

PUBLIC SESSION MINUTES

<p>RQIA Board Meeting Videoconference, RQIA 11 June 2020; 10.30am</p>	
<p>Present Prof Mary McColgan OBE (Acting Chair) (MMcC) Patricia O’Callaghan (POC) Robin Mullan (RM) Denis Power (DP) Gerry McCurdy (GMcC) Seamus Magee OBE (SM) Lindsey Smith (LS) Sarah Havlin (SH) Dr Norman Morrow OBE (NM)</p> <p>Steven White (Department of Health) (Observer)</p> <p>Apologies: Emer Hopkins (Acting Director of Improvement) (EH)</p>	<p>Officers of RQIA in attendance Dermot Parsons (Acting Chief Executive) (DPa) Hayley Barrett (Business Manager) (HB)</p>

1.0 Welcome and Apologies

- 1.1 MMcC welcomed all members and Officers of the Board to this meeting. MMcC also welcomed Steven White from the Department of Health (DoH) as an observer. Apologies were noted from Emer Hopkins.
- 1.2 MMcC advised that at the meeting of 21 May it was agreed that the scheduled workshop for 11 June would be a meeting of the Board.
- 1.3 MMcC noted that LS and SH had written to the Permanent Secretary advising of their resignation from today. MMcC acknowledged their commitment and contribution to RQIA.

2.0 Agenda Item 2 – Minutes of the public meeting of the Board held on 21 May 2020 and matters arising

- 2.1 Board members **APPROVED** the public minutes of the Board held on 21 May 2020.

2.2 Board members noted that actions 217, 218 and 221 are ongoing. Actions 219, 220 and 222 are now complete.

3.0 Agenda Item 2 –Declaration of Interests

3.1 MMcC 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 MMcC advised that Board members attended a Zoom meeting with Donna Ruddy, Sponsor Branch on 27 May to discuss governance, accountability and decision making during Covid-19.

4.2 MMcC advised of a meeting focusing on Good Governance and Beyond: View from Northern Ireland Audit Office, facilitated by the Northern Ireland Audit Office. The presentation compiled by Peter Toogood was shared with members.

4.3 MMcC advised that she attended a webinar on Supporting Psychological Wellbeing held by Dr Petra Corr, Northern HSC Trust. Presentations and resources were shared with Board members.

4.4 MMcC advised of an invitation to a forthcoming meeting on Exploring the HSC: A Helicopter View had been extended to all Board members for 25 June. MMcC advised that the Permanent Secretary, Chief Social Worker and Chief Nursing Officer would be facilitating the discussion.

4.5 MMcC informed members of her attendance at meetings on 8 and 10 June in relation to the NHS Reset. MMcC advised that these meetings related to the post covid learning.

4.6 DP advised that he attended a Non-Executive Director Forum meeting; a presentation and update in relation to RHI was shared. DP advised that he would circulate all documentation with members.

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

5.0 Agenda Item 4 – Corporate Performance Report, Quarter 4

5.1 MMcC advised that the Corporate Performance Report, Quarter 4 was deferred from the meeting on 21 May. MMcC noted that this report would be included in the Annual Report 2019/20.

5.2 MMcC noted that 24% of actions have been fully implemented, whilst 76% have not been implemented as at 31 March. MMcC noted that the impact of staffing resignations, retirements and COVID-19 has negatively impacted on

the completion of these actions. However, the report does not indicate the progress made to date.

- 5.3 Board members noted that there are justifiable mitigating factors for not achieving the actions. Board members suggested that the narrative is expanded to reflect the progress made.
- 5.4 SM suggested that the outstanding actions are prioritised and implemented during 2020-21. SM noted that it will not be possible for RQIA to implement all outstanding actions.
- 5.5 DPa thanked Board members for their comments. DPa advised that most actions would have been implemented at 31 March if Covid-19 did not have an impact. DPa advised that the Business Plan 2020/21 will be revisited and outstanding actions prioritised.
- 5.6 Board members **APPROVED** the Corporate Performance Report, Quarter 4.

6.0 Agenda Item 5 – Chief Executive’s Report

- 6.1 DPa informed Board members of the work completed by the Service Support Team (SST) and that there have been approximately 4,000 contacts since March. DPa advised that the SST is no longer required, that registered services are better prepared and that queries continue to be addressed through the duty system.
- 6.2 DPa noted the high level of media engagement and enquiries since the last meeting. DPa advised of opportunities relating to media engagement in the coming months.
- 6.3 DPa advised Board members that RQIA has adopted the consistent approach with other ALBs relating to annual leave. DPa advised that all staff are required to take 50% of their annual leave by 30 September unless they have been unable due to the pandemic.
- 6.4 DPa advised of the enforcement activity since the last meeting and noted that there have been poor and unsafe practices identified.
- 6.5 POC queried the further extension to the Western HSC Trust Improvement Notice. DPa advised that due to Covid-19, progress on the implementation has been reduced. DPa advised that an inspection will be undertaken in the near future.
- 6.6 Board members thanked DPa for his report advising that it was very informative and provided an in-depth understanding for the Board.
- 6.7 Board members **NOTED** the Chief Executive’s Report.

7.0 Agenda Item 6 – Any other business

- 7.1 MMcC advised that the development of the Corporate Strategy was due to commence in August at a Board Workshop. MMcC is keen for this to be progressed.
- 7.2 MMcC thanked DPa, HB and colleagues for the work and detailed reports, showing the depth and breadth of the work during the pandemic.
- 7.3 MMcC thanked LS and SH for their commitment and long standing contribution to the Board and wished them all the best in the future.
- 7.4 MMcC thanked Board members and Officers for their attendance and contribution and brought the meeting to a close.

**Date of next meeting:
2 July 2020**

Signed



**Professor Mary McColgan
Acting Chair**

Date

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status
217	19 March 2020	The RQIA Complaints Policy to be presented for approval at the Audit and Risk Committee on 7 May 2020.	Business Manager	15 October 2020	
218	19 March 2020	The RQIA Complaints Policy to be presented for approval at the Board meeting on 21 May 2020.	Business Manager	19 November 2020	
221	21 May 2020	RQIA Draft Governance Statement to be presented to the Audit and Risk Committee on 18 June.	Business Manager	18 June 2020	

Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	