noted that a review will be undertaken following the completion of the first five hospital inspections. Dialogue is also required with the DoH to agree a proposed way forward for these inspections.

6.3 The Board **NOTED** the presentation on Good Practice – Acute Hospital Inspections.

**7.0 Agenda Item 7 - RQIA Inspection Assessment Framework: A Proposed Way Forward (C/07/16)**

7.1 The Chairman noted the completion of the proposed way forward paper, following discussions with DoH.

7.2 The Chief Executive presented this paper to Board members and noted that it has been developed by the Executive Management Team, reflecting on learning and using best practice, to move forward with one inspection framework for the whole organisation.

7.3 A Board member requested that the communication with DoH in relation to this issue is included within this document.

7.4 The Chairman noted that RQIA will consult on the new inspection assessment framework. A Steering group will also be set up to take forward the work on the inspection assessment framework.

7.5 Board members **NOTED and endorsed** the RQIA Inspection Assessment Framework: A Proposed Way Forward.

- 8.0 Agenda Item 8 – Q1 2016/17 Corporate Performance Report (D/07/16)**
- 8.1 The Director of Corporate Services presented Q1 of the 2016/17 Corporate Performance Report to Board members. Members noted that aligning RQIA's work to the new Programme for Government will assist in the development of more outcome based measures. The Director of Corporate Services noted that 100% of actions within the report are green (action forecast to be completed by the completion date).
- 8.2 Board members noted the need for the review of actions within this document. The Chief Executive noted that this document will be reviewed following the introduction of the new 2017-21 Corporate Strategy.
- 8.3 Board members **APPROVED** the Q1 2016/17 Corporate Performance Report.
- 9.0 Agenda Item 9 – Development of RQIA's Corporate Strategy 2017-21 (E/07/16)**
- 9.1 The Chief Executive presented the timeline for the development of RQIA's Corporate Strategy 2017-21. The first meeting of the Steering Group will take place following this Board meeting. The development of the Corporate Strategy will become a standing item at future Board meetings and will be presented at the February Board workshop.
- 9.2 **Resolved Action (132)**  
**Development of 2017-21 Corporate Strategy to be added to the agenda for November, January and March Board meetings.**
- 9.3 **Resolved Action (133)**  
**Finalised draft of the 2017-21 Corporate Strategy to be presented at the February Board workshop.**
- 9.4 Board members **NOTED** the Development of RQIA's Corporate Strategy 2017-21.
- 10.0 Agenda Item 10 – Annual Progress Report 2015/16 on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006 (F/07/16)**
- 10.1 The Director of Corporate Services presented the Annual Progress Report 2015/16 on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006. The Chief Executive and Chairman are required to sign this document, before return of the final document to the Equality Commission.
- 10.2 Board members **NOTED** the Annual Progress Report 2015/16.

**11.0 Agenda Item 11 – Chief Executive’s Performance Dashboard (G/07/16)**

11.1 The Chief Executive presented the performance dashboard to Board members and noted that it will shortly be reviewed. The Chief Executive noted that the regulation inspection schedule is currently on target for completion and three review reports are currently out for factual accuracy checking. Board members noted that RQIA staff have been asked to submit expressions of interest for VES.

11.2 The Chief Executive noted current Band 3 vacancies, which are being held due to a RQIA workforce review. The Chief Executive also noted her meeting with GAIN to review a better way of using allocated funds.

11.3 The Chief Executive noted the movement of RQIA finance to BSO Shared services and informed Board members of the meeting with the Director of Finance, BSO.

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

**12.0 Agenda Item 12 – Finance Report (H/07/16)**

12.1 Board members noted the report and that it will be discussed in greater detail at the next Audit Committee meeting on 20 October 2016.

**13.0 Agenda Item 13 - Proposed inclusion to the RQIA Part II and Second Opinion Appointed Doctors Policies (I/07/16)**

13.1 A Board member queried the length of appointment to the register for Part II Doctors/ SOADs. The Panel Chair noted that all Doctors are appointed for a specific duration of time. The Panel will consider this matter at a future meeting.

13.2 Board members **APPROVED** the Proposed inclusion to the RQIA Part II and Second Opinion Appointed Doctors Policies.

**14.0 Agenda Item 14 – Any Other Business**

14.1 The Chairman shared his good wishes and those of Board members with Dr Stewart, Medical Director, in this his last Board meeting.

14.2 As there was no other business, the Chairman brought the public session of the Board to a close at 4.30pm.

**Date of next meeting:**  
**10 November 2016/ RQIA Boardroom**

Signed



**Dr Alan Lennon**  
**Chairman**

Date

10TH NOV 2016

**Board Action List**

<b>Action number</b>	<b>Board meeting</b>	<b>Agreed action</b>	<b>Responsible Person</b>	<b>Date due for completion</b>
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
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	23 March 2017
130	22 September 2016	The Director of Regulation and Nursing to ensure that the revised procedures incorporate the recommendations of the Internal Review of Enforcement/ Prosecution Action.	Director of Regulation and Nursing	10 November 2016
131	22 September 2016	The Savings Plan will be reviewed by the Audit Committee at their meeting on 20 October 2016.	Director of Corporate Services	20 October 2016
132	22 September 2016	Development of 2017-21 Corporate Strategy to be added to the agenda for November, January and March Board meetings.	Chief Executive	10 November 2016
133	22 September 2016	Finalised draft of the 2017-21 Corporate Strategy to be presented at the February Board workshop.	Chief Executive	16 February 2017