



RQIA Board Meeting

Date of Meeting	11 January 2018
Title of Paper	Public Session Minutes
Agenda Item	1
Reference	Min/Nov17/public
Author	Hayley Barrett
Presented by	Prof. Mary McColgan
Purpose	To share with Board members 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 6 November 2017
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/Resolution	The Board is asked to APPROVE the minutes of the Board meeting of 6 November 2017
Next steps	The minutes will be formally signed off by the Chair and will be uploaded onto the RQIA website.



PUBLIC SESSION MINUTES

RQIA Board Meeting
Boardroom, RQIA
6 November 2017, 11.15am

Present

Prof Mary McColgan OBE
(Acting Chair) **(MMcC)**
Patricia O'Callaghan **(POC)**
Lindsey Smith **(LS)**
Gerry McCurdy **(GMcC)**
Denis Power **(DP)**
Robin Mullan **(RM)**
Sarah Havlin **(SH)**
Dr Norman Morrow OBE **(NM)**

Officers of RQIA in attendance

Olive Macleod (Chief Executive) **(OM)**
Maurice Atkinson (Director of Corporate Services)
(MA)
Theresa Nixon (Director of Mental Health, Learning
Disability and Social Work) **(TN)**
Kathy Fodey (Director of Regulation and Nursing)
(KF)
Dr Lourda Geoghegan (Medical Director and
Quality Improvement Lead) **(LG)**
Malachy Finnegan (Communications Manager)
(MF)
Hayley Barrett (Board and Executive Support
Manager)

Apologies

Seamus Magee OBE **(SM)**
Stella Cunningham **(SC)**

Welcome and Apologies

MMcC welcomed all members and Officers of the Board to this meeting. MMcC acknowledged apologies from Seamus Magee and Stella Cunningham.

1.0 Agenda Item 1 - A Quality Initiative Co-Produced by RQIA and the Belfast HSC Trust

- 1.1 MMcC welcomed Fiona Goodman (FG) and Carol Diffin (CD) to the meeting. FG thanked MMcC and the Board for the invitation and opportunity to present the Quality Initiative Co-Produced by RQIA and Belfast HSC Trust which has been aligned to the Programme for Government.
- 1.2 FG, CD and LG presented the Quality Initiative Co-Produced by RQIA and the Belfast HSC Trust.
- 1.3 GMcC thanked FG, CD and LG for the informative presentation and acknowledged the collaborative working between RQIA and the Trust.

GMcC asked where education fitted into this work to ensure the best outcome for children. CD advised that education requirements are included in the 6 monthly reviews conducted by the Trust.

1.4 LS asked if the learning will be shared across all Trusts. OM confirmed that when completed this will be shared with all Trusts.

1.5 Board members acknowledged the value of this work outlined in the presentation and thanked FG, CD and LG for the information provided.

1.6 Board members **NOTED** the Quality Initiative Co-Produced by RQIA and the Belfast HSC Trust

2.0 Agenda Item 2 - Minutes of the public meeting of the Board held on Thursday 14 September 2017 and matters arising

2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 14 September 2017.

2.2 The Board noted that actions 168, 172, 173, 174 and 175 are now completed.

2.3 LG updated Board members in relation to action 175 and advised that workshops will be convened to enable members of the public to inform RQIA Reviews programme and shadow programmes. LG noted that three workshops would be arranged each year to provide this opportunity to the public.

2.4 LG advised that she is currently meeting with Chief Executives and Senior members of the trusts to receive feedback in relation to the Review Programme; to date feedback has been positive.

3.0 Agenda Item 3 - Declaration of Interests

3.1 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.

4.0 Agenda Item 4 – Acting Chair’s Report

4.1 MMcC presented the Acting Chair’s report and Board members noted the meetings attended since the last Board meeting.

4.2 MMcC advised Board members that she and Patricia O’Callaghan, Board Member, attended a workshop on Dementia Care on 9 October 2017. MMcC advised that the workshop was useful to share learning between Trusts.

4.3 MMcC noted a meeting with Professor Brian Taylor, University of Ulster in relation to the development of a risk matrix for inspections.

- 4.4 GMcC asked for information relating to developments in the use of ICT to be presented to the Board.
- 4.5 **Resolved Action (176)**
Paper to be presented to the Board outlining developments in the use of ICT.
- 4.6 The Board **NOTED** the Acting Chair's Report.
- 5.0 **Agenda Item 5 – Meetings attended by RQIA Non-Executives**
- 5.1 Board members noted that no meetings were attended by RQIA Non-Executives since 14 September 2017.
- 5.2 The Board **NOTED** the Meetings attended by RQIA Non-Executives.
- 6.0 **Agenda Item 6 –Corporate Performance Report (Quarter 2)**
- 6.1 MA advised Board members that the Corporate Performance Report is as at the end of Quarter 2. MA informed Board members that 95% of actions are on target for completion by year end 2017/18. One action is currently in exception relating to the MHLD Information System Business Case.
- 6.2 DP asked that an executive summary is added to the Corporate Performance Report. MA advised that previously, the report included a headline section which can be included again.
- 6.3 **Resolved Action (177)**
Inclusion of a headline section to be included in the Corporate Performance Report.
- 6.4 Board members **APPROVED** the Corporate Performance Report (Quarter 2).
- 7.0 **Agenda Item 7 – Corporate Risk Assurance Framework Report**
- 7.1 MA presented the Corporate Risk Assurance Framework Report to members and advised that the Chief Executive and the Chair of Audit Committee have made significant changes to the document since the Board meeting in July 2017. MA noted the change log detailed within this document.
- 7.2 MA advised members that there are currently nine risks on the Corporate Risk Assurance Framework Report following horizon scanning and a PESTLE analysis that was completed in March 2017.
- 7.3 Board members welcomed the revised Corporate Risk Assurance Framework report. DP, as Chair of Audit Committee, thanked all for their effort in developing the revised Corporate Risk Assurance Framework

Report.

7.4 MMcC asked for clarification on CR13 relating to cyber security as to why it was the highest rated risk. MA advised that cyber security is currently high profile and that this reflects the perception of risk across the HSC.

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

8.0 Agenda Item 8 – Audit Committee Business

- **Approved minutes of meeting on 22 June 2017**
- **Verbal update on meeting on 19 October 2017**
- **RQIA Mid-Year Assurance Statement**

8.1 The Chair of Audit Committee, DP, informed Board members that the minutes of the meeting on 22 June 2017 were approved at the Audit Committee meeting on 19 October 2017. DP advised Board members that in relation to action 338 it has been agreed that any Audit Committee member involved in Executive Decision Making will declare a conflict, if required, and step aside.

8.2 Board members **NOTED** the approved minutes of the Audit Committee meeting on 22 June 2017.

8.3 DP provided a verbal update on the meeting on 19 October 2017 and advised that the Department of Health has written to advise that the Controls Assurance Standards will cease with effect from 1 April 2018.

8.4 DP informed members that Internal Audit provided an update in relation to the mid-year progress report, with one audit completed and one started.

8.5 DP advised Board members that the Final Report to Those Charged with Governance was presented to Audit Committee from External Audit.

8.6 DP advised that the Audit Committee completed their self-assessment on 19 October 2017.

8.7 Board members **NOTED** the verbal update on meeting on 19 October 2017.

8.8 Board members **NOTED** RQIA's Mid-Year Assurance Statement.


9.0 Agenda Item 9 – Chief Executives Report

9.1 OM presented her report to the Board. OM advised that Queen's University Belfast has presented their report on the inspection assessment framework which has been shared with Board members.

9.2 OM advised that in relation to the RQIA workforce review a consultation period started on 6 October 2017 and is due to end on Friday 10 November 2017.

- 9.5 Board members **NOTED** the Chief Executive's Report
- 10.0 Agenda Item 10 – Finance Report**
- 10.1 MA advised Board members that BSO submitted a bid to the Department of Health for VES. The Department of Health have advised that VES funding will be considered in February 2018.
- 10.2 MA advised that there is a projected underspend of approximately £436K at year end.
- 10.3 MA noted that a write-off of fees totalling £2607.64 of irrecoverable debt from 2016-17 was approved at Audit Committee on 19 October 2017.
- 10.4 DP asked how RQIA anticipate spending against the underspend. OM confirmed that agency staff have been brought in against vacancies prior to the restructure.
- 10.4 Board members **NOTED** the Finance Report.
- 11.0 Agenda Item 11 – RQIA Anti-Fraud Policy and Fraud Response Plan**
- 11.1 MA presented the RQIA Anti-Fraud Policy and Fraud Response Plan and advised that there have been minor revisions. MA advised that the RQIA Anti-Fraud Policy and Fraud Response Plan were endorsed by RQIA Audit Committee on 19 October 2017. MA noted that the RQIA Fraud Liaison Officer would be himself, Maurice Atkinson.
- 11.2 MA advised that the template for the Fraud Response Plan has been developed by BSO Counter Fraud and Probity Services.
- 11.4 Board members **APPROVED** the RQIA Anti-Fraud Policy and Fraud Response Plan.
- 12.0 Agenda Item 12 – Board Governance Self-Assessment**
- 12.1 MMcC thanked Board members for their participation in completing the Board Governance Self-Assessment. MMcC thanked KF for her input to the Board Governance Self-Assessment case study
- 12.2 Board members **APPROVED** the Board Governance Self-Assessment.
- 13.0 Agenda Item 13 – Any Other Business**
- 13.3 As there was no other business, MMcC brought the public session of the Board to a close at 1.20pm.





Date of next meeting:
18 January 2018, RQIA Boardroom

Signed 



Professor Mary McColgan
Acting Chair

Date 11 January 2018

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status
159	23 March 2017	The Chief Executive will provide an update to Board members on the standardisation of questionnaires across the organisation	Chief Executive (OM)	22 February 2018	
170	6 July 2017	The Corporate Risk Assurance Framework Report will be presented to a Board Workshop for further consideration.	Director of Corporate Services (MA)	22 February 2018	
176	6 November 2017	Paper to be presented to the Board outlining developments in the use of ICT.	Director of Corporate Services (MA)	22 March 2018	
177	6 November 2017	Inclusion of a headline section to be included in the Corporate Performance Report.	Director of Corporate Services (MA)	22 March 2018	

Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	