



PUBLIC SESSION MINUTES

RQIA Board Meeting Chestnut Suite, Lagan Valley Island, Lisburn 4 July 2013, 11.10pm

Present

Ian Carson (Chairman)
Ruth Laird
Mary McColgan
Daniel McLarnon
Patricia O'Callaghan
Una O'Kane
Denis Power
Geraldine Donaghy
John Jenkins

Officers of RQIA present

Glenn Houston (Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Kathy Fodey (Director of Regulation and Nursing)
David Stewart (Director of Reviews and Medical Director)

In attendance

Malachy Finnegan (Communications Manager)
Katie Symington (Board and Executive Support Manager)

Apologies

Sarah Havlin
Patricia McCoy
Lindsey Smith
Theresa Nixon (Director of Mental Health, Learning Disability and Social Work)

13.46 Agenda Item 1 - Welcome and Chairman's remarks

13.46.1 The Chairman welcomed Board members and Officers of the Board to the meeting. The Chairman also welcomed a member of the public to the meeting of the RQIA Board.

13.46.2 Apologies were noted from Sarah Havlin, Patricia McCoy, Lindsey Smith and Theresa Nixon, Director of Mental Health and Learning Disability and Social Work. The Chairman informed members that Mr Brendan Garland, who was appointed to the RQIA Board in April 2013, had tendered his resignation as a Board member from 10 June 2013.

Resolved Actions

The Chairman will write to Mr Garland to acknowledge receipt of his resignation as a member of the Board. He will also inform the DHSSPS.

13.47 Agenda Item 2 - Minutes of the meeting of the Board held on Thursday 9 May 2013 (min/May13/public)

13.47.1 The Board **APPROVED** the minutes of the Board meeting held on 9 May 2013.

Resolved Actions

Minutes to be formally signed off by the Chairman

13.48 **Agenda Item 3 - Matters arising from minutes**

13.36.2 Memorandum of Understanding

The Director of Regulation and Nursing updated the Board with regard to her meeting with the Nursing and Midwifery Council (NMC). The Director of Regulation and Nursing confirmed that as RQIA and the NMC have an information sharing protocol; a Memorandum of Understanding between both bodies will not be necessary.

The Director of Regulation and Nursing also brought to the Board's attention that she has been invited to attend a NMC working group to consider working relationships with other UK regulators as part of the NMC response to the recommendations contained within the Francis Report.

The Chief Executive highlighted to the Board the General Medical Council's (GMC) intention to agree an information sharing protocol with the RQIA. GMC have also invited RQIA to participate in a NI Stakeholder Forum.

13.44.2 Audit Committee self-assessment

The Audit Committee self-assessment will be completed at a workshop on 15 August 2013.

13.44.2 Guiding principles for expert reviewers

The guidance document for expert reviewers is currently under development.

13.45.3 Board Workshop 13 June 2013

Board members noted the useful RQIA workshop on the revised Enforcement Policy and Procedure. Board members welcomed the training and the opportunity to meet with staff members.

13.48.1 The Board **NOTED** the Board Action List.

13.49 **Agenda Item 4 - Declaration of Interests**

13.49.1 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 of interests were made.

13.49.2 The Chairman asked Board members to advise the Board & Executive Support Manager of any necessary updates to the Register of Interests.

13.50 Agenda Item 5 - Chairman's Report

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

13.51 Agenda Item 6 - Chief Executive's Report

The Chief Executive provided an update to the Board on strategic developments since the last Board meeting.

13.51.1 A contract has been signed with Sysco for the development of the new IT system. The Chief Executive also referred to the DHSSPS consultation on two sets of revised minimum standards; Children's Homes and Independent Health Care Establishments.

13.51.2 The Chief Executive drew the Boards' attention to the current enforcement activity contained within Appendix A and also noted that no representations have been made to RQIA since the previous Board meeting.

The Chief Executive updated the Board with the progress on accessing personal information for the purposes of regulation; it is anticipated that a pilot exercise will be undertaken in the Autumn 2013.

The Chief Executive noted that no new complaints have been received by RQIA since the last meeting; while seven whistleblowing disclosures have been received and investigated by RQIA.

13.51.3 The Chief Executive informed the Board that two Review reports have been published since the last Board meeting; Review of the Management of Controlled Drugs Use in Trust Hospitals and a Review of Hospitals at Nights and Weekends. The latter was published on 2 July and had received significant media coverage. Board members were further informed that RQIA has commenced a programme of inspections of augmented care settings, to include neonatal, paediatric and adult intensive care units and burns units.

13.51.4 The Chief Executive drew the Boards' attention to the sickness absence figure for 2012/13; 4.96%, which is marginally above RQIA's target figure of 4.8%.

13.51.5 An update was provided to Board members by the Chair of the Part II and Part IV Doctors' working group. The working group has met twice since the last Board meeting and has put in place an interim policy and documentation for the appointment of Part II and Part IV Doctors. Some work remains to be completed with regard to the procedures for the removal and suspension of Part II and Part IV Doctors.

The final policy and procedure for the appointment and removal of Part II and Part IV Doctors will be shared with Board members at the

September Board Meeting.

Board members agreed with the interim arrangement for the appointment of Part II and Part IV Doctors.

13.51.6 Confirmation was provided to Board members that the job description for lay reviewers is currently in draft format and will be shared with Board members for information.

13.51.7 The Board **NOTED** the Chief Executive's report.

13.52 Agenda Item 7 - RQIA Performance Management Framework

13.52.1 The Director of Corporate Services drew the Boards' attention to the updated Performance Management Framework (PMF). This framework outlines RQIA's approach to Strategic Performance Management. The Director of Corporate Services noted that a workshop has been organised to take place in September to review the current suite of Measures of Success.

13.52.2 The Board **APPROVED** the RQIA Performance Management Framework with amendments.

13.53 Agenda Item 8 – Audit Committee Business

To include:

- Approved Minutes of meeting of 26 April
- Verbal update on Meeting of 27 June
- Audit Committee Annual Report 2012/13
- Risk Management Strategy 2013/14

13.53.1 The Chair of the Audit Committee brought to the Boards' attention the previous minutes of the Audit Committee 26 April 2013.

The Board **NOTED** the approved minutes of the meeting of 26 April 2013.

13.53.2 The Chair of the Audit Committee provided Board members with a verbal update on the meeting of 27 June 2013. The Audit Committee welcomed new members and also a Departmental representative to the meeting.

The Audit Committee recorded its dissatisfaction with the response from BSO in relation to concerns raised by the RQIA Chief Executive regarding FPL in a letter dated 24 May 2013. The Chair of the Audit Committee expressed concern about the on-going difficulties with FPL and the impact of this on preparing final accounts.

The Audit Committee noted the letter from the Head of NIAO regarding the change in his responsibilities and replacement by Dorinnia Carville.

The Audit Committee welcomed the workshop on Enforcement and noted that this approach would be beneficial for Board members in the future.

The Chair of the Audit Committee noted that the final accounts had been reviewed before submission to NIAO and DHSSPS, as per External Audit recommendations.

It was noted that the Audit Committee action plan had two actions outstanding from the meeting of 26 April; delayed invoicing and the submission of the draft annual report. The Chair of the Audit Committee confirmed that both outstanding actions had been completed on schedule.

The Audit Committee noted the increase in provision of Internal Audit days for 2013/14 from 50 to 55; noting the 12 day audit to assess Board effectiveness and an eight day audit to look at IT system development. The Audit Committee had approved the Internal Audit plan.

The Chair of the Audit Committee noted the proposed DHSSPS review of RQIA and raised the potential for overlap between this review and the Internal Audit review of Board effectiveness.

The Chair of the Audit Committee raised with Internal Audit the need to avoid the cluster of Internal Audit reports at year end.

The Chair of the Audit Committee noted that currently ten Controls Assurance Standards are in place within RQIA; 12 additional standards were assessed for relevance and had been discounted. The Audit Committee requested that two of these additional standards are revisited; Environmental Management and Waste Management.

The Chair of the Audit Committee noted that this is her final report to the Board in her capacity as Chair of the Audit Committee and offered her thanks to the staff of RQIA. The Chair of the Audit Committee also offered her thanks to past and present members of the Audit Committee and wished the new Chair well in his post.

The Chairman and Chief Executive noted their personal thanks to the Chair of the Audit Committee.

The Board **NOTED** the verbal update on the meeting of 27 June 2013.

13.53.3 The Chair of the Audit Committee drew the Boards' attention to the Audit Committee Report 2012/13.

The Board **NOTED** the Audit Committee Annual Report 2012/13.

13.53.4 The Risk Management Strategy was approved at the Audit Committee meeting on 27 June 2013 on behalf of the Board. The Risk Management Strategy is presented to Board members for information.

The Board **NOTED** the Risk Management Strategy 2013/14.

13.54 Agenda Item 9 - Improvement and Efficiency Operational Plan 2013/14

13.54.1 The Director of Corporate Services presented the Improvement and Efficiency Operational Plan 2013/14. The four year Improvement and Efficiency Plan 2011-15 was approved by the Board in November 2011. This plan has been translated into an annual Operational Plan which has been aligned with RQIA's Business Plan 2013/14. This is the third operational plan to be presented to the Board.

The Director of Corporate Services noted receipt of this year's funding allocation and the indicative allocation for 2014/15. A further efficiency saving has been applied to the 2014/15 allocation in respect of the £250K funding for dental regulation, meaning that a negative gap of between £25,000 - £40,000 is anticipated in 2014/15. This issue has been raised with the DHSSPS.

The Director of Corporate Services drew the Boards' attention to the six improvement initiatives identified in the Plan which are directly linked to RQIA's Steps to Excellence Programme (STEP) and the feedback from the EFQM assessment in 2012.

The Board **APPROVED** the Improvement and Efficiency Operational Plan 2013/14.

13.55 Agenda Item 10 – HR & OD Strategy

13.55.1 The Director of Corporate Services presented the draft Human Resources and Organisational Development (HR & OD) Strategy to Board members. The Director of Corporate Services noted that this strategy had been out for consultation to Trade Unions, all staff and Board members.

The Director of Corporate Services thanked Board members for their feedback on the strategy and noted that comments have been taken into account in this final version of the Strategy.

The Director of Corporate Services offered his thanks to the three Board members who have contributed to the HR & OD Strategy Short Life Working Group.

The Director of Corporate Services noted that this is the first HR & OD Strategy to be developed by RQIA and offered his thanks to the Human Resources and Organisational Development Manager for initiating and

completing this piece of work.

The Chairman offered his thanks to the Human Resources and Organisational Development Manager and Board members in the completion of this strategy.

The Board **APPROVED** the HR & OD Strategy.

13.56 Agenda Item 11 - Any Other Business

13.56.1 The Chairman noted the workshop with the Patient and Client Council (PCC), to follow the Board meeting.

13.56.2 The Chairman read the questions as posed by a member of the public to Board members. The Chairman confirmed that he would respond formally to these questions in writing.

The member of the public asked the Board if RQIA will be setting up a Twitter account. Confirmation was provided that work is being undertaken on a protocol for the use of social media and it is likely that a twitter account will be set up in the coming months.

13.56.3 It was noted that the next Board workshop in August will focus on the Francis Report. The Chief Executive highlighted to the Board that RQIA has been invited to attend a meeting convened by DHSSPS on 5 July 2013 to consider three key issues for RQIA following the Francis Report. The Chief Executive will share the identified issues with Board members before the August workshop.

Resolved Actions

The Chief Executive will share the three key issues with Board members before August Board workshop.

13.56.4 As there was no other business the public session of the meeting was brought to a close at 12.45pm.

Date of next meeting:

Thursday 3 September 2013, Boardroom, RQIA.

Signed



Dr Ian Carson
Chairman

Date

3 Sept. 2013

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Status
4	14 March 2013	Board members to be informed when IR(ME)R inspection is published on RQIA website	Communications Manager	Completed
6	14 March 2013	RQIA protocols to be updated to ensure that Board members are alerted prior to the publication of review work	Chief Executive	Completed
9	14 March 2013	Board and Audit Committee be kept informed about continuing issues and risks in relation to FPL	Chief Executive	Ongoing (ref Corporate Risk Assurance Framework Report)
15	9 May 2013	Additional column to be added to the Summary Financial Position table to include comparative position	Corporate Services Manager	Ongoing
18	9 May 2013	Board & Executive Support Manager to circulate contact details to all Board members	Board & Executive Support Manager	Completed
19	4 July 2013	The Chairman will write to Mr Garland to acknowledge receipt of his resignation as a member of the Board. He will also inform the DHSSPS.	Chairman	Completed
20	4 July 2013	Minutes to be formally signed off by the Chairman	Chairman	Completed
21	4 July 2013	The Chief Executive will share the three key issues with Board members before August Board workshop	Chief Executive	Completed