



The Regulation and
Quality Improvement
Authority

RQIA Board Meeting

Date of Meeting	4 February 2021
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Nov20 / public
Author	Hayley Barrett
Presented by	Christine Collins MBE
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 19 November 2020
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to APPROVE the minutes of the Board meeting on 19 November 2020.
Next steps	The minutes will be formally signed off by the Chair.

PUBLIC SESSION MINUTES

RQIA Board Meeting Via Zoom 19 November 2020, 11.20am	
Present Christine Collins MBE (Interim Chair) (CC) Neil Bodger (NB) Alan Hunter (AH) Prof. Stuart Elborn (SE) Bronagh Scott (BS) Jacqui McGarvey (JMcG) Suzanne Rice (SR) Apologies: Dermot Parsons (Director of Assurance)	Officers of RQIA in attendance Dr Tony Stevens (Interim Chief Executive) (TS) Emer Hopkins (Acting Director of Improvement) (EH) Karen Harvey (Professional Advisor, Social Work) (KH) Jacqui Murphy (Acting Head of Business Support Unit) (JM) Malachy Finnegan (Communications Manager) Hayley Barrett (Business Manager) (HB)

1.0 Agenda Item 1 - Welcome and Apologies

- 1.1 CC welcomed all Members and Officers of the Board to this meeting. CC noted that this was the first meeting of the recently appointed Interim Board. Apologies were noted from Dermot Parsons.
- 1.2 TS advised a workshop for the Board has been arranged following this meeting to discuss RQIA Transition Plan. TS advised that RQIA need to modernise and change how we regulate and inspect, putting more reliance on intelligence.

2.0 Agenda Item 2 – Minutes of the public meeting of the Board held on 29 October 2020 and matters arising

- 2.1 Board members **APPROVED** the public minutes of the Board held on 29 October 2020.
- 2.2 Board members noted that action 225 and 225 remain ongoing.

3.0 Agenda Item 3 –Declaration of Interests

- 3.1 CC asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders.

- 3.2 CC declared an interest due to her position of Chair of the Patient Client Council, however, DoH have confirmed that as the position is time bound and that they are actively seeking to recruit a Chair therefore CC should recuse herself from dealing with any matters which she considers would constitute a conflict of interest in relation to her role as Chair of the PCC.
- 3.4 TS declared that, as former Medical Director of Belfast Health and Social Care Trust and former Chief Executive of Northern Health and Social Care Trust, that he would excuse himself from any historic matters that arise for discussion regarding Muckamore Abbey Hospital that relate to his previous roles. t. The DoH has provided advice that a conflict would occur if any matters or issues relate to TS' previous role of Medical Director of the Belfast Health and Social Care Trust. Based on this advice, TS will consider the potential for any conflict of interest in respect of Muckamore Abbey Hospital as and when a related matter arises. In respect of the Deceased Patient Review, or any other matter relating to Dr Watt, TS has effectively recused himself from RQIA's undertakings, referring these matters to the Chair of the Board and the Acting Director of Improvement.
- 3.5 JMcG advised that she was involved in 2002 in a review of 11 Children's Hospitals, which included Muckamore Abbey. JMcG will excuse herself if any conflict arises.

4.0 Agenda Item 4 - Chair's and Members Report

- 4.1 CC proposed that if Board Members approved, the Chair of the Audit and Risk Assurance Committee would be Neil Bodger. Board Members approved the appointment of the Committee Chair. The Board then approved the appointment of Prof.. Stuart Elborn and Bronagh Scott as Audit and Risk Committee Members.
- 4.2 CC proposed that if Board Members approved, the Chair of the Appointments and Remuneration Committee would be Alan Hunter. Board Members approved the appointment of the Committee Chair. The Board then approved the appointment of the Appointment and Remuneration Committee Members of Jacqui McGarvey and Suzanne Rice.
- 4.3 CC advised members that the RQIA Corporate Strategy is due to expire in March 2021, and that it is her intention to have a Statement of Intent developed for one year. CC noted that RQIA is on an improvement journey.
- 4.4 Board Members **NOTED** the Chair's and Members Report.

5.0 Agenda Item 5 - Finance Performance Report (Month 6)

- 5.1 At this point, Lesley Mitchell (LM), Associate HSC Leadership Centre joined the meeting.

- 5.2 TS advised that this is the first financial performance report since January presented to the Board. TS noted the importance of ensuring that a finance update is produced, and that accurate and timely information is presented to the Board.
- 5.3 LM advised that Finance Performance Report outlines RQIA's position at month six. LM advised that there is a year to date underspend of £292K and a yearend projected underspend of £150K. The underspend is in both pay and non-pay.
- 5.4 LM advised of a meeting with TS to discuss in year priorities that could assist RQIA and utilise the underspend as effectively as possible.
- 5.5 TS and LM acknowledged the work of JM and HB throughout this process. TS advised that work is ongoing to understand if the underspend is recurrent.
- 5.6 NB queried if funding had been received for COVID expenditure. LM advised that RQIA COVID business case was submitted to DoH for a forecast of 176K. It is likely RQIA will have confirmation in December whether the money is being allocated.
- 5.7 Board members welcomed the production of the Finance Report advising that it is clearly presented.
- 5.8 Board members **NOTED** the Finance Performance Report.
- 5.9 At this point, LM left the meeting.
- 6.0 Agenda Item 6 – Performance Report: Activity Review (Quarter 1 and Quarter 2)**
- 6.1 TS presented the Performance Report: Activity Review for Quarter 1 and Quarter 2. TS noted that this is a new report and will be developed and progressed throughout the year. TS acknowledged the work of HB in the development of this report.
- 6.2 JM and EH provided a detailed overview of all pages within the report. EH noted that the inspection target, due to COVID-19, has been reduced to 50% of inspections completed in 2020-21.
- 6.3 JM noted that in relation to the Transition Plan, 1 action is fully completed and 14/50 deliverables are complete. TS advised that there is clear evidence to move to report on an outcomes based approach.
- 6.4 NB noted that the report was a good operational report; however it should be developed to help inform the strategy and messages for communications strategy, internal and external. NB requested a further workshop to discuss the Performance Activity Report; this was agreed

6.5 **Resolved Action (227)**
Board workshop to be arranged to discuss the Performance Activity Report.

6.6 CC noted that the report provides valuable information for the task of explaining what the RQIA does, and rebuilding relationships.

6.7 Board members **NOTED** the Performance Report: Activity Review (Quarter 1 and Quarter 2)

7.0 Agenda Item 7 – Chief Executive’s Report

7.1 At this point TS left the meeting.

7.2 EH provided an overview of the Deceased Patients of Dr Watts Review, commissioned by the DoH. EH advised that there will be significant public and political interest. EH noted that there have been technical and legal difficulties.

7.3 EH advised that a phased approach to the review is being taken. Phase 1 will include the review of approximately 50 patient records. EH advised that the expert team have been engaged.

7.4 CC noted the comprehensive approach being taken to the review and advised that an internal and external communications plan, covering in particular the need to engage fully and empathetically with families, is required. EH advised that she and MF will be developing a communications plan: CC asked that in view of the high level of public concern, this be presented to the Board as soon as possible.

7.5 **Resolved Action (228)**
RQIA Communications Plan to be presented to the Board.

7.6 At this point TS joined the meeting.

7.7 TS noted his attendance, with EH, at the Health Committee meeting. TS noted that meetings with the Health Spokespersons have been arranged. TS advised that the first of the meetings is with Paula Bradshaw and Pat Cameron in the next few days.

7.8 TS advised that in relation to Greenhaw Lodge Care Centre, all residents have been moved to alternative accommodation.

7.9 TS noted that EU Exit is approaching. TS advised that there are no major risks for RQIA however a review of the contingency arrangements will be completed.

7.10 TS advised that RQIA lease at Riverside Tower is due to expire on 21 March 2021. A project in relation to seeking interim accommodation is underway.

7.11 Board members **NOTED** the Chief Executive's Report.

8.0 Agenda Item 8 - Any Other Business

8.1 In the interest of time, it was agreed to reschedule the Board workshop planned for 19 November.

8.2 As there was no other business, the Chair thanked Board Members and Officers for their attendance and contribution and brought the meeting to a close.

**Date of next meeting:
4 February 2021**

Signed 
**Christine Collins MBE
Interim Chair**

Date 4 February 2021

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status
225	29 October 2020	A review of the Governance Framework to be completed in six months' time, April 2021.	Head of Business Support Unit	April 2021	
227	19 November 2020	Board workshop to be arranged to discuss the Performance Activity Report.	Business Manager	December 2020	
228	19 November 2020	RQIA Communications Plan to be presented to the Board.	Communications Manager	March 2021	

Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	