



The Regulation and  
Quality Improvement  
Authority

## RQIA Board Meeting

Date of Meeting	8 July 2021
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Mar21 / public
Author	Hayley Barrett
Presented by	Christine Collins MBE
Purpose	To provide Board members with a record of the meeting of the RQIA Board held on 6 May 2021.
Executive Summary	The minutes contain an overview of the key discussion points and decisions from the Board meeting on 6 May 2021.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to <b>APPROVE</b> the minutes of the Board meeting on 6 May 2021.
Next steps	The minutes will be formally signed off by the Chair.

## PUBLIC SESSION MINUTES

<p><b>RQIA Board Meeting</b>  <b>Via Zoom</b>  <b>Thursday 6 May 2021, 11.55am</b></p>	
<p><b>Present</b>  Christine Collins MBE (Interim Chair) <b>(CC)</b>  Neil Bodger <b>(NB)</b>  Alan Hunter <b>(AH)</b>  Prof. Stuart Elborn <b>(SE)</b>  Bronagh Scott <b>(BS)</b>  Jacqui McGarvey <b>(JMcG)</b>  Suzanne Rice <b>(SR)</b></p> <p><b>Apologies:</b>  None</p>	<p><b>Officers of RQIA in attendance</b>  Dr Tony Stevens (Interim Chief Executive) <b>(TS)</b>  Emer Hopkins (Acting Director of Improvement) <b>(EH)</b>  Karen Harvey (Professional Advisor, Social Work)<b>(KH)</b>  Jacqui Murphy (Acting Head of Business Support Unit) <b>(JM)</b>  Julie-Ann Walkden (Deputy Director of Assurance) <b>(JAW)</b>  Lynn Long (Acting Deputy Director of Improvement) <b>(LL)</b>  Malachy Finnegan (Communications Manager) <b>(MF)</b>  Hayley Barrett (Business Manager) <b>(HB)</b>  Lesley Mitchell, HSC LC Associate <b>(LM)</b>  David Silcock (Complaints and Representations Manager) <b>(DS)</b></p>

### 1.0 Agenda Item 1 - Welcome and Apologies

- 1.1 The meeting commenced at 11.55am.
- 1.2 CC welcomed all Members and Officers of the Board to this meeting. There were no apologies.

### 2.0 Agenda Item 2 – Minutes of the public meeting of the Board held 25 March and matters arising

- 2.1 Board members **APPROVED** the public minutes of the Board held on 25 March 2021.
- 2.2 Board members noted that all actions are now complete.

### **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 as Chair of the Patient Client Council (PCC), however, DoH has confirmed that the position is time bound and that it is actively seeking to recruit a Chair. CC would recuse herself from dealing with any matters which she considers would constitute a conflict of interest in relation to her respective role as Chair of the PCC.
- 3.3 TS declared that, as former Medical Director of Belfast Health and Social Care Trust and former Chief Executive of Northern Health and Social Care Trust, that he would excuse himself from any historic matters that arise for discussion regarding Muckamore Abbey Hospital that relate to his previous roles. The DoH has provided advice that a conflict would occur if any matters or issues relate to TS' previous role of Medical Director of the Belfast Health and Social Care Trust. Based on this advice, TS will consider the potential for any conflict of interest in respect of Muckamore Abbey Hospital as and when a related matter arises. In respect of the Deceased Patient Review, or any other matter relating to Dr Watt, TS has effectively recused himself from RQIA's undertakings, referring these matters to the Chair of the Board and the Acting Director of Improvement.
- 3.4 BS advised that she is an Associate with the HSC Leadership Centre and is currently seconded to DoH, via HSC Leadership Centre, to advise on COVID surge planning. If any areas arise that cause a conflict she will excuse herself.

### **4.0 Agenda Item 4 – Draft Statement of Strategic Intent**

- 4.1 CC advised that the draft statement of strategic intent has been included within the papers. CC noted that, when finalised, it will be available on RQIA website.
- 4.2 Board members **NOTED** the Draft Statement of Strategic Intent.

### **5.0 Agenda Item 5 – Draft Memoranda of Understanding: GMC and NMC**

- 5.1 EH advised Board members that RQIA is making good progress to streamline and shorten MOU's and Data Access Agreements (DAAs) with other regulators. EH advised that the MOU's with General Medical Council (GMC) and Nursing and Midwifery Council (NMC) were approved by EMT.
- 5.2 BS advised that she would review and provide some comments by email.
- 5.3 TS advised that a number of MOUs had lapsed, however there was limited information sharing previously. TS noted that, with the closure of the Health and Social Care Board, all regulators need to be aligned.
- 5.4 NB queried if RQIA had an MOU with HQIA (South of Ireland). JAW advised that RQIA was proactively engaging with all regulators and would put in place any MOUs/DAAs, where appropriate.

5.5 CC asked that MOU's becomes a standing item on the agenda on a quarterly or six monthly basis.

5.6 Board members **NOTED** the MOUs for GMC and NMC.

## **6.0 Agenda Item 6 – Finance Performance Report (Month 12)**

6.1 Lesley Mitchell (LM), Associate from the HSC Leadership Centre, joined the meeting (12.24pm).

6.2 LM advised that the Finance Performance Report outlines RQIA's position at month 12. LM advised that RQIA is reporting breakeven as at 31 March 2021, with a £10K surplus.

6.3 LM advised that RQIA received a £208K allocation relating to COVID expenditure and other areas outside of RQIA's control including, Senior Executive Pay Liability and legal costs.

6.4 LM explained that work has commenced with Finance at BSO to review and finalise the budgets for 2021/22. An overview will be presented to the Board Workshop on 3 June 2021.

6.5 LM advised that in relation to her Review of Financial Governance, all recommendations have been implemented. A revised Finance Performance Report will be presented to the next meeting of the Board.

6.6 CC thanked LM for the Finance Performance Report. NB queried why there was a significant underspend of legal costs. LM advised that it was late in the year when RQIA was made aware of the financial pressure relating to legal costs.

6.7 TS thanked LM for continuing to work with RQIA throughout the year and providing support to HB and JM, in developing financial skills. CC noted the requirement that RQIA must become an expert in its customer role and that RQIA cannot rely on advice solely from BSO.

6.8 Board members **NOTED** the Finance Performance Report.

6.9 At this point, LM left the meeting (12.45pm).

## **7.0 Agenda Item 7 – Performance Activity Report (PAR): Quarters 1-4:2020/2021**

7.1 JM informed Board members that the Performance Activity Report (PAR) presented relates to the full year of 2020/21. JM noted that the PAR is a key component of the performance framework.

7.2 JM advised Board members that an additional page has been included, outlining a high level summary of achievement against KPI's, whether met, not

met or ongoing. CC commented that this page is very useful. BS added that work to increase mandatory training figures needs completed and understood that this would take time, as the eLearning courses were re-built on the online platform following the technical issues and fire.

- 7.3 JMcG queried if it was possible for more analysis to be included in the report relating to enforcement and inspection activity. BS added that a comparison of deaths / suicides would also be useful in relation to the Mental Health Serious Adverse Incidents.
- 7.4 TS advised that trajectories were produced in an attempt to stop counting numbers of inspections. TS advised that the PAR forms part of the robust performance framework.
- 7.5 CC thanked all for their input advising that this provides a helicopter view of the work of RQIA.
- 7.6 At this point, SE left the meeting (12.56pm).
- 7.7 JMcG asked to understand the trends within children's homes. KH advised that Suzanne Cunningham, Assistant Director, would be attending a future Board Workshop to present RQIA's work across children's services and this would provide more detailed information for members.
- 7.8 At this point, LL left the meeting (1.00pm).
- 7.9 Board members **NOTED** the Performance Activity Report (PAR): Quarters 1-4: 2020/2021.
- 8.0 Agenda Item 8 – RQIA Complaints Annual Report 2020-21**
- 8.1 David Silcock (DS) (Complaints and Representations Manager) joined the meeting (1.02pm).
- 8.2 DS presented the Complaints Annual Report for 2020-21 advising that there was a small number of complaints received by RQIA, 10 in total. DS informed members that the complaints were resolved as quickly as possible. DS noted that six complaints were resolved through early resolution, one through formal resolution, one was anonymous and two did not fit within the policy.
- 8.3 DS informed members that the themes arising from the complaints during 2020/21 include staff attitude and concerns regarding regulatory actions taken. DS noted that training has been arranged for quarter two, 2021-22.
- 8.4 CC thanked DS for providing this overview of complaints to the Board.
- 8.5 Board members **APPROVED** the RQIA Complaints Annual Report 2020-21.
- 8.6 At this point, DS left the meeting, 1.12pm.

## **9.0 Agenda Item 9 – Annual Quality Report 2019/2020.**

- 9.1 MF presented the Annual Quality Report 2019/20 advising that RQIA is required to submit this on an annual basis, however it has been delayed due to COVID and reporting arrangements. MF outlined that the report focuses on how we ensure quality and quality improvement within the sector. MF advised that the report will be published on RQIA's website.
- 9.2 MF informed Board members that the themes included within the report are governance, assurance and policy developments. The report includes RQIA's duty desk, value of complaints and whistleblowing, commitment to people and Investors in People.
- 9.3 MF explained that the report provides an overview of RQIA's regulatory activity, registration, reviews and audit work. MF advised that, in addition to previous years, the report includes RQIA's response to COVID.
- 9.4 CC thanked MF for the presentation and queried if feedback was provided from DoH. MF advised that to date no feedback has been received.
- 9.5 Board members **NOTED** the Annual Quality Report 2019/2020.
- 9.6 At this point, KH left the meeting (1.20pm).

## **10.0 Agenda Item 10 – Chief Executive's Update**

- 10.1 TS advised Board members that RQIA has agreed a temporary sub-lease with Victoria House; however agreement is awaited from the Head Landlord. TS advised that dilapidations for Riverside Tower have not yet been agreed. TS noted that the accommodation remains on the Principal Risk Document and that EMT is kept updated on progress.
- 10.2 Board members **NOTED** the Chief Executive's Report.

## **11.0 Agenda Item 11 - Any Other Business**

- 11.1 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 (1.30pm).

**Date of next meeting:**  
**Thursday 3 June 2021 (Board Workshop)**

Signed 

**Christine Collins MBE**  
**Interim Chair**

Date 8 July 2021

### Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status

### Key

Behind Schedule	Red
In Progress	Orange
Completed or ahead of Schedule	Green