



**Draft Minutes of the Board meeting 12 October 2006
Kensington Suite, Tullyglass Hotel, Galgorm Road, Ballymena**

Board members present

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

Apologies

Richard Adams
Joan Harbison
Jim Jamison
Una O'Kane

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

06.50 Welcome and Chairman's remarks

The Chairman welcomed Board members and Officers of the Board to the meeting. He particularly welcomed Geraldine Donaghy who was returning following a period of illness.

The Chairman reported apologies from Richard Adams, Joan Harbison, Jim Jamison and Una O’Kane.

He reported the arrangements for the Board workshop on 23/24 November 2006.

The Chairman reported that he had attended a General Medical Council (GMC) seminar on the Donaldson report, “Good Doctors, Safer Patients”, on the 5 October 2006.

The Chairman reported on the very successful official opening of our new premises at Riverside Tower on the 9 October 2006. He said that Paul Goggins MP, Minister for Health and Social Services, was engaging and genuinely interested in the work of the Authority. The Chairman passed on his thanks to all staff involved and to Camphill Community Lyre Orchestra for their contribution. He was grateful for the support for the support of those Board members who had been able to attend.

The Chairman reported that he had met with Anne Balmer, Chairman designate of the new Southern Trust, to discuss the implementation and running of the Authority’s Remuneration and Appointments Committee.

Following a suggestion from the Chairman the Board **AGREED** that key opinion formers and stakeholders should be invited to Board meetings to further develop the Board’s understanding of key issues.

06.51 Minutes of the meeting of the Board held on Thursday 31 August 2006

The minutes of the meeting of the Board held on Thursday 31 August 2006 were **APPROVED**.

06.52 Matters arising from the minutes

06.39 Annual Report and Accounts

The Director of Corporate Services reported that the Annual Report and Accounts had been sent to TSO for printing and that arrangements for the laying of the annual accounts before Parliament was still being looked at by the DHSSPS.

06.46 Research and Development strategy document

The Chief Executive confirmed that the Research and Development Strategy consultation response had been submitted to the Research and Development Office and that a copy of the response had been circulated to Board members.

A Board member suggested that a summary of key points at the beginning of the document would prove useful for future consultation responses.

The Chief Executive also reported that she would like to commission an annual user/client survey, stating that the information gleaned would be comparable to England, Wales and Scotland. It was **AGREED** that this would be further discussed at the planning workshop in November.

In response to a question from a Board member the Chief Executive confirmed that the Authority would bid directly to the DHSSPS for additional funding for this work.

Finance posts

The Director of Corporate Services reported that the Authority had recently held interviews for an Assistant Finance Manager and Finance Officer. The Authority had been unable to appoint an Assistant Finance Manager, but the post of Finance Officer had been offered to a successful candidate.

06.53 Activity report

The Chief Executive tabled a paper outlining ongoing Authority work.

She reported that work was continuing with establishing an accredited inspector course for Authority staff.

It was also reported that independent clinics providing laser treatment etc. had failed, in the most part, to register with the Authority and that work was ongoing to ensure that these clinics realise this requirement.

The Chief Executive reported that the healthcare regulators from Scotland, England, Wales and Republic of Ireland and the Authority are meeting on 13 November

2006 in Belfast and that Dr Kieran Walsh will be providing the key note speech.

In response to a question from a Board member it was confirmed that the Corporate Plan was out to consultation and that the deadline for consultation responses is 13 October 2006.

The Chairman stated that it would be helpful to inform key groups when Board meetings were going to be held in their locality, now that the Authority has established a database of community groups.

Committee
Administrator

06.54 Learning from the Donaldson Report and Foster Review

The Chairman gave a presentation to the Board on the key findings and recommendations contained in the Donaldson Report and Foster Review. Full details can be found on the PowerPoint presentation handout.

Following the presentation Board members had an opportunity to discuss the implications for the Authority that the Donaldson Report and Foster Review may have.

The following issues were raised in discussion;

- the problem with establishing affiliates in each organisation;
- annual licensing will provide a huge administrative burden;
- professionals may put pressure on regulators to ensure provision of re-licensing and re-validation;
- inconsistencies in some of the recommendations made in the Donaldson report in comparison to the Foster Review; and
- whether the recommendations are too burdensome in response to what was an exceptional case (Shipman).

Board members are asked to provide the Committee Administrator with any comments they may have on both the Donaldson Report and Foster Review by 1 November 2006.

Board
members;
Committee
Administrator

In addition to the detail of the two reports, Board members are asked to consider the following key

questions:

- Do stakeholders support the principles upon which Good doctors, safer patients?
- Do stakeholders support the approach advocated in the two reports?
- What are the priorities for stakeholders in terms of implementation?

06.55 Information strategy (paper A/05/06)

The Director of Corporate Services presented to the Board the draft Information Strategy.

He confirmed that an Information Strategy Project Board had been established, which is chaired by the Chief Executive.

The Chairman suggested that section 3.3 should also make reference to the Board's priorities and that these are aligned with that of Senior Management Team.

The Board agreed that a zero-based approach lead by the corporate strategy was the correct approach and commended the work put into the paper

The Board **NOTED** progress in relation to the development of an information strategy.

Information
Manager

06.56 Memorandums of understanding

The Chief Executive presented 5 papers to the Board outlining the Authority's approach to establishing a concordat and memorandums of understanding with other regulators. Memorandums of understanding which have been agreed with the Northern Ireland Social Care Council (NISCC) and Social Care Institute of Excellence (SCIE) and a draft memorandum of understanding with the Mental Health Commission (MHC).

The Chief Executive reported that Authority representatives have been meeting with other organisations and working through the nature of relationships and reiterated the moral obligation to work together and share information in certain circumstances whether a memorandum of understanding is in place or not.

The Board **AGREED** that the proposed approach was correct and subject to the following amendments should be followed:

- Add the “dignity of the individual” to objective 2.4;
- Amend the list of signatories; and
- Move the establishment of a health and social care forum to later on in the action plan.

The Board **AGREED** that the memorandums of understanding with the NISCC and SCIE could be established.

The Board **NOTED** the draft memorandum of understanding with the MHC.

It was observed by a Board member that the appointment of commissioners had been identified as an objective for the MHC and requested that the Board is kept informed about this.

The Director of Nursing reported that work is progressing with establishing a memorandum of understanding with the Human Fertilisation and Embryology Authority (HFEA). The Chairman made reference to the role of the Human Tissue Authority in inspection of anatomy departments, tissue banks, pathology specimens etc.

06.57 Incident, Investigation and Review Group terms of reference

The Chief Executive presented to the Board a paper outlining the terms of reference for the Incident, Investigation and Review Group (IIRG).

The Board **NOTED** the terms of reference commenting that it proved useful in demonstrating how work is planned and prioritised.

A Board member suggested that section 6.1 should be amended to include outcomes.

In response to a question from a Board member the Chief Executive confirmed that European guidance allows data protection principles to be breached in order to ensure public safety.

06.58 Clinical and Social Care Governance Review project plan

The Director of Nursing presented the Clinical and Social Care Governance Review project plan to the Board. He stated that it was still in draft form and is work progress.

He confirmed that the self-assessment forms had been sent out to the HPSS organisations on 6 October 2006 with the deadline for return 31 October 2006. The tight turnaround time is due to the need to make sure that the Authority meets its targets and is reflective of the work that the trusts, boards and agencies have already done.

The Director of Nursing reported that 130 peer reviewers had been nominated, 60 of whom had been trained and that 30 lay reviewers had been nominated, with 12 trained.

He confirmed that the draft reports will be returned as quickly as possible, following inspection, to the trusts boards and agencies for review. He also confirmed that the project team is still looking at the budgetary requirements.

The Director of Nursing reported that 3 project managers had been appointed. He also reported that the tender for external analysis had recently been issued and that they would need to start working with the project team in November.

The Chief Executive reported that in order to encourage senior medical and social work staff to volunteer as peer reviewers she had written to Dr McBride, Chief Medical Officer and Paul Martin, Head of the Social Services Inspectorate. However, should the Authority fail to attract sufficiently senior staff, external peer reviewers from Scotland, England and Wales will be asked to help.

The Board **NOTED** progress in relation to the review.

06.59 Finance report

The Director of Corporate Services presented the finance report to the Board.

He reported that the Authority had received its allocation letter from the DHSSPS. He reported that the DHSSPS had not taken into consideration the additional financial information which had been provided in July and had worked from the December 2005 forecasts. Therefore there is a shortfall of around £300,000.

The Director of Corporate Services reported that the Chief Executive had chaired a meeting with senior officials from the DHSSPS on 6 October 2006 at which it was confirmed that the Authority had received a capital allocation of £100, 000. The additional £200, 000 allocation was requested.

The Authority will continue to recruit the posts as identified in the workforce plan. This had been confirmed with the DHSSPS on 6 October 2006.

The Director of Corporate Services reported that there had also been a short discussion about 2007/2008 budget in which an indication of what the Authority may need was given.

In response to a question from a Board member the Director of Corporate Services confirmed that it was support service charges which had been the major variance.

The Board **NOTED** the finance report.

06.60 Corporate credit card

The Director of Corporate Services presented the DHSSPS circular, HSS(F) 11/2003, on the use of corporate credit cards, and reported that the Authority wishes to introduce the use of a Corporate Credit Card in the interests of efficiency and good administration. He informed the Board that the Departmental guidance shall be fully implemented and adhered to.

The Chairman asked the Chairman of the Audit Committee how the Audit Committee would monitor the use of a corporate credit card. The Chairman of the Audit Committee confirmed that it would form part of the regular finance report and that the external auditor would also monitor its use.

The Chairman of the Audit Committee asked if consideration had been given to each person having a personal credit card used exclusively for Authority business. The Director of Corporate Services confirmed that he would consider this, but as the CSA finance department often fail to pay expenses in time there is a possibility of staff members not being recompensed in time.

The Board that the Authority could introduce a corporate card.

06.61 Date of next meeting: 9 November 2006

**Venue: 9th Floor, Riverside Tower, 5 Lanyon Place,
Belfast BT1 3BT**

Approved (Chairman)

Date