



## RQIA Board Meeting

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|----------------------------|--|
| Date of Meeting            | 15 May 2017  |
| Title of Paper             | Public Session Minutes   |
| Agenda Item                | 2  |
| Reference                  | Min/Mar17/public   |
| Author                     | Hayley Barrett   |
| Presented by               | Prof. Mary McColgan  |
| 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 23 March 2017 |
| 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 23 March 2017                             |
| Next steps                 | The minutes will be formally signed off by the Chair and will be uploaded onto the RQIA website.                   |

## PUBLIC SESSION MINUTES

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**RQIA Board Meeting**  
**Boardroom, RQIA**  
**23 March 2017, 10.30am**

### **Present**

Prof Mary McColgan OBE  
(Acting Chair)  
Patricia O'Callaghan  
Stella Cunningham  
Lindsey Smith  
Gerry McCurdy  
Sarah Havlin  
Dr John Jenkins CBE  
Denis Power  
Seamus Magee OBE  
Daniel McLarnon

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

Olive Macleod (Chief Executive)  
Maurice Atkinson (Director of Corporate Services)  
Theresa Nixon (Director of Mental Health, Learning  
Disability and Social Work)  
Kathy Fodey (Director of Regulation and Nursing)  
Lourda Geoghegan (Medical Director and Quality  
Improvement Lead)  
Malachy Finnegan (Communications Manager)  
Hayley Barrett (Board and Executive Support  
Manager)

### **Apologies**

Dr Norman Morrow OBE  
Robin Mullan

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

1.1 The Chair welcomed all members and Officers of the Board to this meeting. The Chair acknowledged apologies from Dr Norman Morrow and Robin Mullan.

### **2.0 Agenda Item 2 - Minutes of the public meeting of the Board held on Thursday 19 January 2017 (Min/Mar17/public)**

2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 19 January 2017.

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

3.1 The Board noted that actions 138 to 149 are now completed. The Chair of Audit Committee provided an update in relation to action 139 and advised that the meeting took place on Thursday 16 March 2017 and recommendations were made in relation to committee membership which will be shared with Board members.

- 3.2 The Chief Executive advised that in relation to action 150 the bi-monthly meeting with the Department of Health was deferred. The Director of Corporate Services advised that the Department of Health are currently working on the revised Management Statement and Financial Memorandum.
- 3.3 The Chief Executive advised that in relation to action 127, 150, 152 will be brought to the meeting of the Board held on Thursday 11 May 2017. The Board noted that in relation to action 151 will be presented at the next Board workshop. The Chief Executive provided an update in relation to action 153, advising that the Executive Team is looking at alternative ways to evaluate the effectiveness and added value of hospital inspections.
- 3.4 A Board member requested that a status column is added to reflect to Board members the progress of actions.
- 3.5 Resolved Action (154)  
The Board and Executive Support Manager will add a status column to all Board minutes going forward.**
- 4.0 Agenda Item 4 - Declaration of Interests**
- 4.1 The Chair asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders. No declarations were made.
- 5.0 Agenda Item 5 - Chairman's Report**
- 5.1 The Chair presented the Chairman's report the Board members acknowledged the meetings attended by the Chairman.
- 5.2 The Board members noted the concerns raised in the report and it was agreed that they will be discussed with the Chairman on his return.
- 5.3 The Director of Corporate Services advised the Board that an updated scheme of delegation will be presented to the Board on 11 May 2017.
- 5.4 Resolved Action (155)  
The updated scheme of delegation will be presented to the Board on 11 May 2017.**
- 5.5 The Board **NOTED** the Chairman's Report.
- 6.0 Agenda Item 6 – RQIA Board member Attendance at Events and Meetings**
- 6.1 Board members requested clarity on this process.
- 6.2 Resolved Action (156)  
The Chief Executive will seek clarity from Dr Paddy Woods in relation**

**to the Board member Attendance at Events and Meetings.**

6.3 The Board **NOTED** the RQIA Board member Attendance at Events and Meetings.

**7.0 Agenda Item 7 – Corporate Risk Assurance Framework Report**

7.1 The Director of Corporate Services presented the Corporate Risk Assurance Framework Report and advised that it was approved at the meeting of the Audit Committee held on 8 March 2017.

7.2 The Director of Corporate Services advised that a horizon scanning exercise was completed on 21 March 2017 and the outputs will be presented to the Audit Committee on 4 May 2017 and included on the Corporate Risk Assurance Framework report if required.

7.3 The Director of Corporate Services noted that there are seven high level risks. The Director of Corporate Services referred Board members attention to page 20, highlighting the addition of a new risk.

**7.4 Resolved Action (157)**

**The Director of Corporate Services will present the Corporate Risk Assurance Framework Report to the meeting of the Board held on 11 May 2017.**

Board members **APPROVED** the Corporate Risk Assurance Framework Report

**8.0 Agenda Item 8 – Corporate Performance Report, Quarter 3**

8.1 The Director of Corporate Services presented the Corporate Performance Report for Quarter 3 to the Board. The Director of Corporate Services advised that 88% of actions are complete, 8% amber and 4% of actions are incomplete.

8.2 The Director of Corporate Services asked Board members to refer to page 31, the exception report. The Director of Corporate Services noted that the workforce plan is an exception as it was not approved by the Board for implementation, therefore asked that Board members approve the removal of this as a new workforce review has commenced with the HSC Leadership Centre. Board members approved the removal of this from the exception report.

8.3 The Director of Corporate Services noted that the ISO Project has commenced, the Chief Executive is the Chair, a project manager has been appointed and the Project Board met on 13 March 2017.

8.4 The Director of Corporate Services provided an update in relation to the MHLD information system, advising that the Project Board will meet on Thursday 30 March 2017 to sign off the outline business case and specification. It is anticipated that the new system will be implemented

during Quarter 1 of 2018-19.

8.5 Board members **NOTED** the Enforcement Procedures

**9.0 Agenda Item 9 – Audit Committee Business**

- **Approved minutes of meeting on 20 October 2016**
- **Verbal update on meeting on 8 March 2017**

9.1 The Chair of Audit Committee informed Board members that the minutes of the meeting on 20 October 2016 were approved at the Audit Committee meeting on 8 March 2017.

9.3 Board members **NOTED** the approved minutes of the Audit Committee meeting on 20 October 2016.

9.2 The Chair of Audit Committee advised that at the Audit Committee meeting on 8 March 2017, a revised timescale for the presentation of final accounts was presented. The Board noted that there is no impact on RQIA staff with the revised timings.

9.3 The Chair of Audit Committee advised that the Chief Executive provided an update on the key risks, and an update was received from Internal Audit on the audit of GAIN.

9.4 The Chair of Audit Committee advised that horizon scanning with Audit Committee members, the Chief Executive, Director of Corporate Services and Planning and Corporate Governance Manager was completed on 21 March 2017. A PESTLE analysis was conducted and feedback received will be shared with all Board members.

**9.5 Resolved Action (158)**

**The Chair of Audit Committee will share the PESTLE analysis and feedback from the horizon scanning with all Board members for feedback.**

9.6 The Chair of Audit Committee advised that he will attend a meeting at Stormont for all Chairs of Audit Committees.

9.7 Board members **NOTED** the Audit Committee Business.

**10.0 Agenda Item 10 – Chief Executive’s Report**

10.1 The Chief Executive presented her report to the Board. The Chief Executive highlighted that the ISO project has begun.

10.2 The Chief Executive noted that the Executive Management Team have a meeting with the IIP assessor arranged for next week.

10.3 The Chief Executive informed Board members that a workstream has been developed to standardise and streamline the questionnaires used to assess

service user opinions across the organisation. The Chief Executive advised that this will be shared with members at the next Board workshop.

**10.4 Resolved Action(159)**

**The Chief Executive will provide an update to Board members on the standardisation of questionnaires across the organisation**

10.5 A Board member suggested that a short paper is presented to the Board quarterly, on the types of enforcement action taken in different cases, for example special measures.

**10.6 Resolved Action (160)**

**Further discussion and clarification to be received at Enforcement Training, 6 April 2017.**

10.7 Board members **NOTED** the Chief Executive's Report

**11.0 Agenda Item 11 – Inspection Framework Project**

11.1 The Chief Executive presented the inspection framework project paper and advised that a 'way forward' paper was presented to the Board in September 2016.

11.2 The Chief Executive advised that the project board approved the project initiation documentation at the meeting on 21 November 2016. The Project Board meeting in January 2017 was deferred as the proposal from Queen's University Belfast was not available.

11.3 The Chief Executive advised that three members of Queen's University Belfast are conducting the research in a three month period, and it is expected that a report will be available in late April / early May and will be shared with the Board.

11.4 A Board member acknowledged that the Chairman, in his report, has voiced concerns in regard to lengthening of the process. Board members agreed that the current approach lengthens the process, however, there was a unanimous decision made that there are no governance issues with the approach taken to the project and are supportive of the project.

11.5 Board members **ENDORSED** the Inspection Framework Project.

**12.0 Agenda Item 12 – Finance Report**

12.1 The Director of Corporate Services updated the Board on the financial position as at the end of January 2017. Currently RQIA are forecasting breakeven with an underspend of £3000, based the position at the end of February and associated pay and non-pay assumptions.

12.2 The Director of Corporate Services noted that RQIA are meeting the prompt payment targets for 30 and 10 days. Debt recovery has been outsourced to BSO with approximately £8600 outstanding in 2016/17. The Director of

Corporate Services advised that there is approximately £2000 outstanding from 2015/16.

- 12.3 The Director of Corporate Services advised Board members that there are two issues that have arisen in relation to, superannuation calculations and the accrual of public holidays for persons off on maternity leave. The former could impact on the end-of-year position and break-even.
- 12.4 Board members **NOTED** the Finance Report.
- 13.0 Agenda Item 13 – RQIA Corporate Strategy 2017-21**
- **Consultation Feedback Report**
- 13.1 The Director of Corporate Services advised Board members that the consultation on the RQIA Corporate Strategy 2017-21 closed on Wednesday 22 March 2017 at 4.00pm. The Director of Corporate Services advised that the Consultation Feedback Report captures both written submissions and feedback from attendees at the three RQIA Consultation Events.
- 13.2 The Director of Corporate Services advised Board members that the changes to the RQIA Corporate Strategy 2017-21 are highlighted in red.
- 13.3 Board members suggested minor amendments to the RQIA Corporate Strategy 2017-21 for consideration by the Executive Team.
- 13.4 Board members acknowledged the work of the Planning and Corporate Governance Manager on the turnaround of the documents following the consultation closing at 4.00pm on 22 March 2017.
- 13.5 The Director of Corporate Services advised that the Equality Screening remains unchanged following the consultation.
- 13.6 The Board **APPROVED** the RQIA Corporate Strategy 2017-21, subject to amendments.
- 13.7 The Director of Corporate Services advised members that the RQIA Corporate Strategy 2017-21 will be forwarded to DoH and DFP for approval.
- 13.8 Resolved Action (161)**  
**The Director of Corporate Services will forward the RQIA Corporate Strategy 2017-21 to DoH and DFP for approval.**
- 14.0 Agenda Item 14 – RQIA Business Plan 2017-18**
- 14.1 The Director of Corporate Services presented the RQIA Business Plan 2017-18 to the Board. The Director of Corporate Services noted that it is aligned to the RQIA Corporate Strategy 2017-18 and the finance section will be updated on receipt of the RQIA budget allocation.

- 14.2 The Director of Corporate Services advised that the RQIA Business Plan 2017-18 is laid out as suggested at the Board Workshop on 16 February 2017.
- 14.3 The Director of Corporate Services noted that eight high level outcome measures have been developed that will be reported annually.
- 14.4 **Resolved Action (162)**  
**The Director of Corporate Services will ensure consistency between the RQIA Corporate Strategy 2017-21 and the RQIA Business Plan 2017-18.**
- 14.5 A Board member advised the Board members, that they must trust the Executive Management Team to take forward the RQIA Business Plan 2017-18 advising that it is an iterative document that can be reviewed at a later stage to ensure that it is an effective tool and providing the information that is required.
- 14.6 Board members recognise that good work has been ongoing over the last two years in moving the inspection process towards having a dual process of robust monitoring of standards and encouraging providers to have a 'person centred' approach to care within the four domains.
- 14.7 A Board member requested that the use of the term rating or rating system is not used regarding adherence to standards and in any colour codes used to indicate performance against standards.
- 14.8 Board members suggested minor amendments to the RQIA Business Plan 2017-18 for consideration by the Executive Management Team.
- 14.9 **Resolved Action (163)**  
**The Director of Corporate Services will submit the RQIA Business Plan 2017-18 to the Department of Health for approval.**
- 14.10 The Board **APPROVED** the RQIA Business Plan 2017-18, subject to amendments.
- 15.0 **Agenda Item 15 – Any Other Business**
- 15.1 As there was no other business, the Chairman brought the public session of the Board to a close at 2.00pm.



**Date of next meeting:  
15 May 2017, RQIA Boardroom**







Signed







M. McColgan  
Professor Mary McColgan  
Acting Chair

Date




15/5/17

## **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> | <b>Status</b>   |
|----------------------|----------------------|---|--|--------------------------------|---|
| 152                  | 19 January 2017      | The Director of Mental Health, Learning Disability and Social Work will develop a policy, detailed procedures and an impact analysis on the Assessment of New Areas of Work | Director of Mental Health, Learning Disability and Social Work | 6 July 2017                    |    |
| 153                  | 19 January 2017      | The Chief Executive will provide a paper to the Board in relation to an external evaluation of the effectiveness and added value of hospital inspections                    | Chief Executive  | 6 July 2017                    |    |
| 154                  | 23 March 2017        | The Board and Executive Support Manager will add a status column to all Board minutes going forward.  | Board and Executive Support Manager                            | 11 May 2017                    |  |
| 155                  | 23 March 2017        | The updated scheme of delegation will be presented to the Board on 11 May 2017.   | Director of Corporate Services                                 | 11 May 2017                    |  |
| 156                  | 23 March 2017        | The Chief Executive will seek clarity from Dr Paddy Woods in relation to the Board member Attendance at Events and Meetings.  | Chief Executive  | 11 May 2017                    |  |
| 157                  | 23 March 2017        | The Director of Corporate Services will present the Corporate Risk Assurance Framework Report to the meeting of the Board held on 11 May 2017.                              | Director of Corporate Services                                 | 11 May 2017                    |  |

|     |               |  |                                    |             |   |
|-----|---------------|--|------------------------------------|-------------|---|
| 158 | 23 March 2017 | The Chair of Audit Committee will share the PESTLE analysis and feedback from the horizon scanning with all Board members for feedback.    | Chair of Audit Committee           | 11 May 2017 |    |
| 159 | 23 March 2017 | The Chief Executive will provide an update to Board members on the standardisation of questionnaires across the organisation               | Chief Executive                    | 8 June 2017 |    |
| 160 | 23 March 2017 | Further discussion and clarification to be received at Enforcement Training, 6 April 2017.   | Director of Regulation and Nursing | 11 May 2017 |    |
| 161 | 23 March 2017 | The Director of Corporate Services will forward the RQIA Corporate Strategy 2017-21 to DFP for approval.                                   | Director of Corporate Services     | 11 May 2017 |   |
| 162 | 23 March 2017 | The Director of Corporate Services will ensure consistency between the RQIA Corporate Strategy 2017-21 and the RQIA Business Plan 2017-18. | Director of Corporate Services     | 11 May 2017 |  |
| 163 | 23 March 2017 | The Director of Corporate Services will submit the RQIA Business Plan 2017-18 to the Department of Health for approval.                    | Director of Corporate Services     | 11 May 2017 |  |

### Key

|                                       |   |
|---------------------------------------|---|
| <b>Behind Schedule</b>                |  |
| <b>In Progress</b>                    |  |
| <b>Completed or ahead of Schedule</b> |  |