



RQIA Board Meeting

Date of Meeting	17 January 2019
Title of Paper	Public Session Minutes
Agenda Item	1
Reference	Min/Nov18/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 29 November 2018.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/Resolution	The Board is asked to APPROVE the minutes of the Board meeting on 29 November 2018.
Next steps	The minutes will be formally signed off by the Chair.

PUBLIC SESSION MINUTES

<p>RQIA Board Meeting Ben Madigan Room, Belfast Castle 29 November 2018, 11.45am</p>	
<p>Present Prof Mary McColgan OBE (Acting Chair) (MMcC) Lindsey Smith (LS) Gerry McCurdy (GMcC) Denis Power (DP) Robin Mullan (RM) Seamus Magee OBE (SM) Dr Norman Morrow OBE (NM) Patricia O'Callaghan (POC)</p>	<p>Officers of RQIA in attendance Olive Macleod OBE (Chief Executive) (OM) Theresa Nixon (Director of Assurance) (TN) Jennifer Lamont (Head of Business Support) (JL) Malachy Finnegan (Communications Manager) (MF) Hayley Barrett (Board and Executive Support Manager) (HB)</p>

1.0 **Agenda Item 1 - Minutes of the public meeting of the Board held on Thursday 20 September 2018 and matters arising**

- 1.1 The Board **APPROVED** the public minutes of the meeting of the Board held on Thursday 20 September 2018, subject to minor amendments.
- 1.2 SM queried what happens to the audio recordings from enforcement meetings when the minutes are approved. OM advised that all audio recordings are deleted when the provider has advised they are satisfied with the minutes.
- 1.3 POC advised that in relation to action 186, the review protocol and procedure relating to Part II appointments is currently with LG for approval.
- OM asked Board members, in relation to action 187, that all requests to attend hospital and care inspections are sent to her.
- 1.4 Actions 188, 189 and 190 are all complete. MF advised Board members in relation to action 188 that the RQIA membership scheme will be re-advertised in January 2019.

2.0 **Agenda Item 2 - Declaration of Interests**

- 2.1 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.

3.0 **Agenda Item 3 – Acting Chair's Report**

- 3.1 MMcC informed Board members that the Human Rights Training session was well presented and received by all Board members.

3.2 MMcC thanked TN for the work effort put into arranging the RQIA Training Week in November. MMcC advised that the training session provided by JL on learning from difficult situations was well delivered.

3.3 Resolved Action (191)

JL to provide the training session on learning from difficult situations to all Board members at the Board Workshop in February.

3.4 DP suggested that RQIA consider sharing some of the training sessions from the learning week with other parties.

3.5 MMcC advised Board members that she, along with PC, DP, GMcC and OM, attended the Public Sector Chairs Forum. MMcC advised that the speech from Sue Gray was well received and helpful.

3.6 MMcC informed Board members that the Regional Board Effectiveness Sub Group is due to meet in February 2019.

4.0 Agenda Item 4 – Meetings attended by RQIA Non-Executives

4.1 Meetings attended by RQIA Non-Executives were captured within the Acting Chairs Report.

4.2 MMcC asked Board members to forward any dates of external meetings attended representing RQIA to the Executive Support Manager.

4.3 Board members requested clarification is sought from the DoH in relation to the completion of reports for Board member attendance at meetings.

4.4 Resolved Action (192)

Clarification in relation to the completion of the meetings attended by RQIA Non-Executives report to be sought from the DoH

4.5 DP informed Board members that he attended a training session at RQIA Learning week on the key emerging issues from inquiries and reviews. DP advised that it would be helpful if this session was provided to all Board members.

4.6 Resolved Action (193)

LG to provide a training session on the key emerging issues from inquiries and reviews to all Board members at the Board Workshop in February 2019.

4.7 Board members **NOTED** the Meetings attended by RQIA Non-Executives.

5.0 Agenda Item 5 – Corporate Performance Report (Quarter 2)

5.1 JL presented the Corporate Performance Report (Quarter 2) to the Board. JL advised that all actions are on target for completion. JL informed Board members that the Corporate Performance Report will report by exception only.

5.2 DP queried if the summary of achievements section should include the Hospital Inspection Programme.

5.3 Board members **APPROVED** the Corporate Performance Report (Quarter 2).

6.0 Agenda Item 6 – Corporate Risk Assurance Framework Report

6.1 OM informed Board members that there have been no changes to the Corporate Risk Assurance Framework Report since it was last approved at Audit Committee on 18 October 2018.

6.2 Board members **APPROVED** the Corporate Risk Assurance Framework Report.

7.0 Agenda Item 7 – Audit Committee Business

7.1 DP, Audit Committee Chair, informed Board members of the approved minutes of the Audit Committee meeting on 21 June 2018.

7.2 Board members **NOTED** the approved minutes of the Audit Committee meeting on 21 June 2018.

7.3 DP provided a verbal update of the meeting on 18 October 2018. DP informed Board members that the final Report to those Charged with Governance was presented from NIAO.

7.4 Board members **NOTED** RQIA Mid-Year Assurance Statement.

7.5 Board members **NOTED** the Audit Committee Business update.

8.0 Agenda Item 8 – Chief Executive's Report

8.1 OM presented the Chief Executive's Report and asked if any Board members required any clarification.

8.2 TN provided an update relating to residential beds in nursing homes advising that independent legal advice has been sought and RQIA await the response. OM highlighted the potential risk and reputational issues in relation to residential beds in nursing homes.

8.3 SM asked for further information relating to the case notes of deceased patients of Dr Watts. OM advised that the first draft of the report will be with the DoH by Christmas. A second piece of work relating to the deceased patient case notes will commence in the New Year. A full time solicitor is required for this piece of work. OM informed Board members that a solicitor will commence work in RQIA on Monday 3 December 2018 in order to assist RQIA in the review.

8.4 Board members **NOTED** the Chief Executive's Report.

9.0 Agenda Item 9 – Number of unregulated placements made by trusts of 16 / 17 year old young people in Northern Ireland

14.1 The Chair welcomed Fiona Goodman (FG), Assistant Director to the meeting to present the Accommodation of Young People Aged 16/17 years in Unregulated Placements in Northern Ireland to Board members.

- 14.2 TN advised that the paper outlines the legal requirements relevant to the placement of looked after children in Northern Ireland and outlines the work undertaken by RQIA with the HSC Board and trusts to scope the extent and reasons for these placements.
- 14.3 TN informed members that this issue is ongoing and is a concern to the trusts and HSCB. TN advised that HSCB have to manage this issue, as RQIA do not have regulations to support the Children's Standards.
- 14.4 TN advised that Audit Committee members support the paper and the options outlined within it and asked for Board approval.
- 14.5 MMcC commented that this is a problematic situation verging on crisis. TN agreed and advised that RQIA need to support services available for all staff.
- 14.6 DP stated that the risks of this activity are evident and the options are real. DP asked that this is considered to be added to the Assurance Directorate Risk Register.

14.7 **Resolved Action (194)**
Unregulated placements made by trusts to be considered and added to the Assurance Directorate Risk Register.

- 14.8 MMcC thanks TN and FG for their input in relation to the number of unregulated placements made by trusts of 16 / 17 year old young people in Northern Ireland. MMcC stated that TN is trying to bring people together in order to stop these placements, and noted however the overall responsibility lies with the trusts.

10.0 Agenda Item 10 – Board Self-Assessment

- 10.1 MMcC thanked DP and HB for their assistance in completing the Board Self-Assessment.
- 10.2 Board members **APPROVED** the Board Self-Assessment.

11.0 Agenda Item 11 – Any Other Business

- 11.1 OM advised that the Management Statement of Financial Memorandum has been returned from the DoH for signature. OM advised Board members that JL has been liaising with the DoH in order to finalise the documents. OM asked that Board members approve the Management Statement of Financial Memorandum in order for a full review of RQIA Standing Orders to be completed.
- 11.2 Board members **APPROVED** the Management Statement of Financial Memorandum.
- 11.3 **Resolved Action (195)**
A copy of the Management Statement of Financial Memorandum to be forwarded to Board members.

11.4 MMcC advised Board members that a complaint has been received relating to a stage 2 complaint panel that has just been completed. A copy of the complaint will be shared with panel members.

11.5 **Resolved Action (196)**

A copy of the complaint received relating to a completed stage 2 panel to be shared with panel members.

Date of next meeting:

17 January 2019



Signed:

**Professor Mary McColgan
Acting Chair**

Date: 17 January 2019

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status
186	30 April 2018	The protocol and procedure relating to Part II appointments will be reviewed.	Director of Improvement and Medical Director (LG)	29 November 2018	
191	29 November 2018	JL to provide the training session on learning from difficult situations to all Board members at the Board Workshop in February.	Head of Business Support (JL)	21 February 2019	
192	29 November 2018	Clarification in relation to the completion of the meetings attended by RQIA Non-Executives report to be sought from the DoH	Chief Executive	17 January 2019	
193	29 November 2018	LG to provide a training session on the key emerging issues from inquiries and reviews to all Board members at the Board Workshop in February 2019.	Director of Improvement and Medical Director (LG)	21 February 2019	
194	29 November 2018	Unregulated placements made by trusts to be considered and added to the Assurance Directorate Risk Register.	Director of Assurance (TN)	17 January 2019	
195	29 November 2018	A copy of the Management Statement of Financial Memorandum to be forwarded to Board members.	Board and Executive Support Manager	17 January 2019	

196	29 November 2018	A copy of the complaint received relating to a completed stage 2 panel to be shared with panel members.	Acting Chair (MMcC)	17 January 2019	
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Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	