



## RQIA Board Meeting

Date of Meeting	12 November 2015
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Sept15 / public
Author	Hayley Barrett
Presented by	Dr Alan Lennon
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 24 September 2015
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to <b>APPROVE</b> the minutes of the Board meeting of 24 September 2015.
Next steps	The minutes will be formally signed off by the Chairman and will be uploaded onto the RQIA website.

## PUBLIC SESSION MINUTES

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**RQIA Board Meeting**  
**Boardroom, 9<sup>th</sup> Floor, Riverside Tower, Belfast**  
**24 September 2015, 10.45am**

### **Present**

Dr Alan Lennon OBE (Chair)  
Seamus Magee OBE  
Norman Morrow  
Patricia O'Callaghan  
Mary McColgan OBE  
Robin Mullan  
Dr John Jenkins CBE  
Stella Cunningham  
Daniel McLarnon  
Lindsey Smith  
Sarah Havlin

### **Officers of RQIA in attendance**

Glenn Houston (Chief Executive)  
David Stewart (Director of Reviews and Medical Director)  
Maurice Atkinson (Director of Corporate Services)  
Kathy Fodey (Director of Regulation and Nursing)  
Theresa Nixon (Director of Mental Health, Learning Disability and Social Work)  
Malachy Finnegan (Communications Manager)  
Cara Crockford (HSC Intern)  
Jill Munce (Complaints and Representations Manager)  
Dr Tom Trinnick (GAIN Chairman)  
Nicola Porter (GAIN Manager)  
Hayley Barrett (Board and Executive Support Manager)

### **Apologies**

Gerry McCurdy  
Denis Power

#### **1.0 Agenda Item 1 - Welcome and Apologies**

- 1.1 The Chairman welcomed all Board members and officers to the meeting. Apologies were noted from Mr Gerry McCurdy and Mr Denis Power.
- 1.2 The Chairman welcomed Miss Cara Crockford, HSC Intern to the meeting. The Chairman advised that Miss Crockford will be involved in a number of projects within the RQIA Business Plan over the course of the year.

#### **2.0 Agenda Item 2 - Minutes of the meeting of the Board held on Thursday 9 July 2015 (min/July15/public)**

- 2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 9 July 2015.

#### **3.0 Agenda Item 3 - Matters arising from minutes**

- 3.1 Board members noted that all actions except 34, 101 and 105 are now

completed.

3.2 The Director of Reviews and Medical Director advised Board members that in relation to action 34 that RQIA is currently in discussion with other HSC Organisations in relation to the provision of assurances that recommendations are taken forward. The team has met with all trusts and a process for monitoring the implementation of review recommendations is currently being agreed with the HSCB.

**3.3 Resolved Action (34)**

**RQIA will invite the HSCB to attend a future Board meeting to discuss arrangements for monitoring implementation of review recommendations.**

3.4 The Director of Mental Health, Learning Disability and Social Work informed Board members that a paper will be disseminated to all Board members following the Board meeting in relation to action 89.

**4.0 Agenda Item 4 - Declaration of Interests**

4.1 The Chairman asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders. Mr Robin Mullan declared a conflict of interest with item 13, as he is a member of the Board of the Equality Commission.

**5.0 Agenda Item 5 - Chairman's Report (A/09/15)**

5.1 The Chairman invited comments on his report from Board members.

5.2 The Chairman informed Board members that he attended an event with the Care Circle Group on the theme of excellence in the care sector.

5.3 The Chairman advised Board members that he and the Chief Executive attended a conference, on the theme of 'My Home Life', facilitated by Ulster University, Magee. The Chairman advised that this meeting was very engaging.

5.4 The Chairman informed Board members that he has been invited to speak at the Age NI Annual Conference. A number of challenges have been identified in the Age NI – 'Agenda for Later Life 2015' report.

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

**6.0 Agenda Item 6 – Chief Executives Performance Dashboard (B/09/15)**

6.1 The Chief Executive introduced his report and highlighted to Board members the new format from page 9 onwards. The Chief Executive informed Board members that high level performance indicators will be refined with the Executive Management Team.

6.2 The Chief Executive informed Board members that the Independent

Review of Brain Injury Services had been published on Wednesday 23 September 2015 which attracted media attention from the Belfast Telegraph and an interview with radio station U105.

- 6.3 The Chief Executive informed Board members that a revised Business Case for the extension of the iConnect Project Manager has been submitted to DHSSPS and DFP, and we are awaiting approval from DFP.
- 6.4 The Chief Executive advised Board members that the Vacancy Controls Forum has agreed to advertise the vacant HR&OD Manager post (Band 7).
- 6.6 The Chief Executive advised that the Band 8a and the Band 7 posts within the MHLD Directorate had been advertised. No applications were received in relation to the Band 8a post; applications were received for the band 7 post and interviews will be taking place. The Chief Executive advised Board members that the DHSSPS has advised that posts above Band 7 should not be advertised without first seeking approval from DHSSPS.
- 6.6 The Director of Corporate Services advised Board members that an HSC Staff Survey is due to take place in October with results issued in Quarter 4.
- 6.7 The Board **NOTED** the Chief Executive's report.
- 7.0 Agenda Item 7 – Director of Regulation and Nursing's Report (C/09/15)**
- 7.1 The Director of Regulation and Nursing introduced her report and informed Board members that the report includes three sections; Registration, Inspection and Enforcement.
- 7.2 The Director of Regulation and Nursing referred to the enforcement activity which had taken place since the previous Board meeting. The Director of Regulation and Nursing advised Board members that The Graan Abbey Nursing Home has returned to compliance. The notices issued to Cregagh Nursing Home have been extended.
- 7.3 The Director of Regulation and Nursing referred Board members to the enforcement activity currently taking place in relation to Colinvale Court. During 2014/15 a total of sixteen inspections were completed and Colinvale Court had returned to compliance however, further concerns have been raised and RQIA is now in the process of taking enforcement action.
- 7.4 The Chairman advised that he attended a meeting with the Children's team who provided a systematic approach to inspection of children services; the Chairman asked that this is shared with Board members.
- 7.5 Resolved Action (106)**  
**The Director of Regulation and Nursing will share the presentation from the Children's team in relation to a systematic approach to inspection to Board members.**

- 7.6 Board members **NOTED** the Director of Regulation's report.
- 8.0 Agenda Item 8 – Finance Report (D/09/15)**
- 8.1 The Director of Corporate Services informed Board members that RQIA is forecasting breakeven at year end.
- 8.2 The Director of Corporate Services advised Board members that the tendering process for the new website has started and is on track for completion in quarter 4. The Business Case in relation to the enforcement module on iConnect and the iConnect Project Manager is currently with DFP for approval.
- 8.3 The Director of Corporate Services informed Board members that although the 30-day prompt payment target has not been met, the compliance level is improved on the same period last year.
- 8.4 Board members **NOTED** the Finance Report.
- 9.0 Agenda Item 9 – Corporate Performance Report (E/09/15)**
- 9.1 The Director of Corporate Services introduced the Corporate Performance Report and advised Board members that the format and layout of the report has been significantly improved.
- 9.2 The Director of Corporate Services advised that 89% of actions are green / blue at the end of Quarter 1, 9% of actions amber and 2% of actions remaining in red until Board approval is received for the Risk Management Strategy and the Corporate Risk Assurance Framework.
- 9.3 Resolved Action (107)**  
**The Board will consider the revised Risk Management Strategy and the Corporate Risk Assurance Framework in November 2015.**
- 9.4 Board members **APPROVED** the Corporate Performance Report.
- 10.0 Agenda Item 10 – RQIA Board Workshop – Summary Report (F/09/15)**
- 10.1 The Chief Executive introduced the RQIA Board Workshop – Summary Report to Board members. The Chief Executive provided a summary of the four topics discussed at the workshop and the actions arising.
- 10.2 The Chief Executive advised that Miss Crockford, HSC Intern, will be working alongside the Head of Information and the Director of Reviews and Medical Director in the completion of actions relating to RQIA's use of external sources of information (Theme 3, Actions 2 and 3).
- 10.3 The Director of Reviews and Medical Director informed Board members that he attended an event, 'Making Life Better', in relation to improving the

health and wellbeing of people in Northern Ireland. This is a cross-departmental strategy. The Director of Reviews and Medical Director advised that RQIA's engagement in this strategy is important and will provide RQIA with information required on the health and wellbeing of people in Northern Ireland.

**10.4 Resolved Action (108)**

**The Director of Reviews and Medical Director will arrange a presentation on the new 'Making Life Better' cross departmental strategy.**

10.5 Board members engaged in a comprehensive discussion concerning each of the four workstreams and the following issues emerged:

- Positioning of RQIA will include stakeholder mapping and the development of an Influencing Strategy or Plan. A working group involving representatives of the RQIA Board and Executive Team will be established to take this forward.
- The Strategic Improvement Steering Group (SISG) will take the lead on Theme 2, Developing a robust approach to Quality Improvement; measuring and reporting outcomes
- Engage with the Professional Standards Agency to invite its Chief Executive to lead a discussion on the impact of the report 'Rethinking Regulation'
- RQIA will develop a robust workforce plan with the support from the HSC Leadership Centre. The workforce plan will identify the needs and requirements for the development of specific skill sets.

10.6

**Resolved Action (109)**

**The RQIA Chief Executive will liaise with the Professional Standards Authority to invite its Chief Executive to lead a discussion on the impact of the report 'Rethinking Regulation'.**

10.7 Board members **APPROVED** the RQIA Board Workshop – Summary Report.

**11.0 Agenda Item 11 – Management and Handling of Complaints Policy and Procedure (G/09/15)**

11.2 The Chief Executive outlined the main changes to the revised policy and procedure.

11.3 The Director of Regulation and Nursing advised Board members that there is guidance on RQIA website in relation to making a complaint about a registered establishment or agency.

11.4 The Complaints and Representations Manager advised that any complaints received in relation to a Board member will be notified to the Chairman and to the Public Appointment Unit (DHSSPS).

11.5 Board members **APPROVED** the revised Management and Handling of the

Complaints Policy and Procedure.

**12.0 Agenda Item 12 – Guidelines and Audit Implementation Network (Presentation)**

12.1 The Chairman welcomed Dr Tom Trinnick, GAIN Chairman and Nicola Porter, GAIN Manager to the meeting.

12.2 Dr Trinnick provided an overview of the work of GAIN and its purpose; to improve quality outcomes for patients, clients and carers through promoting a culture of quality improvement across the HSC. Dr Trinnick advised that GAIN supports regionally funded guidelines and audits.

12.3 Dr Trinnick advised Board members that people recognise the GAIN brand. The Chairman asked how the work of GAIN links with the review / hospital inspection programmes. Dr Trinnick advised that the work of GAIN is different as GAIN supports a wide range of people and assists people in completing audit to improve the provision of care. GAIN operate as an informal network across the HSC system.

12.4 The Director of Reviews and Medical Director informed Board members that before GAIN was established there were three groups and in 2006 it was agreed that the three groups would amalgamate and become one.

12.5 Board members **NOTED** the Guidelines and Audit Implementation Network Presentation.

**13.0 Agenda Item 13 – Annual Progress Report 2014/15 on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006 (H/09/15)**

13.1 Mr Robin Mullan, Board member left the meeting at this stage.

13.2 The Director of Corporate Services advised Board members that these reports are usually produced by the HR&OD Manager, however with this post currently vacant the Board and Executive Support Manager assisted him in the collation of the five documents provided,

13.3 The Director of Corporate Services provided a summary on each of the appendices; screening report, mitigation report, equality action plan progress and the disability action plan progress for 2014/15.

13.4 The Director of Corporate Services advised Board members that the RQIA Equality Scheme is due for review and submission to the Equality Commission NI by 31 March 2016.

13.5 Board members **NOTED** the Annual Progress Report 2014/15 on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006.

**14.0 Agenda Item 14 - Any Other Business**

14.1 Mr Robin Mullan returned to the meeting.

14.2 The Director of Regulation and Nursing informed Board members that Professor James Anglin from Canada, has arranged to spend a day with RQIA on 11 November 2015. A symposium has been arranged for 2.30pm on 11 November 2015; Professor Anglin will present his methodology of inspection of Children's Homes. If Board members wish to attend they should email The Director of Regulation and Nursing.

14.3 The Director of Reviews and Medical Director informed Board members that the GAIN Annual Conference will take place on 22 October 2015. If Board members wish to attend they should complete the booking form and return to GAIN staff.

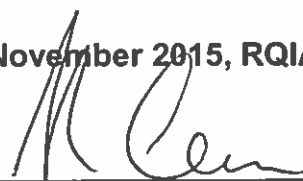
14.4 The Director of Reviews and Medical Director confirmed that the DHSSPS has formally asked RQIA and GAIN to take forward the review of whistleblowing and would welcome the input from two Board members.

14.5 The Chairman brought the public session of the Board to a close at 2.40pm.

**Date of next meeting:**

**Thursday 12 November 2015, RQIA Boardroom**

Signed

  
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**Dr Alan Lennon**  
**Chairman**

Date

15 TH DEC 2015



### Board Action List

<b>Action number</b>	<b>Board meeting</b>	<b>Agreed action</b>	<b>Responsible Person</b>	<b>Date due for completion</b>
34	14 November 2014	RQIA will invite the HSCB to attend a future Board meeting to discuss arrangements for monitoring implementation of review recommendations.	Director of Reviews and Medical Director	24 September 2015.
101	9 July 2015	The Director of Regulation and Nursing will present the revised Enforcement Policy and procedures to the Board on 12 November 2015.	Director of Regulation and Nursing	12 November 2015
105	9 July 2015	The Director of Reviews and Medical Director will provide a further update on the preparations for the new hospital inspection programme in Quarter 3.	Director of Reviews and Medical Director	12 November 2015
106	24 September 2015	The Director of Regulation and Nursing will share the presentation from the Children's team in relation to a systematic approach to inspection to Board members.	Director of Regulation and Nursing	21 January 2015
107	24 September 2015	The Board will consider the revised Risk Management Strategy and the Corporate Risk Assurance Framework in November 2015.	Director of Corporate Services	12 November 2015
108	24 September 2015	The Director of Reviews and Medical Director will arrange a presentation on the new 'Making Life Better' cross departmental strategy.	Director of Reviews and Medical Director	21 January 2015
109	24 September 2015	The RQIA Chief Executive will liaise with the Professional Standards Authority to invite its Chief Executive to lead a discussion on the impact of the report 'Rethinking Regulation'.	Chief Executive	12 November 2015