



RQIA Board Meeting

Date of Meeting	11 March 2014
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Jan14 / public
Author	Katie Symington
Presented by	Dr Ian Carson
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 16 January 2014.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to APPROVE the minutes of the Board meeting of 16 January 2014.
Next steps	The minutes will be formally signed off by the Chairman and will be uploaded onto the RQIA website.



PUBLIC SESSION MINUTES

RQIA Board Meeting
Board Room, A Floor, Belfast City Hospital
16 January 2014, 2.00pm

Present

Ian Carson (Chairman)
Sarah Havlin
Lindsey Smith
Daniel McLarnon
Patricia O'Callaghan
Denis Power
John Jenkins CBE
Una O'Kane
Geraldine Donaghy
Mary McColgan OBE

Officers of RQIA present

Glenn Houston (Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Theresa Nixon (Director of Mental Health, Learning
Disability and Social Work)
David Stewart (Director of Reviews and Medical
Director)
Kathy Fodey (Director of Regulation and Nursing)

In attendance

Malachy Finnegan (Communications Manager)
Katie Symington (Board and Executive Support
Manager)
Shirley Johnston (Practice Education Facilitator,
NHSCT)

Apologies

Ruth Laird CBE
Patricia McCoy

14.7 Agenda Item 1 - Welcome and Chairman's remarks

14.7.1 The Chairman welcomed Board members, Officers of the Board and a member of the public to the meeting of the RQIA Board. The Chairman also welcomed Shirley Johnston, (NHSCT) who is on a Florence Nightingale scholarship and is shadowing Kathy Fodey, Director of Regulation and Nursing

Apologies were noted from Ruth Laird and Patricia McCoy.

The Chairman offered congratulations to Mary McColgan who has been awarded an OBE in the new year's honours list.

14.8 Agenda Item 2 - Minutes of the meeting of the Board held on 14 November 2013 (min/Nov13/public)

14.8.1 The Board **APPROVED** the minutes of the Board meeting held on 14 November 2013.

Board members noted the completed actions on the action plan. The Chief Executive informed Board members that actions 25 and 29 will be addressed at the February Board workshop.

Resolved Actions

Minutes to be formally signed off by the Chairman

14.9 Agenda Item 3 - Matters arising from minutes

14.9.1 Board members were advised that the advertisement for lay reviewers will be actioned by the Business Services Organisation on 21/ 28 January 2014.

14.9.2 The Board **NOTED** the matters arising from the public minutes.

14.10 Agenda Item 4 - Declaration of Interests

14.10.1 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.

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

14.11 Agenda Item 5 - Chairman's Report (A/07/13)

14.11.1 The Chairman informed Board members that no announcement has been made in relation to the new Board member appointments.

The Chairman noted his attendance at the NICE Board meeting on 20 November 2013.

The Chairman asked two Board members; Daniel McLarnon and Lindsey Smith to join himself, the Director of Corporate Services and the Board and Executive Support Manager in convening a short life working group to review the format of Board minutes.

The Chairman noted that the minutes of the Accountability meeting, 26 November 2013, have been circulated to Board members.

Resolved actions

Board and Executive Support Manager to convene a meeting of the short life working group

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

14.12 Agenda Item 6 - Chief Executive's Report (B/07/13)

14.12.1 The Chief Executive notified the Board of the revised go-live date for the i-Connect system, 30 June 2014, to allow for data migration.

- 14.12.2 The Chief Executive highlighted to Board members the return to compliance of Autism Initiatives, domiciliary care service. Current enforcement action is contained in annex A of the report.
- 14.12.3 The Chief Executive noted the response received from Minister, dated 14 January, regarding the proposed extension of the terms of reference for the Review of Cherry Tree Nursing Home, which will allow the Review team to meet with the families of patients from this home.
- The Chief Executive also noted the Child Sexual Exploitation Inquiry, led by Kathleen Marshall, and her intention to meet with parents and young people during her next visit to Belfast.
- Board members were asked to note the further commissioned review of the actions set out in the Dental Hospital Inquiry Action Plan, published in July 2013.
- The Chief Executive informed Board members that the draft report into the Oversight of Patient Finances in Residential Settings has been sent to the DHSSPS, and contains seven recommendations.
- 14.12.4 The Chief Executive informed Board members that letters of escalation have been issued to the Western Health and Social Care Trust, the South Eastern Health and Social Care Trust and the Northern Health and Social Care Trust, following inspections by the Mental Health team. These matters are being dealt with under the escalation process.
- 14.12.5 The Chief Executive noted the successful information sharing conference organised by the Mental Health and Learning Disability Team, which took place on 6 December 2013 and was attended by Consultant Psychiatrists and by other HSC employees.
- 14.12.6 The Chief Executive drew the Board's attention to one new complaint in relation to a staff member, and six whistleblowing disclosures.
- 14.12.7 The Chief Executive highlighted to Board members the media interest in relation to the work of RQIA.
- 12.12.8 The Chief Executive informed Board members of his involvement in the EPSO Peer Evaluation (Denmark) and noted that the completed report will be shared with Board members, on publication.
- 14.12.9 The Chief Executive noted the recent meeting with the Chief Executive and directors of the Health and Safety Executive NI and the agreement to hold regular meetings to discuss areas of mutual interest and concern.
- 14.12.10 The Board **NOTED** the Chief Executive's report.

14.13 Agenda Item 7 – Finance Report (C/07/13)

- 14.13.1 The Director of Corporate Services presented the Finance Report to Board members, which details RQIA's financial position at 30 November 2013.

The projected end of year position takes into account the non-recurring reduction of £66,000 in the Revenue Resource Limit and the £33,000 payment for BSTP project costs. The financial projection is dependent on securing DHSSPS funding for commissioned reviews. The current projected end of year position is £21,000 overspend.

- 14.13.2 The Director of Corporate Services highlighted the improved figures in relation to prompt payment compliance for the 30 day and 10 day targets.

- 14.13.3 The Director of Corporate Services informed Board members that £21,000 of debt remains outstanding at quarter three for the 2013-14 financial year, while there is no outstanding debt from previous financial years.

- 14.13.4 The Chief Executive informed Board members that he wrote to Julie Thompson, Senior Finance Director/ Deputy Secretary, DHSSPS on 2 December 2013 in relation to RQIA's financial pressures. A response was received from Julie Thompson, on 8 January 2014, noting the need to highlight financial pressures to RQIA's Sponsor Branch.

The Chief Executive noted that cost pressures were also highlighted at the November Accountability meeting with DHSSPS.

Clarification was provided to Board members that the tolerance level for breakeven is +/- 0.25% or +/- £20,000 whichever is the higher.

Resolved actions

The Chief Executive will respond to the letter of 8 January 2014, in conjunction with the Audit Committee Chair and the Director of Corporate Services.

- 14.13.5 The Board **NOTED** the Finance report.

14.14 Agenda Item 8 - Business Plan 2014-2015 (D/07/13)

- 14.14.1 The Director of Corporate Services presented the 2014-15 Business Plan to Board members. The DHSSPS date for submission for approval of the Business Plan is 17 January 2014.

Board members agreed that additional comments should be added to the introduction of the Business Plan, in relation to RQIA's financial allocation from DHSSPS and the current constraints within which RQIA operates.

Agreement that Denis Power and Dr John Jenkins will work with the Director of Corporate Services to strengthen the introduction to the Business Plan.

Resolved actions

The introduction to the Business Plan will be strengthened before submission to DHSSPS

Changes to the Business Plan to be communicated to Board members

14.14.2 Board members **APPROVED** the Business Plan.

14.15 Agenda Item 9A - Plan for the Development of the new Corporate Strategy 2015-18 (E/06/13)

14.15.1 The Director of Corporate Services presented the plan for the development of RQIA Corporate Strategy (2015-18) to Board members. Key dates were outlined to Board members, to include approval of the draft strategy at the July 2014 Board meeting and final approval of the strategy at the January 2015 Board meeting, following the consultation process.

A Steering Group of four Board members will be established, to include one new Board member. Board members noted that the Planning and Corporate Governance Manager will be leading the development of the new strategy. The Director of Corporate Services will develop the new Strategy map.

The Chairman appointed Denis Power, Daniel McLarnon and Professor Mary McColgan to the steering group.

14.15.2 Board members **APPROVED** the Plan for the Development of the new Corporate Strategy 2015-18.

14.16 Agenda Item 9B - Plan for the Development of the new Review Programme (F/07/13)

14.16.1 The Director of Reviews and Medical Director presented the Plan for the Development of the new RQIA Review Programme to Board members. The Director of Reviews and Medical Director noted that work will be undertaken with the DHSSPS in relation to commissioned reviews for the new Review programme.

Three Board members are requested to join the project team, one of which will be a new Board member, once appointed by the Minister.

The Chairman appointed Patricia O'Callaghan and Professor Mary McColgan to the project team.

14.16.2 Board members **APPROVED** the Plan for the Development of the new RQIA Review Programme.

14.17 Agenda Item 10 - Policies and Procedures for Part IV Doctors (G/07/13)

14.17.1 The Director of Mental Health, Learning Disability and Social Work outlined the role of Part IV Doctors for Board members and presented the policies and procedures for Part IV Doctors. Currently RQIA has eight Part IV Doctors on the Part IV register. Appointment to the list of Part IV Doctors will be on a four yearly basis.

14.17.2 The Chairman agreed that the Panel and Chairman for Part IV Doctors will remain consistent with the Part II Doctors. Other Board members may be asked to participate in these panels as necessary.

The Chairman noted that following appointment of the new Board members a refresh in committee structures will be necessary.

Resolved actions

Panel members to submit any final textual amendments to the policies and procedures for Part IV Doctors to the Director of Mental Health, Learning Disability and Social Work

14.17.3 Board members **APPROVED** the policies and procedures for Part IV Doctors.

14.18 Agenda Item 11 - Regulation Directorate Annual Report 2012-13 (H/07/13)

14.18.1 The Director of Regulation and Nursing tabled the Regulation Directorate Annual Report 2012-13. This report will be placed on the RQIA website, following receipt of comments from Board members, at the end of January 2014. This report will also be provided to DHSSPS.

The Chief Executive requested that this report is referenced at the Provider road shows to be held in February.

Resolved actions

Board members to submit comments on the Regulation Directorate Report 2012-13 to the Board and Executive Support Manager

14.8.2 Board members **NOTED** the Regulation Directorate Annual Report 2012-13.

14.19 Agenda Item 12 - Hygiene Report Overview 2012-13 (I/07/13)

- 14.19.1 The Director of Reviews and Medical Director presented the 2012-13 Overview Report to Board members. This report presents an improvement in compliance rates for inspected facilities.

Board members were asked to note page four of the report detailing changes to the inspection process and the development of a suite of audit tools for augmented care areas, including neonatal care and critical care.

The Director of Reviews and Medical Director noted that the next three year hygiene inspection programme will commence in conjunction with the three year review programme, in 2015. Board members were also asked to note that the next hygiene overview report will be amalgamated into RQIA's annual quality report, which will be presented to the Board in September 2014.

This report will be made available on the RQIA website.

A Board member suggested that the report should provide an indicative timeframe for hygiene reports to be uploaded onto the RQIA website.

The Chief Executive informed Board members that hygiene inspectors will be given the opportunity to go to Salford NHS Foundation Hospital Trust, as the highest rated NHS hospital, to observe their systems and processes.

The Chief Executive also noted an upcoming Institute of Healthcare Management event (June 2014) at which aspects of RQIA's work in respect of infection prevention will be presented to delegates.

- 14.19.2 Board members **NOTED** the Hygiene Report Overview 2012-13.

14.20 Agenda Item 13 – Any Other Business

- 14.20.1 The Chairman noted that the next Board workshop will be held on Thursday 13 February 2014, starting at 12.30pm.

The Chairman informed Board members that he has written to the Minister inviting him to meet the Board in the near future. The Chairman formally thanked the four Board members, whose tenure ends on 28 February 2014, in this their final Board meeting.

Board members agreed to the revised date of Thursday 15 May 2014 for the May Board meeting.

The member of the public was thanked for attending the meeting, and as they had no formal questions for the Board and the Executive Team the public session of the meeting was brought to a close at 4.15pm.

Date of next meeting:
Tuesday 11 March 2014, Boardroom, RQIA.

Signed 
Dr Ian Carson
Chairman

Date 11 March 2014

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Status
25	3 September 2013	The results of the Oval Mapping exercise will be shared with Board members	Chief Executive	Ongoing
29	3 September 2013	Risk Register to be reviewed by the Executive Management Team; two risks to be removed and strategic risks to be included	Chief Executive	Ongoing
34	14 November 2013	A paper on the implementation of RQIA recommendations following Review Reports will be provided to Board members	Chief Executive	Ongoing
36	16 January 2014	Minutes to be formally signed off by the Chairman	Chairman	Completed
37	16 January 2014	Board and Executive Support Manager to convene a meeting of the short life working group	Board and Executive Support Manager	Completed
38	16 January 2014	The Chief Executive will respond to the letter of 8 January 2014, in conjunction with the Audit Committee Chair and the Director of Corporate Services	Chief Executive	Ongoing
39	16 January 2014	The introduction to the Business Plan will be strengthened before submission to DHSSPS	Director of Corporate Services	Completed
40	16 January 2014	Changes to the Business Plan to be communicated to Board members	Director of Corporate Services	Completed
41	16 January 2014	Panel members to submit final textual amendments to the policies and procedures for Part IV Doctors to the Director of Mental Health, Learning Disability and Social Work	Part III/ IV Panel Members	Completed
42	16 January 2014	Board members to submit comments on the Regulation Directorate Report 2012-13 to the Board and Executive Support Manager	Board members	Completed