

Minutes of Authority Meeting

Date of Meeting	3 February 2022
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min/Nov21/private
Author	Hannah Morton, Admin Supervisor
Presented by	Christine Collins MBE, Interim Chair
Purpose	To provide a record of the meeting of the Authority held on 4 November 2021.
Executive Summary	The minutes contain an overview of the key discussion points and decisions of the Authority meeting on 4 November.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/Resolution	The Authority is asked to APPROVE the minutes of the meeting held on 4 November.
Next steps	The minutes will be formally signed off by the Interim Chair.

PUBLIC SESSION MINUTES

<p>RQIA Authority Meeting Via Zoom Thursday 4 November 2021,11.54am</p>	
<p>Present Christine Collins MBE (Interim Chair) (CC) Neil Bodger (NB) Bronagh Scott (BS) Jacqui McGarvey (JMcG) Prof. Stuart Elborn (SE) Alan Hunter (AH)</p> <p>Apologies: Suzanne Rice (SR)</p>	<p>RQIA Staff in attendance Briege Donaghy (Chief Executive) (BD) Emer Hopkins (Acting Director of Improvement) (EH) Karen Harvey (Professional Advisor Social Work / Project Lead for Assurance) (KH) Jacqui Murphy (Acting Head of Business Support Unit) (JM) Francis Rice (HSCLC Associate) (FR) Malachy Finnegan (Communications Manager) (MF) Lynn Long, Acting Deputy Director of Improvement (LL) Julie-Ann Walkden, Deputy Director of Assurance (JAW) Audrey Murphy, (Assistant Director) (AM) Hannah Morton, Admin Supervisor (HM)</p>

1.0 Agenda Item 1 - Welcome and Apologies

- 1.1 The meeting commenced at 11.54am.
- 1.2 CC welcomed all Authority Members and RQIA staff to this meeting. Apologies were noted from SR.

2.0 Agenda Item 2 – Minutes of the meeting of the Authority held on 9 September 2021 and matters arising.

- 2.1 The Authority **APPROVED** the Minutes of the meeting held on 9 September 2021.

3.0 Agenda Item 3 - Declaration of Interests

- 3.1 CC asked Authority Members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders.
- 3.2 CC declared an interest due to her position as Chair of the Patient Client Council (PCC), however, DoH 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.
- 3.3 BS advised that she is an Associate with the HSC Leadership Centre and is currently seconded to DoH, via HSC Leadership Centre, to advise on COVID surge planning. If any areas arise that cause a conflict she will excuse herself.
- 3.4 JMcG advised that she is a member of the NI Social Care Council (NISCC) Board and an Associate with the HSC Leadership Centre, currently involved in the Adolescent Forensic Service.

4.0 Agenda Item 4- Standing Orders

- 4.1 CC introduced the revised Standing Orders. These have been reworked and updated to better reflect the statutory position of the RQIA, the role of Authority Members, and the respective roles, responsibilities and accountabilities of the Authority and of its Chief Executive. CC thanked the Authority staff who had supported the Authority for their work in this complex area; and formally moved that the Authority should adopt the Standing Orders as presented, noting that further work on aligning some current processes and procedures with the Standing Orders would be required, along with further work on the Chief Executive's Scheme of Delegation, which would be affected by the currently ongoing organisational review. There was unanimous support for the adoption of the Standing Orders; Members also agreed that they would observe the provisions of the Standing Orders.
- 4.2 The Authority **APPROVED** the Standing Orders.

5.0 Agenda Item 5 – Members' Activity Report

- 5.1 The Authority **NOTED** the Members' Activity Report.

6.0 Agenda Item 6 – Annual Quality Report

- 6.1 BD advised that a report had been drafted to look at RQIA's contribution to the five themes of the Quality 2020 report.
- 6.2 BD advised that the strategic goals would cover good governance, workforce, measuring improvement, raising standards and integrating care.

- 6.3 BD advised that RQIA needs to look at how our contributions can be collated for the report next year and thanked CC for allowing the draft report to be sent to the DoH.
- 6.4 The Authority **APPROVED** the Annual Quality Report and **NOTED** the potential for education and better recording of collaborative working.
- 7.0 Agenda Item 7 – Business, Appointments and Remuneration Committee**
- **Verbal Update: Meeting of 21 October 2021**
 - **Minutes of Meeting: 21 October 2021**
 - **Performance Activity Report (Q1 & 2)**
 - **Management Plan 2021/2022**
 - **Capacity and Organisational Development**
- 7.1 AH, Chair of the Business, Appointments and Remuneration Committee, presented the minutes of the Business, Appointments and Remuneration Committee of 21 October 2021, for information.
- 7.2 AH advised that this was a new committee that will enable the Authority to have increased accountability and transparency.
- 7.3 AH advised that the Management Plan will be improved as we go along as it is a live document and AH thanked JM for developing it.
- 7.4 AH advised that some of the items on the Management Plan had slipped in regards to timeframes but these are being prioritised. It was also advised that October's objectives have been met within the timeframes and the objectives for November and December are due to be met within the timeframes.
- 7.5 CC noted that the detailed scrutiny provided by the Business, Appointments and Remuneration Committee increased the assurance provided to the Authority, and should lead to improved governance.
- 7.6 The Authority **NOTED** the Business, Appointments and Remuneration Committee Update and **APPROVED** the Performance Activity Report, the Management Plan and the Capacity and Organisational Development Plan.
- 8.0 Agenda Item 8 – Audit and Risk Assurance Committee**
- **Verbal Update: Meeting of 21 October 2021**
 - **Minutes of Meeting: 21 October 2021**
 - **Mid-Year Assurance Statement**
 - **Finance Performance Report (Months 5 and 6)**
 - **Principal Risk Document (PRD)**
- 8.1 NB, Chair of the Audit and Risk Assurance Committee, presented the minutes of the Audit and Risk Assurance Committee of 21 October 2021, for information.
- 8.2 NB advised that there had been considerable discussion around the disruption of business continuity and the proposal of engaging of external consultants to draft a workforce strategy and digital strategy.

- 8.3 NB advised that there had been a long discussion around Registration and it was suggested that there be a session for all Authority Members to look at the Registration progress and to understand how Registration works and the associated risks.
- 8.4 **Resolved Action (236)**
Seminar to be arrange for Authority Members on the Registration Process.
- 8.5 NB advised that the Progress Report from Internal Audit was noted and it was also noted that 68% of the recommendations had been met.
- 8.6 NB advised that the Mid-Year Assurance Framework had a higher level of assurance than in previous years.
- 8.7 NB advised that the Finance updates should be full reports, where possible, rather than in draft. It was also noted that there is a surplus of £259,000 but there are strong plans to reduce this down to £20,000.
- 8.8 NB advised that the Register of Interests was reviewed and it was agreed that these should be completed as quickly as possible. The same was agreed for the Gifts and Hospitality Register.
- 8.9 **Resolved Action (237)**
Registers of Interest for all Authority Members to be updated.
- 8.10 BD advised that a new financial advisor had started with RQIA through the HSC Leadership Centre. Part of his job will be to identify the causes of the slippage and to advise on remedial action to ensure the optimal use of resources.
- 8.11 BD advised that, whilst due to the pause in governance activities due to Pandemic pressures the DoH had not asked for a Mid-Year report to be sent, the Authority Board considered that the Report should be prepared and sent to Sponsor Branch. CC said this showed good practice and helped embed reporting procedures.
- 8.12 The Authority **NOTED** the Audit and Risk Assurance Committee verbal update and **APPROVED** the Mid-Year Assurance Statement, the Finance Performance Report and the Principal Risk Document.
- 9.0 Agenda Item 9 – Chief Executive’s Update**
- 9.1 BD advised that a committee has been established and staff are in the process of gathering information that will support the Muckamore Abbey Hospital Public Inquiry team.
- 9.2 EH advised that a formal project launch meeting was held on Tuesday 2 November 2021 for internal staff and, as a result of this, specific roles have been identified as required.

- 9.3 EH advised that RQIA had reached out to other organisations which had gone through inquiries before to ask about and then adopt best practice, especially within the area of support for current and former staff involved in the Inquiry.
- 9.4 EH advised that the Health Committee is currently hearing evidence given by GMC and DoH on the care and treatment provided by Consultant Neurologist Dr Watt. RQIA will be giving evidence to the Committee by video link on Tuesday 9 November 2021 and a statement has been prepared which EH asked the Authority to consider. If the Authority is content with this statement then it would then be the basis for the statement delivered by the Chief Executive.
- 9.5 The Authority **NOTED** the Chief Executive's Update.

10.0 Agenda Item 10 – Any Other Business

- 10.1 As there was no other business, the Interim Chair brought the meeting to a close at 1.08pm.

**Date of next meeting:
3 February 2022**

Signed





**Christine Collins MBE
Interim Chair**



Date

3 February 2022

Authority Action List

Action number	Authority meeting	Agreed action	Responsible Person	Date due for completion	Status
236	12 August 2021	Seminar on Registration Activity to be arranged for Authority Members.	Business Manager	April 2022	
237	4 November 2021	Registers of Interest for all Authority Members to be updated.	Business Manager	31 December 2021	

Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	