



## RQIA Board Meeting

Date of Meeting	19 March 2020
Title of Paper	Public Session Minutes
Agenda Item	1
Reference	Min / Feb20 / 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 20 February 2020
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to <b>APPROVE</b> the minutes of the Board meeting on 20 February 2020
Next steps	The minutes will be formally signed off by the Chair.

## PUBLIC SESSION MINUTES

<p><b>RQIA Board Meeting</b>  <b>Boardroom, RQIA</b>  <b>20 February 2020; 10.30 am</b></p>	
<p><b>Present</b>  Prof. Mary McColgan OBE (<b>MMcC</b>)  Lindsey Smith (<b>LS</b>)  Denis Power (<b>DP</b>)  Robin Mullan (<b>RM</b>)  Seamus Magee OBE (<b>SM</b>)  Patricia O’Callaghan (<b>POC</b>)  Sarah Havlin (<b>SH</b>)  Gerry McCurdy (<b>GMcC</b>)  Dr Norman Morrow (<b>NM</b>)</p>	<p><b>Officers of RQIA in attendance</b>  Olive Macleod OBE (Chief Executive) (<b>OM</b>)  Dr Lourda Geoghegan (Director of Improvement and Medical Director) (<b>LG</b>)  Julie-Ann Walkden (Assistant Director of Assurance) (<b>JW</b>)  Hayley Barrett (Business Manager) (<b>HB</b>)  David Silcock (Communications Officer) (<b>DS</b>)  Lisa Lynn (Admin Supervisor) (<b>LL</b>)</p> <p><b>Apologies</b>  Dermot Parsons (Director of Assurance)  Jennifer Lamont (Head of Business Support Unit)  Malachy Finnegan (Communications Manager)</p>

### 1.0 Welcome and Apologies

1.1 MMcC welcomed all members and officers of the Board to the public session of the meeting. Apologies were noted from Dermot Parsons, Jennifer Lamont and Malachy Finnegan. MMcC welcomed JW to her new post in RQIA.

### 2.0 Agenda Item 1 – Minutes of the public meeting of the Board held on Thursday 16 January 2020 and matters arising

2.1 MMcC advised Board members that action 213 is complete and will be formally shared on 28 February 2020 at Queens University. OM advised that invitations were sent to the DoH, NISCC, PSNI, COPNI and other key stakeholders.

2.3 MMcC advised that action 214 is ongoing.

2.3. Board members **APPROVED** the public minutes of the Board held on 16 January 2020.

### **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. No declarations were made.

### **4.0 Agenda Item 3 – RQIA Business Plan 2020-21**

4.1 OM presented the 2020-21 Business Plan to Board members and thanked Board members for their comments shared prior to the meeting. OM advised that the purpose of the Business Plan was to set out our priorities for the coming year and not to reflect business as usual. OM informed Board members that the Business Plan would be supported by the Corporate Performance Report, Directorate Business Plans and the Corporate Risk Assurance Framework Report.

4.2 OM outlined a variety of proposed amendments which included a summary of achievements, reference to RQIA’s ongoing neurology work, reference to specific reports and more detail on the reviews of registration and reporting formats.

4.3 OM explained that the amendments proposed were considered by EMT as business as usual and would be reflected in Directorate Business Plans.

4.4 Board members discussed the inclusion of identifying outcome measures. OM agreed to include an action relating to the identification of outcome measures.

4.5 Board members requested that the outcome for Strategic Theme 4 is reworded, amendments relating to the ‘context in which we work’ suggested by members are included and action 3 of core activities is amended.

4.6 OM agreed to make necessary amendments and share the final version with MMcC for approval prior to onward submission to the DoH.

#### **4.7 Resolved Action (215)**

**OM to make suggested amendments to the Business Plan 2020-21 and forward to MMcC for final approval.**

4.8 DP commented that this was a very useful exercise and appreciated Board member comments. It was suggested that a similar approach or a round table discussion is used for the development of the Business Plan 2021-22.

4.9 Board members **APPROVED** the Business Plan 2020-21, subject to suggested amendments.

#### **4.10 Resolved Action (216)**

**Business plan to be forwarded to DoH for approval.**

**5.0 Agenda Item 5 – Any other business**



- 5.1 DP agreed to chair the next meeting of the Board on 19 March in MMcC absence.
- 5.2 MMcC thanked Board members and Officers for their attendance and contribution and brought the meeting to a close.

**Date of next meeting:  
19 March 2020**



Signed M. Mc Colgan  
**Professor Mary McColgan  
Acting Chair**

Date \_\_\_\_\_

## Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status
215	20 Feb 20	OM to make suggested amendments to the Business Plan 2020-21 and forward to MMcC for final approval	Chief Executive/Business Manager	19 March 2020	
216	20 Feb 20	Business plan to be forwarded to DoH for approval	Chief Executive/Business Manager	19 March 2020	

### Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	