



**Minutes of the Board meeting 9 November 2006**  
**Boardroom, 9<sup>th</sup> Floor, Riverside Tower, Lanyon Place, Belfast**

**Present**

Richard Adams  
Ian Carson (Chairman)  
Geraldine Donaghy  
Ruth Laird  
Lillian Jennett  
Allen McCartney  
Patricia McCoy  
Connor Mulholland  
Colin Reid  
Austin Smith

**Apologies**

Jim Jamison  
Allen McCartney

**Officers of the Board present**

Sandra Bell (Committee Administrator)  
Stella Burnside (Chief Executive)  
Malachy Finnegan (Communications Manager)  
Theresa Nixon (Director of Social Services)  
Phelim Quinn (Director of Nursing)  
John Stewart (Director of Corporate Services)

**Apologies**

Caroline Humphrey (Medical Director)

**PUBLIC SESSION**

**06.62 Welcome and Chairman's remarks**

The Chairman welcomed all present to the public session of the Board meeting.

**06.63 Minutes of the meeting of the Board held on Thursday 12 October 2006**

The minutes of the meeting of the Board held on Thursday 12 October 2006 were **APPROVED** subject to the amendment of typographical errors and 06.73 which should read “subject to satisfactory references and occupational health assessment”.

#### **06.64 Matters arising from minutes**

##### **Annual report and accounts**

The Director of Corporate Services reported that there had been a delay in the printing of the Annual Report and Accounts while waiting for guidance from the DHSSPS about the laying of the accounts before parliament. He reported that the publication date would now be the 27 November 2006, although this could be delayed so that the Annual Report could be launched at the Board meeting on 14 December 2006.

The Board **AGREED** to launch the Annual Report and Accounts for 2005/2006 at the public Board meeting on 14 December 2006.

Director of  
Corporate  
Services

##### **Donaldson Report and Foster Review**

The Chairman thanked Board members who had submitted comments and reported that these comments had been taken into account in the Authority’s response to be submitted on 10 November 2006.

Director of  
Corporate  
Services

Under this section on public consultations, the Chairman invited the Director of Social Services to inform to the Board about the key issues raised in the consultation of a new Regional Child Death Protocol. This multi-agency procedure is to be followed in cases of sudden or unexpected child deaths from birth to 18 years.

Committee  
Administrator

It was **AGREED** that a hard copy of the document would be circulated to Board members on request and that Board member’s comments should be submitted to the Committee Administrator.

The Board discussed what impact the Review of Public Administration might have on the procedure and whether the Authority had any remit for reviewing the standards of pathology services.

### **Incident, Investigation and Review Group**

Further to the terms of reference for the Incident, investigation and review group the Chief Executive presented to the Board a paper outlining how the Authority will prioritise investigations and thematic reviews.

A Board member suggested that the fourth criteria for "prioritising priorities" should come second on the list. The Board **NOTED** the paper.

### **Clinical and Social Care Governance review**

In response to a question from a Board member the Director of Nursing confirmed that while nurses and allied health professionals had responded well to the request for the peer reviewers, the response from the medical profession had been less enthusiastic.

The Chairman commented that the lack of engagement from doctors was a cause for concern which was not helped by the absence of the Medical Director.

## **06.65 Chairman's report**

The Chairman reported that he had attended the NICON annual conference, 17 October 2006, which had included presentations from Nigel Edwards, NICON Policy Development Manager, Anne Lloyd, Chief Executive of NHS Wales, Andrew McCormick, David Sissling and the new CMO, Dr Michael McBride.

He reported that the Chief Executive and he had met with the Chief Medical Officer and Chief Pharmacist to discuss issues with regard to pharmacy inspections and the DHSSPS's response to the Shipman reports, 3, 4 and 5.

He also reported that he had attended the DHSSPS seminar on Regulation of Healthcare Professions, held on 20 October 2006, which other Board members had also attended.

The Chairman reported that he had attended the ISQua conference in London where the Authority had co-sponsored a stand with the Healthcare Commission, Quality Improvement, Scotland and the Healthcare

Inspectorate for Wales. The Chief Executive thanked Fiona Goodman for the presentation she gave at the conference which had been well received.

The Chairman also reported that he and the Chief Executive had met with the designate Chair and Chief Executive's of the new Northern, and South Eastern Trusts.

He also reported that the NISCC had requested a joint development seminar with the Authority. The Board **AGREED** that this would be useful.

The Board were informed of the 5 Nations event which the Authority is hosting on 13/14 November 2006.

A Board member commented that there may be further opportunity for the Authority to work with organisations in Ireland and that there might be funding available for a joint north/south project.

#### **06.66 Quarterly report (Paper A/06/06)**

The Director of Corporate Services presented to the Board the quarterly report outlining activity information for 1 July to 30 September 2006, finance information for 6 months to 30 September 2006 and a progress report on business plan objectives, thanking the Information Manager and Finance and ICT Manager for their work on this report.

Following a comment from a Board member it was **AGREED** that further analysis of outcomes from complaints would be provided where the Authority can stand over the robustness of the information. Board members were reassured that the Authority is acting where the information indicates there may be a problem e.g. recruitment practices in residential and nursing homes.

The Chairman confirmed that the complaint received about the Authority was being formally investigated.

#### **06.67 Clinical and social care governance project plan and progress**

The Director of Nursing updated the Board on further progress with the clinical and social care governance review.

He reported that the constraints and risks identified were considerable but that the team is continuing to work through them.

He reported that all staff, except administration and clerical staff, had been recruited and 100 peer reviewers and 35 lay reviewers had been trained.

The Director of Nursing reported that 15 of the 28 organisations had returned their self assessment information and that the Authority. The Authority had granted extensions to those organisations which had not yet submitted their self assessments, however, all returns were expected by 22 November 2006.

The team are currently cataloguing the information received and the tender process for external consultants for the information analysis is ongoing.

He also reported that Danny Keenan, a National Clinical Adviser to the Healthcare Commission and Rob Pickford, Care Standards Inspectorate for Wales, have agreed to act as external assessors.

The Board **NOTED** the progress which has been made in relation to the clinical and social care review.

#### **06.68 Learning and development strategy (Paper B/06/06)**

The Director of Corporate Services reported that the learning and development strategy was the first step in developing an overall organisational development strategy. The strategy has been prepared by a senior consultant at the Beeches Management Centre and has been approved by the Executive Team.

He reported that work was ongoing to identify the resource implications of the strategy and that the Authority will consider learning and development as part of the business planning process.

A Board member commented that it was important to

also learn from other organisations and countries.

The Board **NOTED** the learning and development strategy.

**06.70 Corporate plan, paper outlining consultation responses (Paper C/06/06)**

The Board **NOTED** the paper outlining the consultation responses to the Corporate Plan and **AGREED** that an amended Corporate Plan should be brought to the next Board meeting.

Director of  
Corporate  
Services

**06.71 Register of interests (Paper D/06/06)**

The register of interests will be presented to the Board for noting at the next public Board meeting.

Director of  
Corporate  
Services

**06.72 Events protocol for Board members (Paper E/06/06)**

The Board **NOTED** the events protocol for Board members subject to the following amendments:

- Addition of a statement as to how the event would benefit the Board member and the organisation; and
- Further set criteria as to what events are available to Board members.

**06.73 Date of next meeting: 14 December 2006  
Armagh City Hotel, , 2 Friary Road, Armagh, BT60 4FR**