



**Minutes of the Board meeting 11 December 2007  
Brookfield Suite, Hilton Hotel, Belfast**

**Present**

Ian Carson (Chairman)  
Richard Adams  
Geraldine Donaghy  
Joan Harbison  
Lilian Jennett  
Ruth Laird (*Public Session only*)  
Allen McCartney  
Patricia McCoy  
Connor Mulholland  
Una O'Kane  
Colin Reid  
Austin Smith

**Officers of the Board present**

Alice Casey (Interim Chief Executive)  
Robert Graham (Committee Administrator)  
Phelim Quinn (Director of Operations and Chief Nurse Advisor)  
Theresa Nixon (Director of Operations and Chief Social Work Advisor)  
David Stewart (Medical Director)  
John Stewart (Director of Corporate Services)

**Apologies**

Jim Jamison

**Apologies**

None

**PUBLIC SESSION**

**07.151 Welcome and Chairman's remarks**

07.151.1 The Chairman welcomed Board members and Officers of the Board to the meeting.

07.151.2 The Chairman expressed his thanks to all Board members and Officers of the Board for their positive contributions to the workshop held at the Hilton Templepatrick on 29 and 30 November 2007.

**07.152 Minutes of the meeting of the Board held on Tuesday 13 November 2007, Manor House Hotel, Killadeas, Co Fermanagh [Paper min/Nov/07]**

07.152.1 The Board **APPROVED** the minutes of the meeting of the Board meeting held on 13 November 2007.

**07.153 Matters arising from minutes**

**07.138.2 Delay in publication of Care Standards**

07.153.1 A Board member queried if correspondence had been sent to the Minister concerning this matter. The Chairman advised that no correspondence had been sent but that the Interim Chief Executive and himself would be meeting the Minister's advisor before Christmas and would be highlighting this issue at that meeting.

**07.136.4 Riverside Tower Service Charge**

07.153.2 The Director of Corporate Services advised the Board that the Authority was liable for the additional service charge levied but had asked that water and electricity meters be used to calculate future costs.

**Protection of Children and Vulnerable Adults**

07.153.3 Board member Una O'Kane updated the Board on the work of the steering group which had been established by the Authority with representatives from DHSSPS and which was now disbanding as its work was complete. She highlighted the main work of the group which included the organisation of a workshop for Authority and DHSSPS staff and the development of in-house information systems for tracking POCVA referrals.

07.153.4 A Board member alerted the Board to the Safeguarding Vulnerable Adults legislation being implemented in 2008 and suggested the Authority monitor this situation closely.

07.153.5 The Chairman thanked the Board member for this update and **AGREED** to distribute a briefing note on this matter to Board members.

**Resolved Action**

- **Committee Administrator to distribute POCVA briefing note to Board members.**

**07.154 Chairman's report [Paper C/09/07]**

07.154.1 The Chairman presented his report to the Board and added that he also met with Dr. Noeleen Devaney, Director of the Clinical and Social Care Governance Support Team. He suggested that it would be useful for the Board to meet with both Noeleen Devaney and

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Carolyn Harper, the newly appointed Deputy Chief Medical Officer.

The Board **NOTED** the Chairman's report.

**07.155 Chief Executive's Report [Paper D/09/07]**

07.155.1 The Interim Chief Executive presented her report to the Board and noted that the Authority was progressing well now that there was a full strength Executive Team.

07.155.2 It was noted that the composite Clinical and Social Care Governance Report was being presented to the DHSSPS Board today,

07.155.3 The Director of Corporate Services gave an overview of the financial position and noted that although there was a surplus this month, the projection to the end of March 2008 showed that no funds would be surrendered. He also advised the Board that recruitment for a second finance officer would be commenced to enable the Authority to be more self-sufficient in this regard.

The Board **NOTED** the Chief Executive's Report.

**07.156 RQIA Response to Shared Services Consultation Document - Director of Corporate Services [Paper E/09/07]**

07.156.1 The Director of Corporate Services presented the Authority's response to the recent Shared Services consultation document issued by the DHSSPS. He advised that he would be meeting with members of other small agencies on 12 December to discuss their responses and the Comprehensive Spending Review.

07.156.2 The Director of Corporate Services expressed his concern to the Board that the consultation document did not cover equality and legal services. Furthermore, he added that the Authority's independence could be compromised if it had to monitor the quality of service provided by the new shared services provider whilst availing of the same services.

07.156.3 A Board member asked if the Authority was seeking to secure in-house Human Resources expertise. The Director of Corporate Services advised that this was the case.

07.156.4 A Board member suggested the Authority discuss this matter with representatives from the Department of Finance and Personnel, where recent changes to shared services provision had been made.

The Board **APPROVED** the shared services consultation response.

**Resolved Action**

- **Director of Corporate Services to forward response to DHSSPS**

**07.157 Review of Authority Standing Orders - Director of Corporate Services [Paper F/09/07]**

07.157.1 The Director of Corporate Services presented a review of Standing Orders to the Board and advised that this paper had been approved by the Audit Committee at a meeting on 1 November 2007.

07.157.2 It was noted that an amendment be made to SO6.11 concerning the use of the word "spouse". This amendment was **AGREED**.

07.157.3 A Board member queried the process for the appointment of sub-committee members and sought clarity on the selection criteria used for committees and sub-committees. It was **AGREED** that this should be added to standing orders.

07.157.4 A Board member queried the relationship between the Audit Committee and the Governance and Risk Management sub-committee. The Audit Committee Chairman agreed that the set up was unwieldy but noted that the Authority was seen as an exemplar of best practice in this area by the Northern Ireland Audit Office.

07.157.5 Subject to the amendments outlined above the Board **APPROVED** the amendments to Standing Orders.

**Resolved Actions**

- **Standing Orders to be amended as per comments from Board members**

**07.158 Fraud Policy - Director of Corporate Services [Paper G/09/07]**

07.158.1 The Director of Corporate Services presented the RQIA Fraud Policy to the Board and advised that this paper had been approved by the Audit Committee at a meeting on 1 November 2007. He added that the paper had been split into a policy and a separate business process which outlined the Fraud Response Plan.

The Board **APPROVED** the Fraud Policy.

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**07.159 User Involvement in Health and Social Care in Northern Ireland - Director of Operations and Chief Social Work Advisor [Paper H/09/07]**

- 07.159.1 The Director of Operations and Chief Social Work Advisor updated the Board on a piece of work the Authority, in conjunction with NISCC and SCIE, had commissioned from Queen's University. She advised that the document, which is being launched in February 2008, had only been received on 10 December 2007.
- 07.159.2 The Director of Operations and Chief Social Work Advisor **AGREED** to prepare a resume of the document and share this with Board members.
- 07.159.3 The Board **NOTED** the update provided by the Director of Operations and Chief Social Work Advisor

**Resolved Action**

- **Director of Operations and Chief Social Work Advisor to prepare a resume of User Involvement document and share with Board members.**

**07.160 Optional Protocol to the Convention against Torture (OPCAT) - Director of Operations and Chief Social Work Advisor [Paper I/09/07]**

- 07.160.1 The Director of Operations and Chief Social Work Advisor advised the Board that she had attended a meeting in Bristol concerning OPCAT. She advised that John Kissane, Deputy Head of the Human Rights Division of the Ministry of Justice wished the Authority to become a signatory to the National Preventive Mechanism.
- 07.160.2 The Director of Operations and Chief Social Work Advisor explained that the Authority satisfied the OPCAT criteria of being a fully independent organisation.
- 07.160.3 A Board member noted that the "Working Out Unit" at Crumlin Road should be added to the list on page 6. The Board member also queried how the Authority and the Criminal Justice Inspectorate would undertake joint working. The Director of Operations and Chief Social Work Advisor stated that the two organisations would agree terms of reference for joint inspections and a memorandum of understanding.
- 07.160.4 The Board **APPROVED** that the Authority become a signatory to the

National Preventive Mechanism and **APPROVED** the correspondence to be sent to John Kissane.

**Resolved Actions**

- **Correspondence to be sent to John Kissane**

**07.161 Presentation on "Progress on Registration of Services New to Regulation" - Director of Operations and Chief Nurse Advisor**

07.161.1 The Director of Operations and Chief Nurse Advisor introduced Dermot Parsons, Acting Assistant Director and Seamus McErlean, Senior Inspector to the Board. He outlined the work they had been involved in concerning the registration of services new to regulation and asked them to deliver a short presentation to the Board.

07.161.2 Seamus McErlean began by giving an overview of the services new to regulation and the work that the Authority had to complete to facilitate their registration before the deadline of 1 April 2008. He highlighted the difficulties in obtaining accurate information about the numbers of services which had to be registered but expressed confidence that all services would be registered on time.

07.161.3 Dermot Parsons advised the Board that a series of roadshows had been organised to allow providers to raise any concerns they had. He advised the Board that once the process of registration was complete it was necessary to conduct interviews with the new registered managers and that the Authority had to consider what resources it would require in order to complete the legislative requirement of conducting one inspection of each new facility by 31 March 2009. Furthermore he noted that the methodology of inspection for these new services was not yet fully developed.

07.161.4 A Board member sought clarification on whether the DHSSPS would fund the additional resources required to undertake these inspections. The Director of Operations and Chief Nurse Advisor said that the DHSSPS had agreed funding for four additional inspectors.

07.161.5 A Board member queried if the continued absence of the Care Standards would make the inspection process more difficult. Seamus McErlean agreed that it would be difficult but explained that the Authority could still issue Failure to Comply notices where facilities were in breach of regulations.

The Board **NOTED** the update.

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**07.162 Any other business**

07.162.1 A Board member queried if the Public Participation steering group had been established. The Chairman advised that the group had held its first meeting just before the Board meeting and that three members of the Board were involved in the group.

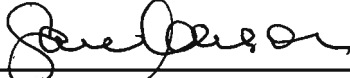
07.162.2 The Chairman advised that schedules of inspections and Clinical and Social Care Governance reviews would be circulated to Board members to allow them to participate in these as part of their continuing professional development.

07.162.3 There being no other business the Chairman drew the meeting to a close at 4:00pm.

**Resolved Action**

- **Committee Administrator to circulate dates of inspections and Clinical and Social Care Governance reviews to Board members**

**Date of next meeting:  
12 February 2008 at 12pm  
Northern Board Area**

Signed   
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Dr Ian Carson  
Chairman

Date 12<sup>th</sup> Feb 2008

