

HPSS Regulation and Improvement Authority

Minutes of the second Board meeting, held at Knockbracken Healthcare Park on 9 June 2005.

BOARD MEMBERS PRESENT

Mr Brian Coulter (Chairman)
Mrs Lillian Jennett
Mr Allen McCartney
Dr Connor Mulholland
Mr Colin Reid
Mr Austin Smith

OFFICERS OF THE BOARD PRESENT

Ms Sandra Bell (Committee Administrator)
Mrs Stella Burnside (Chief Executive)
Mr John Stewart (Director of Corporate Services)

PUBLIC SESSION

05.09 Welcome

The Chairman welcomed the members of the Board to the meeting. No members of the public or press were in attendance.

05.10 Apologies

The Chairman communicated Dr Richards Adams apologies for absence.

05.11 Minutes of the Board meeting, 14 April 2005

The minutes of the meeting of the Board, 14 April 2005 were approved subject to amending the Action List to include the draft budget as an action.

ACTION: Committee Administrator to amend minutes and forward to Chairman for signature

05.12 Matters arising from minutes

1. Corporate identity submission to Chief Executive
Further to the Board's decision to re-brand the Authority as the Quality Improvement Authority a proposed logo, designed by White Noise Studios, was tabled. The Chairman explained the rationale behind the logo. The Q in the logo was prominent as it stands for quality, and its shape is such as to represent a looking glass representing the investigational role of the Authority. It was **AGREED** that the proposed logo was a good corporate style and that the colours

were calming and non offensive. It was felt that the writing inside the Q was small, but was necessary to give the full name of the Authority.

The Chief Executive explained the original graphic designer approached to design the logo had not been able to complete within the required timelines and the Authority then approached White Noise Studios.

The Chairman reported that a copy of the logo and covering letter explaining the re-branding had been sent to the Permanent Secretary, Mr Clive Gowdy. It was AGREED that this issue would be raised with Mr Gowdy at his scheduled visit after the Board meeting.

2. Appraisal proformas

The Chairman confirmed with the Board that they had all now received a copy of the appraisal proformas which they would need to complete for their appraisals next year. The Chairman informed the Board that he was looking forward to meetings with each member.

ACTION: Committee Administrator to arrange meetings

3. Governance Booklet

Each Board member had received a copy of Guide to Good Governance Booklet with the Board papers for this meeting.

4. Standing Orders

The Board AGREED to delegate the responsibility of approving the draft Standing Orders to the Chairman and Chief Executive once the amendments necessary were completed. This was agreed on the understanding that the Standing Orders will be reviewed by the Board as a whole in 12 months and that draft standing financial instructions will be reviewed by the Board.

The Chairman provided the Board with details of amendments he would like made to the Standing Orders. These were AGREED by the Board.

ACTION: Committee Administrator to make amendments to Standing Orders.

Clarification was sought by some members of the Board about how to complete the Declaration of Interests form. The Director of Corporate Services agreed to forward mock forms to the Board giving examples of how to complete the form.

ACTION: Director of Corporate Services to forward mock Declaration of Interests form.

The Chairman explained that he felt that the duties of his post were so specific that the appointment of a Deputy Chairman would be difficult. He suggested to the Board that the appointment of a Deputy Chairman was therefore not necessary. The Board AGREED that the appointment was not necessary and that the Standing Orders should be amended to state arrangements for the chairing of a Board meeting were the Chairman can not attend.

ACTION: Committee Administrator to make amendment necessary

Mr McCartney asked why the Standing Orders did not include scheme of delegation. The Chief Executive explained that there is a standard scheme used within the Health Service and that a copy of this scheme would be made available for the next Board Meeting.

ACTION: Director of Corporate Services to make delegation scheme available to Board.

Mr McCartney asked that the documents referred to in 7.14 of the Standing Orders should be made available to the Board.

ACTION: Committee Administrator to forward documents listed.

Mr McCartney sought clarification as to what was meant by "...where such payments are accessed by Authority member,..." 7.50, Standing Orders.

ACTION: Director of Corporate Services to provide clarification.

Mr McCartney also suggested that definitions should be presented in alphabetical order.

ACTION: Committee Administrator to present definitions in alphabetical order.

Mr Smith asked for clarification as to why a definition of "Clear Days" is provided in the definition list and yet is not mentioned in the Standing Orders. The Director of Corporate Services explained that Clear Days were to do with the provision of Board papers prior to the meeting but that this reference may have been edited from the draft Standing Orders.

Mr Smith also commented that he felt that there was a good overlap of information in the Standing Orders and the Good Governance booklet.

The Chairman informed the Board that the Standing Orders will be forwarded to them once finalized and that this version would be differentiated from the draft version.

5. Clinical and social care governance submission

Mr McCartney expressed his regret at being unable to attend the workshop on the 12 May 2005 at which the response to the consultation paper on the Quality Standards for Health and Social Care was discussed. Whilst he agreed with the comments of the Board he was concerned about the tenor of the response, in particular with regard to the comments about the Minister's statement. The Chief Executive stated that she shared his concerns and had made some amendments to the response which she had tabled at this meeting.

The Board AGREED to forward the response to the DHSSPS with the amendments suggested by the Chief Executive.

ACTION: Committee Administrator to make amendments and forward to the Chairman for signature.

Mr Reid reminded the Board that at the workshop it had been felt that it would be important to meet with Department representatives to express the Board's concerns in person. The Chief Executive explained that previously the Department had not been open to this type of interaction, but that she had been involved in the external reference group prior to the draft Quality Standard. She assured the Board, however, that she would do all she could to communicate the Board's concerns.

05.13 Chairman's Report

1. Board recruitment

The Chairman reported that 40 "sifted" applicants were being interviewed for the remaining places on the Board. He stated that there was a good spread of applicants geographically and a good gender mix. He informed the Board that there had

been some criticism about the current mix of the Board and asked if they could specify any skills deficits were it would be beneficial to recruit someone who had those skills. The Board specified financial, legal, mental health adult services, knowledge about caring, and advocacy skills. However, the Board hoped that through stakeholder consultation they would be able to glean knowledge about areas that they may not necessarily be strong in.

2. Director recruitment

The Chairman informed the Board that there had been 14 applicants for the Director of Nursing, from which 7 were being interviewed following an assessment centre, 4 applicants for the Director of Medicine, all of whom would be interviewed, and 5 applicant for the Director of Social Work, all of whom would be interviewed. Mr Reid confirmed that he was on the panel for the Director of Social Work and Dr Mulholland confirmed that he was on the panel for both Medical Director and Director of Nursing.

3. Other recruitment issues

The Board confirmed that they had all had their Selection and Recruitment training with the exception of Mr McCartney who required the Selection and Recruitment refresher course.

ACTION: Committee Administrator to arrange for Mr McCartney to attend the Selection and Recruitment refresher course as soon as possible.

The Director of Corporate Services informed the Board that interviews for the Communication Manager would take place on 24 June 2005. He also informed the Board that a Human Resources and Legal Services Manager, and a Finance and IT Manager would also be recruited. An organisational chart was tabled at the meeting showing the new posts in the context of the organisation. The Board were also informed that job descriptions were currently being drafted for the Senior Professional Advisor positions.

The Chairman reported to the Board that the staff at headquarters had outgrown the accommodation in Premier Business Centre and had leased further accommodation with Executive Suites, also on Adelaide Street.

4. Chairs Forum

The Chairman informed the Board about a new Chairs Forum that had been established with the blessing of the Northern Ireland Civil Service. The Board AGREED that the Chairman should join and attend its inaugural meeting in June. The Chairman stated that he would report back the Board about its usefulness.

5. Health Service Chairs Forum

The Chairman stated that whilst he felt that this was a useful for networking that it was important that he did not become too involved so as to maintain the Authority's independence and also some members of the Forum would be accountable to the Authority.

The Chairman reported that he attended the Chair's Conference on 23rd May 2005. He stated that the Permanent Secretary had attended what had happened with Sperrin Lakeland Trust had been discussed. The Permanent Secretary had also communicated the need for the relationships between Chairs, Chief Executives and Non-Executives to be clearer. The Permanent Secretary had

stated that there would be a broader scan of services, looking to see if any other trusts are experiencing problems with clinical and social care governance. The Chairman reiterated to the Board the importance of the Authority in its role in carrying out this type of review.

A vote of confidence in the service had been suggested at the Chair's Conference, and the Chair reported that whilst that there had been an interesting discussion surrounding this the Permanent Secretary had ruled this out.

6. Enabling Effective Governance

The Chairman informed the Board about a DHSSPS conference on the delivery of safe, high quality health and social care scheduled for 28 June 2005.

Unfortunately this clashes with the second day of the Board's residential in Newcastle. Both the Chairman and the Chief Executive expressed that they felt that this conference would be extremely beneficial to Board members and that rearrangements for the second day may have to be made.

ACTION: Committee Administrator to confirm time for the Conference and make necessary amendments to the programme for the residential.

7. Chairman's Diary

The Chairman reported to the Board about a series of meetings he has attended over the last month. These are as follows:

27 April 2005 – the Chairman and the Chief Executive met with 4 Health and Social Services Councils in Cookstown. They were all positive about the Authority.

4 May 2005 – lunch with Chairman and Chief Executive of Eastern Health and Social Services Board. Chief Executive also in attendance.

20 May 2005 – staff development day in Londonderry.

26 May 2005 – meeting with Jenny Irwin, Bearing Point.

2 June 2005 – meeting with Social Care Institute of Excellence (SCIE), Director of Corporate Services also in attendance. The Chairman informed the Board that SCIE is different to the National Institute for Clinical Excellence as they provide examples of best practice as opposed to issuing guidelines. It was reported that John Fenton is SCIE's representative in Northern Ireland and that there was scope for a productive working relationship between the Authority and SCIE. It was **AGREED** that once Board meeting dates were finalised that these would be shared with SCIE with the hope that SCIE's Chief Executive could attend one of the meetings.

8 June 2005 – meeting with RMAG

9 June 2005 – meeting with Ms Anne Balmer, Chairman, The Royal Hospitals

8. Other Information

The Chairman stated the need for a conference on regulation environment, possibly in the Autumn and sponsored by the Authority, in order to determine who is doing what with regards to regulations and to determine what is happening in Great Britain with the rationalisation of regulatory bodies.

The Chairman also informed the Board about the letter he had sent to the Permanent Secretary about Sperrin Lakeland Trust and the response received which had been circulated to the Board. The Board expressed the need for clarification about the last paragraph of the response. It was **AGREED** that this would be sought at Mr Gowdy's visit following the Board meeting.

05.14 Chief Executive's Report

1. Authority Profile

The Chief Executive reported that she had been gently building the profile of the Authority working towards the public launch. She reported, however, that because of the media interest created by Sperrin Lakeland Trust, and the nursing homes in the Republic of Ireland there was a need for the Authority to move quicker than had been previously planned.

2. Organisational Issues

The Director of Corporate Services reported that he was working with colleagues from the DHSSPS to facilitate quarterly reviews of finance.

The Chief Executive reported that she did not feel that she could sign the proposed statement of internal control as this had been done before she was in post. The Board AGREED that she was right not to.

The Chief Executive reported to the Board that there was currently £400,000 against rental/accommodation costs but she was not sure whether this will prove too much or too little. She stated that a person from Health Estates is working with the Authority to help with finding suitable office accommodation and that the budget would have to change to meet this. She also reported that the budget may also have to be looked at with regard to ICT support.

Mr McCartney asked the Chief Executive when monies could be secured.

The Chief Executive informed the Board that there was a 3 year financial planning cycle, reviewed on an annual basis. Bids are received by the Department between September and October and they operate on a "no surprises" basis therefore it is important to maintain a good working relationship. The Chief Executive confirmed that funds cannot be carried over from one financial year to the next.

The Chief Executive informed the Board that there are currently project working groups looking at communication, policy and procedures, people, location and complaints.

She also informed the Board about the Internal Development Newsletter which would have staff control, and a Board Newsletter which would be circulated quarterly.

3. Planned implementation of the work programme

The Chief Executive presented a table paper entitled "Discussion Paper – June 2005, Quality Improvement and Regulation [Northern Ireland] 2003 Order Planned Implementation of the Work Programme".

She informed the Board that there is a need to respond to events that have accelerated the work scheme. It was agreed that it was important that ownership of assessing quality standards in acute care should be with the Authority. The Board accepts, however, that the Authority may not currently be in the position to do this itself. The Chief Executive therefore suggested that an external body could be recruited to do the assessment on behalf of the Authority, and that in reality, even once the Authority is established they would recruit external bodies with expertise in certain areas.

The Chief Executive stated that the Authority needs to ensure that parameters are set correctly, determining what the critical issues and key responsibilities are. She stated that a broad review of all services carried with it a risk of missing what is really important, therefore, it is necessary to set a clear agenda e.g. ICU, sick children services.

The Chief Executive stated that she will write to statutory providers informing them that they are required to inform the Authority of anything that is of concern.

The Board AGREED that they felt that the point at which the Authority should be informed of any issues is in parallel with when they reported to DHSSPS.

Mr McCartney suggested that the Authority should also be informed where a Board or Trust saw a trend in complaints which could cause concern.

4. Pilot study – inspection methodology
The Chief Executive also presented to the Board a paper detailing the Care Standards Transition Team’s pilot study in inspection methodology scheduled for completion in July.

05.15 Standing Orders

The draft Standing Orders were discussed by the Board under matters arising from minutes, see 05.12, 4.

05.16 Response to DHSSPS – Quality Standards for Health and Social Care

The response to DHSSPS was discussed by the Board under matters arising from minutes, see 05.12, 5.

05.17 Schedule of public Board meetings

The Board was presented with proposed meeting dates for 2005/2006. The Chief Executive stated that the Authority should experiment with the day of the week, location and times.

Due to time constraints the Board was unable to approve the proposed dates. These will be considered at a later date.

05.18 Presentation on Information Governance

Due to time constraints the Director of Corporate Services was unable to give the presentation on Information Governance. This will be presented at a later date.

05.19 Any other business

1. Director of Social Work

The Chairman asked the Board if it may not be more appropriate for the job title of this post to be changed to Director of Social Care as this is more encompassing. The Board AGREED that this would be a more suitable job title.
ACTION: Chairman to inform applicants at interview of the job title change

Date of next meeting

Thursday 8 September, Everglades Hotel, Londonderry – 6.30pm

Approved as an accurate minute of the meeting:

Mr Brian Coulter, Chairman

Date

ACTION LIST

Action	Description	Assigned to	Deadline	Status
1	Amend Minutes	Committee Administrator		
2	Organise one to one meetings for Board members	Committee Administrator		
3	Make agreed amendments to Standing Orders	Committee Administrator		
4	Mock declaration of interest forms	Committee Administrator		
5	Delegation Scheme	Director of Corporate Services	8 Sept 05	
6	Forward documents listed in 7.14 Standing Orders	Committee Administrator		
7	Clarification of 7.50	Director of Corporate		

	Standing Orders	Services		
8	Definition list in alphabetical order	Committee Administrator		
9	Forward amended response on Health and Social Care Standards to DHSSPS	Committee Administrator		
10	Draft Budget	Director of Corporate Services		Ongoing
11	Selection and Recruitment Training	Committee Administrator/Mr McCartney		
12	Enabling Effective Governance Conference – confirm times and amend residential	Committee Administrator		
13	Confirm job title for Director of Social Work	Chairman/Chief Executive		