

PUBLIC SESSION

RQIA Authority Meeting
Via Zoom
Thursday 7 April 2022 at 12.40pm

<p>Present: Christine Collins MBE (Interim Chair) (CC) Bronagh Scott (BS) Jacqui McGarvey (JMcG)</p> <p>Apologies: Suzanne Rice (SR) Neil Bodger (NB) Prof. Stuart Elborn (SE) Briege Donaghy (Chief Executive) (BD)</p>	<p>RQIA Staff in Attendance: Jacqui Murphy (Acting Head of Business Support Unit) (JM) Emer Hopkins (Director of Hospital Services, Independent Healthcare, Reviews and Audit) (EH) Lynn Long (Director of Mental Health, Learning Disability, Children’s Services and Prison Healthcare) (LL) Elaine Connolly (Director of Adult Care Services) (EC) Karen Harvey (Professional Advisor Social Work / Project Lead for Assurance) (KH) Paul Cummings (PC) Financial Advisor, Associate, Leadership Centre Courtney Ryder (CR)</p>
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1.0 **Agenda Item 1 – Welcome and Apologies**

- 1.1 The meeting commenced at 12:40pm.
- 1.2 The Interim Chair noted apologies for Suzanne Rice, Neil Bodger, Prof. Stuart Elborn and Briege Donaghy.
- 1.3 The Interim Chair gave best wishes to Neil Bodger and Briege Donaghy’s husband on a speedy recovery after their recent illnesses.

2.0 **Agenda Item 2 – Minutes of the Meeting of the Authority held on 3 March 2022 and Matters Arising**

- 2.1 There were no comments in relation to the previous minutes.
- 2.2 Authority Members **APPROVED** the minutes of 3 March 2022.
- 2.3 In relation to action 247 the Interim Chair provided an update and recognised that the work undertaken by the Business, Appointments and

Remuneration Committee (BARC) regarding RQIA's professional advisory roles is still ongoing.

- 2.4 In relation to action 248, JM provided an update and advised that most of the Authority Members are able to access their laptops and accounts. The only outstanding member that cannot access their account is NB due to current circumstances. JM noted that there are plans to move toward a more user friendly platform through the use of F5 and SharePoint to distribute papers, minutes and agendas, when all Members have access to the RQIA network.

3.0 Agenda Item 3 – Declarations of Interest

- 3.1 CC declared an interest due to her position as Chair of the Patient Client Council (PCC), however, the Department of Health 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.

- 3.2 BS advised that she has been recently appointed as the Chair of NIPEC. BS noted that she is an Associate with the HSC Leadership Centre and is currently seconded to the Department of Health, via HSC Leadership Centre, to advise on COVID surge planning. If any areas arise that cause a conflict she will excuse herself.

- 3.3 JMcG advised that she is a member of the NI Social Care Council (NISCC) Board.

4.0 Agenda Item 4 - Interim Chair's Brief: Verbal Update:

- **Closure of HSC Board**
- **Review of ALBs**
- **Update on Authority Chair and Other Appointments**

- 4.1 The Interim Chair provided an update in relation to the closure of the HSC Board and advised that discussions are ongoing with the DoH to determine how to ensure the system continues to operate as normal, in particular with respect to access to information. However this is a difficult area and changes need to be carefully mapped and impacts identified.

- 4.2 The Interim Chair provided an update in relation to the review of ALBs, noting that the Department has indicated that it is not possible to specify timescales for the next review of the ALBs, of which RQIA is one, at the current time, given the ongoing pressures across the Department and its ALBs and the programme of System/Service Reviews that are currently underway. The Department has indicated that it will not be taking forward a review of RQIA or any other of its ALBs, as these are out of scope, being large and complex organisations.

4.3 The Interim Chair provided an update in relation to the Authority Chair and other appointments and advised that her position as Chair has been confirmed to September 2022. The Interim Chair noted plans to advertise for permanent Authority Members after the election period in May 2022.

4.4 JMcG noted importance to be mindful that there are only five Authority Members currently. If the posts are not being advertised just yet, the Authority may struggle with a quorum at times, and the load of eg Decision Making will increase..

5.0 Agenda Item 5 – Members Activity Report and Upcoming Workshops / Seminars

5.1 JM advised that the DoH is well sighted on the Authority Meetings that are taking place and scheduled.

5.2 JM advised that the current Members Activity Report will conclude for the year 2021/2022. As from 1 April 2022, a new Members Activity Report will be drafted for 2022/2023.

5.3 JM advised that the BARC meetings should be noted to commence at 3:00pm.

5.4 The Interim Chair advised that she would meet with JM to schedule future workshops/seminars until December 2022.

6.0 Agenda Item 6 – Chief Executive’s Report

6.1 Authority Members **NOTED** the tabled Chief Executives Report.

7.0 Agenda Item 7 - Strategic Intent / Management Plan 2022/2023

7.1 JM presented the Strategic Intent and Management Plan 2022/2023, noting that the RQIA’s core purpose is to improve safety and quality in HSC services and explained the framework is outcomes based.

7.2 JM referred to the four strategic objectives:

- Providing an independent view on the quality of health and social care services against required standards through Regulation;
- Driving improvement through effective intelligence gathering, listening and building networks to share learning , good practice and adopt improvement;
- Using our findings to influence policy decisions, raise standards and inform service modernisation; and
- Creating sustainable relationships and partnerships that expand our intelligence and add support achieving our objectives.

7.3 JM explained the importance of working together and developing our relationships with our stakeholders, health and social care providers, regulators, voluntary and community groups, service users, patients and

the general public to ensure we have whole systems approach to effect delivery and improvement. This would be underpinned by robust data and information and MoUs with partner organisations.

- 7.4 JM went on to say that the organisation will develop its approach to publication, strengthen the framework for regulation, demonstrating consistency and proportionality and leverage our use of the legislation.
- 7.5 JM outlined the enablers necessary, for example, systems, workforce and delivering a schedule of inspections, with a foundation of performance and accountability. The outcomes framework was critical.
- 7.6 The Interim Chair congratulated all involved in the Plan's development and recognised that once the management plan is approved, it will be shared with the DoH. The Strategic element will require formal public consultation. The Interim Chair added that there will be an ongoing engagement with stakeholders and the public to ensure that we do what is required of RQIA as an organisation.
- 7.7 EH commented on the risk of raising expectations and highlighted importance of recognising what can be realistically delivered in one year.
- 7.8 The Interim Chair recognised the concerns raised by EH and explained that the 2021/2022 Management Plan included aspirational elements and was designed as a "stretch" plan; also that it was clear that RQIA is on a multi year journey, and each annual plan is only a step on the way. CC noted the importance of informing the public so as to enhance understanding of RQIA's remit and the limits within which it works..
- 7.9 Authority Members **APPROVED** the Strategic Intent and Management Plan 2022/2023.
- 8.0 **Agenda Item 8 - Financial Performance Report (February 2022)**
- 8.1 PC reported that an allocation letter had been received, notifying RQIA that an additional £93k was approved by the DoH. He advised that this should be seen as a positive signal that RQIA intended to fully utilise its funding and was reflective of the positive relationship.
- 8.2 PC noted that RQIA has a surplus of £55k against the budget. RQIA's forecast for the end of the year is £28k surplus, which is slightly higher than the target of £20k. PC advised that the RQIA Team are working to ensure this is monitored tightly to ensure break-even. He went on to report that the figures received from BSO continue to be volatile and that he, JM and HB continue to put in a lot of work to stabilise these.
- 8.3 PC advised that both MAH Inquiry and DPR have exceeded the initial budget set.

- 8.4 Overall, PC is content with the current financial position and is confident that the organisation will reduce the projected overspend of £28k and deliver close to break-even. However, the accounting is totally under the control of BSO.
- 8.5 PC noted that he has met with each of the individual directors and the Chief Executive and advised that a budget build paper will be presented at EMT on 12 April 2022. RQIA is planning to overcommit by around £400k, recognising that we have underspent over the last few years and there will be slippage throughout the year. PC added that each directorate will manage their own budget. PC also advised that written confirmation of the RRL had not yet been received from the DoH.
- 8.6 The Interim Chair noted the importance of receiving satisfactory information from BSO, and recognised the difficulty in managing the reports if the figures are inconsistent.
- 8.7 JMcG commented that the finances appear to be more stable and thanked PC for the update and the RQIA Team for their hard work.
- 8.8 JM advised that BD plans to meet with the Chief Executive of BSO to advise of concerns around financial figures provided to RQIA.
- 8.9 The three directors noted that they are looking forward to the challenge of devolved budgeting and recognised importance of liaising with colleagues such as JM, HB and PC for support.
- 8.10 PC advised that reports to the Authority, going forward, would be aligned to the new structures, permitting performance and accountability.
- 8.11 Authority Members **APPROVED** the Financial Performance Report – February 2022
- 9.0 **Agenda Item 9 - Change in Fees / Frequency: General Dental Practices**
- 9.1 EH presented a paper for the Authority's consideration in relation to the change in fees/frequency for general dental practices which will come in to effect from 1 May 2022.
- 9.2 EH commented that the change in fees and frequency was influenced by an effective programme of regulation over several years.
- 9.3 EH noted that dental inspections are only one of seven types of inspections undertaken by the Independent Healthcare Team (IHC). The caseload for IHC has always been high and provided that the inspections would be reduced to two yearly, the inspection will be more comprehensive.

- 9.4 EH advised that IHC Team will undertake an assessment at year end to determine capacity, which would be underpinned by the commissioned work carried out by Hugh McPoland.
- 9.5 EH noted plans to engage with Dental practices towards the end of April / May 2022, to answer any queries. EH added that there are plans to meet with the Chief Dental Officer along with other stakeholders.
- 9.6 BS recognised the work undertaken by the IHC team and noted concerns around reducing the number of inspections to dental practices. BS noted the importance of a having regulatory framework in place to provide assurances that dental practices remain safe.
- 9.7 EH advised that if there was any concern around compliance, RQIA may be directed to take a different approach and inspect more frequently which will be made clear to providers. EH added that there will be an engagement piece with providers and also with the public to request feedback in relation to dental practices in order to increase intelligence received by RQIA which will ultimately determine inspection frequency.
- 9.8 EH will provide an update in around six months' time to determine the position of change, the engagement piece with the public and stakeholders and also if there has been any new whistleblowing as a result.
- 9.9 Resolved Action (249)
An update to be provided to the Authority in relation to changes to fees/ frequency for inspections to dental practices.
- 9.10 Authority Members **NOTED** the Change in Fees / Frequency: General Dental Practices
- 10 **Agenda Item 10 – Memorandum of Understanding: General Dental Council (GDC)**
- 10.1 EH advised that the Memorandum of Understanding (MoU) has been drafted with a number of amendments made around information governance, data protection and human rights.
- 10.2 EH noted that it has been agreed in principle with the GDC and asked the Authority for approval. It will then be signed by the Chief Executive and countersigned by the GDC.
- 10.3 Authority Members **APPROVED** the Memorandum of Understanding: General Dental Council (GDC)
- 11 **Agenda item 11 - Any Other Business**
- 11.1 As there was no other business, the Interim Chair brought the meeting to a close at 1:45pm.




Date of Next Meeting:

Authority Board Meeting: Thursday 12 May 2022, 9.30am



Signed: 

**Christine Collins MBE
Interim Chair**

Date 12 May 2022

Action number	Authority meeting	Agreed action	Responsible Person	Date due for completion	Status
247	3 February 2022	BARC to take forward the work required to establish the necessary professional advisory roles and update the Authority Board in due course.	Business, Appointments and Remuneration Committee	3 May 2022	
248	3 February 2022	Authority Members unable to utilise their RQIA accounts to advise Head of Business Support Unit.	Authority Members	18 March 2022	
249	7 April 2022	An update to be provided to the Authority in relation to changes to fees/ frequency for inspections to dental practices.	Director of Hospital Services, Independent Healthcare, Reviews and Audit	7 October 2022	

Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	