



Minutes of the Board meeting 12 April 2007
7th Floor, Millennium House, Great Victoria Street, Belfast

Present

Ian Carson (Chairman)
Richard Adams
Geraldine Donaghy
Joan Harbison
Lilian Jennett
Ruth Laird
Patricia McCoy
Connor Mulholland
Una O'Kane
Colin Reid
Austin Smith

Officers of the Board present

Stella Burnside (Chief Executive)
Robert Graham (Committee Administrator)
Theresa Nixon (Director of Operations, Social Services)
Phelim Quinn (Director of Operations, Nursing)
John Stewart (Director of Corporate Services)

Apologies

Jim Jamison
Allen McCartney

Apologies

Caroline Humphrey (Medical Director)

PUBLIC SESSION

07.34 Welcome and Chairman's remarks

- 07.34.1 The Chairman welcomed Board members and Officers of the Board to the Board meeting.
- 07.34.2 On behalf of Board members, the Chairman expressed his delight that Joan Harbison had recovered from her accident and was able to attend the Board meeting. The Chairman reported apologies from Allen McCartney.
- 07.34.3 The Chairman thanked Board members for attending the joint workshop with the Northern Ireland Social Care Council. The Chairman felt that the workshop had proved to be both useful and informative. There would also be benefit in repeating the event, maybe in conjunction with other professional regulators, particularly in the context of the publication of the recent White Paper,

07.34.4 The Chairman also noted the forthcoming restoration of devolution to Northern Ireland and the impact this could have on the work of the Authority.

07.35 Minutes of the meeting of the Board held on Thursday 8 March 2007, Silverbirch Hotel, Gortin Road, Omagh [Paper min/Mar/07]

The Board **APPROVED** the minutes of the meeting of the Board held on 8 March 2007.

07.36 Matters arising from minutes

07.7.1 Financial Memorandum with DHSSPS

07.36.1 The Chief Executive advised the Board that she would be meeting with the Northern Ireland Audit Office on 20 April to seek guidance on challenging the imposed limit for capital expenditure and would update the Board on the outcome of this meeting at the next Board meeting.

07.22.4 Transfer of responsibilities of the Mental Health Commission to RQIA

07.36.2 The Chairman thanked Richard Adams and Patricia McCoy for volunteering to join the new RQIA Project Steering Group and requested an update from the Chief Executive on the first meeting of the group which was held on 11 April 2007.

07.36.3 The Chief Executive advised the Board that the terms of reference of the Project Group and a Project Plan had been agreed.

07.36.4 The Director of Operations and Chief Nursing Advisor further advised the Board that a meeting of the DHSSPS steering group responsible for the merger would be meeting on 17 April and this group would be kept informed of the work RQIA is doing in relation to the merger. Some concerns were expressed in relation to the establishment of two project groups, and the need for good communication was stressed.

07.24 Business Plan for 2007/08

07.36.5 In response to a question from the Chairman, the Director of Corporate Services reported that there was no further update from the DHSSPS in relation to the additional funding required for the 2007/08 Business Plan.

07.28.1 Appointments and Remuneration Committee

- 07.36.6 The Chairman reported that the scheduled meeting of the Appointments and Remuneration Committee of 22 March did not take place and would be rescheduled in the next 3/4 weeks.
- 07.36.7 A Board member asked the Chairman why individual Board members were not named in the minutes. The Chairman sought views from other Board members and after a short discussion it was agreed that Patricia McCoy, Joan Harbison, Colin Reid and Ruth Laird would meet to discuss this, and having considered practise in other NDPBs, then recommend a way forward to the Board.
- 07.36.8 A Board member asked about the future of shared services after the proposed closure of the Central Services Agency on 1 April 2008. The Director of Corporate Services advised that a consultation document had been issued by the Director of Finance of the DHSSPS. He added that he would be attending a meeting along with representatives from Northern Ireland Social Care Council and Northern Ireland Guardian Ad Litem Agency with the Director of Finance, DHSSPS about this matter.

Resolved Actions

- **Chief Executive to update Board members in June concerning the Financial Memorandum**
- **Committee Administrator to arrange a meeting of the Appointments and Remuneration Committee in the next 3/4 weeks**
- **Four Board members to meet to agree a policy on naming Board members in Board minutes**

07.37 Chairman's report [Paper A/03/07]

- 07.37.1 The Chairman presented his report to the Board and drew the Board's attention to the presentation he had delivered at a recent conference in the Waterfront Hall. He added that the conference was well attended by GPs and it was an excellent opportunity to present an overview of the work of RQIA.

The Board **NOTED** the Chairman's report.

07.38 Chief Executive's report [Paper B/03/07]

- 07.38.1 The Chief Executive presented a report to the Board detailing key activities of the Authority since the last Board meeting.

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- 07.38.2 The Chief Executive advised Board members that the first series of clinical and social care governance reviews would be completed by 20 April and that the recruitment of additional peer and lay reviewers would be taking place in May 2007. The Chief Executive shared with the Board positive feedback that she had received from organisations which had been reviewed. It is anticipated that the first reports will be available for Board members during May 2007 and before the Board workshop with the project assurance group on 11 June.
- 07.38.3 A Board member asked if a strategy had been developed for the launch of the clinical and social care governance reports. The Chief Executive reported that a media strategy would be put in place by the Communications Manager but work had not yet commenced on this.
- 07.38.4 The Chief Executive asked the Director of Corporate Services to update the Board on the development of the new RQIA website.
- 07.38.5 The Director of Corporate Services drew Board members' attention to an additional paper which outlined the progress to date on the new website and advised Board members that the website would go live on 19 April 2007.
- 07.38.6 The Chief Executive advised Board members that an advertisement had been placed in the local press for posts within RQIA but pointed out the current restrictions on appointments imposed by the Review of Public Administration.
- 07.38.7 Board members discussed how they may be able to help RQIA with Human Resource issues. The Chief Executive agreed to prepare a paper outlining the key issues for Geraldine Donaghy and Ruth Laird to consider.
- 07.38.8 The Chairman drew Board members' attention to correspondence dated 30th March 2007, which the Chief Executive had received from Dr Miriam McCarthy, Director of Secondary Care, DHSSPS, regarding 'Clinical Governance Reports – Learning from HPSS Trusts'. The Chairman commented that the letter recognised the overlap between assessments by the Department and information required by RQIA as part of their review of quality standards. While this was to be welcomed, there will be some practical difficulties incorporating this information with the methodology for the reviews currently approaching completion.
- 07.38.9 The Director of Operations and Chief Nursing Advisor added that it was not RQIA's intention to use this information in its reports.

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07.38.10 The Chairman suggested that this issue could be raised with the DHSSPS at the workshop on 30 April 2007.

The Board **NOTED** the Chief Executive's report.

07.39 Finance Report to 31 January 2007 – Director of Corporate Services [Paper C/03/07]

07.39.1 The Director of Corporate Services presented to Board members the finance report up to 31 January 2007 and drew their attention to the supplementary paper outlining the financial position as at 28 February 2007.

07.39.2 The Director of Corporate Services advised Board members that the overall surplus forecast for the end of the financial year had increased to £101,644. He explained that this was due to two main factors. Firstly, there had been an increase in income received due to the additional registration fees received from new establishments requiring to be registered by RQIA which had been difficult to forecast, and secondly, recent recruitment difficulties had meant posts not being taken up which had been budgeted for.

07.39.3 The Director of Corporate Services advised Board members that measures were being put in place to ensure improved financial reporting systems and monitoring.

The Board **NOTED** the Finance Report.

07.40 Proposed Framework for the Annual Report and Accounts – Director of Corporate Services [Paper D/03/07]

07.40.1 The Director of Corporate Services presented to Board members an overview of the timetable for the preparation of the Corporate Annual Report and advised that the Faster Closer Initiative meant the Report had to be signed off by 17 May 2007.

07.40.2 The Director of Corporate Services noted that the quarterly reports brought to the Board will assist in preparing the final Report and that the deadlines outlined in the Project Plan should be met.

The Board **APPROVED** the proposals for the Annual Report and **APPROVED** the process for the Executive Team and Board to approve the Annual Report.

07.41 Organisational Development Strategy Presentation – Paula Wilson, Director of Human Resources, Goldblatt McGuigan

- 07.41.1 The Chairman welcomed Paula Wilson from Goldblatt McGuigan to the meeting.
- 07.41.2 Paula Wilson delivered a short presentation to Board members outlining the key stages in the development of an Organisational Development strategy and the importance of engaging with Board members at an early stage.
- 07.41.3 Paula Wilson concluded her presentation by highlighting three key questions she wished Board members to consider. After a short discussion it was agreed that Board members could contact Paula through the Committee Administrator.

Resolved Action

The Committee Administrator will circulate to Board members a copy of the presentation delivered by Goldblatt McGuigan and contact details for Paula Wilson

07.42 Any other business

- 07.42.1 A Board member raised an issue about additional workshop dates and requested that more notice be given for these. The Chairman agreed that proposed workshop dates be agreed with Board members on a quarterly basis.
- 07.42.2 There was no further business and the Chairman drew the Public Session of the Board meeting to a close.

Date of next meeting:

7 June 2007 at 2pm

Board Room, Riverside Tower, Lanyon Place, Belfast

Signed



Dr Ian Carson
Chairman

Date

7th June 2007