



RQIA Board Meeting

Date of Meeting	24 September 2015
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / July15 / public
Author	Hayley Barrett
Presented by	Dr Alan Lennon
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 9 July 2015
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to APPROVE the minutes of the Board meeting of 9 July 2015.
Next steps	The minutes will be formally signed off by the Chairman and will be uploaded onto the RQIA website.

PUBLIC SESSION MINUTES

RQIA Board Meeting
Boardroom, 9th Floor, Riverside Tower, Belfast
9 July 2015, 12.30pm

Present

Dr Alan Lennon OBE (Chair)
Seamus Magee OBE
Norman Morrow
Patricia O'Callaghan
Denis Power
Mary McColgan OBE
Robin Mullan
Dr John Jenkins CBE
Stella Cunningham
Gerry McCurdy
Daniel McLarnon

Officers of RQIA in attendance

Glenn Houston (Chief Executive)
David Stewart (Director of Reviews and Medical Director)
Maurice Atkinson (Director of Corporate Services)
Kathy Fodey (Director of Regulation and Nursing)
Theresa Nixon (Director of Mental Health, Learning Disability and Social Work)
Stuart Crawford (Planning & Corporate Governance Manager)
Malachy Finnegan (Communications Manager)
Hayley Barrett (Board and Executive Support Manager)

Apologies

Lindsey Smith
Sarah Havlin

1.0 Agenda Item 1 - Welcome and Apologies

- 1.1 The Chairman welcomed all Board members and officers to the meeting. Apologies were noted from Ms Lindsey Smith and Mrs Sarah Havlin.
- 1.2 The Chairman welcomed Ms Esther Boyd from BSO Internal Audit to the meeting in relation to the Board Effectiveness Audit.

2.0 Agenda Item 2 - Minutes of the meeting of the Board held on Thursday 14 May 2015 (min/May15/public)

- 2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 14 May 2015.

3.0 Agenda Item 3 - Matters arising from minutes

- 3.1 Board members noted that all actions except 34 and 89 are now completed.

- 3.2 The Director of Reviews and Medical Director advised Board members that in relation to action 34 a paper will be presented to the Board on 24 September 2015.
- 3.3 The Director of Mental Health, Learning Disability and Social Work informed Board members that action 89 will be discussed at the Board meeting on 24 September 2015.
- 3.4 **Resolved Action (98)**
The Board and Executive Support Manager will amend the dates of actions 34 and 89.
- 4.0 **Agenda Item 4 - Declaration of Interests**
- 4.1 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 were made.
- 5.0 **Agenda Item 5 - Chairman's Report (E/07/15)**
- 5.1 The Chairman invited comments on his report from Board members.
- 5.2 The Chairman informed Board members that on 7 July 2015 he attended a meeting, accompanied by the Chief Executive, with Mr D McLaughlin, owner of Bloomfields Nursing Home. This was part of an ongoing 'getting to know the industry' approach by the Chairman.
- 5.3 The Chairman advised Board members that he had received an invitation from Care Quality Commission (CQC) to take part in an inspection, accompanied by Dr John Jenkins, in the Queen Elizabeth Hospital, Gateshead, in September 2015. RQIA's interest will be to look at how CQC assess the leadership domain and how an overall rating for quality is arrived at from the inspection.
- 5.4 The Chairman informed Board members that on 8 July 2015 he attended the Accountability meeting at the DHSSPS, along with the Chief Executive. A minute of the Accountability Review will be shared with Board members once received from DHSSPS.
- 5.5 The Chairman advised Board members that the minutes and actions arising from the Board Workshop on 11 June 2015 will be approved at the Board meeting on 24 September 2015.
- 5.6 **Resolved Action (99)**
The minutes and actions arising from the Board Workshop on 11 June 2015 to be approved at the Board meeting on 24 September 2015.
- 5.7 The Board **NOTED** the Chairman's Report.

6.0 Agenda Item 6 – Chief Executives Performance Dashboard (F/07/15)

- 6.1 The Chief Executive introduced his report and highlighted to Board members the new format from page 9 onwards. The Chief Executive informed Board members that high level performance indicators will be refined with the Executive Management Team.
- 6.2 The Chief Executive informed Board members that the Regulation Directorate Improvement Programme and the inspections programme are currently on track for 2015-16.
- 6.3 The Chief Executive informed Board members that a response from DHSSPS to the MHL D new inspection methodology was received on 4 June 2015. The proposal to test an overall rating for quality will involve further consultation with DHSSPS. In the interim, MHL D will proceed with the new inspection process, focusing on safe, effective and compassionate care.
- 6.4 The Chief Executive informed Board members of three new vacancies arising within RQIA; two posts within MHL D. These posts are subject to considerations of the vacancy controls forum.
- 6.5 The Director of Corporate Services updated Board members in relation to the Shared Services Scoping Study which is due to be completed by September 2015. Board members will be updated of any outcome from the shared services questionnaire and scoping study.
- 6.6 **Resolved Action (100)**
Board members will be updated in relation to the Shared Services questionnaire and scoping study.
- 6.7 The Chief Executive advised Board members to notify him of any proposals for improvement to the Chief Executives Performance Dashboard.
- 6.8 The Board **NOTED** the Chief Executive's report.

7.0 Agenda Item 7 – Director of Regulation and Nursing's Report (G/0/15)

- 7.1 The Director of Regulation and Nursing introduced her report and informed Board members that the report includes three sections; Registration, Inspection and Enforcement.
- 7.2 The Director of Regulation and Nursing informed Board members that a consultation process is currently underway regarding the future of Statutory Residential Care Homes for older people.

- 7.3 The Director of Regulation and Nursing advised Board members that the inspections for Quarter 1 are currently on target. The report includes outputs from the Quality Improvement Steering Group in relation to the report format, duty system and inspection methodology.
- 7.4 The Director of Regulation and Nursing referred to the enforcement activity which had taken place since the previous Board meeting. The Director of Regulation and Nursing updated Board members in relation to two enforcement panels which had met to consider the registration of a Registered Manager and Registered Persons; a notice of decision was issued from both panels.
- 7.5 The Director of Regulation and Nursing informed Board members that the Enforcement Policy is currently under review with two Board members involved in the process. There was a useful discussion of the role of Board members in Enforcement and Decision Making Panels. The Director of Regulation and Nursing advised that a revised enforcement policy will be brought to the RQIA Board for approval in October.
- 7.6 **Resolved Action (101)**
The Director of Regulation and Nursing will present the revised Enforcement Policy and Procedures to the Board on 15 October 2015.
- Resolved Action (102)**
- 7.7 **The Chairman asked Board members, Gerry McCurdy and Sarah Havlin, to readdress Board member involvement in the enforcement process.**
- 7.8 Board members **NOTED** the Director of Regulation's report.
- 8.0 **Agenda Item 8 – Draft Risk Management Strategy (H/07/15)**
- 8.1 The Chairman advised that the Draft Risk Management Strategy requires further amendments and he will meet with the Chief Executive and the Chair of Audit Committee to take this forward.
- 8.2 The Draft Risk Management Strategy will be brought to a future meeting of the RQIA Board for approval.
- 9.0 **Agenda Item 9 – Corporate Risk Assurance Framework (I/07/15)**
- 9.1 The Chairman advised that the Corporate Risk Assurance Framework requires further amendments and will be considered along with the Draft Risk Management Strategy. Any revisions to the Corporate Risk Assurance Framework will be brought to a future meeting of the RQIA Board for approval.
- 9.2 Board members agreed that the eight risks which appear on the Corporate Risk Register were relevant and appropriate. However, a review of risk appetite may result in additional risks being added to the Corporate Risk Register.

- 9.3 The Corporate Risk Assurance Framework will be brought to a future meeting of the RQIA Board for approval.
- 9.4 **Resolved Action (103)**
The Chairman, Chief Executive and Chair of Audit Committee will meet to review and amend the Risk Management Strategy and Corporate Risk and Assurance Framework which will be presented to RQIA Board at a future meeting for approval.
- 10.0 **Agenda Item 10 – Draft PPI Action Plan (J/07/15)**
- 10.1 The Director of Corporate Services introduced the Draft PPI Action Plan and advised Board members that the action plan was approved by the PPI Forum on 18 June 2015; two Board members are involved in the Forum.
- 10.2 A Board member outlined the approach taken to PPI to date and proposed that personal and public involvement be mainstreamed into core business.
- 10.3 The Chief Executive advised that progress on the PPI Action Plan will be included in the quarterly updates of the Corporate Performance Report.
- 10.4 Following discussion Board members agreed that the PPI Action Plan would be incorporated into the Business Plan as soon as is practical and not treated as separate.
- 10.5 Board members **APPROVED** the Draft PPI Action Plan.
- 10.6 **Resolved Action (104)**
The Planning and Corporate Governance Manager will incorporate the PPI Actions into the quarterly updates of the Corporate Performance Report.
- 11.0 **Agenda Item 11 – Update on the preparations for the new hospital inspection programme (K/07/15)**
- 11.1 The Director of Reviews and Medical Director introduced his paper and advised a further update would be presented to the Board in Quarter 3.
- 11.2 The Director of Reviews and Medical Director informed Board members that over the last three months five pilot inspections have been completed; one in each trust area and the RQIA Reviews team has engaged with other regulatory bodies to include Healthcare Improvement Scotland and Care Quality Commission.
- 11.3 The Director of Reviews and Medical Director advised Board members that he attended and observed at an inspection with Healthcare Improvement Scotland and two inspectors from the Review team also attended an inspection in England with Care Quality Commission.

- 11.4 The Director of Reviews and Medical Director informed Board members that the tools for inspection will be reviewed and revised where necessary and presented to the Board for approval before onward submission to DHSSPS and the trusts.
- 11.5 Following discussions, Board members **NOTED** the Update on the preparations for the new hospital inspection programme.
- 11.6 **Resolved Action (105)**
The Director of Reviews and Medical Director will provide a further update on the preparations for the new hospital inspection programme in Quarter 3.
- 12.0 **Agenda Item 12 – Quality Assurance on Reviews (L/07/15)**
- 12.1 The Director of Reviews and Medical Director introduced the paper on Quality Assurance on Reviews and advised that this will be included in the review manual.
- 12.2 The Director of Reviews and Medical Director informed Board members that the paper outlined the roles of Board members in the review process and the important contribution of Board members in ensuring that review reports are standardised, clear and concise.
- 12.3 Following discussion Board members proposed amendments. The Director of Reviews and Medical Director will review the comments, amend the document and circulate the revised copy to Board members.
- 12.4 Board members **APPROVED** the Quality Assurance on Reviews, subject to inclusion of the proposed amendments.
- 13.0 **Agenda Item 13 – Audit Committee Business (M/07/15)**
- 13.1 The Chair of the Audit Committee informed Board members that the minutes from the Audit Committee meeting held on 23 April 2015 were approved by Committee members on 25 June 2015.
- 13.2 The Chair of the Audit Committee advised Board members that the Annual Report and Accounts were approved by Audit Committee members on 25 June 2015.
- 13.3 The Chair of the Audit Committee informed Board members that Audit Committee members met with Internal and External audit prior to the meeting. Internal and External Audit acknowledged the contribution of the RQIA Finance Team and RQIA staff.
- 13.4 The next Audit Committee meeting will be on 22 October 2015.
- 13.5 Board members **NOTED** the Audit Committee Business.

14.0 Agenda Item 14 - Any Other Business

14.1 The Chief Executive recommended that Mr Tom Trinnick and Nicola Porter present to the Board the work of GAIN.

14.2 The Director of Mental Health, Social Work and Learning Disability to present to the Board the range of mental illnesses which are common and subject to treatment both in-patient and in community settings.

14.3 The Chairman brought the public session of the Board to a close at 3.40pm.

Date of next meeting:

Thursday 24 September 2015, RQIA Boardroom

Signed



**Dr Alan Lennon
Chairman**

Date

27th Oct 2015

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion
34	14 November 2014	A paper on the implementation of RQIA recommendations following Review Reports will be provided to Board meeting.	Chief Executive	24 September 2015.
89	25 March 2015	The Director of Mental Health, Learning Disability and Social Work will provide Board Members with an overview of Mental Health conditions and service provision in Northern Ireland.	Director of Mental Health, Learning Disability and Social Work	24 September 2015.
98	9 July 2015	The Board and Executive Support Manager will amend the dates of actions 34 and 89.	Board and Executive Support Manager	24 September 2015
99	9 July 2015	The minutes and actions arising from the Board Workshop on 11 June 2015 to be approved at the Board meeting on 24 September 2015.	Board and Executive Support Manager	24 September 2015.
100	9 July 2015	Board members will be updated in relation to the Shared Services questionnaire and scoping study.	Director of Corporate Services	24 September 2015.
101	9 July 2015	The Director of Regulation and Nursing will present the revised Enforcement Policy and procedures to the Board on 15 October 2015.	Director of Regulation and Nursing	15 October 2015
102	9 July 2015	The Chairman asked Board members, Gerry McCurdy and Sarah Havlin, to readdress Board member involvement in the enforcement process.	Chief Executive	12 November 2015
103	9 July 2015	The Chairman, Chief Executive and Chair of Audit Committee will meet to review and amend the Risk Management Strategy and Corporate Risk and Assurance Framework which will be presented to RQIA Board at a future meeting for approval.	Board and Executive Support Manager	12 November 2015

104	9 July 2015	The Planning and Corporate Governance Manager will incorporate the PPI Actions into the quarterly updates of the Corporate Performance Report.	Planning and Corporate Governance Manager	24 September 2015.
105	9 July 2015	The Director of Reviews and Medical Director will provide a further update on the preparations for the new hospital inspection programme in Quarter 3.	Director of Reviews and Medical Director	12 November 2015