

PUBLIC SESSION MINUTES

RQIA Board Meeting

Board Room, RQIA, Riverside Tower, Lanyon Place, Belfast

17 January 2013, 1.00pm

Present

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

Officers of RQIA present

Glenn Houston (Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Muriel Dickson (Acting Director of Regulation and Nursing)
Theresa Nixon (Director of Mental Health and Learning Disability and Social Work)
David Stewart (Director of Reviews and Medical Director)

In attendance

Katie Symington (Board and Executive Support Manager)
Kathy Fodey (Director of Regulation and Nursing starting 01.02.2013)

Apologies

Malachy Finnegan (Communications Manager)
Sarah Havlin
Lindsey Smith

13.8	Item 1 - Welcome and Apologies
13.8.1	The Chairman welcomed Board members and Officers of the Board to the meeting. Apologies were noted from Malachy Finnegan, Sarah Havlin and Lindsay Smith.
13.9	Item 2 - Minutes of the meeting of the Board held on Thursday 8 November 2012 (min/ Nov12/public)
13.9.1	The Board APPROVED the minutes of the Board meeting held on 8 November with revisions. <u>Resolved Actions</u> <ul style="list-style-type: none"> Minutes to be formally signed off by the Chairman
13.10	Item 3 - Matters arising from minutes
13.10.1	12.104.4 Review Reports The Director of Reviews advised that expressions of interest had been

	<p>received from Board members for the upcoming programme of Reviews. A list of the reviews with assigned Board members was circulated to the Board for information.</p>
13.10.2	<p>12.104.9 Appointment to the post of Human Rights Advisor The Director of Mental Health, Learning Disability and Social Work informed the Board that RQIA has been unsuccessful in recruiting a Human Rights Advisor. The Directorate of Legal Services, BSO has been requested to second a member of staff and has agreed to do so initially for one day per week, from 3 January 2013 with the possibility of increasing this commitment to two and a half days per week, post June 2013 period.</p>
13.10.3	<p>12.105.2 Membership and appointment to working groups and panels The Chairman advised the Board that the short life working group looking at the membership of working groups and panels has met and a number of recommendations have been put forward and adopted by the Board.</p>
13.10.4	<p>12.107.3 Ireland Quality Awards (EFQM) The Director of Corporate Services informed the Board that RQIA has been provided with a high level and detailed report by the EFQM assessors. Joy McAleer has also met with the Director of Corporate Services and the Corporate Improvement and Public Engagement Manager to provide feedback. A workshop is scheduled for RQIA staff members on 28 January 2013 to consider EFQM feedback and to discuss how to take the recommendations from the feedback report forward. The feedback from the EFQM report will be discussed at the Board workshop, 11 April 2013. The EFQM awards ceremony will take place on 31 January 2013 in the Titanic Centre. The Chairman asked for two Board members to attend this ceremony.</p>
13.10.5	<p>12.111.8 Human Resources and Organisational Development Strategy The Director of Corporate Services advised the Board that the HROD Strategy will be brought to the March Board meeting. The Human Resources & Organisational Development Manager is currently preparing the final draft document with Board members.</p>
13.10.6	<p>12.101.3 Backlog of X-rays in Belfast Trust The Director of Reviews informed the Board that an IR(ME)R inspection was carried out in the Belfast Trust, following receipt of the report from the trust of an investigation into the circumstances leading to the non-reporting of x-rays. A report of an IR(ME)R inspection is</p>

	currently being prepared by the Review Team and will be made available to the Board in due course.
13.10.7	<p>12.106.5 Recruitment of expert and lay reviewers</p> <p>The Chief Executive informed the Board that as part of PPI (Patient and Public Involvement), the contribution of lay reviewers to the work of RQIA will be assessed.</p> <p>Agreement that Geraldine Donaghy will assist in creating a specification for lay reviewers.</p>
13.10.8	<p>12.111.4 Business Cases to DHSSPS</p> <p>The Director of Corporate Services informed the Board that two Business Cases are currently being developed, for Regulation and for Mental Health and Learning Disability. These Business Cases will be sent to the DHSSPS when completed.</p> <p>The Chief Executive informed the Board that increased numbers of inspections by the Regulation directorate and a necessary extension to the work of the Mental Health and Learning Disability directorate is impacting upon current capacity.</p> <p>The Chief Executive will update the Board on these capacity issues at future Board meetings.</p>
13.10.9	<p>12.112.1 Prison Inspection Report</p> <p>Board members were advised that the Report of the joint inspection of Maghaberry Prison (December 2012) has now been published and is available on the RQIA website.</p> <p>The Chief Executive informed Board members that the Chief Executive and Director of Prison Healthcare (SEHSCT) have been invited to provide a presentation on prison healthcare at the next Board meeting, 14 March 2013.</p>
13.10.10	<p>12.112.2 Minimum standards for Nursing Homes</p> <p>The Board was informed that the working group to review the minimum standards for Nursing Homes will be convened by DHSSPS. RQIA has a representative on this group.</p>
13.10.11	<p>12.112.4 IT Training</p> <p>The Chairman informed the Board that the use of RQIA laptops will be piloted by two/ three Board members who have had additional IT training.</p>
13.11	Item 4 - Declaration of Interests
13.11.1	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.

13.11.2	The Chairman asked Board members to ensure that if they were required to update their entry in the RQIA Register of Interests that they should advise the Board & Executive Support Manager.
13.12	Item 5 - Chairman's Report - Chairman
13.12.1	The Chairman presented his report to the Board and noted that he had attended 7 meetings on behalf of RQIA since the previous Board meeting.
13.12.2	Notable was the meeting with Sir Peter Rubin, Chairman of the GMC. The Chairman informed the Board that he hopes to meet shortly with Lady Christine Eames, GMC Council member.
13.12.3	The Chairman informed the Board that the minutes of the Mid-year Accountability meeting with the DHSSPS will be circulated, once finalised.
13.12.4	The Board NOTED the Chairman's Report.
13.13	Item 6 - Chief Executive's Report - Chief Executive
13.13.1	The Chief Executive informed the Board that the RISCP Project Board met on 17 December 2012, with five suppliers expressing an interest in providing this platform.
13.13.2	The Chief Executive advised the Board that the ALB Business Planning Group had met on 3 December 2012 to consider a Draft Discussion Paper which outlines the future expected format, content and timeframe for an ALB's corporate strategy, business plan and RQIA's review programme.
13.13.3	The Chief Executive advised the Board that RQIA has been successful in securing funding from the Public Health Agency (PHA) for two PPI projects to be implemented over the next three months.
13.13.4	<p>The Chief Executive informed the Board that as part of the new Business Services Transformation Project (BSTP), the new Human Resources, Payroll, Travel and Subsistence (HRPTS) system would be rolled out from March 2013, with salary payments being received through this system in January 2013.</p> <p>The Chief Executive highlighted that there continue to be problems with the implementation of the new Finance, Procurement and Logistics (FPL) system which went live in RQIA in November 2012, Further deployment of the system within other HSC organisations has been suspended until the current difficulties are resolved. The Chief Executive indicated that this matter will be discussed further as part of the consideration of the current risks facing RQIA.</p>

13.13.5	The Chief Executive informed the Board that HIQA had requested RQIA's Director of Corporate Services to provide a presentation to their Executive Management Team on RQIA's approach to strategic performance management.
13.13.6	The Chief Executive advised the Board that two reviews have been published since the November Board meeting. Publication of these two reviews completes the 2009 to 2012 Review Programme. The joint inspection report of Maghaberry Prison has also been published.
13.13.7	The Director of Mental Health, Learning Disability and Social Work informed the Board that a training workshop was held for Part II & Part IV Doctors, Consultant Psychiatrists & Trainees, on 9 November 2012.
13.13.8	The Chief Executive drew the Boards attention to the Enforcement Activity, Appendix 1 of the Chief Executives Report. One new complaint and one incident of whistleblowing have been received since the November Board meeting. The Acting Director of Regulation and Nursing provided the Board with an update on current enforcement actions.
13.13.9	A Board member wished to commend the Corporate Improvement and Public Engagement Manager for her work in the achievement of funding from the Public Health Authority for the PPI projects.
13.13.10	The Board requested classification of complaints and whistleblowing within future Chief Executive Reports.
13.13.11	The Board NOTED the Chief Executive's report.
13.14	Item 7 - Finance Report - Director of Corporate Services
13.14.1	The Director of Corporate Services provided an update to Board members on RQIA's summary financial position as at 30 November 2012.
13.14.2	The Director of Corporate Services informed the Board that RQIA is forecasting a break even position at year end. The Board was further advised that RQIA does not anticipate a requirement to surrender monies to DHSSPS.
13.14.3	It was noted that cumulatively RQIA is meeting prompt payment compliance. The introduction of the new Finance Procurement and Logistics (FPL) System has encountered some implementation issues.

	RQIA is continuing to address the issue of outstanding fees/ debtors.
13.14.4	The Board NOTED the Finance Report.
13.15	Item 8 - Business Plan 2013/ 2014 - Director of Corporate Services
13.15.1	The Director of Corporate Services provided an update to Board members on the development of the 2013/ 2014 Business Plan. The Director of Corporate Services highlighted to the Board that as RQIA is in the second year of the 2011-2015 Strategy, the Business Plan is fully aligned to the Strategy.
13.15.2	Departmental Requirements 2013-14 have been included within the 2013-2014 Business Plan. These actions have been identified with the note (DR). Some of the actions which are highlighted in red require further discussion with DHSSPS and may be subject to some minor changes. A meeting has been requested with the Department to resolve any outstanding issues with the Departmental Requirements.
13.15.3	Board members requested that Succession Planning is added to the Business Plan, to include the movement of Board members and to address the induction of Board members as a specific process. The production of an overview report regarding financial inspection/ financial irregularities in the regulated sector was also requested by Board members. The Chief Executive stated that this would be significantly addressed through a planned review which is scheduled for 2013. An overview report of Dental regulation was also suggested by Board members.
13.15.4	A Board member queried the completion date for item 6.2, page 27 of the Business Plan. Clarification to be sought from the DHSSPS. A Board member highlighted that the completion date for item 2.1, page 10, should read April 2015 and not April 2016.
13.15.5	The Chief Executive tabled a letter from Dr Andrew McCormick, dated 12 December 2012. Some discussion followed regarding addressing the requirement of Availability of Services. The Chairman suggested that this issue is clarified with the DHSSPS.
13.15.6	The Director of Corporate Services informed Board members that the Business Plan should be submitted to the DHSSPS by mid-January 2013.

13.15.7	The Board APPROVED the 2013/ 2014 Business Plan.
13.16	Item 9 - Corporate Risk Assurance Framework Report - Director of Corporate Services
13.16.1	The Director of Corporate Services informed that Board that since the last review, three risks have been added to the Corporate Risk Assurance Framework and three risks have been amended. Board members were directed to the detailed change log, pages 18 and 19 of the report. The Director of Corporate Services drew particular attention to the new risk in relation to the implementation of the Finance, Procurement and Logistics (FPL) System and the potential impact on financial reporting and achieving break-even.
13.16.2	The Board agreed that Risk 4 should be removed from the Corporate Risk Assurance Framework Report and de-escalated to Directorate Risk Registers. A request was also made by the Board to revise the wording of Risk 6, Talent Management.
13.16.3	A Board member proposed that the Director of Corporate Services should consider inserting an additional column on the Corporate Risk Assurance Framework Report to identify the expected residual risk after the mitigating actions have been taken.
13.17	Item 10 - Report on the Discharge of Statutory Functions by the RQIA Mental Health and Learning Disability Programme in relation to the Mental Health (Northern Ireland) Order 1986 Director of Mental Health and Learning Disability and Social Work
13.17.1	Patrick Convery, Head of Programme, Mental Health & Learning Disability Directorate, was welcomed to the Board meeting. The Board was informed that the Report, as provided, focuses on the statutory functions of the Mental Health and Learning Disability Directorate from February 2012. The Board thanked Mr Convery for presenting the report and congratulated the Directorate for the quality of the document. Board Members requested that the report is shared with the DHSSPS, HSC Trusts, Bamford Monitoring Group and the relevant voluntary agencies. This document, subject to review by the Head of Communication, will be made available to members of the public on the RQIA website.
13.18	Item 11 - Transforming Your Care; Consultation Response Chief Executive

13.18.1	<p>The Chairman drew the Board's attention to RQIA's draft consultation response to Transforming Your Care. The closing date for responses is 15 January 2013.</p> <p>The Chief Executive informed the Board that RQIA's response to this Consultation was measured and comprehensive and focused on the range of issues identified in the workshop with senior staff facilitated by members of the TYC working group.</p> <p>The Board was satisfied that the response could be sent to the DHSSPS.</p>
13.19	Any Other Business
13.19.1	A Board member suggested that a Memorandum of Understanding is developed with the Health and Care Professions Council.
13.19.2	The Chairman extended the appreciation of the Board to Muriel Dickson for her work as Acting Director of Regulation and Nursing following Phelim Quinn's departure.
13.19.3	There was no other business raised. The Chairman thanked the Board members for their attendance and drew the public session to a close at 4.00pm.

Date of next meeting:
Thursday 14 March 2013, Lagan Valley Hospital, Lisburn.

Signed 
Dr Ian Carson
Chairman

Date 14 / 3 / 13