



RQIA Board Meeting

Date of Meeting	3 July 2014
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / May14 / public
Author	Katie Symington
Presented by	Professor 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 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 15 May 2014.
Next steps	The minutes will be formally signed off by the Acting Chair and will be uploaded onto the RQIA website.



PUBLIC SESSION MINUTES

RQIA Board Meeting

Board Room, 9th Floor, Riverside Tower, Belfast

15 May 2014, 1.50pm

Present

Ian Carson (Chairman)
Sarah Havlin
Lindsey Smith
Patricia O'Callaghan
Denis Power
Mary McColgan OBE
Dr John Jenkins CBE
Robin Mullan
Norman Morrow
Seamus Magee

Officers of RQIA in attendance

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

Apologies

Daniel McLarnon
Stella Cunningham

1.0 Agenda Item 1 - Welcome and Apologies

1.1 The Chairman welcomed all Board members to the meeting and in particular welcomed new Board members to this meeting; Seamus Magee, Norman Morrow and Robin Mullan. Apologies were noted from Daniel McLarnon and Stella Cunningham.

1.2 The Chairman noted the useful lunch time meeting with the Minister and Chief Medical Officer.

2.0 Agenda Item 2 - Minutes of the meeting of the Board held on 11 March 2014 (min/Mar14/public)

2.1 The Board **APPROVED** the minutes of the Board meeting held on 11 March 2014. Board members noted the completed actions on the action plan and further noted that following this meeting actions 45 and 46 will be completed.

2.2 **Resolved Action (49)**
Minutes to be formally signed off by the Chairman

3.0 Agenda Item 3 - Matters arising from minutes

3.1 The Chairman noted under item 9.1 of the minutes, that the Corporate Risk Assurance Framework Report will be presented at the June Audit Committee meeting and July Board meeting.

3.2 The Chief Executive confirmed that he will review the Whistleblowing guidance, further to item 6.8 of the March minutes.

Resolved Action (50)

Chief Executive to review RQIA's Whistleblowing guidance

4.0 Agenda Item 4 - Declaration of Interests

4.1 The Declaration of Interests register was tabled for member's consideration. The Chairman asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders.

4.2 Sarah Havlin declared a conflict of interest in relation to the Serious Adverse Incidents as detailed under item 10, Annual Report of the Mental Health and Learning Disability Directorate, 1 April 2013 to 31 March 2014.

4.3 The Chairman asked Board members to advise the Board & Executive Support Manager of any necessary updates to the Register of Interests and emphasised the importance of this update.

The Chairman agreed that the Chief Executive, Audit Committee Chair and Acting Chair will agree the process of maintaining the Register of Interests for Board members.

Resolved Action (51)

Process for the maintenance of the Register of Interests for Board members to be agreed

5.0 Agenda Item 5 - Chairman's Report (A/03/14)

5.1 The Chairman noted his attendance at the Patient Safety Conference on 12/ 13 March 2014 and the meeting of the Chairs Forum on 8 April 2014. The Chairman thanked those members of the Board who attended RQIA's pre-consultation events for the development of the Corporate Strategy and noted the workshop to further develop the themes identified at these events, on 16 May 2014.

5.2 The Chairman noted his involvement in the recent appointment panel for the Northern Health and Social Care Trust, Chief Executive post. The Chairman also noted his attendance at the NHS Confederation Conference in London, on 14 May; a note of this meeting was shared with the Chief Executive.

- 5.3 The Chairman welcomed a member of the public to this meeting, Mr David Irwin.
- 5.4 **Resolved Action (52)**
Chairman's note of NHS Confederation meeting to be circulated to Board members for information
- 5.5 **Resolved Action (53)**
The slides, as presented at the April Board workshop by PwC, to be circulated to Board members
- 5.6 The Board **NOTED** the Chairman's Report.
- 6.0 Agenda Item 6 - Chief Executive's Report (B/03/14)**
- 6.1 The Chief Executive noted the recent Corporate Strategy pre-consultation events, which were attended by over 200 members of the public. A further meeting will be held with the DHSSPS in relation to the development of the 2015-18 Corporate Strategy and Review Programme.
- 6.2 The Chief Executive informed Board members that work is progressing in relation to iConnect and user acceptance testing. An iConnect demonstration will be provided to Board members, at the June Board workshop. The Chief Executive also noted RQIA's Investors in People assessment, which will take place in June 2014.
- 6.3 The Chief Executive informed Board members that RQIA's Business Plan has been formally approved by DHSSPS, enabling RQIA's formal appraisal process for staff members to be finalised by the end of June.
- 6.4 The Chief Executive noted that 2643 inspections were undertaken by the Regulation team within the 2013/14 inspection year. The Regulation Team are also currently undertaking a piece of work in relation to charging for domiciliary care within some supported living domiciliary care agencies, the findings of this work will be presented to the DHSSPS. Board members were informed that the enforcement policy and procedures will be reviewed following the implementation of iConnect.
- 6.5 The Chief Executive informed Board members that following the recent recruitment exercise for lay assessors, 15 appointments have been made. The lay assessors will shortly undergo an induction process.
- 6.6 The Chief Executive noted that the commissioned reviews of Child Sexual Exploitation and the review to examine the implementation of actions set out in the Dental Hospital Inquiry Action Plan, are ongoing and highlighted his attendance at Trust visits with Kathleen Marshall, as part of the Child Sexual Exploitation Inquiry.

- 6.7 The Chief Executive noted that Child Sexual Exploitation stakeholder events will be held by the Review Team in June 2014.
- 6.8 The Chief Executive noted the review of the arrangements for the management and co-ordination of unscheduled care in the Belfast Health and Social Care Trust, chaired by RQIA's Medical Director and Director of Reviews. This report is due for completion on 15 June 2014.
- 6.9 The Chief Executive noted the publication of the report of the Implementation of the Independent Review of the Respiratory Services Framework, in March 2014 and also the ongoing work of the Review team in relation to the completion of specific recommendations from the 2011 Prison Review Report.
- 6.10 The Chief Executive highlighted to Board members the request by DHSSPS for RQIA to undertake the responsibility of providing second opinions by Part IV Medical Practitioners, on medical treatment plans. The Mental Health and Learning Disability Team are currently preparing a business case for submission to the DHSSPS.
- 6.11 The Chairman noted this additional piece of work, to be undertaken by RQIA, alongside the request by the Chief Medical Officer to undertake a rolling inspection of hospitals.
- 6.12 **Resolved Action (54)**
Letter from Chief Medical Officer to RQIA to be circulated to Board members
- 6.13 The Chief Executive noted the ongoing Landscape Review of RQIA, by RSM McClure Watters.
- 6.14 The Chief Executive noted eight new Freedom of Information requests. One RQIA decision in relation to a request was recently contested; however RQIA's decision was subsequently upheld. One new complaint has also been received in relation to a member a of RQIA staff.
- 6.15 The Chief Executive drew the Board's attention to the 100,000 page views (hits) of RQIA's website from 14,000 visitors.
- 6.16 The Chief Executive informed Board members that no formal representations have been received since the last Board meeting, while two appeals have been made to the Care Tribunal. The Board will be informed of the outcome of these appeals in due course.
- 6.17 The Chairman informed Board members that two committees of the Board require additional members; the Audit Committee and the Appointments and Remuneration Committee.

The constitution of these committees will be decided by the next RQIA Chair. One new member of the Board is also requested to join the Corporate Strategy Steering Group.

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

7.0 Agenda Item 7 – Finance Report (C/03/14)

7.1 The Director of Corporate Services presented the provisional summary financial position as at 31 March 2014. Board members were informed that the DHSSPS has agreed to increase RQIA's RRL in order to part cover the costs associated with two DHSSPS commissioned reviews. The capital underspend at year end is £5,000. It is projected that RQIA will achieve breakeven for 2013/14 annual accounts.

7.2 The Director of Corporate Services stated that prompt payment compliance at year end is 76.5%, which is below the 95% target set by DHSSPS. This target was however unachievable within this financial year due to the implementation of the new HSC finance system and the Business Services Organisation, Shared Services Centre.

7.3 All outstanding fees have been recovered for the 2013/14 financial year and a full recovery of pro-rata place increases is anticipated by the end of Quarter 1, 2014/15.

7.4 The Board **NOTED** the Finance report.

8.0 Agenda Item 8 – Corporate Performance Report (D/03/14)

8.1 The Director of Corporate Services presented the end-of-year Corporate Performance Report for 2013/14. An amended paper was tabled for Board members.

8.2 The summary position on page three showed that 88% of all actions are complete, while 12% of actions are outstanding for the 2013/14 year. Board members were asked to note the exception report on pages eight to ten, for 13 actions, two of which are now complete, 2.1.10 and 9.1.16. The incomplete actions will carry forward into the 2014/15 year and will continue to be reported on.

8.3 The Director of Corporate Services noted that the development of a corporate scorecard will help develop a more focused set of Measures of Success for RQIA.

8.4 The importance of communicating organisational improvements and the outcome of RQIA activities to the public was noted by a Board member.

- 8.5 Board members **APPROVED** the Corporate Performance Report.
- 9.0 Agenda Item 9 - RQIA Regulation Directorate, Inspection Activity and Impact Analysis (E/03/14)**
- 9.1 The Director of Regulation and Nursing presented the Regulation Directorate, Inspection Activity and Impact Analysis report to Board members. This report detailed capacity and workload issues for the Regulation Directorate.
- 9.2 Board members discussed the risks associated with the redistribution of activity, as detailed within this report.
- 9.3 Further to a Board member query in relation to the completion of inspection reports within 28 days, the Director of Regulation and Nursing stated that this area is impacted by the increasing regulatory activity including additional inspections and enforcement. Assurance was provided to Board members that should an issue be identified by an inspector during an inspection, this would be fed back to the organisation at the time of inspection.
- 9.4 **Resolved Action (55)**
A board workshop will be organised with a specific focus on how RQIA can deliver against their statutory requirements and the associated risks in relation to inspection footfall!
- 9.5 Board members **NOTED** the RQIA Regulation Directorate, Inspection Activity and Impact Analysis.
- 10.0 Agenda Item 10 - Annual Report of the Mental Health and Learning Disability Directorate 1 April 2013 to 31 March 2014 (F/03/14)**
- 10.1 The Director of Mental Health and Learning Disability (MHLDD) presented the Annual Report of the Mental Health and Learning Disability Directorate 1 April 2013 to 31 March 2014, to Board members.
- 10.2 The Director of Mental Health and Learning Disability informed Board members that the inspection footfall of the MHLDD Directorate increased by 63% from the 2012/13 year. This report also highlighted findings made in relation to Iveagh Ward and the Beechcroft Treatment Ward. Escalation action undertaken by the MHLDD Directorate was also highlighted within this report.
- 10.3 The Director of Mental Health and Learning Disability informed the board that a further report will be undertaken by the MHLDD Directorate in relation to the delayed discharge of patients.
- 10.4 The Director of Mental Health and Learning Disability acknowledged the work of the Part II and Part IV Appointment Panels, a report on the work of these panels will be presented to the Board in September 2014.

- 10.5 The Director of Mental Health and Learning Disability noted that the MHL D Directorate continues to monitor treatment plans and Serious Adverse Incidents. The Director of Mental Health and Learning Disability highlighted her concerns in relation to the inconsistent reporting of Serious Adverse Incidents to RQIA.
- 10.6 The Director of Mental Health and Learning Disability highlighted the engagement of patients, by the MHL D Directorate and the production of easy read reports from this year onward.
- 10.7 Board members welcomed this annual report and suggested that it is disseminated to a key audience. The Chief Executive noted that the Director of Mental Health and Learning Disability is working with the Mental Health Commission (Ireland) to develop an all-Ireland conference. This conference will demonstrate the work of both the Mental Health Commission and RQIA and will be held on 5 December 2014, in Dublin Castle. The Chairman commended the work of the MHL D Directorate in the production of this annual report.
- 10.8 **Resolved Action (56)**
2013/14 Annual Report of the MHL D Directorate to be issued to Chief Executives of identified HSC organisations
- 10.9 Board members **NOTED** the Annual Report of the Mental Health and Learning Disability Directorate 1 April 2013 to 31 March 2014.
- 11.0 **Agenda Item 11 - Audit Committee Business (G/03/14)**
- **Approved Minutes of Meeting of 24 February 2014**
 - **Verbal update on Meeting of 7 May 2014**
- 11.1 The Chair of the Audit Committee presented the minutes from the meeting of 27 February 2014 to Board members for noting. The Chair provided a verbal update to Board members following the Audit Committee meeting of 7 May 2014.
- 11.2 The Chair of the Audit Committee noted that the Committee is currently awaiting appointment of three new Board members.
- 11.3 The Chair of the Audit Committee noted that five actions on the Audit Action Plan are currently outstanding, three of which are dependant on the implementation of iConnect.
- 11.4 The Chair of the Audit Committee highlighted the Internal Audit reports presented at the meeting of 7 May; Procurement and Contract Management and a Board Effectiveness Audit. No priority one recommendations were identified within these audit reports. Internal Audit also presented their three year strategy plan for 2015-18, amounting to 52 days of Audit work within RQIA.

- 11.5 The Chair of the Audit Committee noted that the Audit Committee handbook has been updated and was circulated to Audit Committee members. Board members also noted that a workshop will be held in July/ August 2014 for training for Audit Committee members. The Chairman noted that new Audit Committee members will also receive external training for their role on this Committee.
- 11.6 The Chair of the Audit Committee noted that the draft governance statement was presented to the Audit Committee and is tabled for Board member information. This governance statement will be finalised for submission with final accounts. The next meeting of the Audit Committee will take place on 26 June 2014.
- 11.7 Board members **NOTED** the approved minutes of the Audit Committee meeting, 27 February 2014 and the verbal update of the Audit Committee meeting, 7 May 2014.
- 12.0 Agenda Item 12 – Any Other Business**
- 12.1 The Chairman, in this his last board meeting as Chair of RQIA, highlighted that future work should be undertaken in relation to the challenges faced by the organisation and also in relation to public awareness and expectation in terms of complaints and whistleblowing. The Chairman offered his thanks to Board members.
- 12.2 Denis Power, on behalf of all Board members thanked the Chairman for his leadership and commitment to RQIA. The Chief Executive also thanked the Chairman for his excellent stewardship of RQIA on behalf of all members of the Executive Team.
- 12.3 Mr Irwin, member of the public attending this Board meeting, sought clarification from the Board in relation to the categorising of Dental Practices as Independent Hospitals. The Chairman confirmed that the standards used by RQIA are set by the DHSSPS and that this issue has been highlighted to them. The Chief Executive informed Mr Irwin that he will agree a further meeting to discuss the issues raised.
- 12.4 As there was no further business the Chairman brought the public session of the Board to a close at 4.30pm.
- 12.5 Board members were asked to remain following this public session of the Board to appoint an acting Chair should no appointment be made before the end of tenure of the current Chair on 31 May 2014. The Chairman appointed Professor Mary McColgan, as acting Chair.

Date of next meeting:

Thursday 3 July 2014, Boardroom, RQIA.

Signed



Dr Alan Lennon
Chairman

Date

3rd July 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
34	14 November 2013	A paper on the implementation of RQIA recommendations following Review Reports will be provided to Board members	Chief Executive	Ongoing
48	11 March 2014	Agreement that the Chief Executive will arrange for a future external Board meeting, at a Trust facility	Chief Executive	Ongoing
49	15 May 2014	Minutes to be formally signed off by the Chairman	Chairman	Complete
50	15 May 2014	Chief Executive to review RQIA's Whistleblowing guidance	Chief Executive	Ongoing
51	15 May 2014	Process for the maintenance of the Register of Interests for Board members to be agreed	Chief Executive	Ongoing
52	15 May 2014	Chairman's note of NHS Confederation meeting to be circulated to Board members for information	Chief Executive	Ongoing
53	15 May 2014	The slides, as presented at the April Board workshop by PwC, to be circulated to Board members	Board & Executive Support Manager	Ongoing
54	15 May 2014	Letter from Chief Medical Officer to RQIA to be circulated to Board members	Chief Executive	Ongoing
55	15 May 2015	A board workshop will be organised with a specific focus on how RQIA can deliver against their statutory requirements and the associated risks in relation to inspection footfall	Chief Executive	Ongoing
56	15 May 2014	2013/14 Annual Report of the MHLD Directorate to be issued to Chief Executives of identified HSC organisations	Chief Executive	Ongoing