



## RQIA Board Meeting

Date of Meeting	25 March 2015
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Feb15 / public
Author	Hayley Barrett
Presented by	Dr Alan Lennon
Purpose	To share with Board members a record of the previous meeting of the RQIA Board.
Executive Summary	The minutes contain an overview of the key discussion points and decisions from the Board meeting on 18 February 2015.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to <b>APPROVE</b> the minutes of the Board meeting of 18 February 2015.
Next steps	The minutes will be formally signed off by the Chairman and will be uploaded onto the RQIA website.

## PUBLIC SESSION MINUTES

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**RQIA Board Meeting**  
**Boardroom, 9<sup>th</sup> Floor, Riverside Tower, Belfast**  
**18 February 2015, 10.45am**

### **Present**

Dr Alan Lennon OBE (Chair)  
Dr John Jenkins CBE  
Seamus Magee OBE  
Gerry McCurdy  
Daniel McLarnon  
Norman Morrow  
Patricia O'Callaghan  
Denis Power  
Lindsey Smith  
Mary McColgan OBE  
Robin Mullan

### **Officers of RQIA in attendance**

Glenn Houston (Chief Executive)  
David Stewart (Director of Reviews and Medical Director)  
Maurice Atkinson (Director of Corporate Services)  
Kathy Fodey (Director of Regulation and Nursing)  
Theresa Nixon (Director of Mental Health, Learning Disability and Social Work)  
Stuart Crawford (Planning & Corporate Governance Manager)  
Hayley Barrett (Board and Executive Support Manager)

### **Apologies**

Sarah Havlin  
Stella Cunningham

### **1.0 Agenda Item 1 - Welcome and Apologies**

1.1 The Chairman welcomed all Board members and officers to the meeting. Apologies were noted from Mrs Sarah Havlin and Mrs Stella Cunningham.

### **2.0 Agenda Item 2 - Minutes of the meeting of the Board held on 21 January 2015 (min/Jan15/public)**

2.1 Following discussion and proposed amendments for consideration, the Board **APPROVED** the public session minutes of the Board meeting held on Wednesday 21 January 2015.

### **3.0 Agenda Item 3 - Matters arising from minutes**

- 3.1 Board members noted that actions 76, 80, 81 and 83 are now complete.
- 3.2 Actions 75 and 79 will be completed at the Audit Committee meeting on 26 February 2015.
- 3.3 Board members noted that Actions 34, 77, 78 and 82 will be actioned at the next Board meeting on 25 March 2015.

**4.0 Agenda Item 4 - Declaration of Interests**

4.1 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.

**5.0 Agenda Item 5 - Chairman's Report (A/02/15)**

5.1 The Chairman invited comments on his report from Board members.

5.2 The Chairman informed Board members that the NICON Annual Conference will take place on 22 and 23 April 2015. The Chairman invited Board members who wished to attend the conference to notify the Board and Executive Support Manager.

5.3 The Chairman informed Board members that an RQIA Staff Development Day will take place on 30 April 2015 at Mossley Mill. The Chief Executive advised that the STEP Steering Group is devising a programme for the day. This event will celebrate RQIA's 10<sup>th</sup> Anniversary and will focus on looking forward and how RQIA functions as an organisation.

5.4 The Chief Executive invited Board members to the RQIA Staff Development Day.

5.5 A Board member raised the recently published Sir Robert Francis report in relation to whistleblowing. The Chief Executive advised that the Donaldson Review addresses whistleblowing in the Northern Ireland context and RQIA is currently engaging with DHSSPS regarding a proposed review of whistleblowing.

**5.6 Resolved Action (84)**

**The Director of Regulation and Nursing will report on a recent survey of regulated services with respect to whistleblowing policy and procedure. This information will be included in The Director of Regulation and Nursing's regulation report on 25 March 2015.**

5.7 Board members discussed the use of CCTV cameras within Nursing Homes, Residential Homes and Domiciliary Care Agencies. The Director of Regulation and Nursing advised Board members that the use of CCTV cameras impacts on the privacy and dignity of residents / patients. The Chief Executive stated that despite guidance, some families may continue to put CCTV cameras in relatives' homes.

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

- 6.0 Agenda Item 6 – Response to Sir Liam Donaldson’s Review (A/02/15)**
- 6.1 The Chief Executive invited comments on two papers setting out RQIA’s response to the Donaldson Report. These comprised a more detailed response and a concise version. The Chief Executive informed Board members that an RQIA response to DHSSPS will be part of a public consultation and will be forwarded to the Minister. Board members were invited to comment as to the content and format of the final response.
- 6.2 The Chief Executive advised Board members that recommendations within the Donaldson Review involving RQIA and Regulation have been considered within the draft responses.
- 6.3 Board members discussed the content of both draft responses and advised that the response should consider: the inclusion of a foreword; focus mainly on the recommendations relating to regulation but also consider the wider recommendations; emphasise that any new structures should not create additional silos; and highlight the need for organisations to work collaboratively to improve quality of services.
- 6.4 Board members discussed the Quality 2020 Workshop, taking place on 6 March 2015, which is focused on the Donaldson report. A Board member stated that the O’Hara enquiry is pending publication and will discuss governance issues within the Trusts.
- 6.5 Board members discussed the role of the Patient Safety Forum and identified that Patient Safety is every bodies business and should be not become isolated.
- 6.6 The Chief Executive advised that DHSSPS had indicated that it will not outsource inspections / reviews of acute hospitals in Northern Ireland. However, RQIA will liaise with other regulators, including Healthcare Improvement Scotland, in preparing the rolling programme of inspections of acute hospitals which will be introduced in 2015.
- 6.7 The Chairman advised Board members that Gavin Lavery, the Director of the HSC Patient Safety Forum is working with RQIA to develop the Hospital Inspection Programme.
- 6.8 Following discussion, Board members agreed that the shorter paper following the consideration of proposed amendments to the report by the Chief Executive should be published to the DHSSPS.
- 6.9 The Board **NOTED** the draft response to Sir Liam Donaldson’s Review
- 7.0 Agenda Item 7 – Corporate Performance Report (B/02/15)**
- 7.1 The Planning & Corporate Governance Manager joined the meeting.
- 7.2 The Director of Corporate Services introduced the Corporate

Performance Report up to Quarter 3 to all Board members. The Director of Corporate Services advised that at the Board meeting in May a final corporate performance report would be presented for the year 2014-15.

7.3 The Director of Corporate Services informed Board members that six actions are in exception i.e. amber or red, and the majority of actions are on track to be completed by year end.

7.4 Board members discussed the major injection of inspections to meet the statutory target in quarter four. The Director of Regulation and Nursing confirmed that quarter four is more intense than other quarters.

7.5 Board members **NOTED** the Corporate Performance Report.

7.6 **Resolved Action (85)**

**The Director of Corporate Services will present a final Corporate Performance Report for 2014-15 at the Board meeting on 14 May 2015.**

8.0 **Agenda Item 8 – Business Plan 2015-16 (C/02/15)**

8.1 The Chairman introduced the draft Business Plan 2015-16 for Board members to consider and further develop, with the support and advice of the Executive Management Team.

8.2 The Chairman informed Board members that the final Business Plan 2015-16 would be presented for approval at the Board meeting on 25 March 2015.

8.3 Following extensive discussion of the seven strategic themes detailed in the Business Plan 2015-16, Board members proposed amendments to be considered by the Corporate Strategy Steering Group and the Executive Management Team.

8.4 The Chairman advised Board members that the Corporate Strategy Steering Group and the Executive Management Team would reconvene to reflect on and edit the draft plan emerging from the Board meeting.

8.5 **Resolved Action (86)**

**The Corporate Strategy Steering Group and the Executive Management Team will reconvene to reflect on and edit the draft Business Plan 2015-16 emerging from the Board meeting.**

8.6 A Board member noted that GAIN will be new to RQIA from 1 April 2015 and advised that a stronger focus on how to bring GAIN on board and fully engage with RQIA is required.

8.7 A Board member requested a paper on the transfer of GAIN to RQIA.

8.8 **Resolved Action (87)**

**A paper on the transfer of GAIN to RQIA will be presented at the**

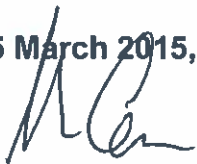
**Board meeting on 25 March 2015.**

- 8.9 The Chairman advised that off business plan activities, for example communication plan, HR plan, IT plan etc. will require input from Board members and brought forward for approval as per the business plan.
- 8.10 A Board member noted that cross referencing throughout each strategic theme of the Business Plan would help RQIA to look at intended outcomes / outputs collectively.
- 8.11 Board members noted that a greater emphasis on the use of information technology and digital technology should be detailed within the Business Plan.
- 9.0 Agenda Item 9 - Any Other Business**
- 9.1 As there was no further business the Chairman brought the public session of the Board to a close at 2.00pm.

**Date of next meeting:**

**Wednesday 25 March 2015, Boardroom, RQIA.**

Signed

  
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**Dr Alan Lennon**  
**Chairman**

Date

31 MARCH 2015

## **Board Action List**

<b>Action number</b>	<b>Board meeting</b>	<b>Agreed action</b>	<b>Responsible Person</b>	<b>Date due for completion</b>
34	14 November 2014	A paper on the implementation of RQIA recommendations following Review Reports will be provided to Board meeting.	Chief Executive	25 March 2015
75	13 November 2014	Ongoing actions on the Audit Committee action list should be amended to detail a date for completion	Chair of Audit Committee	26 February 2015
77	21 January 2015	The Chief Executive to consider the addition of quantitative information to the dashboard to highlight workload pressures.	Chief Executive	25 March 2015
78	21 January 2015	Director of Regulation and Nursing to consider the addition of information within this report to detail planned inspections not completed within the designated timeframe.	Director of Regulation and Nursing	25 March 2015
79	21 January 2015	Action plan of recommendations in response to the RSM McClure Watters landscape review to be prepared and disseminated to the Audit Committee and Board members before submission to DHSSPS.	Chief Executive	26 February 2015
82	21 January 2015	Board Governance Self-Assessment Tool to be brought to March Board meeting for discussion.	Chairman	25 March 2015
84	18 February 2015	The Director of Regulation and Nursing will report on a recent survey of regulated services with respect to whistleblowing policy and procedure. This information will be included in The Director of Regulation and Nursing's regulation report on 25 March 2015.	Director of Regulation and Nursing	25 March 2015

85	18 February 2015	The Director of Corporate Services will present a final Corporate Performance Report for 2014-15 at the Board meeting on 14 May 2015.	Director of Corporate Services	14 May 2015
86	18 February 2015	The Corporate Strategy Steering Group and the Executive Management Team will reconvene to reflect on and edit the draft Business Plan 2015-16 emerging from the Board meeting.	Chief Executive	25 March 2015
87	18 February 2015	A paper on the transfer of GAIN to RQIA will be presented at the Board meeting on 25 March 2015.	Director of Reviews and Medical Director	25 March 2015