



RQIA Board Meeting

Date of Meeting	19 September 2019
Title of Paper	Public Session Minutes
Agenda Item	1
Reference	Min / July19 / public
Author	Hayley Barrett
Presented by	Prof. Mary McColgan
Purpose	To provide Board members with 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 4 July 2019
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to APPROVE the minutes of the Board meeting on 4 July 2019
Next steps	The minutes will be formally signed off by the Chair.

PUBLIC SESSION MINUTES

RQIA Board Meeting Boardroom, RQIA 4 July 2019; 11.15am	
<p>Present Prof. Mary McColgan OBE (<i>MMcC</i>) Lindsey Smith (<i>LS</i>) Gerry McCurdy (<i>GMcC</i>) Denis Power (<i>DP</i>) Robin Mullan (<i>RM</i>) Seamus Magee OBE (<i>SM</i>) Dr Norman Morrow (<i>NM</i>) Patricia O'Callaghan (<i>POC</i>)</p> <p>Apologies Dr Lourda Geoghegan (Director of Improvement and Medical Director) (<i>LG</i>) Sarah Havlin (<i>SH</i>)</p>	<p>Officers of RQIA in attendance Olive Macleod OBE (Chief Executive) (<i>OM</i>) Theresa Nixon (Director of Assurance) (<i>TN</i>) Jennifer Lamont (Head of Business Support) (<i>JL</i>) Emer Hopkins (Deputy Director of Improvement) (<i>EH</i>) Maureen Hetherington (Assistant Director of Assurance) (<i>MH</i>) Hayley Barrett (Board and Executive Support Manager) (<i>HB</i>)</p>

1.0 Welcome and Apologies

1.1 MMcC welcomed all members and Officers of the Board to this meeting. Apologies were noted from Sarah Havlin and Dr Lourda Geoghegan. MMcC welcomed Maureen Hetherington, Assistant Director of Improvement to the meeting. MMcC congratulated HB on her appointment as Business Manager.

2.0 Agenda Item 1 – Minutes of the public Board meeting held on 16 May and matters arising

2.1 Board members **APPROVED** the minutes of the Board held on Thursday 16 May.

2.2 Board members noted that actions 201 and 204 are ongoing. All other actions are now completed.

3.0 Agenda Item 2 –Declaration of Interests

3.1 MMcC 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.

4.0 Agenda Item 3 – Acting Chair’s Report

4.1 MMcC presented the Acting Chair’s Report and advised of meetings with the Permanent Secretary, Patient Client Council, BSO and Peter McNaney. MMcC advised of workshops attended with CPEA, IHRD Stocktaking event, NICON meeting in respect of a presentation on Programme for Government.

4.2 Board members **NOTED** the Acting Chair’s Report.

5.0 Agenda Item 4 – Risk Management Strategy

5.1 JL advised that the Risk Management Strategy was approved at the Audit and Risk Committee in June. JL informed Board members that HB has rewritten the Risk Management Strategy to reflect the ISO 31000:2018 standard. JL advised that the strategy for 2019-20 clearly outlines the Risk Management process for RQIA.

5.2 DP advised that he welcomes the initiative from HB to take forward the changes outlined in the document as the Audit and Risk Committee were previous resistant to any change. DP advised that the process for Risk Management has been clearly presented.

5.3 Board members **APPROVED** the Risk Management Strategy.

5.6 Resolved Action (208)

Risk Management Strategy to be shared with all RQIA Staff following the meeting.

6.0 Agenda Item 5 – Corporate Risk Assurance Framework Report

6.1 JL advised Board members that this iteration of the Corporate Risk Assurance Framework Report was approved by the Audit Committee on 16 June.

6.2 JL advised Board members that RQIA are currently considering a risk in relation to the upcoming implementation of the Mental Capacity Act, Deprivation of Liberty Safeguards in October. JL advised that RQIA are seeking urgent clarity on the scope of the Act as it applies to RQIA.

6.3 JL advised that a meeting is scheduled for 5 July with the DoH to ascertain further clarity on the role of RQIA. Further consideration to this risk will take place following this meeting.

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

7.0 **Agenda Item 6 – Corporate Performance Report, Quarter 1**

- 7.1 JL presented the Corporate Performance Report (Quarter 1) to Board members. JL advised that all actions are on target for completion and that the core activities section of the report would not be shared until quarter 4.
- 7.2 JL highlighted the publication of the overview report on Registered Nursing and Residential Homes and Bed Trends. It is anticipated that the next report will be in respect of Dental Practices.
- 7.3 Board members commented that the overview report was an informative document that was user friendly. JL noted that a corporate identity for RQIA has been established and will be visible on all corporate documents going forward.
- 7.4 MMcC noted the timeliness of the report, which highlights the importance of the information and emphasises the volume of work undertaken within one quarter.
- 7.5 Board members provided positive feedback in relation to the first iteration of the RQIA Staff Newsletter. GMcC suggested that the Board could be involved as a feature. JL noted the suggestion from GMcC and advised that she would pass the information on. JL advised that the development of the newsletter has increased morale amongst the administrative staff group.
- 7.6 JL provided an update in relation to the RQIA transformation and modernisation plan that the Business Manager and two Business Support Officers have now been appointed. During quarter 2 it is anticipated that the band 8a Senior Inspector positions will be advertised.
- 7.7 Board members **APPROVED** the Corporate Performance Report, Quarter 1.

8.0 **Agenda Item 7 – Audit Committee Business**

- **Approve minutes of meeting on 16 May 2019**
 - **Verbal update on meeting on 14 June 2019**
- 8.1 DP, Audit and Risk Committee Chair, informed Board members of the approved minutes of the Audit Committee meeting on 16 May 2019.
- 8.2 Board members **NOTED** the approved minutes of the Audit and Risk Committee meeting on 16 May 2019.
- 8.3 DP provided a verbal update of the meeting on 14 June 2019. DP advised that he met with BSO Senior Client Accountant on 10 May. The Audit and Risk Committee received the draft Annual Report and Accounts 2018/19 for approval and highlighted that RQIA achieved breakeven at year end.
- 8.4 DP advised Board members that the Corporate Risk Assurance Framework report was presented on 14 June for noting.
- 8.5 DP advised that the draft Report to those Charged with Governance was presented with an unqualified audit opinion without modification. DP advised

that it is anticipated that no adjustments would be made. No findings or recommendations were identified.

8.6 Board members **NOTED** the Audit Committee Business.

9.0 Agenda Item 8 – Chief Executive’s Report

9.1 OM presented the Chief Executive’s Report to Board members highlighting the volume of enforcement since the last meeting.

9.2 OM advised that she met with a family following the death of their relative in a MHLD ward. OM advised that the meeting was timely following a recent inspection. OM has offered to meet with the family again.

9.3 OM advised that there are no updates in respect of ongoing legal actions.

9.4 OM advised of significant staffing shortages in the Children’s Team. OM advised Board members that following a small restructure, one current inspector will move to the children’s team and RQIA awaits new starts from the inspector waiting list.

9.5 TN advised Board members of a meeting with DoH in relation to the announcement of a temporary reduction in beds in the Beechcroft facility.

9.6 OM advised Board members that the review programme is ongoing with a number of reviews, audits and QI projects underway.

9.7 Board members **NOTED** the Chief Executive’s Report.

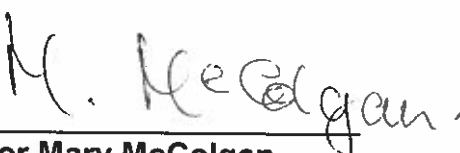
10.0 Agenda Item 10 – Any other business

10.1 MMcC acknowledged a compliment received from an anonymous inspector. The compliment has been shared with all staff and Board members.

10.2 As there was no other business, MMcC thanked Board members and Officers for their attendance and contribution and brought the meeting to a close.

**Date of next meeting:
19 September 2019**





Signed


**Professor Mary McColgan
Acting Chair**



Date

26 September 2019

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status
201	21 March 2019	LG to invite NI Ambulance Service to a Board meeting / workshop to share their experience with Board members	Director of Improvement and Medical Director	19 September 2019	
204	16 May 2019	Information and Intelligence Manager to attend Board meeting in September to present RADaR and geo coding analysis.	Board and Executive Support Manager	19 September 2019	
207	16 May 2019	Audit Committee Annual Report to be amended to include Business Continuity Planning.	Chair of Audit Committee	4 July 2019	
208	4 July 2019	Risk Management Strategy to be shared with all RQIA Staff following the meeting.	Business Manager	26 September 2019	

Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	