

HPSS REGULATION AND IMPROVEMENT AUTHORITY

Minutes of the first Board meeting held at Coleraine on 14 April 2005.

BOARD MEMBERS PRESENT

Dr Richard Adams
Mr Brian Coulter (Chairman)
Mrs Lillian Jennett
Mr Allen McCartney
Dr Connor Mullholland
Mr Colin Reid
Mr Austin Smyth

OFFICERS OF THE BOARD PRESENT

Mrs Stella Burnside (Chief Executive)
Mrs Heather Dempster (Project Manager)
Mr Bill Norris (Office Manager)
Mr John Stewart (Director of Corporate Services)

05.01 CHAIRMAN'S COMMUNICATIONS

- 1 The Chairman welcomed all present to the inaugural meeting of the Board of the Authority. Sympathy was extended to Mr Dermott Knox of the Transition team on the recent passing of his father.
- 2 The Authority Organisational Development Workshop at the Galgorm Manor on 1 April had proved very successful. Contributions had been made by all four Registration and Inspection units and project team leaders had outlined progress to date in relation to communications, procedures and policies, care standards transition, people and location.
- 3 The Board meetings of 12 May and 14 July 2005 will not now take place. It was AGREED that the 12 May 2005 should be reserved for an Authority workshop to be held during the day. The subject will be consideration of draft DHSSPS Clinical and Social Care Governance standards.

05.02 CHIEF EXECUTIVE'S REPORT

- 1 The Chief Executive emphasised the qualities of partnership, ownership and positive engagement which had characterised the Organisational Development Workshop of 1 April 2005. In the coming months members of the Board will have an opportunity to meet staff at all five sites of the Authority.
- 2 In terms of corporate identity, all present were agreed that the acronym "HPSSRIA" did not adequately convey the purpose of the organisation. It

was noted that a shorter title with identifying strapline should be chosen and a number of options were discussed. Mr Colin Reid emphasised that the corporate identity of the organisation should clearly reflect it's health care role. Dr Connor Mulholland stated that the Authority's dual role of informing and improving the quality of health care should be reflected in the name and strap line.

The Board AGREED that the organisation should in future be known as the "Quality Improvement Authority" and the identifying strapline should read "Improving Health and Social Care in Northern Ireland".

Sample logos with various items of corporate stationary were scrutinised by the Board. Dr. Richard Adams stated that ideally the logo should reflect the health care remit of the organisation. The Chief Executive stated that the presentational quality of the corporate identity should reflect the quality objectives of the Authority. Mr Colin Reid cautioned on the use of colour schemes which may have perceived political or religious significance. There was a broad consensus for the use of the colours red, gold or blue and the meeting agreed that the Chief Executive and the Authority should progress this issue as a matter of urgency. It was AGREED that a deadline of 2:00 p.m on Mon 18 April 2005 be set for final submissions to the Chief Executive on this matter.

- 3 The Authority has employed an external media consultant to assist in the production of an informal staff newsletter and a quarterly information bulletin. The bulletin will be a quality production of four A4 sides and the first edition will be published in the coming weeks.
- 4 The majority of staff in the regional Registration and Inspection units have transferred into the Authority with the exception of a number of clerical and administrative staff at the Ballyclare office. Gratitude was expressed to Mr. John Stewart Director of Corporate Services for making this possible.
- 5 The Chief Executive reported on a busy schedule of speaking engagements in recent months to a diverse range of organisations in the public, private and community sector.
- 6 Recruitment continues to be a challenge as the Authority rapidly expands. The Chief Executive stated that members of the Board will be required to sit on interview panels in the coming months.
- 7 The Chairman stated that in future a reserved section will be included in the agenda where confidential issues will be discussed by the Board in the absence of the general public.
- 8 Members of the Board will be appraised on an annual basis by the Board Chairman. The DHSSPS will, on an annual basis appraise the Chairman of the Board. The Director of Corporate Services will circulate an appraisal proforma to all Board members.

- 9 Dr Connor Mulholland reported on a recent conference attended on the subject of Governance. Principles of sustainable development, involvement of the public, consultation and partnership had been emphasised, and clearly underlined the correct direction and appropriate emphasis of the Authority. The Director of Corporate Services will circulate a booklet on trends in governance to all Board members.

05.03 **STAKEHOLDER ANALYSIS – NEXT STEPS**

A paper was submitted to Board members by the Director of Corporate Services

- 1 In his opening remarks, the Director of Corporate Services summarised the work carried out at the previous months Shadow Board meeting where lists of stakeholders had been identified and their relative importance and impact upon the Authority. The challenge was to move the process forward to the next stage where meaningful engagement could take place.

The Chief Executive emphasised that the Authority must be a listening and innovative organisation in the manner in which it relates to its stakeholders. Mr Austin Smyth stated that the interests and expectations of stakeholders must be taken into account.

- 2 The Director of Corporate Services suggested that a training day be held to examine in depth, all aspects of stakeholder analysis. The names of Ms Jane Graham and Prof John Barry were suggested as possible contributors to this event. This was AGREED by the Board. Mrs Lillian Jennett stated that a uniform approach, consistent and free from ambiguities should characterise the Authority's approach to its stakeholders. The Chief Executive emphasised that the Authority must be clear in its vision and Mr Alan McCartney stated that this vision should be established as early as possible.

In summary, the Chairman stated that comprehensive engagement with stakeholders will influence the vision of the Authority and that the Board must reflect all aspects of stakeholder interests.

05.04 **DRAFT STANDING ORDERS**

A paper was submitted to Board members by the Director of Corporate Services.

- 1 In his opening remarks, the Director of Corporate Services emphasised the importance of standing orders in relation to accountability, transparency of decision, and the promotion of values and effectiveness. Although comprehensive, this first draft was not complete and would eventually include information in relation to business conduct, standing financial instructions and publication scheme.

The Director emphasised that this was a living document and a number of issues including declaration of interests, corporate risk register and implications for Freedom of Information needed further development. Initially two committees were recommended to oversee Audit and Remuneration issues.

A number of additional matters were discussed including protocol for Board meetings, conduct of reserved business, appointment of Company Secretary and the attendance of the general public at Board meetings. The Chief Executive stated that the Board should take a proactive approach and should invite special interest groups, organisations and key stakeholders to the public sessions of the Board. With the recent decision not to appoint a Director of Operations, a rebalancing of the role of Director of Corporate Services was necessary.

In summary, the Chairman stated that further discussion was required before standing orders could be finalised. It was AGREED that further comments or submissions should be forwarded to the Director of Corporate Services as a matter of urgency, and this matter will be finalised at the June meeting of the Board.

05.05 **SUPPORTING IMPLEMENTATION OF CLINICAL AND SOCIAL CARE GOVERNANCE IN THE HPSS DHSSPS, APRIL 2005**

A paper was submitted to Board members by the Chief Executive

- 1 The Chief Executive stated that the DHSSPS document “Best Practice, Best Care” was the base line standard against which all quality issues will be measured. Now was the opportunity for the Authority to make a significant contribution to this debate. It was AGREED that these issues will form the basis of the next workshop on 12 May 2005 and questions and comments should be emailed to the Chief Executive not later than a week prior to the workshop.

05.06 **DRAFT BUDGET 2005/6**

A paper was submitted to Board members by the Director of Corporate Services

- 1 In his opening remarks, the Director of Corporate Services emphasised the indicative nature of the 2005/6 budget which totalled £4,225,285. A number of factors including anticipated set-up costs and expansion of HQ, CSA service costs, potential HPSS Board charges for services to the four Inspection Units, i.e rent, and other factors made it impossible to accurately forecast at this stage precise budget figures. The Chief Executive stated that the 2005/6 budget could be stood over and although expenditure was difficult to estimate accurately, it was important that the Authority spend did not exceed this budget.

- 2 The Chief Executive stated that the four local offices will function as strategic business units. Mr Austin Smyth stated that an agreed format in terms of goods and services across the four Units, linked to individual cost codes would provide a uniform method of presentation of expenditure. Potential income generation by the Authority had not been factored into the budget and this could be in the region of £1,000,000.
- 3 Budgetary provision for legal costs was emphasised by the Chairman. The Chief Executive stated that the Authority would be tendering for legal services, not just for legal representation, but for advice in relation to ongoing work within the Authority.
- 4 It was AGREED that the approval of the Board be given to this indicative budget and the Chairman thanked the Director of Corporate Services for the manner in which it had been compiled and presented.

05.07 **ANY OTHER BUSINESS**

- 1 The Chief Executive reported that Prof John Appleby in his review of HPSS expenditure in N Ireland had stated that there appeared to be a lack of leadership in the area of quality of service. The Chief Executive continued that leadership was the responsibility of the providers and that the Authority's role was to encourage and seek to improve quality. The Chief Executive is seeking a meeting with Prof Appleby.

CONFIRMATION DATE OF NEXT MEETING

The next meeting of the Board will be held on Thursday 9 June 2005 starting at 2:00 p.m. The DHSSPS Permanent Secretary Mr Clive Gowdy will meet members of the Board prior to the start of the meeting.

DURATION 2 Hours 15 minutes

Approved as an accurate minute of the meeting :

Mr Brian Coulter, Chairman

Date

ACTION SHEET

Action	Description	Assigned to:	Deadline	Status
1	Corporate identity submission to Chief Executive	Board members	18 April 2005	
2	Circulate appraisal proforma to Board	Director of Corporate Services		
3	Circulate governance booklet to Board	Director of Corporate Services		
4	Finalisation of draft standing orders	Board members	ASAP	
5	Clinical and social governance submission to Chief Executive	Board members	5 May 2005	