

PUBLIC SESSION MINUTES

RQIA Board Meeting

Board Room, 9th Floor, Riverside Tower, Belfast

1 September 2011, 2:15pm

Present

Ian Carson (Chairman)
Geraldine Donaghy
Lilian Jennett
Ruth Laird
Allen McCartney
Patricia McCoy
Una O'Kane
Colin Reid
Austin Smith

Officers of the Board present

Glenn Houston (Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Robert Graham (Committee Services Manager)
Phelim Quinn (Director of Regulation and Nursing)
David Stewart (Director of Reviews and Medical Director)

Apologies

Richard Adams

Apologies

Theresa Nixon (Director of Mental Health and Learning Disability and Social Work)

11.100 Item 1 - Welcome and Chairman's Remarks

11.100.1 The Chairman welcomed Board members, Officers of the Board and members of the public to the meeting. Apologies were noted from Richard Adams and Theresa Nixon.

11.101 Item 2 - Minutes of the meeting of the Board held on Thursday 7 July [Paper min/Jul11/public]

11.101.1 The Board **APPROVED** the minutes of the Board meeting held on 7 July.

Resolved Actions

- Minutes to be formally signed off by the Chairman

11.102 Item 3 - Matters arising from minutes

11.102.1 There were no matters arising from the previous minutes.

11.103 Item 4 - Declaration of Interests

11.103.1 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.

11.103.2 The Chairman asked Board members to ensure that if they were

required to update their entry in the RQIA Register of Interests that they should advise the Committee Services Manager accordingly.

11.104 Item 5 - Chairman's report - Chairman [Paper D/05/11]

11.104.1 The Chairman presented his report to the Board and noted that he had attended 4 meetings on behalf of RQIA since the previous Board meeting.

11.104.2 The Chairman informed the Board that he, along with the Chief Executive, had met with the Chair and Chief Executive of the Patient Client Council (PCC).

11.104.3 The Chairman advised that he, along with the Chief Executive and the Chair of the RQIA Audit Committee, had met with 2 independent members of the DHSSPS Board including the Chair of the DHSSPS Risk and Audit Committee. He said that the members were interested in clinical and social care governance systems and the role of RQIA. He added that RQIA had asked if the DHSSPS Board monitors how recommendations made in RQIA review reports are implemented.

11.104.4 The Chairman said that he had attended a meeting of the NICON chairs and that Sir Keith Pearson, Chairman of the NHS Confederation had been in attendance. He added that the NHS Confederation had recently submitted evidence to the House of Commons Select Committee concerning CQC and that he would share this with Board members.

11.104.5 The Chairman told the Board that the Minister had recently announced that a team of independent experts would be working with the HSC Board Chief Executive, John Compton on a review of the HSC. He said that the final report would be available by the end of November 2011.

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

11.105 Item 6 - Chief Executive's Report - Chief Executive [Paper E/05/11]

11.105.1 The Chief Executive presented his report to the Board and began by referring to some of the key meetings he had attended. He said that he had met with the Noelle Buick and Paul McAllister who had both recently taken up posts in the Education and Training Inspectorate (ETI). He added that he had recently met with the Prisoner Ombudsman, Pauline McCabe.

11.105.2 The Chief Executive told the Board that he attended a meeting in London of other regulatory bodies hosted by the Commission for Healthcare Regulatory Excellence (CHRE) looking at areas of joint

- mutual interest.
- 11.105.3 The Chief Executive updated the Board on the progress of various RQIA reviews. He advised that the report of Phase I of the RQIA Review of Radiology was now available on the RQIA website and that the fieldwork for Phase II was now under way.
- 11.105.4 The Director of Regulation updated the Board on the progress being made in the registration of private dental practices. He advised that to date, 288 practices out of 391 had made applications for registration and that a further 30 practices had been in contact with RQIA to advise that they would be registering in the immediate future. He went on to say that 56 inspections had been completed so far and a further 120 inspections had been scheduled. He added that RQIA had continued to meet with various stakeholders including the British Dental Association and the General Dental Council. He advised that the GDC was supportive of regulation and would be stressing to its members the legal requirement to register with RQIA.
- 11.105.5 The Chief Executive gave an update on human resources matters. He advised RQIA had advertised one vacancy since July and that, since the last Board meeting in July, no new members of staff had been recruited. He added that one member of staff had left RQIA. He informed the Board that the Executive Management Team has agreed to establish a Scrutiny Committee to look at vacant posts.
- 11.105.6 The Director of Corporate Services advised the Board that RQIA is in the final stages of obtaining approval from DHSSPS on the ICT Business Case.
- 11.105.7 The Chief Executive told the Board that since the last Board meeting, RQIA had received one new complaint and that the resolution of a further complaint was still with the Northern Ireland Ombudsman.
- 11.105.8 The Board **NOTED** the Chief Executive's Report.
- 11.106 Item 7 - Finance Report – Director of Corporate Services [Paper F/05/11]**
- 11.106.1 The Director of Corporate Services presented the Finance Report to the Board and explained that the projected fee income for 2011/12 was dependent on a number of factors including the recovery of all outstanding monies owed by the Southern Cross group which is in the process of an ordered wind down.
- 11.106.2 The Director of Corporate Services advised the Board that RQIA expected to achieve break even for 2011/12 but, at this point in time, projected there may be an underspend of £20k, but this was based on a number of assumptions.
- 11.106.3 The Director of Corporate Services explained that there were two

capital schemes under way and that RQIA's capital allocation was adequate to cover this expenditure.

- 11.106.4 A Board member sought an update on RQIA's Improvement and Efficiency Plan. The Chief Executive said that RQIA was working to balance demand and capacity in the current year, making the most of opportunities for non-recurring expenditure whilst focusing on the efficiency savings targets of the next couple of years. He said that a draft Plan would be available for the October Board workshop.
- 11.106.5 A Board member asked if RQIA's revenue resource limit (RRL) would be decreased in line with any projected increase in fees in 2011/12. The Director of Corporate Services said this would not be the case as the additional fees were non-recurrent. The Chief Executive added that RQIA needed to achieve break even by 31 March 2012 and would continue to provide monthly returns to DHSSPS.
- 11.106.6 The Chairman advised that the Public Appointments Unit would be advertising the vacant posts on the RQIA Board and for that reason, he was deferring the Board developmental workshop until January 2012.
- 11.106.7 The Board **NOTED** the Finance report.
- 11.107 Item 8 - Corporate Performance Report – Director of Corporate Services [Paper G/05/11]**
- 11.107.1 The Director of Corporate Services presented the first Corporate Performance Report for 2011/12 to the Board. He explained to Board members that the traffic light system had been reviewed and that the report sought to contain further trend data and graphs and charts, where appropriate.
- 11.107.2 The Director of Corporate Services said that following the first quarter, only four of the actions were rated as "amber" with the remaining rated either "green" or "blue".
- 11.107.3 The Chairman said that these developments enhanced the report. A Board member suggested that in future reports, the exception reporting on the "red" or "amber" rated actions should be contained within the headline section. The Director of Corporate Services agreed to review this for future reports.
- 11.107.4 The Chief Executive expressed his thanks to the Planning and Corporate Governance Manager for the work done in preparing the report.
- 11.107.5 The Board **NOTED** the Corporate Performance Report.

- 11.108 Item 9 - RQIA Corporate Strategy 2012/15 – Director of Corporate Services [Paper H/05/11]**
- 11.108.1 The Chairman advised Board members that following the pre-consultation events, meetings with stakeholders and the work done by the short life working group, the RQIA Corporate Strategy for 2012/15 was ready to go out to public consultation.
- 11.108.2 The Director of Corporate Services said that the work done in the pre-consultation phase was an important innovation and had helped to shape the draft Strategy. He thanked the three Board members for their work on the short life working group.
- 11.108.3 The Chairman drew members' attention to the four proposed consultation questions and asked if Board members had any comments. A Board member suggested that in the third question, it should be asked if the measures of success are "appropriate and adequate".
- 11.108.4 The Chief Executive pointed out that, following the August workshop, a glossary had been added to the document.
- 11.108.5 The Board **APPROVED** the RQIA Corporate Strategy 2012/15 to go out to public consultation.
- 11.109 Item 10 - RQIA Three Year Review Programme 2012/15 – Director of Reviews [Paper I/05/11]**
- 11.109.1 The Director of Reviews presented the draft RQIA Three Year Review Programme and explained that the document contained a brief précis about each of the proposed reviews. He added that a list of reviews that RQIA had already conducted had been inserted into the document.
- 11.109.2 The Director of Reviews advised that the DHSSPS would be forwarding a list of commissioned reviews for inclusion in the document, but these reviews would not be subject to consultation.
- 11.109.3 A Board member asked how many reviews were being planned over the period. The Director of Reviews explained that there is capacity to undertake up to 7 RQIA reviews and 3 commissioned reviews per year.
- 11.109.4 A Board member asked if a review on nutrition would not solely focus on hospital settings. The Director of Regulation pointed out that RQIA had looked at nutrition in the residential sector as one of its inspection themes.
- 11.109.5 The Chairman suggested that the list of reviews should contain information about the dates the reviews were undertaken. This

amendment was **AGREED**. It was also **AGREED** that the list of consultation questions would be forwarded to Board members for comment before the consultation document was sent out.

11.109.6 A Board member asked if both the Corporate Strategy and the Three Year Review Programme consultations would be run concurrently. The Chief Executive confirmed that this would be the case.

11.109.7 The Board **APPROVED** the RQIA Three Year Review Programme 2012/15 to go out to public consultation.

11.110 Item 11 - RQIA Information and ICT Strategy – Director of Corporate Services [Paper J/05/11]

11.110.1 The Director of Corporate Services said that the completion of the Information and ICT Strategy was an important development for RQIA. He thanked the two Board members who had been involved in the short life working group which had completed this project.

11.110.2 The Director of Corporate Services drew members' attention to the strategy map and said that this showed how all of the initiatives outlined in the strategy were linked. He also referred to the project plan and explained that from this, specific work plans would be developed.

11.110.3 The Director of Corporate Services thanked the Head of Information for co-ordinating the preparation of the strategy. The Chairman echoed the sentiments on behalf of the Board.

11.110.4 The Board **APPROVED** the Information and ICT Strategy.

11.111 Item 12 - Annual Progress Report 2010/11 on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006 – Director of Corporate Services [Paper K/05/11]

11.111.1 The Director of Corporate Services presented the Annual Progress Report to the Board and explained that the document followed a template laid out by the Equality Commission. He said that the report had been completed jointly by the Equality Unit at BSO and by RQIA.

11.111.2 The Director of Corporate Services highlighted some of the key achievements during 2010/11. He said that RQIA had developed a new Equality Scheme and Action Plan following an "audit of inequalities". He said that a new screening template had been developed for RQIA policies and that RQIA staff had undertaken training in many areas of equality. Finally, he referenced that RQIA had engaged in a series of public consultations during the development of the Corporate Strategy.

- 11.111.3 The Director of Corporate Services advised that during 2011/12, RQIA would finalise its Equality Action Plan following consideration of feedback received from consultees.
- 11.111.4 Board members suggested some minor amendments to the report and the Director of Corporate Services undertook to amend the report accordingly.
- 11.111.5 The Board **APPROVED** the Annual Progress Report.
- 11.112 Item 13 - Policy and Procedure on the Management and Handling of Complaints against RQIA – Chief Executive [Paper L/05/11]**
- 11.112.1 The Chief Executive advised the Board that following the August workshop RQIA had sought further legal advice on the Complaints Policy, and in particular, paragraphs 2.7.8 and 2.7.10.
- 11.112.2 A Board member suggested that in the middle of paragraph 2.7.8, a minor addition should be made to clarify that the Stage 2 panel would only consider evidence available at Stage 1. This amendment was **AGREED**.
- 11.112.3 Board members expressed thanks to the Director of Mental Health and Learning Disability for her work in completing this policy and it was **AGREED** that the policy should be reviewed again in 3 years.
- 11.112.4 The Board **APPROVED** the Complaints Policy and Procedure.
- 11.113 Item 14 - Enforcement Policy – Regulated Sector – Director of Regulation [Paper M/05/11]**
- 11.113.1 The Director of Regulation told the Board that further minor amendments had been made to the Enforcement Policy following the August Board workshop. He invited queries from Board members on the final policy.
- 11.113.2 A Board member asked if the policy could contain information on the constitution of the Enforcement Panel. The Director of Regulation noted that this would be contained within the associated procedures but agreed to include it in the main policy.
- 11.113.3 A Board member queried the use of the word “attitudes” in paragraph 4.3 and it was agreed this usage should be reconsidered.
- 11.113.4 Subject to minor amendments the Board **APPROVED** the Enforcement Policy.

11.114 Item 15 - Any Other Business


11.114.1 The Chief Executive informed the Board that following extensive consultation the new organisational structure was being implemented from today.

11.114.2 There was no other business and the Chairman drew the public session to a close at 3:45pm.

Date of next meeting:

Thursday 10 November 2011, Erne Hospital, Enniskillen

Signed



Dr Ian Carson
Chairman

Date

10 Nov 2011