



RQIA Board Meeting

Date of Meeting	16 January 2020
Title of Paper	Public Session Minutes
Agenda Item	1
Reference	Min / Nov19 / public
Author	Hayley Barrett
Presented by	Prof. Mary McColgan
Purpose	To provide Board members with 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 21 November 2019
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to APPROVE the minutes of the Board meeting on 21 November 2019
Next steps	The minutes will be formally signed off by the Chair.

PUBLIC SESSION MINUTES

RQIA Board Meeting Boardroom, RQIA 21 November 2019; 13.15pm	
Present Prof. Mary McColgan OBE (MMcC) Lindsey Smith (LS) Denis Power (DP) Robin Mullan (RM) Seamus Magee OBE (SM) Patricia O'Callaghan (POC) Sarah Havlin (SH) Dr Norman Morrow (NM) Gerry McCurdy (GMcC)	Officers of RQIA in attendance Olive Macleod OBE (Chief Executive) (OM) Theresa Nixon (Director of Assurance) (TN) Dr Lourda Geoghegan (Director of Improvement and Medical Director) (LG) Jennifer Lamont (Head of Business Support) (JL) Dermot Parsons (Deputy Director) (DPa) Malachy Finnegan (Communications Manager) (MF) Hayley Barrett (Business Manager) (HB) Dennis Rocks (Department of Health) (DR)

1.0 Welcome and Apologies

1.1 MMcC welcomed all members and Officers of the Board to this meeting. MMcC advised that TN is due to retire in January 2020 and that this was her last meeting. MMcC thanked TN, on behalf of the Board for her contribution to the work of RQIA noting how her skills and expertise enhanced the professional approach. MMcC welcomed Dennis Rocks, Department of Health to the meeting.

2.0 Agenda Item 1 – Minutes of the public meeting of the Board held on Thursday 26 September 2019 and matters arising

2.1 Board members **APPROVED** the minutes of the Board held on Thursday 4 July.

2.2 Board members noted that in relation to action 210 that high level feedback and recommendations have been received from the Equality Commission. JL is due to meet with BSO Equality Unit to discuss.

3.0 Agenda Item 2 –Declaration of Interests

- 3.1 MMcC asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders. RM advised that he is a member of the Equality Commission.

4.0 Agenda Item 3 – Acting Chair’s Report

- 4.1 MMcC advised of the Board Workshop held on 24 October in relation to Deprivation of Liberty (DoL). MMcC advised that it was an informative opportunity to engage with RQIA staff directly to enhance Board members awareness of the challenges posed for the sector.
- 4.2 MMcC advised of the Patient Client Council (PCC) 10 year celebration event. The event focused on their achievements placing service users and carers at the centre of their work, as well as a presentation about co-design and co-production. Vivian McConvey, CEO outlined their strategic direction highlighting the benefits of working in partnership with other organisations.
- 4.3 MMcC advised Board members of an IHRD workshop on 10 December, in relation to the HSC Draft Board Members Handbook. MMcC advised that all Board members are welcome to attend. DP, POC and GMcC advised that they would attend.
- 4.4 MMcC advised that a RADaR presentation was provided to CPEA and members of Sponsor Branch on 21 October. The purpose was to disseminate information about the project, illustrate how it works in practice and demonstrate how its evidence based approach will enhance RQIA’s work.
- 4.5 MMcC advised of other meetings to include participation in the interviews for the Director of Assurance, provider roadshows, RQIA Open House Event, The Role of the NED and a meeting with COPNI.
- 4.6 DP advised that he attended a meeting at the HSC Leadership Centre on Brexit Preparedness.
- 4.7 NM advised that he attended an IHRD Workstream meeting on 24 October. A further meeting is scheduled for next week.
- 4.8 Board members **NOTED** the Acting Chair’s Report.

5.0 Agenda Item 4 – Corporate Performance Report (Quarter 2)

- 5.1 JL presented the Corporate Performance Report (Quarter 2) to Board members. JL advised that all actions are on target for completion.
- 5.2 JL advised Board members that the Corporate Performance Report (Quarter 3) will be presented to the Board on 16 January.

5.3 **Resolved Action (211)**
Corporate Performance Report (Quarter 3) to be presented to the Board on 16 January.

5.4 Board members **APPROVED** the Corporate Performance Report (Quarter 2).

6.0 Agenda Item 5 – Corporate Risk Assurance Framework Report

6.1 JL advised Board members that this iteration of the Corporate Risk Assurance Framework Report was approved by the Audit and Risk Committee on 17 October.

6.2 JL advised that the Corporate Risk Assurance Framework Report was reviewed by the Executive Management Team on Friday 11 October. There have been no changes to the Corporate Risk Assurance Framework Report since the last meeting in June 2019.

6.3 JL informed Board members that the Executive Team will be meeting to discuss a possible amendment to CR1.

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

7.0 Agenda Item 6 – Records Management Policy

7.1 JL advised Board members that HB has revised and developed the Records Management Policy aligned to the Department of Health, Good Management Good Records principles and will be supported by an RQIA retention and disposal schedule. JL informed Board members that the Records Management Policy was approved by the Audit and Risk Committee on 17 October.

7.2 Board members **APPROVED** the Records Management Policy.

8.0 Agenda Item 7 - RQIA Finance Update

8.1 JL presented the finance report advising of a £36k pay underspend due to staff sickness and vacancies and a £50k non-pay underspend due to the reviews budget not being spent on a regular basis as profiled.

8.2 JL informed Board members that any easements are due to be submitted to the DoH by 6 December. The Executive Team will meet to determine if RQIA will make an easement.

8.3 Board members asked that a Finance Update is provided to each Board meeting.

- 8.4 **Resolved Action (212)**
Finance update to be included as a standard item of all Board meeting agendas.
- 8.5 Board members **NOTED** the RQIA Finance Update.
- 9.0 **Agenda Item 8 – IRRS Mission**
- 9.1 MMcC advised that the presentation on the IRRS Mission has been deferred.
- 10.0 **Agenda Item 9 – Chief Executive’s Report**
- 10.1 OM advised Board members of media coverage since the last meeting in relation to Owen Mor Care Centre, Brooklands nursing homes in Derry and Strabane and District Caring Services.
- 10.2 OM advised of the RQIA Open House Event and informed Board members that the Ulster Unionist Party health spokesperson attended.
- 10.3 OM informed Board members of further meetings with politicians to include Sinn Fein and SDLP, in relation to Neurology.
- 10.4 Board members noted the key meetings attended by the Chief Executive.
- 10.5 OM advised Board members that two ‘statements of claim’ for the next stage of proceedings in relation a legal challenge to RQIA.
- 10.6 OM informed Board members that the sale of Four Seasons Healthcare has not closed and the group is on the market again.
- 10.7 Board members noted the enforcement action since the last meeting. LG advised Board members that an inspection of the Western HSC Trust was carried out following the issue of the improvement notices in August. Feedback is scheduled for Monday 25 November.
- 10.8 OM advised Board members that the International Atomic Energy Agency (IAEA) carried out an Integrated Regulatory Review Service Mission in the UK from 14-25 October. OM advised that two staff attended the mission. No recommendations were received in the final report.
- 10.9 OM informed that the Review of Governance of Outpatients Services is with the DoH. It is anticipated that the review report will be published in the near future.
- 10.10 OM advised that in relation to the Deceased Patient Review the legal framework has been developed.
- 10.11 The Review of Paediatric General Surgery will be published next week.

- 10.12 Board members **NOTED** the Chief Executive's Report.
- 11.0 Agenda Item 10 – Audit Committee Business**
- **Approved minutes of meeting on 14 June 2019**
 - **Verbal Update on meeting on 17 October 2019**
 - **RQIA Mid-Year Assurance Statement**
- 11.1 DP, Audit and Risk Committee Chair, informed Board members of the approved minutes of the Audit and Risk Committee meeting on 17 October 2019.
- 11.2 Board members **NOTED** the approved minutes of the Audit and Risk Committee meeting on 16 October 2019.
- 11.3 DP provided a verbal update of the meeting on 17 October 2019. DP advised that the final Report to those Charged with Governance was presented to the Audit and Risk Committee for noting.
- 11.4 DP advised Board members that there was an update from BSO Internal Audit in relation to the Complaints and Whistleblowing Audit and ICT Cyber Security audit; both audits received a satisfactory level of assurance.
- 11.5 DP advised Board members that the Corporate Risk Assurance Framework report was presented on 17 October for noting.
- 11.6 DP advised that an update in relation to the audit action plan was provided and progress is being made on the implementation of audit recommendations.
- 11.7 Board members **NOTED** the Verbal Update on meeting on 17 October 2019.
- 11.8 DP advised that the Mid-Year Assurance Statement was presented to the Audit and Risk Committee for approval on 17 October. The Audit and Risk Committee approved the Mid-Year Assurance Statement for submission to the DoH on 18 October 2019.
- 11.9 Board members **NOTED** the Mid-Year Assurance Statement.
- 12.0 Agenda Item 11 – Board Self-Assessment**
- 12.1 MMcC thanked Board members and HB for their assistance in completing the Board Self-Assessment.
- 12.2 Board members **APPROVED** the Board Self-Assessment.

13.0 **Agenda Item 12 – Any other business**

13.1 As there was no other business, MMcC thanked Board members and Officers for their attendance and contribution and brought the meeting to a close.

**Date of next meeting:
16 January 2020**

Signed



M. Mc Colgan

**Professor Mary McColgan
Acting Chair**



Date

16/1/20.

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status
211	21 November 2019	Corporate Performance Report (Quarter 3) to be presented to the Board on 16 January.	Business Manager	16 January 2020	
212	21 November 2019	Finance update to be included as a standard item of all Board meeting agendas.	Business Manager	16 January 2020	

Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	