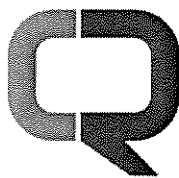




RQIA Board Meeting

Date of Meeting	16 January 2013
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Nov13 / public
Author	Katie Symington
Presented by	Dr Ian Carson
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 14 November 2013.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to APPROVE the minutes of the Board meeting of 14 November 2013.
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

Board Room, 9th Floor, Riverside Tower, Belfast

14 November 2013, 1.30pm

Present

Ian Carson (Chairman)
Sarah Havlin
Patricia McCoy
Lindsey Smith
Ruth Laird CBE
Daniel McLarnon
Patricia O'Callaghan
Denis Power
John Jenkins CBE
Una O'Kane

Officers of RQIA present

Glenn Houston (Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Theresa Nixon (Director of Mental Health, Learning
Disability and Social Work)
David Stewart (Director of Reviews and Medical
Director)

In attendance

Malachy Finnegan (Communications Manager)
Katie Symington (Board and Executive Support
Manager)

Apologies

Geraldine Donaghy
Mary McColgan
Kathy Fodey (Director of Regulation and Nursing)

13.72 **Agenda Item 1 - Welcome and Chairman's remarks**

13.72.1 The Chairman welcomed Board members, Officers of the Board and a member of the public to the meeting of the RQIA Board.

13.72.2 Apologies were noted from Geraldine Donaghy, Mary McColgan (Board members) and Kathy Fodey, Director of Regulation and Nursing.

13.73 **Agenda Item 2 - Minutes of the meeting of the Board held on Tuesday 3 September 2013 (min/Sept13/public)**

13.73.1 The Board **APPROVED** the minutes of the Board meeting held on 3 September 2013. Board members noted the completed actions from the action list. The Chief Executive drew the Boards' attention to items 26 and 27 which are now completed. Confirmation was provided to the Board that the Review of the Risk Register will be undertaken with Board members at the February 2014 Board workshop.

Resolved Actions

Minutes to be formally signed off by the Chairman

13.74 **Agenda Item 3 - Matters arising from minutes**

13.74.1 No matters were raised from the minutes of 3 September 2013.

13.75 Agenda Item 4 - Declaration of Interests

13.75.1 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.

13.75.2 The Chairman asked Board members to advise the Board & Executive Support Manager of any necessary updates to the Register of Interests.

13.76 Agenda Item 5 - Chairman's Report (A/06/13)

13.76.1 The Chairman noted the Information Sharing Event for regulatory bodies which took place on 24 October 2013, co-chaired by himself and the Chief Medical Officer. The report from the Information Summit will be shared with Board members.

Confirmation was provided to Board members that a further joint workshop with the Patient and Client Council will be organised after March 2014.

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

13.77 Agenda Item 6 - Chief Executive's Report (B/06/13)

13.77.1 The Chief Executive informed Board members that the name for RQIA's new IT system is i-connect. He congratulated the Director of Corporate Services on proposing the new name and said that it would replace RISCP as the preferred title.

13.77.2 The Chief Executive noted the Culture Charter launch in Omagh on 11 November which was attended by 13 members of staff.

13.77.3 The Chief Executive noted that a 'Measures of Success' workshop was held in September to consider key performance indicators for the 2014/15 business year. This workshop was facilitated by Dr Pietro Micheli, Warwick Business School. The outcomes of this workshop will be shared with Board members at the December Board workshop.

13.77.4 The Chief Executive highlighted to Board members recent inspections of a range of domiciliary care services which identified significant issues around management of service users finances. RQIA participated in a meeting with the relevant stakeholders, convened by Department of Social Development.

13.77.5 The Chief Executive informed Board members that following the conclusion of the Coroner's Inquest into the death of Mrs Lynn Lewis, a patient in the Ulster Independent Clinic, a series of enhanced inspections are planned in collaboration with inspectors from the reviews team to take place across all Independent Hospitals, and will include a focus on surgical and theatre practices.

- 13.77.6 The Chief Executive informed Board members that RQIA has responded to the DHSSPS on the draft Minimum Standards for Children's Homes and the draft Minimum Care Standards for Independent Healthcare Establishments.
- 13.77.7 The Chief Executive noted the recent Inspector training, which took place in October and November 2013.
- 13.77.8 Board members were asked to note the update on enforcement activity at Appendix A of the Report.
- 13.77.9 The Chief Executive noted that RQIA has been commissioned by the Minister to carry out two additional reviews:-
- (i) **Cherry Tree Review**
The Review on Cherry Tree Nursing Home of actions taken by organisations in response to whistle-blower and other allegations is underway and is likely to conclude in January 2014.
 - (ii) **Child Sexual Exploitation Inquiry**
The independent Inquiry into Child Sexual Exploitation in Northern Ireland will be led by Kathleen Marshall and will continue throughout 2014.

The Chief Executive highlighted the reports of inspections of Hydebank Wood Young Offenders Centre and Ash House Women's Prison on 1 October 2013, which were published by Criminal Justice Inspection Northern Ireland.

- 13.77.10 The Chief Executive noted the appointments made to the RQIA List of Part II Medical Practitioners, by the Appointments Panel. The Director of Mental Health, Learning Disability and Social Work noted that the new procedures have been sent to Responsible Officers and a workshop for Part II Medical Practitioners will take place on 6 December. An invitation to attend this workshop was extended to Board members.
- Board members noted that work has begun on the procedures for Part IV Medical Practitioners, which will be brought to the Board for approval.
- 13.77.11 The Chief Executive highlighted to Board members the current financial position which will be discussed within the Finance Report to the Board.
- 13.77.12 The Chief Executive informed Board members of a data security incident, which did not result in a data loss. This incident has been brought to the attention of the Audit Committee. A number of recommendations have been made following this incident and will be reported by the Executive Management Team to the Audit Committee.

- 13.77.13 The Chief Executive informed Board members that no new complaints and 10 whistleblowing disclosures have been received since the last Board meeting.
- Board members were also informed that since 1 September there have been seven new Freedom of Information requests.
- 13.77.14 The Chief Executive highlighted to Board members a 30 per cent increase in visits to the RQIA website over the previous two month period (1 September to 31 October 2013).
- 13.77.15 A Board Member requested that a paper is provided to the Board on the implementation of recommendations, following RQIA Review Reports.
- 13.77.16 Board members commended the Director of Mental Health, Learning Disability and Social Work for the work undertaken by the Mental Health team to complete the LEAN project.
- 13.77.17 **Resolved actions**
A paper on the implementation of RQIA recommendations following Review Reports will be provided to Board members
- 13.77.18 The Board **NOTED** the Chief Executive's report.
- 13.78 Agenda Item 7 – Finance Report (C/06/13)**
- 13.78.1 The Director of Corporate Services presented the Finance Report to Board members. This report details RQIA's position at 30 September 2013. Board members were informed that RQIA's budget had been reduced non-recurrently by £66,000 (1%) due to the overall HSC funding gap in 2013/14. Board members were asked to note the forecast revenue position of £66,000 over spend. The Director of Corporate Services also noted the request from BSO for an apportionment of costs, from RQIA, for the BSTP overspend of £33,000. RQIA has indicated that it will not be able to pay these costs.
- 13.78.2 The Director of Corporate Services noted the improvement in prompt payment compliance to 71.9% cumulatively. The prompt payment target of 95% will not be met by year end. Board members were asked to note the outstanding annual fees and noted that all outstanding debts from previous financial years has been recovered.
- 13.78.3 Board members noted the risk resulting from the reduction of RQIA's budget and the request for an additional payment to BSTP.
- 13.78.4 The Board **NOTED** the Finance report.

**13.79 Agenda Item 8 - Corporate Performance Report for 2013/14
(D/06/13)**

13.79.1 The Director of Corporate Services presented the Corporate Performance Report and highlighted that 95% of the actions within the Business Plan are reported as either green or blue. Board members were asked to note the exception report within this document.

The Director of Corporate Services informed Board members work is currently ongoing in relation to the review of mandatory training for staff members.

13.79.2 Board members **APPROVED** the Corporate Performance Report.

13.80 Agenda Item 9 – Standing Orders (E/06/13)

13.80.1 The Director of Corporate Services presented the amendment to Standing Order 3.4.1.2.

13.80.2 Board members **APPROVED** the change to Standing Orders.

13.81 Agenda Item 10 - Escalation Policy (F/06/13)

13.81.1 The Chief Executive presented the revised Escalation Policy. Board members requested some amendments to this policy. All agreed changes will be made before the final version is uploaded onto the RQIA internet.

13.81.2 Board members **APPROVED** the Escalation Policy.

13.81.3 **Resolved Actions**
Board members to be informed when the Escalation policy has been placed on the RQIA internet.

**13.82 Agenda Item 11 – Audit Committee Business (G/05/13)
Approved Minutes of meeting of 27 June
Verbal update on Meeting of 24 October**

13.82.1 The Chair of the Audit Committee presented the agreed minutes of the Audit Committee, 27 June 2013.

13.82.2 The Board **NOTED** the approved minutes of the meeting of 27 June 2013.

13.82.3 The Chair of the Audit Committee provided Board members with a verbal update on the meeting of 24 October 2013. The Chair noted the Internal Audit Reports presented at this meeting; Risk Management, Information Governance and Finance, and the priority recommendations associated with each report.

The Chair of the Audit Committee noted that Audit Committee members have now received the final Report to those Charged with Governance from the NIAO.

The Chair informed Board members that the Audit Committee was provided with an update on BSTP issues. RQIA's allocated cost for the BSTP overspend was also discussed. Audit Committee members noted the data security breach and will focus on the learning from this incident.

13.82.4 The Director of Reviews and Medical Director informed Board members that the lay reviewer posts will be advertised in December.

13.83 Agenda Item 12 - Management Statement (Proposed Revision)/ Revised End to End Review Protocol (H/06/13)


13.83.1 The Director of Reviews and Medical Director presented the revised End to End Review Protocol to Board members, which is part of the RQIA/ DHSSPS Management Statement. Board members were asked to note the changes to this protocol. It was agreed that the revised protocol should replace the existing protocol in the Management Statement.

13.84 Agenda Item 13 - Any Other Business

13.84.1 There was no other business. The member of the public was thanked for attending the meeting, and as they had no formal questions for the Board and the Executive Team the public session of the meeting was brought to a close at 4.30pm.

Date of next meeting:

Thursday 16 January 2014, Boardroom, Belfast City Hospital.

Signed 

Dr Ian Carson
Chairman

Date 16 January 2014

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Status
23	3 September 2013	Output from the Measures of Success workshop to be reported to the Board	Director of Corporate Services	Completed
25	3 September 2013	The results of the Oval Mapping exercise will be shared with Board members	Chief Executive	Ongoing
28	3 September 2013	The Director of Corporate Services will identify from the BSO the length of time taken to pay invoices, if this is not done within 30 days	Director of Corporate Services	Completed
29	3 September 2013	Risk Register to be reviewed by the Executive Management Team; two risks to be removed and strategic risks to be included	Chief Executive	Ongoing
30	3 September 2013	Chief Executive will review the Escalation Policy and present a draft at the October Board workshop and bring to the November Board meeting for approval	Chief Executive	Completed
31	14 November 2013	Minutes to be formally signed off by the Chairman	Chairman	Completed
32	14 November 2013	A paper on the implementation of RQIA recommendations following Review Reports will be provided to Board members	Chief Executive	Ongoing
33	14 November 2013	Board members to be informed when the Escalation policy has been placed on the RQIA internet	Board & Executive Support Manager	Completed