



RQIA Board Meeting

Date of Meeting	16 May 2019
Title of Paper	Public Session Minutes
Agenda Item	1
Reference	Min/March19/Private
Author	Hayley Barrett
Presented by	Prof. Mary McColgan
Purpose	To provide Board members with 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 21 March 2019
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/Resolution	The Board is asked to APPROVE the minutes of the Board meeting on 21 March 2019
Next steps	The minutes will be formally signed off by the Chair.

PUBLIC SESSION MINUTES

RQIA Board Meeting Boardroom, RQIA 21 March 2019, 10.45am	
Present Lindsey Smith (Acting Chair) (<i>LS</i>) Gerry McCurdy (<i>GMcC</i>) Denis Power (<i>DP</i>) Robin Mullan (<i>RM</i>) Seamus Magee OBE (<i>SM</i>) Patricia O'Callaghan (<i>POC</i>) Sarah Havlin (<i>SH</i>) Dr Norman Morrow (<i>NM</i>)	Officers of RQIA in attendance Olive Macleod OBE (Chief Executive) (<i>OM</i>) Theresa Nixon (Director of Assurance) (<i>TN</i>) Dr Lourda Geoghegan (Director of Improvement and Medical Director) (<i>LG</i>) Jennifer Lamont (Head of Business Support) (<i>JL</i>) Emer Hopkins (Deputy Director of Improvement) (<i>EH</i>) Hayley Barrett (Board and Executive Support Manager) (<i>HB</i>)

1.0 Welcome and Apologies

- 1.1 LS welcomed all members and Officers of the Board to this meeting. Apologies were noted from Professor Mary McColgan OBE and Malachy Finnegan.
- 1.2 LS welcomed Emer Hopkins, RQIA's newly appointed Deputy Director of Improvement, and Linda Greenlees, DoH, to the meeting as observers.

2.0 Agenda Item 1 – Minutes of the public meeting of the Board held on Thursday 17 January 2019 and matters arising

- 2.1 Board members **APPROVED** the minutes of the Board held on Thursday 17 January 2019.
- 2.2 Board members noted that actions 191 and 193 are now complete.

3.0 Agenda Item 2 –Declaration of Interests

- 3.1 LS asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders. No declarations were made.

4.0 Agenda Item 3 – Acting Chair’s Report

4.1 LS advised Board members that MMcC responded to an online survey on behalf of RQIA in relation to the ALB Sponsorship Review which had been initiated by the Department of Finance. The group launched the code of good practice for partnerships between Departments and Arm’s Length Bodies on 19 March 2019.

4.2 GMcC and OM attended the launch of the code of good practice. OM advised that the code contains five high level principles that will act as a set of common standards for ALBs. GMcC informed Board members that the principles contained in the code outlines mutual engagement between the Department and the ALB. OM advised that copies of the code of good practice will be shared with all Board members.

4.3 Resolved Action (197)

The ‘Partnerships between Departments and Arm’s Length Bodies: NI Code of Good Practice’ to be shared with all Board members.

4.4 LS advised of the draft information relating to the Serious Adverse Incident Review Survey. LG advised that the IHRD webpage is updated with all information from all of the workstreams, which is available to the public.

4.5 Resolved Action (198)

Link to the IHRD webpage to be shared with all members.

4.6 LS advised of MMcC’s attendance at the Duty of Quality IHRD workstream and the annual meeting with NISCC.

4.7 LS advised that MMcC, SM and LS attended BSO Shortlisting and Interview training.

4.8 NM advised that he attended the User Experience and Advocacy IHRD workstream on 14 February and there is a further meeting this afternoon.

4.9 Board members **NOTED** the Acting Chair’s Report.

5.0 Agenda Item 4 – Corporate Risk Assurance Framework Report

5.1 JL advised Board members that this iteration of the Corporate Risk Assurance Framework Report was approved by the Audit Committee on 6 March 2019.

5.2 JL informed Board members that risk CR15 has been de-escalated to the Directorate of Improvement Risk Register.

5.3 JL advised Board members that the Corporate Risk Assurance Framework Report will be further reviewed prior to the next meeting of Audit Committee in May 2019.

5.4 Board members **APPROVED** the Corporate Risk Assurance Framework Report.

6.0 **Agenda Item 5 – RQIA Inspection Methodology**

6.1 TN presented the RQIA Inspection Methodology paper to Board members. TN advised that the purpose of this paper is to update the Board on the Inspection Methodology Improvement Programme and to seek a nomination from the Board to join the project board. TN advised Board members that the project brief for work to commence in five prioritised areas, which will run concurrently, has been approved by EMT.

6.2 TN informed Board members that the improved methodology will help RQIA to transform internally and improve the inspection approach. TN advised that a temporary Project Manager for the project has been appointed.

6.3 LS asked what added value this project will have for RQIA. OM advised that the reviewed inspection methodology will provide an oversight of providers' governance arrangements to RQIA, moving away from the traditional 'command and control' approach.

6.4 LS advised that she will discuss the project with MMcC to agree a nomination to join the project board.

6.5 **Resolved Action (199)**

LS to discuss the Board member nomination with MMcC to agree a nominated Board member for the Inspection Methodology Project Board.

6.6 Board members queried if the project would include a number of issues such as: different types of inspections; methods to support inspections; pre inspection and follow up inspections; have input from the health care sector; and if the review of standards and regulations by the DoH would impact the approach. TN advised that all areas will be taken into consideration during the project. TN informed Board members that the project board includes members from trusts, DoH and the Independent Health and Care Providers group (IHCP).

6.7 Board members **ENDORSED** the approach to the RQIA Inspection Methodology Review.

7.0 **Agenda Item 6 – Audit Committee Business**

- **Approve minutes of meeting on 18 October 2018**
- **Verbal update on meeting on 6 March 2019**

7.1 DP, Audit Committee Chair, informed Board members of the approved minutes of the Audit Committee meeting on 21 June 2018.

7.2 Board members **NOTED** the approved minutes of the Audit Committee meeting on 21 June 2018.

7.3 DP provided a verbal update of the meeting on 6 March 2019. DP advised Board members that the Audit Committee meeting to be held in June has been

rescheduled to 14 June following the publication of the timetable for 2018-19 annual accounts.

- 7.4 DP advised Board members that he is working with HB to complete a full review of the Standing Orders. The revised Standing Orders will be presented to the Audit Committee and Board meeting in May.
- 7.5 DP informed Board members that the Corporate Risk Assurance Framework Report will be reviewed to incorporate the current risk environment, prior to the Audit Committee meeting in May. DP advised that Audit Committee members agreed that DP and GMcC would meet with OM and JL to review.
- 7.6 **Resolved Action (200)**
A meeting to be arranged to review the Corporate Risk Assurance Framework report with OM, JL, DP and GMcC.
- 7.7 DP provided an update in relation to the internal audits of RQIA Financial Review which had received a satisfactory level of assurance; that BSO Payroll Shared Services received a limited level of assurance; and that BSO Recruitment Shared Services has received a satisfactory level of assurance.
- 7.8 Board members **NOTED** the Audit Committee Business.
- 8.0 Agenda Item 7 – Chief Executive’s Report**
- 8.1 OM advised of successful interviews for the vacant assistant director positions. OM advised that two of the three successful appointments have been internal appointments, Lynn Long and Audrey Murphy. LG thanked NM for his help and assistance throughout the shortlisting and interview process.
- 8.2 OM advised that a recruitment exercise for the recruitment of inspection staff is due to commence and interviews will be scheduled for the end of May.
- 8.3 GMcC queried the key posts that are currently outstanding for recruitment. OM advised that the Head of Information, the Business Manager and Business Support Officers are due for advertisement.
- 8.4 OM advised that, in relation to Residential Beds in Nursing Homes, RQIA continues to work with three providers to find a local solution. OM advised that the Regional Contingency Planning Group for care homes has been re-established.
- 8.5 OM advised Board members that RQIA has not received the financial allocation for 2019-20.
- 8.6 Board members noted the enforcement action update since the last meeting.
- 8.7 GMcC asked for an update in relation to Muckamore Abbey Hospital. LG advised that an unannounced follow up inspection was undertaken in February and feedback was provided to the Senior Management Team. A serious concerns meeting was convened with the Chief Executive and relevant

directors from the trust. A robust action plan was received in relation to concerns raised.

8.8 GMcC asked for an update in relation to the NIAS improvement notices. LG advised that a request to extend one improvement notice relating to the training and education of staff has been received. RQIA is currently considering the request. LG suggested that NI Ambulance Service are invited to a Board meeting / workshop to share their experience with Board members. Board members agreed that this would be useful.

8.9 **Resolved Action (201)**
LG to invite NI Ambulance Service to a Board meeting / workshop to share their experience with Board members

8.10 Board members **NOTED** the Chief Executive's Report.

9.0 **Agenda Item 8 – RQIA Business Plan 2019-20**

9.1 JL advised Board members that the Business Plan 2019-20 is in the same format as last year and elements of the text have been updated. JL advised that Human Rights training was a substantial investment for RQIA during 2018-19 and has been included in the foreword.

9.2 JL informed Board members that the Business Plan is a high level document and the corporate performance report will outline the actions and measures to achieve each strategic theme.

9.3 Board members requested that the Business Plan includes reference to engagement with other regulators, challenges to RQIA and the revised inspection methodology project.

9.4 Board members discussed each strategic theme and advised of minor amendments and an addition of one action to develop outcome measures for 2019-20. Officers of the Board agreed to the amendments and additions.

9.5 **Resolved Action (202)**
Minor amendments and an addition of one action to develop outcome measures for 2019-20 to be made to the Business Plan 2019-20.


9.6 LS advised that the Business Plan 2019-20 is well laid out, streamlined and clear with a strong emphasis on improvement.

9.7 Board members **APPROVED** the RQIA Business Plan 2019-20.




10.0 **Agenda Item 9 – Any other business**

10.1 As there was no other business, LS thanked Board members and Officers for their attendance and contribution and brought the meeting to a close.








202	21 March 2019	Minor amendments and an addition of one action to develop outcome measures for 2019-20 to be made to the Business Plan 2019-20.	Head of Business Support	16 May 2019	
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Key

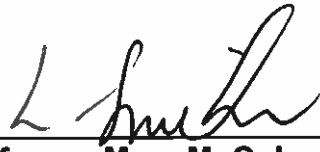
Behind Schedule	
In Progress	
Completed or ahead of Schedule	

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status
197	21 March 2019	The 'Partnerships between Departments and Arm's Length Bodies: NI Code of Good Practice' to be shared with all Board members.	Board and Executive Support Manager	16 May 2019	
198	21 March 2019	Link to the IHRD webpage to be shared with all members.	Board and Executive Support Manager	16 May 2019	
199	21 March 2019	LS to discuss the Board member nomination with MMcC to agree a nominated Board member for the Inspection Methodology Project Board..	Lindsey Smith, Board member	16 May 2019	
200	21 March 2019	A meeting to be arranged to review the Corporate Risk Assurance Framework report with OM, JL, DP and GMcC.	Board and Executive Support Manager	16 May 2019	
201	21 March 2019	LG to invite NI Ambulance Service to a Board meeting / workshop to share their experience with Board members	Director of Improvement and Medical Director	19 September 2019	

Date of next meeting:
16 May 2019

Signed



Professor Mary McColgan
Acting Chair

Date

16/5/2019