



**Minutes of the Board meeting 13 November 2007  
Manor House Hotel, Killadeas, Co Fermanagh**

**Present**

Ian Carson (Chairman)  
Richard Adams  
Joan Harbison  
Jim Jamison  
Lilian Jennett (*Confidential  
Session only*)  
Allen McCartney  
Patricia McCoy  
Connor Mulholland  
Una O'Kane  
Austin Smith

**Officers of the Board present**

Alice Casey (Interim Chief Executive)  
Robert Graham (Committee Administrator)  
Phelim Quinn (Director of Operations and Chief  
Nurse Advisor)  
Theresa Nixon (Director of Operations and Chief  
Social Work Advisor)  
David Stewart (Medical Director)  
John Stewart (Director of Corporate Services)

**Apologies**

Geraldine Donaghy  
Ruth Laird  
Colin Reid

**Apologies**

None

**PUBLIC SESSION**

**07.132 Welcome and Chairman's remarks**

- 07.132.1 The Chairman welcomed Board members and Officers of the Board to the meeting. In particular he welcomed the new Interim Chief Executive, Alice Casey and Dr David Stewart who was attending his first meeting as Medical Director. He also welcomed Theresa Nixon who had returned from a period of sick leave.
- 07.132.2 Board members expressed their appreciation to the work of the Executive Team and in particular, to those members of staff who had acted up recently.

**07.133 Minutes of the meeting of the Board held on Thursday 11 October 2007, Board Room, Riverside Tower, Lanyon Place, Belfast [Paper min/Oct/07]**

The Board **APPROVED** the minutes of the meeting of the Board meeting held on 11 October 2007.

**07.134 Matters arising from minutes**

**07.117 Shared Services**

07.134.1 The Director of Corporate Services advised that he would prepare a response to the DHSSPS Shared Services Consultation Paper and bring this to the next Board meeting.

**07.135 Chairman's report [Paper D/08/07]**

07.135.1 The Chairman presented his report to the Board and noted that the meeting with Allan Bowman and Julie Jones, Chairman and Chief Executive respectively of SCIE, which he attended with the new Interim Chief Executive, had proved to be a very constructive one.

The Board **NOTED** the Chairman's report.

**07.136 Quarterly Report - Director of Corporate Services [Paper E/08/07]**

07.136.1 The Director of Corporate Services presented the Quarterly Report to the Board but expressed concern about inaccuracies in the information concerning the number of inspections which had been undertaken. He advised Board members that action was already being taken to resolve this issue.

07.136.2 The Director of Corporate Services highlighted concerns about the high level of sickness and advised the Board of action being taken.

07.136.3 Board members noted that there had been an increase in the number of deaths reported and queried if any analysis had been done in this area. The Director of Operations and Chief Nurse Advisor advised that some joint work had been undertaken with the Human Rights Commission but this was at an early stage but he agreed that some commentary would be included in future Quarterly Reports.

07.136.4 The Director of Corporate Services confirmed that the Authority's legal advisors were studying the lease for Riverside Tower to clarify if the Authority is due to pay a higher service charge.

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07.136.5 A Board member queried the differences between the number of announced and unannounced inspections carried out in each Board area. The Director of Operations and Chief Nurse Advisor confirmed that over the course of the inspection year these differences would be evened out.

07.136.6 In response to a query from a Board member, the Director of Corporate Services confirmed that the Authority is seeking to introduce Key Performance Indicators into the Quarterly Report and that this work would commence when the Authority looks at a balanced scorecard approach when developing the next Corporate Plan.

The Board **NOTED** the Quarterly Report.

**07.137 Audit Committee update - Chairman of Audit Committee [Paper F/08/07]**

07.137.1 The Chairman of the Audit Committee updated the Board on the meeting held on 1 November 2007. He advised Board members that Terry Woodhouse from the Northern Ireland Audit Office was now responsible for the auditing of the Authority's accounts.

07.137.2 The Committee Chairman outlined the main areas of discussion at the meeting and highlighted the need for the Authority to prepare its annual accounts within a shorter deadline in 2008, due to the DHSSPS Faster Closing Initiative. He also advised that the Committee had approved a contingency plan which would see more of the day to day financial work being done within the Authority with less reliance on a shared services provider.

07.137.3 The Committee Chairman advised that the Audit Committee had approved a job description and person specification for the recruitment of a professional advisor the Audit Committee.

07.137.4 The Committee Chairman advised Board members that the most up to date Corporate Risk Register was included in the papers for Board members to note.

The Board **NOTED** the update from the Audit Committee Chairman and the Corporate Risk Register.

**07.138 Governance and Risk Management sub-committee Update [Paper G/08/07]**

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- 07.138.1 The Chairman of the Governance and Risk Management sub-committee updated Board members on the meeting of 25 October 2007 and advised that the minutes of the meeting of 26 June 2007 were available to members for noting.
- 07.138.2 The sub-committee Chairman expressed concerns about the non-availability of the Care Standards and the delays in the processing of POCVA applications and suggested that the Authority write to the Minister on both matters.
- 07.138.3 The Chairman expressed his preference to arrange a meeting with the Minister to introduce the new Interim Chief Executive, at which he could raise these two issues. Board members endorsed this approach.
- 07.138.4 The sub-committee Chairman suggested that target dates for the timely completion of reports should be agreed with inspectorate staff. The Director of Operations and Chief Nurse Advisor, advised that this would be happening and that weekly updates would now be provided to Assistant Directors to ensure better performance management.

The Board **NOTED** the update from the Governance and Risk Management sub-committee Chairman.

**07.139 Memorandum of Understanding with HM Inspectorate of Prisons - Director of Operations and Chief Nurse Advisor**

- 07.139.1 The Director of Operations and Chief Nurse Advisor advised that progress had been delayed in the development of a Memorandum of Understanding because of the delay in the transfer of prison health to the HPSS. He advised that he had met with Kit Chivers from Criminal Justice Inspectorate to look at how prison inspections could be carried out. He hoped to bring an updated MoU to the Board within the next three months.

**07.140 Development of a Public Participation Strategy [Paper H/08/07]**

- 07.140.1 The Director of Corporate Services introduced Roisin Kelly, the Public Participation Manager, to the meeting and outlined the rationale for her appointment and the work she has been involved in to develop a strategy.
- 07.140.2 Following a brief introduction by the Communications Manager which explained that the focus on the presentation was for the Board to approve an approach to a Public Participation Strategy, the Public Participation Manager outlined the key stages in the proposed development of the strategy.

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- 07.140.3 The Public Participation Manager advised Board members that a steering group would be set up to develop the strategy and sought expressions of interest from Board members to join this group.
- 07.140.4 A Board member noted that the timetable for the development and publication of the strategy was very tight but the Public Participation Manager explained that this was necessary in order to maintain the momentum of developing the strategy.
- 07.140.5 Board members discussed methods of engaging with the public and a suggestion was made that the Public Participation Manager should contact John Barry, who had previously addressed the Authority Board in the area of consultation. This suggested was noted.
- 07.140.6 A Board member queried the role of the strategy and sought clarity on whether it was about getting public views on the work the Authority does, or views about health and social care in Northern Ireland as a whole. The Director of Corporate Services advised that it was a mix of both. The Public Participation Manager added that in the first instance, it was about getting the public to participate in the work of the Authority e.g. through peer or lay review.
- 07.140.7 The Board **APPROVED** the outline of the Public Participation Strategy and **AGREED** to forward expressions of interest for the steering group to the Chairman.
- 07.141 Draft RQIA Vulnerable Adults Protocol - Director of Operations and Chief Social Work Advisor [Paper I/08/07]**
- 07.141.1 The Director of Operations and Chief Social Work Advisor outlined the need for clarity in terms of the responsibility of Boards and Trusts in cases of suspected abuse of vulnerable adults. She confirmed that the responsibility for investigating these incidents lay with the trust and not with the Authority.
- 07.141.2 The Director of Operations and Chief Social Work Advisor advised that the Authority would inform the DHSSPS, trusts and boards of their responsibilities and that there would be awareness training for staff.
- 07.141.3 Board members made minor suggestions for amendment. It was suggested that "equally" should be replaced with "fairly and appropriately" on page 3, paragraph 3 and throughout the document it was suggested that the word "endorsed" be reconsidered in the light of the Authority's role as a regulator.

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07.141.4 Subject to the amendments previously outlined the Board **APPROVED** the protocol.

**07.142 Draft Memorandum of Understanding between RQIA and Mental Health Commission - Director of Operations and Chief Nurse Advisor [Paper J/08/07]**

07.142.1 The Director of Operations and Chief Nurse Advisor presented a draft memorandum of understanding with the Mental Health Commission to the Board but advised that this was an interim MoU as the transfer of functions had not yet taken place due to the delay in the Draft Reform Order. He added that the MoU looked at joint areas of work between the two organisations.

07.142.2 A Board member suggested that on page 1, sections 4 and 5 should be reversed. The Director of Operations and Chief Nurse Advisor concurred with this point.

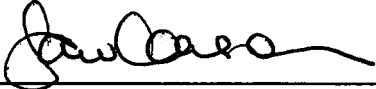
07.142.3 Subject to the minor amendment outlined above, the Board **APPROVED** the draft Memorandum of Understanding.

**07.143 Any other business**

07.143.1 A Board member asked if the meeting dates for 2008/09 could be forwarded to Board members. The Committee Administrator **AGREED** to do this.

07.143.2 There being no other business the Chairman drew the meeting to a close at 3:55pm.

**Date of next meeting:  
11 December 2007 at 12pm  
Board Room, 9th Floor, Riverside Tower**

Signed   
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Dr Ian Carson  
Chairman

Date 11<sup>th</sup> Dec 2007