

PUBLIC SESSION MINUTES

RQIA Board Meeting Boardroom, RQIA 17 September 2020; 12.00pm	
<p>Present Christine Collins MBE (Interim Chair) (CC) Chris Matthews (CM) Brigitte Worth (BW)</p> <p>Apologies: Dermot Parsons</p>	<p>Officers of RQIA in attendance Dr Tony Stevens (Interim Chief Executive) Emer Hopkins (Acting Director of Improvement) (EH) Julie-Ann Walkden (Deputy Director of Assurance) (JAW) Jacqui Murphy (Acting Head of Business Support Unit) (JM) Malachy Finnegan (Communications Manager) (MF) Hayley Barrett (Business Manager) (HB) Helen Hamilton (Project Manager) (HH)</p>

1.0 Agenda Item 1 - Welcome and Apologies

1.1 CC welcomed all members and Officers of the Board to this meeting. Apologies were noted from Dermot Parsons.

2.0 Agenda Item 2 – Minutes of the public meeting of the Board held on 26 August 2020 and matters arising

2.1 CC presented the minutes of the public meeting of the Board held on 26 August 2020 for approval.

2.2 BW noted that item 7.6 was noted, not approved and asked that the minutes are updated. JM advised that a review of risk management will be undertaken, an assurance framework developed and a principle risk document.

2.3 Board members **APPROVED** the public minutes of the Board held on 26 August 2020.

2.4 Board members noted that action 221 and 222 are now complete. Action 223 remains ongoing.

3.0 Agenda Item 3 –Declaration of Interests

- 3.1 CC asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders.
- 3.2 CC declared an interest due to her position of Chair of the Patient Client Council, however, DoH have confirmed that as the position is time bound and that they are actively seeking to recruit a Chair therefore CC should recuse herself from dealing with any matters which she considers would constitute a conflict of interest in relation to her respective role as Non-Executive Chair of the PCC.
- 3.3 BW declared that as Director of Finance DoH, any decision regarding RQIA finances would not be made by her whilst in the interim position of RQIA Non-Executive Member. BW will recuse herself from any matters considered a conflict of interest.
- 3.4 CM declared that as Director of Primary Care, DoH, if any matters arise for discussion that may be considered a conflict of interest he will withdraw from the discussion.
- 3.5 TS declared that declared that he would excuse himself from any historic matters relevant to his previous post, as former Medical Director of Belfast Health and Social Care Trust, that arise for discussion relating to Muckamore Abbey Hospital. In respect of the Deceased Patients of Dr Watt, TS indicated that he will excuse himself from any involvement in the Review. The DoH has provided advice that a conflict, relating to Muckamore Abbey Hospital, may occur if any matters or issues relate to TS previous role of Medical Director of the Belfast Health and Social Care Trust.

4.0 Agenda Item 4 - Chair's and Members Report

- 4.1 CC advised that progress is being made to appoint RQIA Board members. It is anticipated that this will be in place by the end of September.
- 4.2 BW noted that if her, and CM's, appointment go beyond the 30 September another letter from the Public Appointments Unit will be required.
- 4.3 CC noted that the CPEA Report on Safeguarding has been published.
- 4.4 Board members **NOTED** the Chair's and Members Report.

5.0 Agenda Item 5 – RQIA COVID-19: Lessons Learned

- 5.1 At this point, Helen Hamilton, Project Manager joined the meeting.



- 5.2 HH provided an overview of the RQIA COVID-19: Lessons Learned presentation advising that the purpose of the lessons learned was to understand what we did well, what could be improved and RQIA's preparedness for a second wave.
- 5.3 HH advised of the methodology used to engage providers, other stakeholders and RQIA staff using online survey, telephone questionnaires, emails, team discussions and a staff meeting.
- 5.4 HH provided an overview of what worked well for providers and staff and suggested improvements. HH advised of RQIA's preparedness for a second wave of COVID-19 if required.
- 5.5 EH advised that a report on RQIA's learning and approach would be shared to support the regional planning within the sector.
- 5.6 **Resolved Action (224)**
RQIA COVID-19 Lessons Learned report on learning and approach to be shared to support the regional planning within the sector.
- 5.7 Board members **NOTED** the RQIA COVID-19: Lessons Learned.
- 5.8 HH left the meeting at this point.
- 6.0 Agenda Item 5 – Chief Executive's Report**
- 6.1 Board members **NOTED** the Chief Executive's Report.
- 7.0 Agenda Item 6 - Any Other Business**
- 7.1 As there was no other business, the Chair thanked Board Members and Officers for their attendance and contribution and brought the meeting to a close.

**Date of next meeting:
29 October 2020**



Signed 
**Christine Collins MBE
Interim Chair**

Date 29 October 2020

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status
223	26 August 2020	HB to confirm dates with Board members and Officers of the Board for a Risk Workshop	Business Manager	29 October 2020	
224	17 September 2020	RQIA COVID-19 Lessons Learned report on learning and approach to be shared to support the regional planning within the sector.	Head of Business Support	29 October 2020	

Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	