

MINUTES

RQIA Board Meeting 9 December 2008

Board Room, Riverside Tower, Lanyon Place, Belfast, 2:00pm

Present

Ian Carson (Chairman)
Joan Harbison
Jim Jamison
Lilian Jennett
Ruth Laird
Allen McCartney
Patricia McCoy
Connor Mulholland
Una O'Kane
Colin Reid

Officers of the Board present

Maurice Atkinson (Director of Corporate Services)
Alice Casey (Interim Chief Executive)
Robert Graham (Committee Services Manager)
Phelim Quinn (Director of Operations)
David Stewart (Director of Service Improvement)

Apologies

Richard Adams
Geraldine Donaghy
Austin Smith

Apologies

Theresa Nixon (Director of Quality Assurance)

PUBLIC SESSION

08.114 Welcome and Chairman's remarks

08.114.1 The Chairman welcomed Board members and Officers of the Board to the public session of the Board meeting. He noted apologies from Board members Richard Adams, Geraldine Donaghy and Austin Smith and from Theresa Nixon, Director of Quality Assurance.

08.115 Minutes of the meetings of the Board held on Tuesday 11 November [Paper min/Nov/08]

08.115.1 The Board **APPROVED** the minutes of the meeting of the Board meeting held on 11 November 2008 subject to the removal of the words "of GPs" at the end of paragraph 08.104.12.

08.116 Matters arising from minutes

08.106.2 Financial Position

08.116.1 The Director of Corporate Services advised the Board that the deficit forecast for the financial year had been reduced from £70,000 to £60,000. He added that a series of financial controls had been agreed by the Executive Team.

08.104.7 Governance and Risk Management sub-committee

08.116.2 The Chairman of the sub-committee advised the Board members that the meeting scheduled for 9 December had been cancelled as the remit of the sub-committee was still unclear. It was **AGREED** that the future committee structure would be discussed at the workshop in January 2009.

08.117 Chairman's report [Paper A/07/08]

08.117.1 The Chairman presented his Report to the Board and began by advising the Board that the recent Ministerial visit to RQIA had been a success. He added that the Minister had also met with the Tasmanian delegation who had visited Northern Ireland on 8th and 9th December as part of their study tour.

08.117.2 The Chairman advised the Board that he had attended the General Medical Council reception and workshop and invited the Director for Service Improvement to update the Board about the future medical revalidation and its impact on the work of the RQIA.

08.117.3 The Director for Service Improvement informed the Board that all doctors in the UK would shortly be receiving a letter stating that they require to be licensed if they wish to retain full practicing privileges. He explained that the main implication for RQIA was to ensure that all doctors worked in a well regulated environment. He added that the RQIA and GMC were exploring the possibility of carrying out joint reviews of governance arrangements in 2010/2011.

08.117.4 A Board member asked if this process would be extended to other health professionals. The Director of Service Improvement stated that in the future, it would be extended to cover other professionals.

08.117.5 A Board member queried the link between this exercise and conducting appraisals. The Chairman explained that there was a requirement for improved quality assurance of the appraisal system for hospital doctors, as deficiencies were highlighted in the recent RQIA reports.

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

08.118 Chief Executive's Report - Interim Chief Executive [Paper B/07/08]

08.118.1 The Interim Chief Executive presented her Report to the Board and began by noting that the development of the 2009/2012 Corporate Strategy was under way.

08.118.2 The Interim Chief Executive updated the Board on the transfer of functions from the Mental Health Commission and noted that this

work was progressing as planned. She advised the Board that the Authority's Business Plan for 2009/10 was being finalised and would be presented to the Board for approval in February 2009.

08.118.3 The Interim Chief Executive advised the Board that a staff forum had been set up and it had held its first meeting on 8 December. She explained that the forum had been set up following feedback from the previous staff survey. She added that the current staff survey was under way and a report would be brought to the Board in March 2009.

08.118.4 The Interim Chief Executive advised the Board that an amended Enforcement Policy was being developed and would be brought to the Board in February 2009.

08.118.5 The Interim Chief Executive updated the Board on the *Clostridium difficile* Review and advised that the final Report had been submitted to the DHSSPS and would be published shortly. She added that she wished to express her thanks to the work of the Review team in completing this work. A Board member asked if the Board could be kept updated as to when the final Report would be published.

08.118.6 The Director of Operations updated the Board on the programme of Clinical and Social Care Governance Reviews. He advised that a programme of hygiene inspections would be brought to the Board in February 2009.

08.118.7 A Board member asked why the RQIA was conducting a further review of Hyponatraemia. The Director of Operations advised that the DHSSPS wished to ensure that the recommendations from the first report were implemented in full. The Board member requested that the Board be kept informed of the progress of this review.

08.118.8 The Director of Operations advised the Board that the recent Failure to Comply notices had been lifted on the three homes concerned.

08.118.9 The Interim Chief Executive finished the Report by noting that there had been an improvement in the processing of disclosure checks from AccessNI.

08.118.10 The Board **NOTED** the Chief Executive's Report.

08.119 Public Participation Strategy - Director of Corporate Services [Paper C/07/08]

08.119.1 The Director of Corporate Services presented the Public Participation Strategy to the Board and explained that this was an updated Strategy document and that it highlighted the key strategic aims in each section.

- 08.119.2 Board members expressed their approval of the updated Strategy and pointed out some minor amendments which were required.
- 08.119.3 A Board member expressed her wish that the Action Plan be brought to the Board regularly for monitoring and that there would be a specific reference to the Board within the Plan.
- 08.119.4 A Board member noted that she felt the process for developing the Strategy could have been improved and agreed to raise this matter directly with the Interim Chief Executive.
- 08.119.5 Subject to the minor amendments the Board **APPROVED** the Public Participation Strategy.
- 08.120 Nomination to Project Board for the Specification and Procurement of a Corporate Information Management System (CIMS) - Director of Corporate Services [Paper D/07/08]**
- 08.120.1 The Director of Corporate Services outlined to the Board the work that he had done following the development of the Information Management Strategy. He explained that a project mandate had been developed for the procurement of a Corporate Information Management System and that this had been approved by the Executive Team. He added that he would be conducting an assessment of what information systems the RQIA had, what would be required and how this could be obtained following a tendering process. He finished by inviting nominations from RQIA Board members to join the Project Board.
- 08.120.2 A Board member expressed his concern that a number of initiatives had been previously brought to the Board and that the Board had approved a huge amount of capital expenditure in this area. The Board member asked that a breakdown of the expenditure on ICT be brought to the next Board meeting.
- 08.120.3 The Interim Chief Executive advised the Board that a paper would be prepared on this expenditure and brought to the next meeting. She stated that the Board had not been misled at any stage and that this paper would alleviate the concerns expressed.
- 08.120.4 A Board member inquired as to the current vision for ICT. The Director of Corporate Services responded by indicating that there are currently three key strands to work on ICT i.e. structured data - CIMS; unstructured data - Sharepoint/EDRMS; and remote working.
- 08.120.5 It was **AGREED** that Jim Jamison would represent the Board on the Project Board.
- 08.120.6 It was **AGREED** that the paper on ICT expenditure would be brought to the next Board meeting.

08.121 Any other business

- 08.121.1 The Director of Operations invited RQIA Project Managers Jacqui Murphy and Zoë Hunter to update the Board on the forthcoming Child Protection Review. He explained that the review would be conducted using a range of methodologies and that the first meeting of the independent review team would be taking place on 10 December.
- 08.121.2 The Project Managers gave an overview of what the Review would cover and the proposed timescales for the completion of the Review and invited questions from Board members.
- 08.121.3 A Board member asked if the Review would look at resource issues. The Director of Operations confirmed that this would not be part of the terms of reference but suggested that it could be an issue identified while the Review is undertaken.
- 08.121.4 A Board member asked if the RQIA had prepared a statement in the event of enquiries from the media concerning RQIA's role in monitoring child protection. The Director of Operations agreed to ensure that a statement was prepared.
- 08.121.5 A Board member noted that the RQIA should not underestimate the work involved in conducting this Review thoroughly and suggested that the Review team should have local representation, particularly from the voluntary sector. The Director of Operations noted the suggestion but pointed out that it had proven difficult to recruit Review team members from Northern Ireland who were totally independent.
- 08.121.6 Board members debated the role of the Board during the Review and it was agreed that regular reports to the Board on the progress of the Review would be useful as it was not appropriate for the Board to get involved in the operational aspects of the Review.
- 08.121.7 A Board member pointed out that the Review should look at the performance of individual teams in order to find out where poor professional practice was taking place. The Director of Operations advised that Stage 4 of the Review would look at systems operating within Trusts. The Chairman noted that Lord Laming had been asked to review the effectiveness of the implementation of the recommendations from his own Report following the Baby P case and that he would be reporting on these early in the new year.
- 08.121.8 A Board member picked up on an earlier suggestion concerning a media release and suggested that the RQIA be more proactive and publicise this Review.
- 08.121.9 The Chairman concluded the discussion by reiterating the Board's

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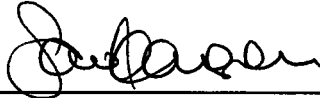
wish to see regular progress reports brought to the Board. It was **AGREED** this would be undertaken.

08.121.10 With there being no other business the Chairman drew the public session of the Board to a close.

Date of next meeting:

10 February 2009, Board Room, Riverside Tower

Signed



Dr Ian Carson
Chairman

Date

10 Feb 2009