



RQIA Board Meeting

Date of Meeting	9 June 2016
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / May16 / public
Author	Katie Symington
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 12 May 2016.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to APPROVE the minutes of the Board meeting of 12 May 2016.
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, RQIA
12 May 2016, 2.10pm**

Present

Dr Alan Lennon OBE (Chair)
Seamus Magee OBE
Patricia O'Callaghan
Stella Cunningham
Daniel McLarnon
Lindsey Smith
Gerry McCurdy
Denis Power
Sarah Havlin
Dr John Jenkins CBE
Robin Mullan

Officers of RQIA in attendance

David Stewart (Acting Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Theresa Nixon (Director of Mental Health, Learning
Disability and Social Work)
Kathy Fodey (Director of Regulation and Nursing)
Malachy Finnegan (Communications Manager)
Katie Symington (Board and Executive Support
Manager)

Apologies

Prof. Mary McColgan OBE
Dr Norman Morrow OBE

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 Professor Mary McColgan and Dr Norman Morrow.

2.0 Agenda Item 2 - Minutes of the meeting of the Board held on Thursday 24 March 2016 (min/Mar16/public)

2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 24 March 2016.

3.0 Agenda Item 3 - Matters arising from minutes

3.1 Further to action 101, Board members noted the Enforcement Procedures workshop to be held on 6 June, with two Board members attending. Action 115 will be addressed within this meeting of the Board. The Director of Corporate Services informed board members that further to action 118, the funding for the Mental Health and Learning Disability Information System was escalated from the Project Board to the Project Sponsor (RQIA's Acting Chief Executive). A Strategic Outline Case (SOC) will be submitted to DoH for their approval.

Action 119 will be addressed within this meeting of the Board.

3.2 Board members noted that further to action 120, a letter has been issued to DoH; however a formal response has not yet been received. This issue was raised at the Bi-monthly meeting on 11 May 2016. The DoH has indicated that they will shortly formally respond to all RQIA Business Cases.

3.3 Board members noted that further to action 121 a meeting has been arranged to review the strategic nature of corporate risks. Further to action 122, the Director of Regulation and Nursing will discuss the use of Class 2 lasers, by unregistered services, with the Public Health Agency on 16 May 2016.

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 (C/04/16)

5.1 The Chairman drew Board members attention to the Chairman's Report, to include meetings attended.

5.2 The Chairman informed Board members of his attendance this morning, at a Q2020 Workshop. The Chairman also noted his time spent with RQIA's User Consultation Officer, who speaks to those members of the public receiving domiciliary care services within their home. RQIA currently has one member of staff, undertaking this work, for all users of domiciliary care.

5.3 The Chairman informed Board members that further to the retirement of the Chief Executive, he had invited expressions of interest from members of the Executive Team. Dr David Stewart has been appointed as RQIA's Acting Chief Executive until the appointment of the Interim Chief Executive. All Board members endorsed this decision.

5.4 Resolved Action (123)

The Chairman will inform Sponsor Branch, DoH, of the ratification of the appointment of the Acting Chief Executive.

5.5 The Board NOTED the Chairman's Report.

6.0 Agenda Item 6 – Evaluation of the Public Consultation on Inspection Methodology and Next Steps

6.1 The Director of Regulation and Nursing provided a presentation to Board members on the recent Public Consultation of the Inspection Methodology, which ended on 29 April 2016. RQIA received 305 responses to the Consultation.

- 6.2 RQIA are currently testing the inspection methodology, undertaking consistency workshops with inspectors. Confirmation was provided to Board members that the Executive Management Team will discuss the inspection methodology to consider a consistent organisational approach.
- 6.3 The Director of Regulation and Nursing outlined the indicators which have been developed for use within the inspection methodology. The Director of Regulation and Nursing also informed Board members that she is undertaking consistency checks on completed reports.
- 6.4 The Board **NOTED** the Evaluation of the Public Consultation on Inspection Methodology and Next Steps.
- 7.0 Inspection Methodology Phase 2 (C/04/16)**
- 7.1 The Director of Regulation and Nursing presented a proposal paper to the Board; increasing the number of care inspections in registered care homes and developing a composite approach to inspection.
- 7.2 The Director of Regulation and Nursing informed Board members that within the 2015/16 inspection year there was an increased number of care homes receiving two care inspections; the increased capacity for these inspections resulting from system improvements. Board members noted that a Business Case has been submitted to the DoH for funding for additional inspectors.
- 7.3 Board members noted the target of 20% increase in the number of homes receiving two care inspections above the number achieved in 2015/16.
- 7.4 Board members discussed a move to a composite inspection process, with a single report issued following inspection. The Director of Regulation and Nursing proposed a continuation of the risk based approach to specialist inspections in 2016/17. An economic analysis will be undertaken to look at composite inspections in the future. The Director of Regulation and Nursing noted that currently RQIA do not have the resources to undertake a composite inspection process.
- 7.5 Board members **NOTED** the Inspection Methodology Phase 2.
- 8.0 Agenda Item 8 – Savings Plan 2016-17 (D/04/16)**
- 8.1 The Director of Corporate Services presented the Savings Plan to Board members. This Savings Plan was considered at the April Audit Committee meeting and will be submitted to DoH following this Board meeting. The Director of Corporate Services noted the Business Cases as previously submitted, by RQIA, to DoH.
- 8.2 A gap analysis has been undertaken, which identified a recurring funding deficit of £402,000 in 2016/17. This deficit includes unfunded National Insurance contributions of £123,000 and a 3% reduction in recurring revenue funding.


If savings are not addressed within this financial year, RQIA will enter 2017-18 with an underlying recurring financial gap of £269,000.

- 8.3 The Director of Corporate Services noted the potential use of the Voluntary Exit Scheme (VES) within 2016/17 and 2017/18. The Executive Management Team will agree the basis on which VES may be offered to staff members.
- 8.4 Board members noted the additional work, as undertaken by RQIA, at the request of the DoH. A Board member suggested a review of RQIA's accommodation costs.
- 8.5 **Resolved Action (124)**
A paper detailing how RQIA will take forward the Savings Plan, to be presented at a future meeting of the Board.
- 9.0 **Agenda Item 9 – Q4 Corporate Performance Report 2015-16 (E/04/16)**
- 9.1 The Director of Corporate Services presented the Q4 Corporate Performance Report to Board members and noted that 84% of actions are now completed, with 16% of actions not completed. Actions not completed are detailed within the exception report.
- 9.2 The Director of Corporate Services noted that of the seven actions in exception, the majority of these actions should be completed within Quarter 1/2 of the 2016/17 year.
- 9.3 Board members **APPROVED** the Q4 Corporate Performance Report 2015-16.
- 10.0 **Agenda Item 10 – PPI End of Year Report 2015-16 & Way Forward (F/03/16)**
- 10.1 The Director of Corporate Services presented the PPI End of Year Report to the Board and outlined the way forward for PPI, as previously discussed by the Board. The Director of Corporate Services noted that the PPI Forum has now been stood down, with the PPI work programme mainstreamed into RQIA's Business Plan. PPI work undertaken by RQIA will continue to be reported to the Board through the quarterly Corporate Performance Report.
- 10.2 Board members **NOTED** the PPI End of Year Report 2015-16 & Way Forward.
- 11.0 **Agenda Item 11 – EFQM Assessment and ISO 9001:2015 – Next Steps (G/04/16)**
- 11.1 This item will be discussed at the June Board meeting.

- 12.0 Agenda Item 12 – Implementation Plan for Revised Inspection Methodology of Mental Health and Learning Disability Hospitals (H/04/16)**
- 12.1 The Director of Mental Health, Learning Disability and Social Work presented the Implementation Plan for the Revised Methodology to Board members.
- 12.2 All actions have been implemented, with the exception of the Escalation Policy, which will be revised following the revision of the Inspection Policy.
- 12.3 Board members **NOTED** the Implementation Plan for Revised Inspection Methodology of Mental Health and Learning Disability Hospitals.
- 13.0 Agenda Item 13 - Chief Executive's Performance Dashboard (I/04/16)**
- 13.1 Board members **NOTED** the Chief Executive's Performance Dashboard.
- 14.0 Agenda Item 14 - Director of Regulation's Report (J/04/16)**
- 14.1 The Director of Regulation and Nursing noted the end of year report presented to Board members. This report provides a high level overview of the functions of the Regulation Directorate.
- 14.2 Board members agreed that the monthly reports by the Director of Regulation can now be incorporated into the Chief Executive's Performance Dashboard. A yearly report should continue to be provided by the Director of Regulation and Nursing to the Board.
- 14.3 Board members **NOTED** the Director of Regulation's Report.
- 15.0 Agenda Item 15 - Finance Report (K/04/16)**
- 15.1 The Director of Corporate Services presented the Finance Report to Board members as at 31 March 2016. Board members noted the projection of break even for year end. The Director of Corporate Services noted that the provisional financial position may change with the completion of final accounts; however changes are not expected to be material.
- 15.2 Board members **NOTED** the Finance Report.
- 16.0 Agenda Item 16 - Audit Committee Business**
To include:
- **Approved minutes of meeting on 3 March 2016**
 - **Verbal update on meeting on 28 April 2016**
- 16.1 The Chair of the Audit Committee presented the minutes of the meeting, 3 March 2016, to Board members.
- 16.2 The Chair of Audit Committee informed Board members that the Head of Internal Audit has reported a satisfactory system of internal control, at the Audit Committee meeting on 28 April 2016.

- 16.3 The Audit Committee received the draft Governance Statement at the meeting of 28 April. The Committee also noted progress on the Landscape Review, with 93% of actions completed and two actions outstanding.
- 17.0 Agenda Item 17 – Any Other Business**
- 17.1 The Chairman noted the recent meeting of the Appointment and Remuneration Committee.
- 17.2 The Appointments and Remuneration Committee has **APPROVED** a fully acceptable pay award for three members of the Executive Management Team and the Chief Executive. This pay award is for the 2014/15 financial year.
- 17.3 The Board **APPROVED** the fully acceptable pay award.
- 17.4 As there was no other business, the Chairman brought the public session of the Board to a close at 5.10pm.

Date of next meeting:
Thursday 9 June 2016, RQIA Boardroom

Signed 

Dr Alan Lennon
Chairman

Date 9th June 2016

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion
101	9 July 2015	The Director of Regulation and Nursing will present the revised Enforcement procedures to the Board within Quarter 2.	Director of Regulation and Nursing	22 September 2016
115	18 February 2016	A management/ Board group will take forward the Specialist Inspection Policy Developments.	Chief Executive	Quarter 1 – Quarter 3
117	24 March 2016	Workforce Plan to be presented at a future meeting of the Board.	Director of Corporate Services	9 June 2016
121	24 March 2016	Chief Executive, Director of Corporate Services and Audit Committee Chair to review the strategic nature of corporate risks.	Chief Executive	9 June 2016
122	24 March 2016	Director of Regulation and Nursing will discuss the use of Class 2 lasers, by unregistered services, with the Public Health Agency.	Director of Regulation and Nursing	12 May 2016
123	12 May 2016	The Chairman will inform Sponsor Branch, DoH, of the ratification of the appointment of the Acting Chief Executive.	Chairman	9 June 2016
124	12 May 2016	A paper detailing how RQIA will take forward the Savings Plan, to be presented at a future meeting of the Board.	Director of Corporate Services	7 July 2016