

MINUTES

RQIA Board Meeting
Board Room, 9th Floor, Riverside Floor, Belfast
13 May 2010, 2:15pm

Present

Ian Carson (Chairman)
Richard Adams
Geraldine Donaghy
Ruth Laird
Patricia McCoy
Colin Reid
Austin Smith
Lilian Jennett

Officers of the Board present

Glenn Houston (Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Robert Graham (Committee Services Manager)
Theresa Nixon (Director of Quality Assurance)
Phelim Quinn (Director of Operations)
David Stewart (Director of Service Improvement)

Apologies

Allen McCartney
Una O'Kane

Apologies

None

PUBLIC SESSION

10.52 Welcome and Chairman's Remarks

10.52.1 The Chairman welcomed Board members and Officers of the Board to the meeting. He noted apologies from Allen McCartney and Una O'Kane.

10.53 Minutes of the meeting of the Board held on Thursday 11 March [Paper min/Mar/10]

10.53.1 The Board **APPROVED** the minutes of the meeting of the Board meeting held on 11 March.

Resolved Actions

- **Minutes to be formally signed off by the Chairman**

10.54 Matters arising from minutes

10.43 Board Nomination for Short Life Working Group

10.54.1 The Chairman confirmed that Colin Reid and Una O'Kane would be the Board representatives on the short life working group developing a new Communications Strategy for RQIA.

10.32.5 Vacancies on RQIA Board

10.54.2 The Chairman advised that there was no update on the recruitment

for the three vacancies on the RQIA Board.

10.55 Declaration of Interests

10.55.1 The Chairman asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders. No declarations of interests were made.

10.56 Chairman's report - Chairman [Paper B/03/10]

10.56.1 The Chairman presented his report to the Board and made reference to some of the key meetings he had attended, including a meeting with Jim Wells MLA, the Chair of the Assembly Health Committee.

10.56.2 The Chairman informed the Board of a roundtable event which he had co-chaired with the Senior Coroner, John Leckey, on the theme of deaths in custody. He advised that the meeting had highlighted the complex nature of this area in terms of the roles, remits and responsibilities of the different organisations involved. He added that further meetings would be held with some of the organisations, as well as with representatives from the Northern Ireland Office.

10.56.3 The Chairman advised the Board that he had attended a briefing on new guidance on Section 75 Statutory Equality Duties arranged by DHSSPS for Chairs, Chief Executives and Directors.

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

10.57 Chief Executive's Report - Chief Executive [Paper C/03/10]

10.57.1 The Chief Executive presented his Report to the Board and began by outlining some of the key meetings he had attended. He advised the Board that following a workshop with Bernard Marr, work was ongoing on the review of Key Performance Questions (KPQs) and Key Performance Indicators (KPIs). He added that the Corporate Strategy had now been published.

10.57.2 The Chief Executive made reference to the recent round table discussion about deaths in custody and explained that RQIA was seeking to develop links with the different organisations involved, including the Prison Service, the South Eastern Trust and the Prisoner Ombudsman.

10.57.3 The Chief Executive updated the Board on the current review programme. He advised that there was no response from DHSSPS on the publication of the report on I/V Sedation. He informed the Board that following the Blood Safety Review, the Chief Medical Officer had written to the HSC Trusts advising that the recommendations of the report were to be implemented and that this would be monitored by the HSC Board.

- 10.57.4 The Chief Executive advised the Board that RQIA had received draft standards for the operation of supported accommodation and that RQIA would be inspecting against these standards in the 13 facilities operating under the interim joint commissioning arrangements. With regard to the potential non-registration of day care centres, he advised that a series of bi-lateral meetings had taken place with the relevant HSC Trusts and that a meeting with DHSSPS had been arranged for 14 May.
- 10.57.5 The Director of Operations informed the Board that a notice of decision had been issued on Cuan Court children's home following a breach of the Statement of Purpose.
- 10.57.6 The Chief Executive gave an update on HR issues and advised that Jim Brownlee had retired from RQIA on 28 April. He continued with an update on communications issues, focusing on the RQIA website and public participation.
- 10.57.7 The Chief Executive advised Board members that RQIA would be reviewing its list of policies and procedures. The Chairman suggested that this list be brought to a future Board workshop. The Chief Executive **AGREED** to do this.
- 10.57.8 A Board member asked if any delay was anticipated in the publication of the report on I/V Sedation. The Chief Executive explained that he had sought an update prior to the Board meeting and he was confident the report would be published.
- The Board **NOTED** the Chief Executive's Report.
- 10.57.9 **Resolved Action**
- **List of policies and procedures to be brought to a future Board workshop**
- 10.58 Finance Report - Director of Corporate Services [Paper D/03/10]**
- 10.58.1 The Director of Corporate Services presented the Finance Report to the Board and noted that the end of year position showed a surplus of £14,729 which was within the $\pm 0.25\%$ break even tolerance. He advised that the figure may be adjusted following completion of the annual accounts. He added that funds had been vired from revenue to capital to allow the completion of some capital projects.
- 10.58.2 The Director of Corporate Services explained that discussions with DHSSPS regarding the Revenue Resource Allocation for 2010/11 were ongoing but that confirmation of the allocation had not yet been received.
- 10.58.3 The Board **NOTED** the Finance Report.

10.59 Quarterly Report - Director of Corporate Services [Paper E/03/10]

- 10.59.1 The Director of Corporate Services presented the Quarterly Report to the Board and began by apologising for the delay in the preparation of the report. He explained that the purpose of the report was to produce a cumulative report of the year. He added that the report sought to introduce trend data where possible.
- 10.59.2 The Director of Corporate Services advised Board members that RQIA had met its statutory obligations in terms of the number of inspections carried out. He advised that during the last quarter of 2009/10, good progress had been made with the review programme.
- 10.59.3 The Director of Corporate Services highlighted the work of the mental health and learning disability team and advised that the Director of Operations would provide a full update later in the meeting.
- 10.59.4 The Chairman noted that work was beginning to review the format of the Quarterly Report as part of the overall review of KPQs and KPIs. A Board member agreed with this approach and suggested that future reports would be shorter.
- 10.59.5 The Chief Executive added that the recent Performance Management audit had highlighted the need to ensure the Board receives the proper performance management information, which could include the use of traffic light indicators to show progress.
- 10.59.6 The Board **NOTED** the Quarterly Report.

10.60 Audit Committee Business - Committee Chairman [Paper F/03/10]

- 10.60.1 The Audit Committee Chairman advised the Board that the approved minutes of the meeting of 28 January were available for noting by Board members. She went on to give an overview of the meeting of 6 May.
- 10.60.2 The Committee Chairman advised that significant progress had been made with regard to the Audit Action Plan and that a new plan, incorporating the audit recommendations from this year's audits would be brought the Committee in July. She informed the Board that RQIA had received substantive compliance with the four Controls Assurance Standards it was assessed against.
- 10.60.3 The Committee Chairman gave an overview of the six audits reports which came to the Committee in May. These were incident reporting, mental health, performance management, risk management, finance and information governance. She noted that a

Priority One recommendation had been made in the incident reporting audit and the finance audit but that work was under way to address these issues.

- 10.60.4 The Chief Executive explained that with regard to the delegation of non-pay budgets, an issue highlighted in the finance audit, work would be progressed in this area following completion of the annual accounts.
- 10.60.5 The Committee Chairman moved on to consider the updated Corporate Risk Assurance Framework which had been presented to the Audit Committee. She advised that it was the view of the Committee that Risk 3¹ should be a short term risk with a clear plan for mitigation, that Risk 4² should not be removed and that Risk 8³ should be reworded.
- 10.60.6 The Chief Executive responded on the three risks in turn. He agreed that Risk 3 should be short term and he hoped that it would be removed when the Register was next updated. He went on to say that Risk 4 would not be removed and he advised that Risk 8 should remain on the Register until RQIA had received confirmation of its financial allocation for 2010/11. The Director of Operations added that there were still some capacity issues within the financial regulation team but that these are being addressed following the re-advertisement of the vacant posts.
- 10.60.7 The Committee Chairman concluded her report by giving an overview of the value for money initiatives, the report on matters for the attention of the Audit Committee and RQIA's role in dealing with disclosure checks under the current regulations for the registration of the responsible person and the manager of regulated services.
- 10.60.8 The Chairman thanked the Committee Chairman for her report and noted the breadth of the responsibilities of the Audit Committee.
- 10.60.9 The Board **NOTED** the minutes of the Audit Committee meeting of 28 January and the update from the Chairman of the meeting of 6 May.

¹ Risk 3 - There is a risk that an identified deficit in our capacity and capability to discharge financial inspections in regulated sector services may result in RQIA being viewed as not regulating effectively.

² Risk 4 - Failure to demonstrate to stakeholders that we are having an impact on quality improvement

³ Risk 8 - There is a risk that RQIA will fail to manage its budget effectively caused by the need to achieve significant efficiencies and uncertainties in future funding streams resulting in the organisation failing to break-even.

10.61 Corporate Risk Assurance Framework - Director of Corporate Services [Paper G/03/10]

10.61.1 The Director of Corporate Services presented the updated Corporate Risk Assurance Framework to the Board. He explained that the format of the Report had been revised and that a risk activity calendar had been added to allow improved monitoring of the mitigating actions. He gave an overview of the eight risks presently on the Register and explained that the previous risk nine, around RQIA's possible failure to complete its statutory requirements in terms of inspections, had been moved to the directorate risk register.

10.61.2 Following comments from Board members around the proposal to remove Risk 4, the Chief Executive explained that RQIA was struggling to describe the risk properly because, in its current format, it may never be removed from the Register. A Board member stated that in their view, the risk could not be removed until bodies such as the Assembly Health Committee felt that RQIA is making a difference. The Board member suggested that the wording of the risk be revised with short term mitigating action included.

10.61.3 The Board **APPROVED** the Corporate Risk Assurance Framework.

10.62 Mental Health and Learning Disability - Director of Operations [Paper H/03/10]

10.62.1 The Director of Operations presented the latest update on the work of the Mental Health and Learning Disability team. He began by advising that RQIA would continue to work closely with the HSC Board on the monitoring of Serious Adverse Incidents when the new arrangements take effect from 1 June 2010.

10.62.2 The Director of Operations advised that there had been a reduction in the error rate for prescribed forms and guardianship applications but there were concerns about the late receipt of forms.

10.62.3 The Director of Operations informed the Board that following the series of workshops about the Patient Experience reviews, oversight reports had been prepared for each HSC Trust. He added that issues highlighted in these reports would be followed up in future visits. He went on to inform the Board that the Guardianship and Medical Panels continued to meet and that the Child and Adolescent Mental Health Services review fieldwork would be starting in late June.

10.62.4 The Director of Operations explained that the Southern Trust would facilitate a pilot of RQIA's inspection methodology for regulated sector inspection. He further advised that a strategy for the mental health and learning disability team was being prepared but he noted that there were currently two key vacancies within the team.

- 10.62.5 A Board member sought further information on the CAMHS review. The Director of Operations advised that initially it had been difficult to compile terms of reference due to the absence of service frameworks or standards against which to conduct a review. In response to a query from the Board member, he explained that the review team contained experts from across the UK.
- 10.62.6 A Board member asked how RQIA would know if it was successfully delivering on its functions under the Mental Health Order. The Chair of the Expert Advisory Panel, advised that the Panel would be preparing a report for the Board looking at RQIA's work in this area against the 2003 Order, the Mental Health Order and under the Optional Protocol for Convention Against Torture (OPCAT).
- 10.62.7 The Chief Executive acknowledged the work of the team in carrying out its work in the absence of two key personnel.
- 10.62.8 The Board **NOTED** the update on mental health and learning disability.
- 10.63 Update on a Rights Based Approach - Director of Operations [Paper I/03/10]**
- 10.63.1 The Director of Operations presented an update to the Board on the work being done by the Human Rights Advisor to develop a rights based approach to the work of RQIA. He advised that following the recent symposium on human rights, indicators had been developed. He added that the symposium had been very positive and that RQIA would be seeking to maintain links with the participants.
- 10.63.2 The Director of Operations confirmed that RQIA had provided commentary to the DHSSPS on the development of a new single Mental Health Bill for Northern Ireland.
- 10.63.3 The Director of Operations informed the Board that training for lay advocates is currently taking place. He went on to say that RQIA was working on a pilot project on pathways into secure accommodation and he hoped to share this report with the Board shortly.
- 10.63.4 The Director of Operations advised Board members that RQIA is considering the centralisation of legal advice for ease of reference. A Board member commented that this would be beneficial in light of recent complaints investigations.
- 10.63.5 The Board **NOTED** the update on a rights based approach.

**10.64 Appointment of Warrant Officers for IRMER - Medical Director
[Paper J/03/10]**

10.64.1 The Director for Service Improvement advised the Board that RQIA is required to designate Warrant Officers for IRMER, following advice from DHSSPS. He explained the role of each of the designated officers in RQIA and added that an extensive programme of inspection visits had already been prepared.

10.64.2 The Board **APPROVED** the appointment of the Warrant Officers.

10.65 Presentation on new RQIA Website - Director of Corporate Services

10.65.1 The Director of Corporate Services invited the Communications Manager, Malachy Finnegan to give Board members an overview of work being undertaken to develop the RQIA website.

10.65.2 The Communications Manager advised Board members that RQIA regularly receives requests for individual reports on registered facilities and that a new section was being developed on the website whereby people could access and download inspection reports. He added that a functional map, showing the location of all registered facilities, would allow members of the public to search the database by name and/or by postcode.

10.65.3 Board members welcomed the update given by the Communications Manager and hoped that the new sections of the website would be completed shortly. The Chairman asked if any other development work was ongoing.

10.65.4 The Communications Manager explained all of the content of the website was being reviewed and that a Communications Officer had been appointed to assist with this project.

10.65.5 The Board **NOTED** the presentation on the new RQIA website.

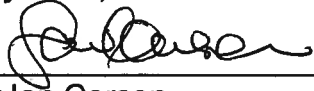
10.66 Any Other Business

10.66.1 The Chairman advised that the Southern Trust had agreed to host the next Board meeting and that details of a proposed visit to the new Portadown Community Treatment and Care Centre would be sent out to Board members.

10.66.2 There was no other business and the Chairman drew the public session to a close at 4:40pm.

Paper min / May / 10

Date of next meeting:
Thursday 8 July 2010, Portadown

Signed 
Dr Ian Carson
Chairman

Date 8/7/10

