



## RQIA Board Meeting

Date of Meeting	21 January 2016
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Nov15 / 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 12 November 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 12 November 2015.
Next steps	The minutes will be formally signed off by the Chairman and will be uploaded onto the RQIA website.



## PUBLIC SESSION MINUTES

---

**RQIA Board Meeting**  
**Boardroom, 9<sup>th</sup> Floor, Riverside Tower, Belfast**  
**12 November 2015, 11.50am**

### **Present**

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

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

Glenn Houston (Chief Executive)  
David Stewart (Director of Reviews and Medical Director)  
Maurice Atkinson (Director of Corporate Services)  
Theresa Nixon (Director of Mental Health, Learning Disability and Social Work)  
Malachy Finnegan (Communications Manager)  
Hayley Barrett (Board and Executive Support Manager)

### **In attendance**

Donna Ruddy, DHSSPS  
Tom Bennett  
Aidan Hanna  
Sandra Muhtadi  
Jackie McCullough  
Dennis Alcorn

### **Apologies**

Kathy Fodey (Director of Regulation and Nursing)

### **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 Kathy Fodey, Director of Regulation and Nursing.
- 1.2 The Chairman welcomed Ms Donna Ruddy, DHSSPS as an observer. The Chairman also welcomed members of the public to the meeting.
- 1.3 The Chairman invited members of the public to speak. Mr Thomas Bennett advised Board members that he had written to RQIA Board, Chairman and the Cherry Tree House Independent Review Team on a number of occasions in respect of issues not addressed and has requested a response in writing, or verbally, to answer the questions.
- 1.4 Mr Aidan Hanna, Patients First, informed Board members that Patients First has supported the Cherry Tree House whistleblower for four years.

Mr Hanna presented findings from RQIA inspection reports to Board members in relation to Cherry Tree House.

- 1.5 The Chairman acknowledged the continued concerns and indicated that RQIA deals with past and current events promptly.
- 1.6 The Chief Executive referred to recent inspection of Cherry Tree House and advised the Board that the recommendations and requirements identified in the report of the July inspection had been assessed at a follow up inspection in October which confirmed that all bar one of them had been addressed to RQIA's satisfaction. The remaining issue (around management) is currently subject to monthly monitoring.
- 1.7 The Chairman and Chief Executive thanked the members of the public for identifying their continuing concerns in relation to Cherry Tree House and advised that they are welcome to remain in the meeting as observer.
- 1.8 The members of the public left the meeting at 12.25pm.
- 1.9 After the public members had withdrawn, the Board members continued the discussion on Mr Hanna's presentation, noting and appreciating the current level of concern, and asked the Chief Executive to send a letter of thanks to Mr Hanna for his presentation. The Board noted the Chief Executives assurance that Cherry Tree house remains the subject of close monitoring.
- 1.10 **Resolved Action (110)**  
**The Chief Executive will send a letter of thanks to Mr Hanna for his presentation at the Board meeting on 12 November 2015.**
- 2.0 **Agenda Item 2 - Minutes of the meeting of the Board held on Thursday 24 September 2015 (min/Sept15/public)**
- 2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 24 September 2015.
- 3.0 **Agenda Item 3 - Matters arising from minutes**
- 3.1 Board members noted that actions 105, 106, 107 are now completed.
- 3.2 The Chief Executive informed Board members that actions 34, 101, 108 and 109 had not been completed and that a further update would be provided in January 2016.
- 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 were made.

**5.0 Agenda Item 5 - Chairman's Report (B/11/15)**

- 5.1 The Chairman invited comments on his report from Board members.
- 5.2 The Chairman informed Board members that there are no actions arising from the Board self-assessment. The Chairman advised that the Board Effectiveness Audit has resulted in four priority two recommendations; the recommendations have been accepted by management.
- 5.3 The Chairman advised Board members that he and Dr John Jenkins attended an inspection with CQC at Queen Elizabeth Hospital, Gateshead.
- 5.4 The Chief Executive informed Board members that the Board self-assessment 2015-16 has been received for completion.
- 5.5 The Board **NOTED** the Chairman's Report.

**6.0 Agenda Item 6 – Chief Executives Performance Dashboard (C/11/15)**

- 6.1 The Chief Executive introduced his report and highlighted that the Regulation Directorate has initiated prosecution of a cohort of laser clinics which, to date, had not registered with RQIA.
- 6.2 The Chief Executive informed Board members that the review of whistleblowing is underway. The Director of Reviews and Medical Director advised that a business case has been prepared for additional resources in order to complete the review within the required timeframe.
- 6.3 The Chief Executive informed Board members that a revised Business Case for the extension of the iConnect Project Manager and the Enforcement module on iConnect has been approved.
- 6.4 The Chief Executive advised Board members that the Regulation Directorate is on target with planned inspections.
- 6.5 The Board **NOTED** the Chief Executive's report.

**7.0 Agenda Item 7 – Director of Regulation and Nursing's Report (D/11/15)**

- 7.1 The Chief Executive introduced the Director of Regulation and Nursing's report and informed Board members that the report contains information on notifiable events. The Chief Executive advised that the directorate had issued new guidance to providers on reporting. This has shown a significant reduction in the number of notifiable events submitted to RQIA.
- 7.2 The Chief Executive advised that Colinvale Court has become a home of concern for RQIA and advised that enforcement action had been taken to bring this service into compliance with the regulation and minimum standards.

- 7.3 The Chief Executive advised that he would invite BSO Legal Services to write again to the Court and Tribunal Services in respect of the significant delay in progressing appeals.
- 7.4 Board members **NOTED** the Director of Regulation's report.
- 8.0 Agenda Item 8 – Finance Report (E/11/15)**
- 8.1 The Director of Corporate Services informed Board members that RQIA is forecasting breakeven at year end.
- 8.2 The Director of Corporate Services advised Board members that a web developer has been formally engaged for the development of the new RQIA website; due for completion March 2016. The Business Case in relation to the enforcement module on iConnect and the iConnect Project Manager has been approved.
- 8.3 The Director of Corporate Services informed Board members that although the 30-day prompt payment target has not been met, the compliance level is improved on the same period last year.
- 8.4 Board members **NOTED** the Finance Report.
- 9.0 Agenda Item 9 – Corporate Performance Report (Quarter 2) (F/11/15)**
- 9.1 The Director of Corporate Services introduced the Corporate Performance Report and advised Board members that one of the actions in the Business Plan is red until Board approval is received for the revised Risk Management Strategy.
- 9.2 Board members **APPROVED** the Corporate Performance Report.
- 10.0 Agenda Item 10 – Risk Management Strategy (G/11/15)**
- 10.1 The Chairman advised that the Risk Management Strategy was presented to the Board in July 2015 but required further revisions to the section relating to 'risk appetite'. The Chairman confirmed that his concerns have been addressed.
- 10.2 The Director of Corporate Services advised the Risk Management Strategy was reviewed and updated following the Board meeting in July. Audit Committee approved the revised Risk Management Strategy on 22 October 2015.
- 10.3 Board members **APPROVED** the Risk Management Strategy.
- 11.0 Agenda Item 11 – Corporate Risk Assurance Framework Report (H/11/15)**
- 11.1 The Chair of Audit Committee advised that the Audit Committee approved the Corporate Risk Assurance Framework Report on 22 October 2015.

- The Chair of Audit Committee informed Board members that two new risks are to be added to the Corporate Risk Assurance Framework Report.
- 11.2 The Director of Corporate Services advised that risk 9 can now be removed from the Corporate Risk Assurance Framework Report.
- 11.3 Board members **APPROVED** the amended Corporate Risk Assurance Framework Report.
- 12.0 Agenda Item 12 – Quality Report 2014-15 (I/11/15)**
- 12.1 The Chief Executive informed Board members that the Quality Report follows a standard format and had been submitted to DHSSPS in accordance with the timeframe for submission.
- 12.2 The Director of Corporate Services informed Board members that the report is being published today.
- 12.3 Board members **NOTED** the Quality Report 2014-15.
- 13.0 Agenda Item 13 – Enforcement Policy and Procedure (J/11/15)**
- 13.1 The Chairman advised that 'Enforcement Policy and Procedure' would be discussed at the next Board meeting in January 2016.
- 14.0 Agenda Item 14 – Hospital Inspection Programme (K/11/15)**
- 14.1 The Chairman presented to Board members a summary presentation on the CQC Inspection at Queen Elizabeth Hospital, Gateshead that he attended with Dr John Jenkins.
- 14.2 Dr Jenkins outlined the steps within the inspection process and informed Board members that CQC adopts a challenge culture in which inspectors must robustly defend their viewpoint and the conclusion from the evidence.
- 14.3 The Chairman advised that following the inspection staff members at the hospital were enthusiastic and looked forward to receiving the feedback from the inspection team.
- 14.4 Board members **NOTED** the presentation by the Chairman and Dr John Jenkins.
- 14.5 The Director of Reviews and Medical Director informed Board members that Liz Colgan will provide an overview of the inspection process, methodology, and learning points following the first inspection under the Hospital Inspection Programme.
- 14.6 Liz Colgan advised Board members that it was a Ministerial directive that RQIA should introduce a rolling programme of unannounced inspections of hospitals.

- Liz Colgan presented a summary of the inspection process based on the focus of safe, effective and compassionate care, and the well led domain and highlighted the learning points following the first inspection.
- 14.7 The Chief Executive advised that the Hospital Inspection Programme will be evaluated following the completion of the first five inspections.
- 14.8 Board members **NOTED** the presentation on the Hospital Inspection Programme.
- 15.0 Agenda Item 15 – RQIA Positioning and Communications (L/11/15)**
- 15.1 The Chief Executive presented the paper on RQIA Positioning and Communications which has been developed by the Chairman, Chief Executive and two RQIA Board members following the Board Workshop in June 2015.
- 15.2 The Chief Executive informed Board members that there are 10 stated actions, some have already commenced and the remaining require action.
- 15.3 The Chairman advised that this is a work in progress. The two Board members involved in the development of the paper will continue to support the Executive Team in taking the actions forward.
- 15.4 Board members **APPROVED** the RQIA Positioning and Communications paper.
- 16.0 Agenda Item 16 – Future model for inspections of Residential Care and Nursing Homes (M/11/15)**
- 16.1 The Chairman advised that the paper on the ‘future model for inspections of Residential Care and Nursing Homes’ would be discussed at the next Board meeting in January 2016.
- 17.0 Agenda Item 17 – Audit Committee Business (N/11/15)**
- 17.1 The Chair of Audit Committee advised Board members that the minutes from the meeting in June 2015 were approved at Audit Committee and are for noting by the Board.
- 17.2 Board members **NOTED** the approved minutes of meeting on 25 June 2015.
- 17.3 The Chair of Audit Committee advised that prior to the Audit Committee meeting on 22 October 2015 the committee had met to complete the self-assessment.
- 17.4 The Chair of Audit Committee informed Board members that the RQIA Mid-Year Assurance Statement was endorsed by Audit Committee and forwarded to the DHSSPS.

- 17.5 The Chair of Audit Committee advised that the Landscape Review – Progress Report includes a BRAG rating. The use of Part II / Part IV Doctors is currently in red and a business case has been submitted. The Director of Mental Health, Learning Disability and Social Work will provide an update at the next meeting.
- 17.6 **Resolved Action (111)**  
**The Director of Mental Health, Learning Disability and Social will provide an update in relation to the Part II/Part IV Business Case submitted to DHSSPS.**
- 17.7 The Chair of Audit Committee advised that minor amendments had been made to the Terms of Reference of Audit Committee and these were approved by Audit Committee members on 22 October 2015.
- 17.8 The Chair of Audit Committee presented the proposed amendments to the Standing Orders.
- 17.9 Board members **APPROVED** the proposed amendments to the Standing Orders.
- 17.10 **Resolved Actions (112)**  
**The Board and Executive Support Manager will make the proposed amendments to the Standing Orders for uploading to the RQIA website.**
- 17.11 Board members **NOTED** the update on Audit Committee Business.
- 18.0 **Agenda Item 18 – Strategic Improvement Steering Group Business**
- 18.1 The Chair of the Strategic Improvement Steering Group advised Board members that the next meeting will be on 19 November 2015 and that to date good progress has been made in relation to the strategic projects in the organisation.
- 18.2 The Chief Executive informed Board members that the EFQM assessment will be taking place on 16, 17 and 20 November 2015 and asked Board members to familiarise themselves with the Quality Report and two EFQM submission documents.
- 18.3 Board members **NOTED** the update on the Strategic Improvement Steering Group Business.
- 19.0 **Agenda Item 19 – Any other Business**
- 19.1 As there was no other business, the Chairman brought the public session of the Board to a close at 3.55pm.



**Date of next meeting:**

**Thursday 21 January 2016, RQIA Boardroom**

Signed



**Dr Alan Lennon  
Chairman**

Date

21st JAN 2016

### 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	RQIA will invite the HSCB to attend a future Board meeting to discuss arrangements for monitoring implementation of review recommendations.	Director of Reviews and Medical Director	21 January 2016
101	9 July 2015	The Director of Regulation and Nursing will present the revised Enforcement Policy and procedures to the Board on 12 November 2015.	Director of Regulation and Nursing	21 January 2016
108	24 September 2015	The Director of Reviews and Medical Director will arrange a presentation on the new 'Making Life Better' cross departmental strategy.	Director of Reviews and Medical Director	21 January 2016
109	24 September 2015	The RQIA Chief Executive will liaise with the Professional Standards Authority to invite its Chief Executive to lead a discussion on the impact of the report 'Rethinking Regulation'.	Chief Executive	21 January 2016
110	12 November 2015	The Chief Executive will send a letter of thanks to Mr Hanna for his presentation at the Board meeting on 12 November 2015.	Chief Executive	21 January 2016
111	12 November 2015	The Director of Mental Health, Learning Disability and Social Work will provide an update in relation to the Part II/Part IV Business Case submitted to DHSSPS.	Director of Mental Health, Learning Disability and Social Work	21 January 2016
112	12 November 2015	The Board and Executive Support Manager will make the proposed amendments to the Standing Orders for uploading to the RQIA website.	Board and Executive Support Manager	21 January 2016