

# **Regulation and Quality Improvement Authority**

## **Minutes of Board meeting held in the Mourne Country Club, Newry on 10 November 2005**

**Start: 7.15pm**

### **Board Members Present**

Brian Coulter (Chairman)  
Richard Adams  
Geraldine Donaghy  
Joan Harbison  
James Jamison  
Lilian Jennett  
Ruth Laird  
Allen McCartney  
Patricia McCoy  
Connor Mullholland  
Una O’Kane  
Colin Reid  
Austin Smith

### **Officers of the Board Present**

Sandra Bell (Committee Administrator)  
Stella Burnside (Chief Executive)  
Theresa Nixon (Director of Social Services)  
Phelim Quinn (Director of Nursing)  
John Stewart (Director of Corporate Services)  
Helen Siberry (HPSS Management Trainee)

## **PUBLIC SESSION**

### **05.29 Welcome and Chairman’s remarks**

The Chairman welcomed members of the public and Authority staff attending the meeting.

The Chairman expressed the best wishes of the Board to Jeremy Harbison, and wished a swift recovery from his illness. This was accepted by Joan Harbison who thanked the Board and staff for their support.

The Chairman briefed the Board on developments including the

establishment of the Senior Management Team, the Audit Committee with Allen McCartney as Chairman, and the Strategic Planning Committee, with Austin Smith as Chairman. The Committees will be subject to annual review by the full board.

Ruth Laird stated that she felt that with regard to a line of appeal a Remuneration Committee involving the whole board would not be appropriate. This reservation was noted by the Chairman.

The Chairman reported that he had attended the Regional Multidisciplinary Audit Group (RMAG) conference 19 October 2005. The conference had focused on real user involvement which the Chairman had found very useful and interesting. He reported that the Eastern Health and Social Care Council had asked him if it was likely that any new service user body would be incorporated into the Authority. The Chairman stated that he could see the advantages of doing so but that he was making his comments on this matter in a personal capacity.

05.30 **Apologies**

The Chairman communicated the apologies of Caroline Humphrey, Medical Director.

05.31 **Minutes of the Board meeting, 8 September 2005**

The minutes of the Board, 8 September 2005 were approved subject to the following amendment:

Insert into minute 05.34 the following,

“Jim Jamison reminded colleagues of the importance of ensuring propriety in the procurement of ICT services and indicated that his approval was conditional on the Authority complying with current DHSSPS requirements.”

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

05.32 **Matters arising from minutes**

**Standing Orders and Standing Financial Instructions (A/04/05)**

The Director of Corporate Services presented to the Board the redrafted Standing Orders and Standing Financial Instructions. He briefed the Board on the substantive changes that had been made, and asked the Board to approve the document.

The Board **APPROVED** the Standing Orders and Standing Financial Instructions subject to the following amendments:

- 2.8.1 should be amended to reflect more fully the Board's involvement in the strategic plan.
- 4.2.10 – greater detail is required on how to deal with interventions from the public, these should be in line with standard speaking rights used by the HSS boards and trusts.
- 6.15 - whistleblowing section should make reference to Board members as well as staff.
- Register of interests – the definition of directorship should be more inclusive as it does not represent the breadth of directorships that Board members may have.
- A General Purposes Committee should be established to deal with business between public board meetings.

It was **AGREED** that a review of the document by solicitors was not necessary.

Allen McCartney stated that review of the Standing Orders and Standing Financial Instructions fell within the remit of the Audit Committee and that they would be meeting at the end of November.

**ACTION:**

Director of Corporate Services to make amendments necessary.

**Review of clinical and social care governance**

The Chief Executive reported that the DHSSPS is happy with the approach that the Authority is taking with regard to the review, but had not yet approved funding.

She reported, however, that the Medical Director and the Director of Corporate Services would be meeting with DHSSPS representatives shortly to discuss this.

The Chief Executive reported that she will not be appointing any personnel to the review team until funding had been secured, but that she was confident that this funding will be forthcoming. There would be a two month lead in time to the project to ensure the right staff are in post.

In response to a question from Connor Mulholland, the Chief Executive stated that meaningful engagement with stakeholders would begin in January 2006, once the Authority had a firm commitment from the

DHSSPS.

Geraldine Donaghy asked if the Chief Executive felt it would be appropriate to conduct an audit for self-assessment capacity within the statutory sector. The Chief Executive stated that she felt that this would be too onerous at this stage, and that at an organisational level the statutory sector should have the skills necessary. The methodology adopted is tried and tested and therefore should not pose any problems.

### **Planning**

The Director of Corporate Services briefed the Board on progress with the strategic and business plans. Following discussion with the DHSSPS the Director of Corporate Services reported that he felt that it would be sensible to draft a business plan for 2006/2007 which would include a brief stock take of progress made during 2005/2006. The Board **AGREED** that this would be a sensible approach.

He reported that the Senior Management Team had been working on the plans and that once they had agreed a draft paper this would be brought to the Strategic Planning Committee.

Jim Jamison stated that he felt that the Strategic Planning Committee should meet sooner rather than later, and it was **AGREED** that it would meet before Christmas.

### **ICT Contract**

As discussion on this topic would involve commercial information this was moved to the confidential business section of the meeting.

## **05.33 Financial Report, paper B/04/05**

The Director of Corporate Services presented the financial report to the Board.

Geraldine Donaghy noted the high accommodation costs. The Director of Corporate Services stated that this was mainly because of the cost of serviced offices for Headquarters in Belfast city centre.

Colin Reid stated that the cost of legal services could be extremely variable. The Director of Corporate Services accepted this and reported that the Authority is currently investigating the best means of providing legal services to the Authority. The Chief Executive stated that it was her belief that DHSSPS would fund any excess legal services cost.

Ruth Laird queried the cost of agency staff. The Director of Nursing explained that agency staff included bank inspectors who were under contract with the Authority and therefore the cost of agency staff will continue.

The Financial Report was **NOTED** by Board.

05.34 **Local office integration**

The Director of Nursing gave a PowerPoint presentation (Appendix A) to the Board detailing local office integration.

Following the presentation the Chairman asked for comments from the Board.

Richard Adams asked that if the Authority had two offices would this not lead to two teams. The Director of Nursing stated that the western office could host a function of the Authority, such as complaints, or it would be an administrative centre for those members of staff working and living in the area.

The Chief Executive stated that office integration would allow for staff development into sub-specialities, mixing and matching of expertise and developing objectivity for benchmarking.

The Director of Nursing stated he had been encouraged by the embracing attitude taken by the staff at the Banbridge office who will be moving first.

The Chairman asked if the Authority had estimated the cost of office integration. The Director of Nursing stated that no formal costing had been conducted but it was his belief that costs would be nominal, with perhaps some small external consultancy costs.

05.35 **Progress on the development of a new methodology of inspections**

The Director of Social Services gave a PowerPoint presentation (Appendix B) to the Board detailing progress on the development of a new methodology of inspections.

Following the presentation the Chairman asked for comments from the Board.

The Director of Social Services confirmed to the Board that inspections, both announced and unannounced, would still form part of the inspection process. She also stated that the move towards self-assessment was welcomed by providers.

Colin Reid stated that he felt that this change in methodology provided the opportunity to produce reports in an easy to read style, providing prioritised recommendations in a succinct manner. Patricia McCoy also stated that reports should include examples of good practice.

The Chief Executive agreed with this and stated that many of the reports already produced by the Authority were of this standard. The Board **AGREED** that it would be useful to review some of these reports.

Joan Harbison suggested that the Board could get involved with the training roadshows, both as a learning tool and to give the Board a public face. The Board **AGREED** that this was a good idea.

The Director of Social Services confirmed to the Board that the pilot cohort had been brought together for face to face feedback.

**ACTION:**

Committee Administrator to provide Board members with sample inspection reports.

Committee Administrator to coordinate Board involvement in training roadshows.

05.36 **Any other business**

**Review of Public Administration**

The Chief Executive reported that a Ministerial announcement on the Review of Public Administration is scheduled for 22 November 2005.

**Work Profile**

The Chief Executive reported that the work profile for inspections is on target for 2005, and that the Board will be provided with a detailed report early next year.

**Staff development day**

Board members were invited to attend the staff development day, 13 December 2005, for lunch/tea to meet staff and learn more about the work of the Authority.

**Board member involvement**

The Chief Executive asked Board members to email herself detailing how they would like to get involved in the work of the Authority.

**ACTION:**

Committee Administrator to coordinate Board members attendance at the staff development day.

Board members to email the Chief Executive detailing areas of interest with regard to the Authority's work.

**Finish: 10.30pm**

**Next meeting:** 12 January 2006  
Park Plaza Hotel, Antrim  
6.30pm for 7.00pm start

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**Approved (Chairman)**

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**Date**

**ACTION LIST**

<b>Action</b>	<b>Description</b>	<b>Assigned to</b>	<b>Date assigned</b>	<b>Deadline</b>	<b>Status</b>
25	Amend minutes	Committee Administrator	10/11/05	ASAP	
26	Amend Standing Orders and Standing Financial Instructions	Director of Corporate Services	10/11/05	ASAP	
27	Issue inspection reports for information	Committee Administrator	10/11/05	ASAP	

28	Coordinate board members attendance at staff development day	Committee Administrator	10/11/05	ASAP	
29	Email Chief Executive with areas of interest	All Board members	10/11/05		Ongoing
30	Chairman to write to DHSSPS to encourage prompt response to review report	Chairman	10/11/05	ASAP	
31	Reassess time and location of public board meetings	Chairman	10/11/05		