



PUBLIC SESSION MINUTES

RQIA Board Meeting

Board Room, RQIA, 9th Floor, Riverside Tower, Belfast

9 May 2013, 2.00pm

Present

Ian Carson (Chairman)
Brendan Garland
Sarah Havlin
Ruth Laird
Mary McColgan
Daniel McLarnon
Patricia O'Callaghan
Una O'Kane
Denis Power
Lindsey Smith

Officers of RQIA present

Glenn Houston (Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Kathy Fodey (Director of Regulation and Nursing)
Theresa Nixon (Director of Mental Health and 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
John Jenkins
Patricia McCoy

13.34 Item 1 - Welcome and Apologies

13.34.1 The Chairman welcomed Board members, Officers of the Board and members of the public to the Public Board meeting. The Chairman welcomed the 4 new Board members to the meeting. Apologies were noted from Geraldine Donaghy, John Jenkins and Patricia McCoy.

13.35 Item 2 - Minutes of the meeting of the Board held on Thursday 14 March 2013 (min/ March13 /public)

13.35.1 The Board **APPROVED** the minutes of the Board meeting held on 14 March 2013.
The Chairman drew the Board's attention to the addition of an action list to the public minutes. The Chairman also noted that Matters arising may be presented as a paper to future Board meetings.

Resolved Actions

Minutes to be formally signed off by the Chairman

13.36 Item 3 - Matters arising from minutes

13.22.1 Human Resources and Organisational Development Strategy

- 13.36.1** The Chief Executive informed the Board that following feedback from Board members and in order to allow the new members of the Board an opportunity to comment on the HR&OD Strategy, the Strategy will be presented at a future Board meeting.

Board members will also be provided with an opportunity to meet with the Human Resources and Organisational Development Manager to discuss this Strategy.

Resolved Actions

HR&OD Strategy will be presented at a future Board meeting

13.22.5 Memorandum of Understanding

- 13.36.2** The Director of Regulation and Nursing informed the Board that she will be meeting with the Nursing and Midwifery Council on 21 May and will provide an update to the Board at the next Board Meeting, 4 July 2013.

Resolved Actions

Director of Regulation and Nursing to provide update at next meeting of the Board, 4 July 2013

13.25.3 Whistleblowing

- 13.36.3** Clarification was provided to Board members that the Whistleblowing incidents as reported by the Chief Executive, in the Chief Executive's Report to the Board, are received from employees of regulated services. Protected disclosures are made under the provision of the Public Interest Disclosure (Northern Ireland) Order 1998.

13.25.5 Review Reports

- 13.36.4** Board members noted that they wish to be alerted **prior** to the publication of review reports by RQIA.

Resolved Actions

Board and Executive Support Manager to amend public minutes of 14 March 2013

13.37 Item 4 - Declaration of Interests

- 13.37.1** 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.

13.37.2 The Chairman asked Board members to ensure that if they were required to update their entry in the RQIA Register of Interests that they should advise the Board & Executive Support Manager accordingly.

13.38 **Item 5 - Chairman's Report**
Chairman

13.38.1 The Chairman presented his report to the Board. The Chairman had attended the RQIA Staff Workshop on 25 April which had afforded a team building opportunity for all staff. The Chairman noted his thanks to all staff facilitators at this event.

The Director of Corporate Services clarified for the Board how the outputs of the Staff Workshop will be taken forward.

The Chairman also noted his meeting with the Chair and Chief Executive of PCC, 30 April 2013. PCC and RQIA have agreed a joint Board Workshop on 4 July 2013, in Lagan Valley Island, Lisburn. The agenda for this workshop will be provided to all Board members once confirmed.

The Chairman noted that a RQIA Board workshop will be convened in August with a single agenda item (Francis Report and Recommendations).

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

13.39 **Item 6 - Chief Executive's Report**
Chief Executive

13.39.1 The Chief Executive informed the Board that the 2013/14 Business Plan has been approved by the DHSSPS.

It was noted that no review reports have been published since the last Board meeting. Two reports of joint inspections of Hydebank Wood and Ash House Prison will be published later this year.

The Director of Reviews highlighted that Board member assistance will be required for future reviews. The Review Team will contact Board members directly.

The Chief Executive informed the Board that the revised Enforcement Policy and Procedures are now available online. Training for Board members on the role and purpose of Enforcement Panels will take place at the June workshop.

The Chief Executive noted the attendance by registered managers and responsible persons at the recent Fire Awareness Seminar, which focused on practical learning from the fatal incident inquiry into the fire

at Rosepark Care Home, Scotland, in 2004.

The Chief Executive highlighted to the Board his meeting with the Commissioner for Older People. RQIA noted their support for the Commissioner's proposed Domiciliary Care investigation.

- 13.39.2** The Chief Executive noted his participation in a recent NICON workshop on the theme of the Francis inquiry. The Chief Executive stated that RQIA has established a working group to consider the findings and recommendations from the Francis Inquiry.

The Chief Executive referred to RQIA's continuing involvement in EPSO and noted the excellent presentations as provided at the most recent EPSO Conference by Theresa Nixon, Director of Mental Health, Learning Disability and Social Work and Dermot Parsons, Head of Programme.

The Chief Executive noted the summary of Enforcement action, appendix one of the Chief Executive's report.

- 13.39.3** The Chief Executive noted that there have been six new incidents of whistle blowing since the March Board meeting.

The Chief Executive informed the Board that RQIA has submitted two Business Cases, for additional resources, to the DHSSPS.

The Chief Executive confirmed that he had submitted the completed Board self-assessment document to the DHSSPS on 1 May 2013.

The Chief Executive highlighted to the Board communication issues including the volume of traffic to the RQIA website during March and April 2013. The Chief Executive also noted that the Communications Manager has received recent media enquiries with regard to the Trust led consultation on the future of residential care homes.

The Chief Executive drew the Board's attention to the recent Public Accounts Committee (PAC) report.

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

13.40 **Item 7 - Finance Report**
 Director of Corporate Services

- 13.40.1** The Director of Corporate Services presented RQIA's summary financial position as at 31 March 2013. He informed the Board that a year-end underspend of £6,000 is provisionally forecast. A Capital underspend of £3,000 was also highlighted to the Board. The Director of Corporate Services informed the Board that the deadline for final accounts is 17 May 2013.

The Director of Corporate Services noted that cumulatively, for the 2012/13 financial year, RQIA has met the prompt payment compliance target.

The Director of Corporate Services also highlighted to the Board the outstanding annual fees for the 2012/13 financial year.

The overall projection for the 2012/13 financial year is breakeven.

A Board member requested that an additional column is added to the Summary Financial Position table, to include the comparative position for the previous year. Agreement that this will be provided at the next Board meeting.

Resolved Actions

Additional column to be added to the Summary Financial Position table to include comparative position

13.40.2 The Board **NOTED** the Finance Report.

13.41 Item 8 – Update on Finance Procurement and Logistics System Director of Corporate Services

13.41.1 The Director of Corporate Services provided the Board with an update on the Finance Procurement and Logistics System.

The Director of Corporate Services highlighted the agreed actions from the March Board meeting and noted that the Chief Executive wrote to the BSO Chief Executive on 8 March and a response was received on 21 March, however this response did not provide sufficient assurance. The FPL corrective plan has not been shared with RQIA, as it has not been agreed by the BSTP Programme Board. FPL has been reclassified on the Corporate Risk Assurance Framework Report from Medium to High.

The Director of Corporate Services informed the Board that the Internal Audit Report on the Financial Review has been received, which provides RQIA with 'limited assurance' and identifies significant priority one weaknesses, all of which relate to FPL.

The Board agreed that further escalation of this issue is required. The Chief Executive will write to BSO and DHSSPS, following the Board meeting, 9 May 2013. This letter will be shared with the Chair of the Audit Committee.

Resolved Actions

The Chief Executive will write to BSO and DHSSPS with regard to the Finance Procurement and Logistics System

- 13.41.2** The Board **APPROVED** the update on Finance Procurement and Logistics System
- 13.42** **Item 9 – Corporate Risk Assurance Framework Report
Director of Corporate Services**
- 13.42.1** The Director of Corporate Services provided the Board with an update on the Corporate Risk Assurance Framework Report.
- The Director of Corporate Services highlighted to the Board the change in risk rating to Risk 4 (FPL) and also the addition of Risk 6 (Minimum Standards).
- The Director of Corporate Services identified three potential risks which may be added to the Corporate Risk Assurance Framework Report.
- 13.42.2** The Board **APPROVED** the Corporate Risk Assurance Framework Report.
- 13.43** **Item 10 - Corporate Performance Report
Director of Corporate Services**
- 13.43.1** The Director of Corporate Services provided the Board with an update on the Corporate Performance Report, which details the end of year position, 31 March 2013.
- Board members were informed that 86% of the actions within the 2012/13 Business Plan were completed by 31 March 2013. The Board noted that this is an excellent report.
- The Chief Executive confirmed that those actions which had not been completed by 31 March would be carried forward and monitored as part of the ongoing Corporate Performance Reports arrangements.
- 13.43.2** The Board **NOTED** the Corporate Performance Report.
- 13.44** **Item 11 – Audit Committee Business
Committee Chairman**
- 13.44.1** The Audit Committee Chair presented the agreed minutes of the Audit Committee, 21 February 2013, to the Board.
The Audit Committee Chair formally recorded her thanks to the Deputy Chair of the Audit Committee, who acted as Chair at the meeting on 21 February 2013.
- 13.44.2** The Audit Committee Chair provided the Board with a verbal update on the Audit Committee meeting, 26 April 2013.
The Audit Self-Assessment has now been received by the Audit Committee and must be returned to the DHSSPS by 27 September

2013. The Self-Assessment will be completed in an August workshop.

The Audit Committee Chair welcomed the confirmation of a Board workshop to focus on the Francis Report and also expressed her thanks to staff for the completion of 12 of the 13 items on the Audit Action Plan.

The Audit Committee received five Internal Audit Reports; Financial Review (limited level of assurance), Registration (satisfactory level of assurance), Mental Health (satisfactory level of assurance), ICT (satisfactory level of assurance), and Controls Assurance Standards.

The Audit Committee noted the partially developed Job Description for lay reviewers and recommended the development of guiding principles for expert reviewers.

The Audit Committee Chair noted NIAO's recommendation that final accounts should be assessed by the Audit Committee prior to submission to NIAO.

The Audit Committee Chair commended the excellent work involved in the creation of the Five Year Property Asset Management Plan.

The Audit Committee Chair noted the paper provided to the Committee, by the Executive Management Team regarding recommendations from Enforcement panels. This will be further developed in response to Committee comments and shared with the Board at a future meeting.

13.45 Any Other Business

13.45.1 The Chairman informed the Board that he has written to the five new Board members regarding representation on Board Committees. The Chairman tabled a RQIA Board Committee membership paper.

The Chairman advised the Board of the future change to the Chair of the Audit Committee, with the current Chair standing down following Board approval of final accounts in July 2013.

The Board **APPROVED** the paper on Board Committee membership.

13.45.2 The Chairman noted a letter received from the DHSSPS, 9 May 2013, detailing the appointment of Charlotte McArdle as the new Chief Nursing Officer.

13.45.3 The Chairman confirmed that the Board workshop, 13 June 2013, will provide training for all Board Members for future Enforcement and Decision making panels.

New Board member induction will be held on 28 May 2013, RQIA. Confirmation was provided that a new Board member will sit on the RISCP Programme Board. Agreement that the Director of Corporate Services will write to new Board members regarding involvement in the Public and Patient Involvement Forum.

It was agreed that the Board and Executive Support Manager will circulate contact details to all Board members.

Resolved Actions

Director of Corporate Services will write to new Board members regarding involvement in the Public and Patient Involvement Group


Board and Executive Support Manager will circulate contact details to Board members

- 13.45.4** There was no other business raised. The Chairman thanked all Board members and members of the public for their attendance and drew the public session to a close at 4.15pm.

Date of next meeting:


Thursday 4 July 2013, Lagan Valley Island, Lisburn.

Signed



Dr Ian Carson
Chairman

Date



Board Action List

Action number	Board meeting	Agreed action	Responsible Person	End date
3	14 March 2013	Director of Corporate Services to present HR&OD Strategy at a future Board meeting	Director of Corporate Services	4 July 2013
4	14 March 2013	Board members to be informed when IR(ME)R review is published on RQIA website	Communications Manager	Ongoing
5	14 March 2013	Director of Regulation and Nursing to provide update at May Board meeting regarding MOU with NMC	Director of Regulation and Nursing	9 May 2013
6	14 March 2013	RQIA protocols to be updated to ensure that Board members are alerted prior to the publication of review work	Chief Executive	Ongoing
9	14 March 2013	Board and Audit Committee be kept informed about continuing issues and risks in relation to FPL	Chief Executive	Ongoing
10	14 March 2013	Revised Enforcement Policy and Procedure to be issued to all HSC bodies and to registered services	Chief Executive	9 May 2013
11	14 March 2013	Executive Management team to agree summary of information from Enforcement panels to inform Board	Chief Executive	Ongoing
12	14 March 2013	Chief Executive to arrange a Board workshop to focus on the Francis Report	Chief Executive	Ongoing
13	9 May 2013	Minutes to be formally signed off by the Chairman	Chairman	4 July 2013
14	9 May 2013	Board & Executive Support Manager to amend public minutes of 14 March	Board & Executive Support Manager	4 July 2013
15	9 May 2013	Additional column to be added to the Summary Financial Position table to include comparative position	Corporate Services Manager	4 July 2013

16	9 May 2013	The Chief Executive will write to BSO and DHSSPS regarding the Finance Procurement and Logistics System	Chief Executive	4 July 2013
17	9 May 2013	Director of Corporate Services will write to new Board members regarding involvement in the Public and Patient Involvement Group	Director of Corporate Services	4 July 2013
18	9 May 2013	Board & Executive Support Manager to circulate contact details to all Board members	Board & Executive Support Manager	4 July 2013