



## RQIA Board Meeting

Date of Meeting	6 November 2017
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min/Sept17/public
Author	Hayley Barrett
Presented by	Prof. Mary McColgan
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 15 May 2017
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 14 September 2017
Next steps	The minutes will be formally signed off by the Chair and will be uploaded onto the RQIA website.



## PUBLIC SESSION MINUTES

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### RQIA Board Meeting

Boardroom, RQIA

14 September 2017, 10.30am

#### Present

Prof Mary McColgan OBE  
(Acting Chair) (*MMcC*)  
Patricia O'Callaghan (*POC*)  
Lindsey Smith (*LS*)  
Gerry McCurdy (*GMcC*)  
Denis Power (*DP*)  
Robin Mullan (*RM*)  
Seamus Magee OBE (*SM*)  
Stella Cunningham (*SC*)  
Sarah Havlin (*SH*)

#### Officers of RQIA in attendance

Olive Macleod (Chief Executive) (*OM*)  
Maurice Atkinson (Director of Corporate Services)  
(*MA*)  
Theresa Nixon (Director of Mental Health, Learning  
Disability and Social Work) (*TN*)  
Kathy Fodey (Director of Regulation and Nursing)  
(*KF*)  
Dr Lourda Geoghegan (Medical Director and  
Quality Improvement Lead) (*LG*)  
Malachy Finnegan (Communications Manager)  
(*MF*)  
Hayley Barrett (Board and Executive Support  
Manager)

#### Apologies

Dr Norman Morrow OBE (*NM*)

### 1.0 Welcome and Apologies

1.1 MMcC welcomed all members and Officers of the Board to this meeting. MMcC noted apologies from Dr Norman Morrow. MMcC welcomed Mr Alan Ritchie to the meeting as an observer. MMcC welcomed Mr Tommy Brownlee, NIPSA representative to the meeting and advised Mr Brownlee has been granted speaking rights.

1.2 Mr Brownlee thanked the Chair for granting speaking rights at the Board meeting. Mr Brownlee advised that he was in attendance to express the views of NISPA members in relation to the RQIA Workforce Review.

### 2.0 Agenda Item 1 - Minutes of the public meeting of the Board held on Thursday 6 July 2017 and matters arising

2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 6 July 2017.

2.1 The Board noted that actions 158, 169, and 171 are now completed.

2.3 OM updated Board members in relation to action 159 and advised that the questionnaires have been standardised across the organisation and will be

used from 1 October 2017.

2.4 MMcC advised Board members that in relation to action 168 that the final minutes of the Accountability Review meeting have not been received.

2.5 OM advised that in relation to action 170, the Corporate Risk Assurance Framework report will be presented to Audit Committee in October 2017 prior to a Board Workshop for further consideration.

### **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 Board members noted the meetings attended since the last Board meeting.

4.2 DP requested that the Acting Chair’s Report is amended to exclude the findings from the Board member appraisals. DP shared his congratulations to all staff that patient safety was protected during closure of Ashbrooke Care Home, Enniskillen.

4.3 The Board **NOTED** the Acting Chair’s Report.

### **5.0 Agenda Item 4 – Meetings attended by RQIA Non-Executives**

5.1 Board members noted that no meetings were attended by RQIA Non-Executives since 6 July 2017.

5.2 The Board **NOTED** the Meetings attended by RQIA Non-Executives.

### **6.0 Agenda Item 5 – Corporate Strategy 2017-21**

6.1 OM advised Board members that during the ISO Gap Analysis, the auditor highlighted a number of areas that would strengthen RQIA’s application. OM informed Board members that the information is highlighted in red within the document for approval.

6.2 Board members’ highlighted presentational issues on page 5; however supported the changes to the document.

6.3 Board members **APPROVED** the Corporate Strategy 2017-21.

### **6.4 Resolved Action (172)**

**MMcC and OM to bring the amended Corporate Strategy 2017-21 to the attention of the Department of Health at the Accountability Review Meeting and the Bi-Monthly Meeting.**

- 6.5 **Resolved Action (173)**  
**Circulate the updated Corporate Strategy 2017-21 to relevant stakeholders**
- 6.6 **Resolved Action (174)**  
**Update RQIA website with the update Corporate Strategy 2017-21**
- 7.0 **Agenda Item 6 – Q1 2017/18 Corporate Performance Report**
- 7.1 MA advised Board members that the Corporate Performance Report is as at the end of Quarter 1. MA informed Board members that all actions are on target for completion by year end 2017/18. MA highlighted the revised format in order to simplify the presentation and ensure it is visually impactful and attractive.
- 7.2 DP asked if the report outlined a true representation of inspections completed. KF advised that the report shows the statutory target of inspections. KF will include a subset of unplanned inspections in the next Corporate Performance Report.
- 7.3 OM advised that this is the first attempt at developing the Corporate Performance Report in this format. OM thanked David Silcock, Communications Officer for the time he dedicated to developing this.
- 7.4 Board members highlighted areas which may cause some confusion which should be reviewed and revised prior to Q2 2017/18 Corporate Performance Report.
- 7.5 Board members advised that the new format of the Corporate Performance Report was useful and visually attractive.
- 7.6 Board members **APPROVED** the Q1 2017/18 Corporate Performance Report
- 8.0 **Agenda Item 7 – RQIA Coroners Court Action Plan**
- 8.1 KF advised Board members that the actions in the action plan are recorded directly from the Coroners' Report. The action plan outlines the action that has been taken to address the recommendations.
- 8.2 KF advised that there are 19 actions, 10 are completed and 9 are in progress.
- 8.3 POC asked do regulated establishments have to display RQIA inspection reports. KF advised that it is a choice made by the establishment. All establishments have updated Statement of Purpose documents and Service User Guides which refers to the role of RQIA.
- 8.4 KF informed Board members that a meeting has been convened with the Belfast Trust, Northern Ireland Fire and Rescue Service, Health and Safety

Executive and the Belfast City Council to identify shared learning and actions to address the joint actions outlined in the Coroners Court.

8.5 GMcC asked that the recommendations from a related action plan are returned to the Board to ensure they are fully completed. OM confirmed that all recommendations are fully implemented.

8.6 Board members **NOTED** the RQIA Coroners Court Action Plan.

#### **9.0 Agenda Item 8 – RQIA Overview of Reviews and Audits 2017-19**

9.1 LG updated Board members regarding the current position for the reviews, audits and guidelines programmes, advising that the programme structure has changed. LG advised that the new review programme will be a one year programme with a one year shadow programme, running September to September.

9.2 LS asked what informs the RQIA reviews. LG advised that RQIA work collaboratively with the Department of Health to identify areas for review taking into consideration, NICE guidance and Department of Health requirements. LG confirmed regular meetings take place with the Patient Client Council and RQIA to discuss emerging and relevant issues.

9.3 LG also confirmed RQIA is receptive to ideas / proposed for the programmes which may emerge through meeting and / or discussions with other organisations and stakeholder groups.

9.4 LG advised that the organisation wide engagement plan will ensure the public are aware and have the opportunity to provide ideas to influence RQIA's review, audit and guidelines programme.

#### **9.5 Resolved Action (175)**

**LG will update at the next Board meeting on opportunities for members of the public to inform RQIA Reviews programme**

9.4 Board members **NOTED** the RQIA Overview of Reviews and Audits 2017-19

#### **10.0 Agenda Item 9 – RQIA PPI Analysis**

10.1 MMcC welcomed Rachel Stewart (RS), Statistician to the meeting.

10.2 RS advised Board members that Personal and Public Involvement (PPI) Questionnaires are used throughout the inspection process to inform the inspection reports. RS advised that 30,000 responses were received during 2016/17.

10.3 RS advised that the presentation will provide a brief overview of the comments received by staff, service users and relatives in 2016/17.

- 10.4 MMcC thanked RS for her presentation and advise that it is very informative. MMcC asked Board members if they had any comments or questions.
- 10.5 SM asked if consideration had been given to the introduction of a mobile application to gather this information. RS confirmed that RQIA are currently considering ways of collecting information all year round through the use of technology.
- 10.6 OM advised that the inspection process is heavily paper based which takes a lot of valuable time for inspectors to complete. RQIA are currently considering ICT solutions for inspections and to help standardise inspections across the organisation.
- 10.7 GMcC asked if staff have been trained to interpret the questions on the questionnaires. OM confirmed that prompts have been developed for inclusion on the questionnaires.
- 10.8 Board members **NOTED** the RQIA PPI Analysis
- 11.0 Agenda Item 10 – Chief Executives Report**
- 11.1 OM presented her report to the Board. OM advised that the ISO stage 1 Audit will be in November, and a Stage 2 Audit in December. The Gap Analysis highlighted RQIA are 64% compliant with the ISO 9001:2015 standard. OM informed Board members that a training session to gain a better understanding of risk registers and governance has been arranged for November 2017.
- 11.2 OM advised that the Investors in People (IIP) ceremony will take place at the end of September.
- 11.3 OM informed Board members that the Northern Ireland Ambulance Service (NIAS) inspection report will be available on RQIA website next week.
- 11.4 OM acknowledged the work of the RQIA Audit and Guidelines team for the standardisation of line labelling across Northern Ireland.
- 11.5 Board members **NOTED** the Chief Executive's Report
- 12.0 Agenda Item 11 – Savings Plan 2017-18**
- 12.1 MA informed Board members that RQIA received its indicative RRL on 4 July 2017 which identified a 2% savings target. RQIA submitted a savings plan to the Department of Health on 13 July 2017, no feedback has been received.
- 12.2 MA advised that the Savings Plan 2017-18 does not include use of Voluntary Exit Scheme funding, however advised that a business case for a Voluntary Exit Scheme has been submitted to the Department of Health to

assist with the implementation of the Workforce Review.

12.3 Board members **APPROVED** the Savings Plan 2017-18

**13.0 Agenda Item 12 – Finance Report**

13.1 MA informed Board members that the finance paper is as at, 31 July 2017. MA advised that a business case for monies for the Voluntary Exit Scheme (VES) has been prepared and submitted to the Department of Health, by the Business Services Organisation (BSO) on behalf of RQIA.

13.2 MA confirmed that the budget build for 2017/18 is complete and all existing vacancies are included. MA highlighted a significant projected underspend of approximately £358K at year end due to vacancy control in order to provide flexibility in taking forward the workforce review. OM will notify the Department of Health at the Accountability Review meeting in October 2017.

13.3 MA advised that RQIA are on target for prompt payments within 10 and 30 days. MA advised that BSO continue to recover outstanding fees 2017-18, however a write-off of debt from 2016-17 will be presented to Audit Committee for approval in October 2017.

13.4 Board members **NOTED** the Finance Report.

**14.0 Agenda Item 13 – Any Other Business**

14.1 LS asked if RQIA are prepared for the new General Data Protection Regulations (GDPR). OM confirmed RQIA is prepared for the implementation of GDPR.

14.2 KF advised Board members that RQIA are hosting a training week for all staff in November. KF informed Board members that when the agenda is finalised, an invitation will be forwarded to Board members to participate.







14.3 As there was no other business, MMcC brought the public session of the Board to a close at 1.30pm.

**Date of next meeting:  
6 November 2017, RQIA Boardroom**


Signed M. Mc Colgan  
**Professor Mary McColgan  
Acting Chair**

Date 6 NOVEMBER 2017

## Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status
159	23 March 2017	The Chief Executive will provide an update to Board members on the standardisation of questionnaires across the organisation	Chief Executive (OM)	22 February 2018	
168	6 July 2017	MMcC to share the minute of the Accountability Review meeting with Board members.	Acting Chair (MMcC)	6 November 2017	
170	6 July 2017	The Corporate Risk Assurance Framework Report will be presented to a Board Workshop for further consideration.	Director of Corporate Services (MA)	22 February 2018	
172	14 September 2017	MMcC and OM to bring the amended Corporate Strategy to the attention of the Department of Health at the Accountability Review Meeting and the Bi-Monthly Meeting.	Chair (MMcC) and Chief Executive (OM)	6 November 2017	
173	14 September 2017	Circulate the updated Corporate Strategy 2017-21 to the Department of Health at the Accountability Review Meeting	Chair (MMcC) and Chief Executive (OM)	6 November 2017	
174	14 September 2017	Update RQIA website with the update Corporate Strategy 2017-21	Director of Corporate Services (MA)	6 November 2017	



175	14 September 2017	LG will update at the next Board meeting on opportunities for members of the public to inform RQIA Reviews programme	Medical Director and QI Lead (LG)	6 November 2017	
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**Key**

<b>Behind Schedule</b>	
<b>In Progress</b>	
<b>Completed or ahead of Schedule</b>	

