

# **HPSS Regulation and Improvement Authority**

**Minutes of the third Board meeting held Everglades Hotel, Londonderry on 8 September 2005.**

**Start:** 7.00pm

## **Board members present**

Richard Adams (Acting Chairman)  
Geraldine Donaghy  
Joan Harbison  
James Jameson  
Lilian Jennett  
Ruth Laird  
Patricia McCoy  
Connor Mulholland  
Una O’Kane  
Colin Reid  
Austin Smith

## **In attendance**

Sandra Bell (Committee Administrator)  
Stella Burnside (Chief Executive)  
Theresa Nixon (Director of Social Work designate)  
John Stewart (Director of Corporate Services)  
2 members of the public

## **PUBLIC SESSION**

The Chief Executive informed the Board that Brian Coulter was unable to attend the meeting due to a health issue. The Board conveyed their best wishes. Richard Adams was proposed and seconded as acting Chairman.

### **05.20 Welcome**

The acting Chairman welcomed members of the Board and the public to the meeting.

### **05.21 Apologies**

The acting Chairman communicated the apologies of Brian Coulter, Chairman, and Allen McCartney, board member.

05.22 **Minutes of the Board meeting, 9 June 2005**

The minutes of the Board, 9 June 2005, were approved subject to the following amendment:

Deletion of the name of a private company from minute 05.12(1).

**ACTION:** Committee Administrator to make necessary amendment

05.23 **Matters arising from minutes**

The Director of Corporate Services explained that the Standing Orders and Standing Financial Instructions would now not be made available till the Board workshop, 13/14 October 2005, as they required further amendments following the issue of new standards by the Department of Health, Social Services and Public Safety (DHSSPS).

**ACTION:** Director of Corporate Services to make appropriate amendments to Standing Orders and Standing Financial Instructions for review at the Board workshop, 13/14 October 2005.

05.24 **Presentation by the Chief Executive and Director of Corporate Services on the progress in relation to establishing the new Authority**

A copy of the Director of Corporate Services' presentation giving background information about the role of the Authority, progress made and future workstreams was made available to Board members.

In response to a question from a member of the public the Chief Executive state that the DHSSPS had published a study in June 2005 on the cost of residential/nursing care in Northern Ireland. She stated that she was not aware, however, of any agreement which may have been made with Independent Healthcare providers with regard to funding.

She also explained the difficulties posed by the application of regulations in the absence of the relevant care standards.

**Clinical and Social Care Governance**

The Chief Executive presented to the Board a paper on "Clinical and Social Care Governance: a review of progress".

The Chief Executive explained that this first step would take the form of self-assessment, followed by inspection in certain aspects of the DHSSPS clinical and social care standards.

The proposal has been forwarded to the DHSSPS.

In response to a question from Geraldine Donaghy the Chief Executive explained that the self-assessment methodology would be based on model validated by NHS Quality Scotland and that training would be necessary. The Director of Corporate Services stated that training would be provided by Authority staff, advised by colleagues from NHS Quality Scotland.

The methodology of assessment includes lay assessors who would be recruited and trained. Discussion on the merits of a training officer concluded that a dedicated officer was not necessary at this stage.

The Chief Executive stated that eventually lay inspectors would be recruited, and that the Authority had not considered appointing a dedicated training officer at this stage.

The Chief Executive stated that self-assessment was only one of the tools which the Authority would utilise and independent review would also be important. She also stated that she was working with the Authority's counterparts in England, Wales, Scotland and the Republic of Ireland to develop a coherent approach for the accreditation of inspectors.

In response to a question from Jim Jamison the Chief Executive stated that quality was difficult to scientifically define for health and social care outcome measures. The Authority would be monitoring are the processes to ensure the minimum standards are met, and a commitment to drive improvement. She also stated that the timeliness of provision of services would also be looked at, and whilst agreeing with Dr Jamison that good management does not necessarily transfer into good results, the Authority would report on both.

The Board was in agreement that nurturing a culture of self-assessment would be very important.

The Board was concerned that the Authority would not be able to meet the timetable as laid out in the paper presented. The Chief Executive reassured the Board that the Authority would not commit to a timetable that it could not meet and that delay in commencement would shift the completion date.

Following a question from Ruth Laird the Chief Executive stated that

colleagues from the Authority's counterparts in England and Scotland would be asked to undertake the work. These seconded staff would also act as advisors to the Authority's directors.

### **Financial Report**

The Director of Corporate Services presented a paper detailing the Authority's expenditure, 1 April – 31 July 2005.

In response to a question from Lilian Jennett the Director of Corporate Services stated that the Authority had made a commitment to its staff that relocation the four former Registration and Inspection Units to one/two sites would happen by April 2006, and that the senior management team wished to fulfill this commitment. The Authority is currently working with the DHSSPS Health Estates and a recommendation with regard to location will be brought to the Board as soon as possible.

Board members agreed to support the Executive Team in sourcing accommodation and commented on the importance of an appropriate standard of environment for the work of the Authority.

The Director of Corporate Services confirmed that common budgets had been agreed.

**ACTION:** Director of Corporate Services to brief Board members on the budget and workforce plan at the Board workshop, 13/14 October 2005.

### 05.25 **Declaration of interests**

Board members AGREED that the Authority could proceed with making the register of interests available to the public subject to amendments which would be forwarded to the Committee Administrator.

**ACTION:** Committee Administrator to make amendments to the register of interests and make it available to the public.

### 05.26 **Draft strategic plan**

The Director of Corporate Services presented the second draft of the strategic plan. He stated that he hoped it could be used for informing and consulting with stakeholders.

Concern was raised about the balance of the strategic plan and it was

suggested by Ruth Laird that the contextual language of the Clinical and Social Care Governance paper could be lifted across. The Director of Corporate Services stated that he would work with Maureen Gardner (Communications Consultant) to produce different literature for different audiences.

It was AGREED that the Board would discuss the strategic plan more fully at the October workshop, including looking again at targets and adding performance outcomes and dates.

In response to a question from Patricia McCoy the Chief Executive stated that only licensed clinics fell under the remit of the Authority. She also stated that the responsibility for monitoring the quality of services provided by GPs and dentists would also fall within the remit of the Authority but that this required further development.

The Chief Executive also stated that the Authority would be undertaking work similar to the Healthcare Commission's patient survey, along with an HPSS staff survey.

**ACTION:** Board members to forward comments on draft 2 strategic plan to the Director of Corporate Services.

## 05.27 **Corporate identity**

Maureen Gardener, Communications Consultant, presented the management team's recommendation for the Authority's corporate identity.

In response to Joan Harbison's question Maureen Gardner stated that she believed that the logo was accessible to those with visual impairment but that she would confirm this with RNIB and Disability Action guidelines.

Ruth Laird expressed concern that it may not be clear that the Authority is involved with health and social care and asked whether a strap line could be considered.

The Board AGREED that the management team could proceed with the name, logo and colours and give consideration to the use of a strap line to emphasise the Authority's commitment to quality improvement in health and social care services.

**ACTION:** Maureen Gardner to ensure the accessibility of the logo. Management team to give consideration to the use of strap line

05.28 **Any other business**

No other business was raised by Board members or by the members of public present. The Chairman thanked the two members of the public for their attendance.

**Finish:** 10.15pm

**Next meeting:** 10 November 2005  
Mourne Country Club, Newry  
6.30pm for 7.00pm start

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**Approved (acting Chairman)**

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**Date**

## ACTION LIST – 8 September 2005, Everglades Hotel, Londonderry

<b>Action</b>	<b>Description</b>	<b>Assigned to</b>	<b>Date assigned</b>	<b>Deadline</b>	<b>Status</b>
5	Standing Orders and Scheme of Delegation	Director of Corporate Services	9 June 2005	13 Oct 2005	ongoing
6	Forward documents listed in 7.14 Standing Orders	Committee Administrator	9 June 2005	13 Oct 2005	
15	Amend minutes	Committee Administrator	8 Sept 2005	ASAP	
16	Briefing on budget 2005/06 and workforce plan at next workshop	Director of Corporate Services	8 Sept 2005	13 Oct 2005	
17	Amend register of interests	Committee Administrator	8 Sept 2005	ASAP	
18	Comments on draft 2 strategic plan	Board members	8 Sept 2005	30 Sept 2005	
20	Check accessibility of corporate identity	Maureen Gardner	8 Sept 2005	ASAP	
21	Consider the use of strap line for logo	Management team; Maureen Gardner	8 Sept 2005	ASAP	
22	Circulate Board contact details	Committee Administrator	8 Sept 2005	ASAP	