



**Minutes of the Board meeting 14 December 2006
Armagh City Hotel, Friar Road, Armagh**

Present

Richard Adams
Ian Carson (Chairman)
Geraldine Donaghy
Ruth Laird
Joan Harbison
Jim Jamison
Lilian Jennett
Allen McCartney
Connor Mulholland
Una O'Kane
Colin Reid
Austin Smith

Apologies

Patricia McCoy

Officers of the Board present

Sandra Bell (Committee Administrator)
Stella Burnside (Chief Executive)
Malachy Finnegan (Communications Manager)
Robert Graham (PA, Director of Operations, Social Services)
Theresa Nixon (Director of Operations, Social Services)
Phelim Quinn (Director of Operations, Nursing)

Apologies

Caroline Humphrey (Medical Director)
John Stewart (Director of Corporate Services)

PUBLIC SESSION

**06.97 Launch of the annual report and accounts
2005/2006**

The annual report and accounts 2005/2006 were formally launched at the beginning of the public Board meeting.

06.98 Welcome and Chairman's remarks

ACTION

The Chairman welcomed Board members, Officer of the Board and Deidre Dorman, Chair of Armagh and Dungannon Health and Social Services Trust who was attending the meeting as a member of the public.

The Chairman reported apologies from Patricia McCoy and John Stewart.

06.99 Minutes of the meeting of the Board held on Thursday 9 November 2006

The Board **APPROVED** the minutes of the meeting of the Board held on 9 November 2006 subject to corrections made to the list of attendees and to minute 06.90 which should read "...further analysis of outcomes from complaints would be...".

06.100 Matters arising

06.84 Relationship with the DHSSPS

The Chairman reported that the Chief Executive had written the Permanent Secretary communicating how clarity is required with regard to the respective roles and responsibilities of RQIA, the HSSA and the DHSSPS. The Chairman also reported that he had subsequently raised the matter in person with the Permanent Secretary and the new Chief Medical Officer.

06.90 Complaint

The Chairman confirmed that the investigation into a complaint made to the DHSSPS concerning RQIA by a member of the public, was complete and that a report has been forwarded to the Department. He stated that they would now issue a response to the complainant, and we would await the outcome.

06.91 Clinical and Social Care Governance Review

The Director of Operations, Nursing confirmed that there had been 100% return of the self assessment forms and that analysis of the forms was currently underway.

06.101 Chairman's report [Paper A/07/06]

The Board **NOTED** the report provided by the Chairman. He drew particular attention to the

launch of the formal link with the National Institute for Health and Clinical Excellence (NICE), and also the DHSSPS response to the Shipman reports 3, 4 and 5.

06.102 Chief Executive's Report [Paper B/07/06]

The Chief Executive provided the Board with a presentation outlining the role and function of NICE, and the significance of the implementation of their guidelines in Northern Ireland.

Following a comment from a Board member the Chief Executive confirmed that the DHSSPS would not be reassessing the NICE guidance as part of the implementation process, but assessing their applicability within a Northern Ireland context.

She also confirmed that it was her belief that CREST and other clinical audit groups would merge with a focus on clinical audit.

NICE Guidance will have implications for the development of Service Frameworks, and the Board discussed what the Authority's role would be with regard to the commissioning of health and social care services by the HSSA and Local Commissioning Groups (LCGs). The Board **AGREED** that the Authority does have a role in monitoring and reviewing the quality of commissioning and this should be reconciled with the view held by the Chief Executive, Health and Social Services Authority (HSSA).

The publication of the Department's response to the Shipman Inquiry outlined significant changes in Primary Care, some of which require changes in legislation. In view of the implications for clinical and social care governance in the primary care environment, the Chief Executive stated that she had written to the Boards and Trusts indicating the potential for a secondment opportunity to drive forward this work.

The Chief Executive drew the Board's attention to the suspension of eyesight assessments by a domiciliary care agency.

Following a question from a Board member the Chief Executive confirmed that the building code

standards, which a high proportion of statutory residential homes for older people had fallen below, would not apply retrospectively to existing homes.

Also following a question from a Board member the Director of Operations, Social Services confirmed that a report detailing key findings from the stakeholder engagement will be brought to the Board at their meeting on 8 February 2007.

The Director of Operations, Social Services also confirmed that a proposal document from Queen's University following their successful tender for the User Involvement consultancy will be brought to the Board for the noting.

The Board **NOTED** the progress report provided by the Chief Executive.

It was **AGREED** that in future progress reports that absence management will be set in a financial context e.g. salary costs of those absent, and the costs for those in replacement posts.

The Board **NOTED** the Financial Report [**Paper C/07/06**] and **APPROVED** the revised revenue budgets for 2006/2007 [**Paper D/07/06**] and the capital expenditure proposals [**Paper E/07/06**]

06.103 Audit Committee –verbal briefing by Chairman of the Audit Committee

The Chairman of the Audit Committee apologised that he was not yet able to provide the Board with minutes of the Audit Committee meeting on 7 December 2006. However, he provided the Board with a verbal briefing.

He reported that there are three outstanding issues with regard to the management statement and financial memorandum. These are the method for accounting for capital, £10,000 limitation on ICT contracts, and delegated limits. He reported that the External Auditor may provide support with finalising the management statement and financial memorandum with the DHSSPS.

He reported that the contract for risk management consultancy had been awarded to PriceWaterhouseCoopers and that the Authority

Director of
Corporate
Services

should be in a good position when audited next year.

He reported that the internal audit will take place between January and April 2007 and also that the external audit timetable had been agreed.

The Chairman reported that he had attended the Best Practice for Audit Committees in Government conference organised by the National School of Government and that he had requested that committee members attend the Introduction to Audit Committee course in 2007. He expressed concern about the lack of professional financial expertise on the committee and stated that Audit Committee may request to employ such expertise if required.

Another Board member commented that another NDPB that they sit on receives voluntary advice if required and agreed to meet with the Chairman of the Audit Committee to discuss more fully.

The committee had reviewed the Action Plan arising from the 05/06 audit and noted that progress was satisfactory.

The Board **APPROVED** the draft policy [**Paper G/07/06**] on influencing policy by responding to consultation documents.

06.104 Corporate Plan 2006 – 2009 [Paper H/07/06]

The Board **APPROVED** the Corporate Plan for publication subject to some amendments to the biographies provided by the Board members.

06.105 Business Plan 2007/2008 [Paper I/07/06]

The Board **AGREED** that the Business Plan as presented to the Board at this meeting could be used as a bidding document for submission to the DHSSPS.

The Board, however, **AGREED** that further discussion was required and that this should take place at a Board workshop, early in the New Year.

06.106 Annual overall assessment of the HPSS in Northern Ireland [Paper J/07/06]

Jim Jamison presented his paper on the annual overall assessment of the HPSS in Northern Ireland to the Board. The Chairman and other Board members thanked him for his work.

The Chairman reported that he felt it was important the Board come to consensus as to how the Authority deals with this area of its work and to determine what can be achieved in 2007/2008.

The Board discussed how the overall assessment needs to be balanced and ensure that the gaps between the acute and regulated sector are not missed.

A Board member also commented that it was important that in determining what the assessment should entail, to begin with the end in mind, in order to determine what inputs are required.

The Board also discussed the importance of the validation of information used in the assessment, not only created by the Authority but any other information which the Authority may rely upon.

The Director of Operations, Nursing stated that he felt it was important that the Executive Team have clarity as to what direction the Board would like to have in order to achieve the assessment and that currently the Executive Team lack this clarity.

It was **AGREED** that an in-depth discussion on the overall assessment of health and social care in Northern Ireland should take place at a workshop early in the New Year.

06.107 Executive pay awards [Paper M/07/06]

The Board **NOTED** the Report from the Appointments and Remuneration Committee and **APPROVED** the recommendations that the Chief Executive and Director of Corporate Services should receive a **FULLY ACCEPTABLE** pay award for 2004/2005.

The Board also **APPROVED** the Committee's recommendations for the Senior Management Team for 2005/2006. These cannot be put in place until such time as the relevant Department Circular is issued.

The 2006/2007 objectives for the Senior Management Team will be considered by the Appointments and Remuneration Committee at the next meeting in January 2007.

06.108 Any other business

There was no further business in the Public Session of the meeting.

Date of next meeting:

8 February 2007

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