

## MINUTES

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### **RQIA Board Meeting 10 September 2009**

**Board Room, Riverside Tower, Lanyon Place, Belfast, 2:15pm**

#### **Present**

Ian Carson (Chairman)  
Richard Adams  
Geraldine Donaghy  
Lilian Jennett  
Allen McCartney  
Patricia McCoy  
Una O'Kane  
Colin Reid  
Austin Smith

#### **Officers of the Board present**

Glenn Houston (Chief Executive)  
Robert Graham (Committee Services Manager)  
Theresa Nixon (Director of Quality Assurance)  
Phelim Quinn (Director of Operations)  
David Stewart (Director of Service Improvement)

#### **Apologies**

Ruth Laird

#### **Apologies**

Maurice Atkinson (Director of Corporate Services)

### **PUBLIC SESSION**

#### **09.86 Welcome and Chairman's remarks**

- 09.86.1 The Chairman welcomed Board members and Officers of the Board to the meeting. He noted apologies from Ruth Laird and Maurice Atkinson.
- 09.86.2 The Chairman advised the Board that Jim Jamison had decided not to reapply for consideration to be reappointed for a second term. The Chairman acknowledged the diligent role that Jim played as a Board member and the great benefit of his knowledge of health and social care systems.
- 09.86.3 The Chairman advised the Board that he had contacted the Public Appointments Unit regarding the four Board members whose second terms were due to start on 1 September 2009. He noted that the papers for their reappointment were with Minister and members should be informed shortly.
- 09.86.4 The Chairman referred to Standing Orders and advised that despite there being no official confirmation of the reappointment of the four Board members, there was a quorum of members present. He considered that those awaiting confirmation of reappointment should participate as full members of the Board.

**09.87 Minutes of the meeting of the Board held on Thursday 9 July [Paper min/Jul/09]**

09.87.1 The Board **APPROVED** the minutes of the meeting of the Board meeting held on 9 July.

**Resolved Actions**

- **Minutes to be formally signed off by the Chairman**

**09.88 Matters arising from minutes**

**09.67.1 Accountability Review Meeting**

09.88.1 The Chairman advised the Board that an Accountability Review meeting had taken place on 28 July and a minute of the meeting was available to be shared with Board members.

**Resolved Actions**

- **Committee Services Manager to distribute Accountability Review minutes to Board members**

**09.89 Chairman's report [Paper E/05/09]**

09.89.1 The Chairman presented his Report to the Board and advised Board members that he had attended each of the four consultation workshops on the new Corporate Strategy. These were all well attended, and stimulated useful discussion, which he considered to be very worthwhile.

09.89.2 The Chairman advised Board members that he, along with the Chief Executive, had met with the Chair and Chief Executive of the newly formed Care Quality Commission (CQC). He added that CQC were very keen to engage in joint working with RQIA.

09.89.3 The Chairman concluded his Report by noting that the scheduled meeting with Minister had been postponed at short notice, and should be removed from the Report.

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

**Resolved Actions**

- **Committee Services Manager to amend Chairman's report**

**09.90 Chief Executive's Report [Paper F/05/09]**

09.90.1 The Chief Executive presented his Report to the Board. He drew members' attention to the list of meetings which he had attended and made specific reference to some of them.

09.90.2 The Chief Executive advised Board members that, along with the

Chairman, he had met with the Chair and Chief Executive of the Patient Client Council. He stated that he had now met with each of the new HSC organisations.

- 09.90.3 The Chief Executive echoed the views of the Chairman that the consultation events on the new Corporate Strategy had been worthwhile. He advised the Board that following the public consultation, thirty written responses had been received and that an analysis of these would be shared with Board members at the October workshop.
- 09.90.4 The Chief Executive gave an overview of the current review programme and advised that work was under way to identify priority areas for review in 2010/11 and 2011/12.
- 09.90.5 The Chief Executive updated Board members on developments regarding the unregistered facilities for care leavers. He informed the Board that two of the facilities were no longer being used by Trusts, and that one of these was now permanently closed. Furthermore, the third facility was currently seeking registration as a children's home. He further advised that thirteen other facilities had been identified and that RQIA was awaiting a response from DHSSPS regarding the status of these facilities.
- 09.90.6 The Chief Executive drew members' attention to the recent programme of unannounced hygiene inspections and advised that in two cases, RQIA had escalated issues with the Trust.
- 09.90.7 The Chief Executive advised Board members that members of the Executive Team had met with the UUP health spokesperson and that following recent changes in the Health Committee, an invitation had been extended to the incoming Chair and Clerk to meet with RQIA.
- 09.90.8 The Chief Executive concluded his Report by detailing RQIA's preparation in the event of a flu pandemic. He noted that the level of threat was receding but that RQIA could not be complacent.
- 09.90.9 The Board **NOTED** the Chief Executive's Report.
- 09.91 Quarterly Report - Director of Corporate Services [Paper G/05/09]**
- 09.91.1 The Chief Executive presented the Quarterly Report to the Board and explained that this was the first Report based on the framework of the new Corporate Strategy and welcomed feedback from Board members on the information provided in the Report and the format.
- 09.91.2 The Chief Executive gave an overview of the current inspection programme and the number of inspections completed during the first quarter. The Director of Operations advised that RQIA was confident it would meet its statutory obligations.

- 09.91.3 Following an update on the number of inspection reports completed on time, a Board member asked for more detail on the findings in the Reports. The Director of Operation advised that using the new methodology of inspection, he hoped to be able to produce more qualitative information for the second quarter but that there were still some initial technical difficulties.
- 09.91.4 The Chief Executive gave an overview of the Serious Adverse Incidents reported to the mental health and learning disability team. A Board member asked whether the suicides reported had occurred within hospitals. The Director of Operations explained that the information referred to suicides of individuals who had received services from community teams and/or acute in-patient facilities. He added that following the transfer of functions, RQIA was following up on all current SAs previously reported to the Mental Health Commission.
- 09.91.5 A Board member asked if there was a statutory time limit for Trusts to return these forms. The Director of Operations confirmed that there were legislative guidelines and that this issue had been raised at meetings with the heads of mental health and learning disability in the five Trusts.
- 09.91.6 The Chief Executive gave an update on complaints. A Board member asked for further information concerning the outcomes of complaints and how learning was shared. The Chief Executive advised that this information would be shared with Board members when it was available.
- 09.91.7 The Chief Executive advised the Board that due to RQIA's inability to recruit to some posts, there was a large payroll surplus projected. A Board member asked if RQIA was holding sums of money on account, but the Chief Executive assured the Board that funds were drawn down from DHSSPS on a monthly basis to cover the expenditure required for each month.
- 09.91.8 A Board member asked if RQIA had received confirmation of its financial allocation for 2009/10. The Chief Executive confirmed that RQIA had received written confirmation of its allocation from DHSSPS. The Board member noted that RQIA was not spending as much money as it had expected to in the first quarter and suggested there could be a large surplus. The Chief Executive assured the Board that this would be reviewed at the midpoint of the year and that, if necessary, funds could be surrendered to DHSSPS.
- 09.91.9 The Board **NOTED** the Quarterly Report

**09.92 Corporate Risk Register - Director of Corporate Services [Paper H/05/09]**

09.92.1 The Chief Executive presented the revised Corporate Risk Register to the Board and gave an overview of each of the eight risks.

09.92.2 The Chief Executive explained that Risk 2 would remain on the Risk Register until RQIA received clarification on the status of the 13 other facilities currently not registered. With regard to Risk 3, he advised that this risk would be reviewed following the latest recruitment exercise to fill these key positions. He added that Risk 4 related to RQIA's capacity to undertake financial inspections of registered establishments.

09.92.3 The Chief Executive noted that Risk 5, which concerns RQIA's ability to demonstrate it was having an impact on quality improvement, was very important for the reputation of RQIA. A Board member agreed with this point and suggested that RQIA publish a report outlining significant work undertaken thus far. The Director of Operations advised that he hoped to bring a discussion paper to the October workshop showing what work RQIA has done in this area. A Board member added that RQIA was having an impact, but it was important to get this message across to the general public.

09.92.4 The Chairman cited the example of Care Quality Commission which published a regular newsletter. A Board member asked if RQIA had a Communications Strategy. The Chief Executive advised that a strategy is developed for each published review but an overall Strategy was currently being developed. He added that the Public Participation Steering Group would be involved in the development of this Strategy.

09.92.5 The Chief Executive advised that Risks 6 and 7 on the Risk Register were IT related risks and that Risk 8 related to the need for RQIA to keep its financial situation under continuing review.

09.92.6 The Board **NOTED** the updated Corporate Risk Register.

**09.93 Mental Health and Learning Disability - Director of Operations [Paper I/05/09]**

09.93.1 The Director of Operations presented an update to the Board on the work of the Mental Health and Learning Disability Team. He began by advising the Board that ongoing meetings with Trust Directors and Senior Managers had helped improve communication flows between these organisations and RQIA, particularly in relation to Serious Adverse Incidents, the monitoring of errors in guardianship applications, feedback from open surgeries and thematic reviews.

09.93.2 The Director of Operations advised the Board that work had begun to

recruit the membership of the Expert Advisory Panel. He added that the first meeting of the Panel would take place in December 2009.

- 09.93.3 The Director of Operations updated the Board on work undertaken by the mental health and learning disability team with advocacy groups. He concluded his report by advising that work was ongoing in terms of the unannounced inspection programme for 2009/10.
- 09.93.4 A Board member asked about the composition of the guardianship and medical panel and asked if Board members could sit in on these meetings. The Director of Operations explained that the guardianship panel consisted of approved social workers and the Director for Service Improvement explained that the medical panel was a meeting which looked at incidents. It was **AGREED** that the timetable of meetings for these panels would be shared with Board members.
- 09.93.5 A Board member asked if the unannounced hygiene inspections could be combined with unannounced mental health inspections but the Director of Operations explained that this would be difficult in practice as each inspection focused on different areas.
- 09.93.6 A Board member pointed out a discrepancy between the information on suicides in this report compared to the Quarterly Report. The Director of Operations agreed to clarify this matter with the team.
- 09.93.7 The Board **NOTED** the update on mental health and learning disability.

#### **Resolved Actions**

- **Committee Services Manager to obtain dates for meetings of the Guardianship and Medical panels and share these with Board members**

- 09.94 **Scheme of Delegation for RQIA Policies - Director of Corporate Services [Paper J/05/09]**
- 09.94.1 The Chief Executive advised the Board that following a workshop in April 2009 a complete review of all RQIA policies and procedures was initiated. As part of this, it was suggested that the Board delegate to the Executive Management Team the authorisation to approve policies with the exception of those which have a direct impact on the Board. He added that it was RQIA's intention to put all of its policies on its website as part of its Publication Scheme.
- 09.94.2 The Audit Committee Chairman noted that the list of policies had been considered by the Audit Committee and they had suggested which policies should be approved by Board.
- 09.94.3 The Board discussed the list of policies and agreed which policies should be brought for approval and which should be delegated to the

Executive Management Team.

- 09.94.4 The Chief Executive advised that there would be a workshop in November 2009 for RQIA staff to update them on new policies being developed.
- 09.94.5 The Board **APPROVED** the scheme of delegation and **AGREED** the list of policies which required Board approval subject to some minor alterations.

**Resolved Actions**

- **Committee Services Manager to update Policy Schedule as per alterations approved by the Board**

**09.95 Retention and Disposal of Documents Schedule - Director of Corporate Services [Paper K/05/09]**

- 09.95.1 The Chief Executive presented the Retention and Disposal of Documents Schedule to the Board and explained that the document had been prepared in accordance with guidance from the Information Commissioner and the Public Records Office.
- 09.95.2 A Board member asked if RQIA staff were aware of their responsibilities under the guidance. The Chief Executive confirmed that all staff should be aware of their responsibilities but this guidance would help to reinforce the message.
- 09.95.3 A Board member outlined a conflict between the review process and Appendix A around the decision to dispose of files. The Chief Executive suggested an amendment be made to Appendix A and this was noted by the Board.
- 09.95.4 The Board **NOTED** the Retention and Disposal of Documents schedule.

**Resolved Actions**

- **Chief Executive to advise Information Manager of suggested amendment to Retention and Disposal schedule**

**09.96 PID for Home/Remote Working Project - Director of Corporate Services [Paper L/05/09]**

- 09.96.1 The Chief Executive presented the Project Initiation Document for home/remote working to the Board. He explained that there was a need for RQIA to offer home/remote working to its staff in the light of developments with the Omagh office. He noted that RQIA had recently lost two members of staff who had taken up appointments with HIQA on home/remote working contracts.

- 09.96.2 A Board member sought clarity on the need for DFP approval for the business case. The Chief Executive explained that for business cases over a certain amount this approval was required.
- 09.96.3 A Board member asked whether it was necessary for an RQIA Board member to be part of the project board as this was an operational matter. After some discussion it was suggested that RQIA should fill the vacancy on the project board by obtaining external expertise on the area of home/remote working.
- 09.96.4 The Board **APPROVED** the PID for home/remote working.

**Resolved Actions**

- **Chief Executive to advise home/remote working Project Board of suggested alteration to membership**

**09.97 Review of Board Committees - Chairman [Paper M/05/09]**

- 09.97.1 The Chairman spoke to the discussion paper and outlined to Board members his proposal for retaining just two 'formal committees' of the Board, namely the Audit Committee and the Remuneration & Appointments Committee. He advised members that he had received feedback from Board members suggesting that short term working groups would be a more efficient way of working instead of setting up additional formal committees. Following discussion it was **AGREED** that Standing Orders would be amended to allow for this .
- 09.97.2 The Chairman referred members to Standing Order 5 regarding the formation of Committees. He proposed that all new appointments would take effect from 1 October 2009, with the exception of the Appointments and Remuneration Committee who would be required to have one final meeting to approve the Senior Executive Pay awards.
- 09.97.3 The Chairman sought approval from Board members on the appointment of Ruth Laird as Audit Committee Chairman. The Board **APPROVED** the nomination. It was noted that a meeting of the Committee is take place on 22 October and it was **AGREED** that all current members would participate in this meeting until the new members were appointed.
- 09.97.4 The Chairman nominated Austin Smith to replace Jim Jamison on the CIMS Project Board. This nomination was **APPROVED**.
- 09.97.5 The Chairman proposed that Richard Adams remain on the Mental Health and Learning Disability Expert Advisory Panel as this Panel had not yet held its first meeting. He further proposed that Geraldine Donaghy and Lilian Jennett would remain on the Public Participation Steering Group.



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09.97.6 The Chairman undertook to finalise membership of all committees by the November Board meeting.

**Resolved Actions**

- **Chairman to meet with Ruth Laird to discuss future Audit Committee membership**

**09.98 Any other business**

09.98.1 The Chairman thanked a member of the public for his interest in attending, and following a brief discussion drew the public session to a close at 5:10pm.

**Date of next meeting:  
12 November 2009, Altnagelvin Hospital**

Signed

  
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Dr Ian Carson  
Chairman

Date

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12 Nov. 2009

