



PUBLIC SESSION MINUTES

RQIA Board Meeting

Main Auditorium, Lagan Valley Hospital, Lisburn

14 March 2013, 1.00pm

Present

Ian Carson (Chairman)
Geraldine Donaghy
Sarah Havlin
Lilian Jennett
Ruth Laird
Allen McCartney
Patricia McCoy
Una O'Kane
Denis Power
Colin Reid
Lindsey Smith
Austin Smith

Officers of RQIA present

Glenn Houston (Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Kathy Fodey (Director of Regulation and Nursing)
Theresa Nixon (Director of Mental Health and Learning Disability and Social Work)
David Stewart (Director of Reviews and Medical Director)

In attendance

Malachy Finnegan (Communications Manager)
Katie Symington (Board and Executive Support Manager)

Apologies

Richard Adams

13.20 Item 1 - Welcome and Apologies

13.20.1 The Chairman welcomed Board members and Officers of the Board to the meeting. Apologies were noted from Richard Adams. The Chairman informed Board members that in a change to the stated agenda, Item 10 will be discussed after the Chief Executives Report, Item 5.

13.21 Item 2 - Minutes of the meeting of the Board held on Thursday 17 January 2013 (min/ Jan13 /public)

13.21.1 The Board **APPROVED** the minutes of the Board meeting held on 17 January 2013.
A Board member requested that an addition is made to AOB in the Public minutes of 17 January 2013.

Resolved Actions

- Minutes to be formally signed off by the Chairman
- Board and Executive Support Manager to update minutes of 17 January (AOB)

13.22 Item 3 - Matters arising from minutes

13.10.5 Human Resources and Organisational Development Strategy

- 13.22.1** The Chief Executive informed the Board that the HR&OD Strategy is now in final draft and is ready for consultation with staff and Trade Unions. This document will be shared informally with Board members. Board members will also be invited to discuss this document with the Human Resources and Organisational Development Manager. This document will be brought to a future Board meeting.

Resolved Actions

- **Director of Corporate Services to present HR&OD Strategy at a future Board meeting**

13.10.7 Recruitment of Expert and Lay Reviewers

- 13.22.2** The Director of Reviews informed the Board that the advertisement for lay reviewers and hygiene inspectors will be issued in the Summer 2013. The specification for lay reviewers and hygiene inspectors has not yet been agreed.

A draft paper on the recruitment of peer and lay reviewers was submitted to the Audit Committee meeting, 21 February 2013.

13.12.3 Mid-Year Accountability Meeting

- 13.22.3** The Chairman informed Board members that the minutes of the mid-year accountability meeting had been circulated.

13.10.6 Backlog of X-rays in Belfast Trust

- 13.22.4** A Board member requested clarification on the publication date of the IR(ME)R review into the backlog of X-rays in Belfast Trust. This review is currently undergoing factual accuracy checking and when completed will be placed on the RQIA website. Board members requested that they are informed when this review is published.

Resolved Action

- **Board members to be informed when IR(ME)R review is published on RQIA website**

- 13.22.5** The issue of a Memorandum of Understanding with other healthcare bodies was raised and it was agreed that the Chief Executive will keep under review the agencies and organisations that should be consulted on the creation of a Memorandum of Understanding with RQIA.

The Director of Regulation and Nursing will discuss the issue with the Nursing and Midwifery Council and report to the Board at the May Board meeting.

Board members agreed that RQIA should retain the current process for joint protocols.

Resolved Actions

- **Director of Regulation and Nursing to provide update at May Board meeting regarding MOU with NMC**

13.23 Item 4 - Declaration of Interests

13.23.1 The Chairman asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders. No declarations of interests were made.

13.23.2 The Chairman asked Board members to ensure that if they were required to update their entry in the RQIA Register of Interests that they should advise the Board & Executive Support Manager.

13.24 Item 5 - Chairman's Report Chairman

13.24.1 The Chairman presented his report to the Board. The Chairman noted the meeting with the Chairman and Chief Executive of Care Inspectorate Scotland and highlighted the potential learning opportunities from the work undertaken by Care Inspectorate Scotland.

13.24.2 The Board **NOTED** the Chairman's Report.

13.25 Item 6 - Chief Executive's Report Chief Executive

13.25.1 The Chief Executive informed Board members that DHSSPS has commenced a review of the minimum standards for Nursing Homes.

The Chief Executive also informed the Board that Regulation road shows for registered persons and registered managers on the inspection themes for 2013/14 are on-going and have been well attended. Fire Awareness training has also been organised focusing on the lessons of the Rose Park fire in Scotland (2004).

13.25.2 The Chief Executive informed Board members that the Director of Mental Health, Learning Disability and Social Work had recently attended a meeting of the UK National Preventative Mechanism Forum which had looked at de facto detention.

The Chief Executive also informed the Board that RQIA's MHLDTeam has recently undertaken inspections to Ennis Ward (Muckamore Abbey Hospital) and at Slievemore Nursing Unit (WHSCT).

- 13.25.3** The Chief Executive noted that there have been five new incidents of whistle blowing since the January Board meeting.

The Chief Executive also highlighted communication issues including the volume of traffic to the RQIA website.

The Board was informed that RQIA's Communication Manager recently visited HIQA to look at communication methods.

- 13.25.4** A Board member requested clarification for the Board on the nature of the issues arising relating to enforcement activity.

The Director of Regulation and Nursing informed the Board that the Regulation Directorate is undertaking some work to review trends.

- 13.25.5** Board members requested to be alerted prior to review reports being published. The Chief Executive informed Board members that this will be built into the RQIA Review protocol.

Resolved Actions

- **RQIA protocol to be updated to ensure that Board members are alerted prior to the publication of review work**

- 13.25.7** The Board **NOTED** the Chief Executive's report.

13.26 Item 7 - Finance Report - Director of Corporate Services

- 13.26.1** The Director of Corporate Services presented RQIA's summary financial position as at 31 January 2013. He informed the Board that a year-end underspend of £23,000 is forecast.. Three capital schemes are currently underway and prompt payment compliance is slightly above target.

The overall projection for the 2012/13 Financial year is breakeven.

The Chief Executive informed the Board that should the £215 remain outstanding from the 2011/ 12 Annual fees, from an independent clinic, the Audit Committee will be asked to write this off..

- 13.26.2** The Board **NOTED** the Finance Report.

**13.27 Item 8A – Corporate Risk Assurance Framework Report
Director of Corporate Services**

- 13.27.1** The Director of Corporate Services provided the Board with an update on the Corporate Risk Assurance Framework Report. The detailed change log is listed on pages 17-18 of the Report. No new risks have been added to the Report. The identified risk regarding Fraud and Hospitality has now been added to relevant Directorate Risk Registers.
- 13.27.2** Board members requested that the risk rating of Risk 4 in relation to FPL should be increased and that a new risk in relation to draft minimum standards should be added to the Corporate Risk Assurance Framework Report.

Resolved Actions

- **Risk rating of Risk 4 (FPL) should be reviewed by the Executive Management Team. A new risk in relation to the use of minimum standards to be added to the Corporate Risk Assurance Framework Report**

- 13.27.3** The Board **APPROVED** the Corporate Risk Assurance Framework Report.

**13.28 Item 8B – Update on the Finance, Procurement and Logistics (FPL) system
Director of Corporate Services**

- 13.28.1** The Director of Corporate Services provided the Board with an update on the FPL system. The FPL system is one strand in the HSC-wide Business Services Transformation Programme (BSTP) which is managed by the BSTP Programme Board.

FPL went live in RQIA, in November 2012. At the January Board meeting the Board was informed of a new risk in relation to FPL, which was detailed in the Corporate Risk Assurance Framework Report.

Following the January Board meeting, issues surrounding FPL were escalated to relevant individuals within SQS and the Director of Finance, DHSSPSNI.

RQIA has requested letters of assurance from DHSSPS and BSO, however the letter received from BSO does not provide the required assurance.

An FPL corrective plan is currently being developed and is to be signed off on 15 March 2013; however this has not yet been shared with RQIA.

RQIA's finance team is receiving a high volume of queries in relation to the new system; however the finance team will endeavour to provide final accounts within the associated timetable.

13.28.2 The Northern Ireland Audit Office is also aware of the issues with the new system, as noted at the Audit Committee meeting, 21 February 2013.

13.28.3 The Chairman noted that all necessary steps have been taken by the Executive Management Team with regard to the new FPL system.

Resolved Actions

- **Board members requested that the Board and Audit Committee be kept informed about continuing issues and risks in relation to FPL**

13.28.4 The Board **NOTED** the update on the Finance, Procurement and Logistics system.

13.29 Item 9 - Corporate Performance Report Director of Corporate Services

13.29.1 The Director of Corporate Services provided the Board with an update on the Corporate Performance Report. Board members were referred to page two, Summary of Traffic Lights Rating System, and also pages nine to eleven, detailing the actions from the Corporate Performance Report requiring exception reports.

The Board noted that this is an excellent and clear report. The Board **NOTED** the Corporate Performance Report.

13.30 Item 10 – RQIA Enforcement Policy & Procedure Chief Executive

13.30.1 John Black, Head of Programme, was welcomed to the Board meeting to discuss the Enforcement Policy and Procedure. The Chief Executive offered his appreciation to the four members of the Short Life Working Group and all Board members for their contribution to the Enforcement Policy & Procedure. The Director of Regulation and Nursing and John Black have incorporated Board member recommendations and legal advice has also been sought on the Enforcement Policy and Procedure.

13.30.2 The Director of Regulation and Nursing thanked Board members for their input into the Enforcement Policy & Procedure.

Board members approved this Policy and Procedure, with agreed minor amendments. The Chairman thanked Board members for their contribution to this process.

Resolved Actions

- **Revised Enforcement Policy and Procedure to be issued to all HSC bodies and to registered services**

13.30.3 A Board member requested that a summary from each of the Enforcement and Complaint panels, lessons learnt and decisions made are brought to the Board as part of good governance. The Executive Management team will agree how this information is to be provided to the Board.

Resolved Actions

- **Executive Management team to agree summary of information from Enforcement panels to inform Board**

13.30.4 The Chief Executive informed the Board that Alphy Magennis has been invited to provide training for all Board members with regard to Enforcement and Complaints panels.

13.31 Item 11 – Audit Committee Business Committee Chairman

13.31.1 The Audit Committee Chair presented the minutes of the Audit Committee, 25 October 2012, to the Board.

A Board member enquired as to whether the costing of a review has been carried out, as detailed in paragraph 6.9 of the Audit Committee minutes.

The Chief Executive stated that no formal costing has yet been carried out.

13.31.2 The Chair of the Audit Committee, offered thanks to those members of the Audit Committee who will be stepping down on 14 April 2013. The Chair also highlighted the training needs for those new members of the Board/ Audit Committee.

13.31.3 The Acting Chair highlighted that the Francis Report should be discussed at a future Board workshop.

Resolved Actions

- **Chief Executive to arrange a Board workshop to focus on the Francis Report**

13.31.4 The Acting Chair provided the Board with a verbal update on the Audit Committee meeting, 21 February 2013, which included an update on the progress of implementation of Audit recommendations. The Chair also informed the Board that the paper on Peer and Lay Reviewers will be updated and brought to a future Audit Committee

meeting.

Three reports from Internal Audit are now outstanding; however these reports are expected to be presented at the next Audit meeting. The Chair noted that the timetable for final accounts was tabled at the Audit meeting and it was also confirmed that ASM have been contracted to undertake the audit of RQIA's annual accounts. The Acting Chair confirmed that the FPL system was discussed at the Audit Committee meeting alongside the date for submission of draft Final Accounts to NIAO, which was confirmed as 17 May 2013. The Audit Committee may wish to meet between 17 May and 24 May 2013, to review the draft accounts.

The Chair and acting Chair will meet to discuss the possible rescheduling of the next Audit Committee meeting.

13.32 Item 12 – Appointment and Remuneration Committee Update Chairman

- 13.32.1** The Chairman informed Board members that the Appointments and Remuneration Committee met before the Board meeting, 14.03.2013, following the circular received on 27 February 2013.

The Appointments and Remuneration Committee has **APPROVED** a fully acceptable pay award for three members of the Executive Management Team and the Chief Executive.

This pay award is for the 2012/ 13 financial year, based on 2011/12 objectives.

The Appointment and Remuneration Committee will meet again in May/ June 2013.

The Board **APPROVED** the fully acceptable pay award.


13.33 Any Other Business

- 13.33.1** The next Board workshop was confirmed as 11 April 2013.

The Chairman expressed his gratitude to the five Board members, as this is their last formal Board meeting, for their significant contribution to RQIA. All Board members agreed.

- 13.33.2** There was no other business raised. The Chairman thanked the Board members for their attendance and drew the public session to a close at 4.00pm.

Date of next meeting:
Thursday 9 May 2013, Boardroom, RQIA.

Signed 
Dr Ian Carson
Chairman

Date 9/5/13

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	End date
1	14 March 2013	Minutes to be formally signed off by the Chairman	Chairman	9 May 2013
2	14 March 2013	Board & Executive Support Manager to update Public minutes of 17 January 2013 (AOB)	Board & Executive Support Manager	9 May 2013
3	14 March 2013	Director of Corporate Services to present HR&OD Strategy at a future Board meeting	Director of Corporate Services	4 July 2013
4	14 March 2013	Board members to be informed when IR(ME)R review is published on RQIA website	Communications Manager	Ongoing
5	14 March 2013	Director of Regulation and Nursing to provide update at May Board meeting regarding MOU with NMC	Director of Regulation and Nursing	9 May 2013
6	14 March 2013	RQIA protocols to be updated to ensure that Board members are alerted prior to the publication of review work	Chief Executive	Ongoing
7	14 March 2013	Risk rating of Risk 4 (FPL) should be reviewed by the Executive Management Team	Director of Corporate Services	26 April 2013
8	14 March 2013	A new risk in relation to the use of minimum standards to be added to the Corporate Risk Assurance Framework Report.	Director of Corporate Services	26 April 2013
9	14 March 2013	Board and Audit Committee be kept informed about continuing issues and risks in relation to FPL	Chief Executive	Ongoing
10	14 March 2013	Revised Enforcement Policy and Procedure to be issued to all HSC bodies and to registered services	Chief Executive	9 May 2013
11	14 March 2013	Executive Management team to agree summary of information from Enforcement panels to inform Board	Chief Executive	Ongoing

12	14 March 2013	Chief Executive to arrange a Board workshop to focus on the Francis Report	Chief Executive	Ongoing
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