



## Minutes of Authority Meeting

Date of Meeting	12 August 2021
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / July21 / public
Author	Hayley Barrett
Presented by	Christine Collins MBE
Purpose	To provide a record of the meeting of the Authority held on 8 July 2021.
Executive Summary	The minutes contain an overview of the key discussion points and decisions from the Authority meeting on 8 July 2021.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Authority is asked to <b>APPROVE</b> the minutes of the meeting on 8 July 2021.
Next steps	The minutes will be formally signed off by the Interim Chair.

## PUBLIC SESSION MINUTES

<p><b>Authority Meeting</b> <b>Via Zoom</b> <b>Thursday 8 July 2021, 12.23pm</b></p>	
<p><b>Present</b> Christine Collins MBE (Interim Chair) <b>(CC)</b> Neil Bodger <b>(NB)</b> Alan Hunter <b>(AH)</b> Prof. Stuart Elborn <b>(SE)</b> Bronagh Scott <b>(BS)</b> Jacqui McGarvey <b>(JMcG)</b> Suzanne Rice <b>(SR)</b></p> <p><b>Apologies:</b> Emer Hopkins (Acting Director of Improvement) <b>(EH)</b> Karen Harvey (Professional Advisor, Social Work) <b>(KH)</b> Julie-Ann Walkden (Deputy Director of Assurance) <b>(JAW)</b> Malachy Finnegan (Communications Manager) <b>(MF)</b></p>	<p><b>RQIA Staff Members in attendance</b> Briege Donaghy (Chief Executive) <b>(BD)</b> Jacqui Murphy (Acting Head of Business Support Unit) <b>(JM)</b> Lynn Long (Acting Deputy Director of Improvement) <b>(LL)</b> Hayley Barrett (Business Manager) <b>(HB)</b> Lesley Mitchell (LM), HSC Leadership Associate</p>

### 1.0 Agenda Item 1 - Welcome and Apologies

- 1.1 The meeting commenced at 12.23am.
- 1.2 CC welcomed all Authority Members and RQIA staff to this meeting. CC welcomed BD to her first meeting of the Authority as RQIA Chief Executive. Apologies were noted from EH, KH, JAW and MF.

### 2.0 Agenda Item 2 – Minutes of the meeting of the Authority held on 6 May 2021 and matters arising

- 2.1 The Authority **APPROVED** the Minutes of the meeting held on 6 May 2021.

**3.0 Agenda Item 3 – Minutes of the meeting of the Authority held on 30 June 2021 and matters arising**

3.1 The Authority **APPROVED** the minutes of the meeting held on 30 June 2021. The Authority noted that action 234 is complete.

**4.0 Agenda Item 4 –Declaration of Interests**

4.1 CC asked Authority members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders.

4.2 CC declared an interest due to her position as Chair of the Patient Client Council (PCC), however, DoH has confirmed that the position is time bound and that it is actively seeking to recruit a Chair. CC would recuse herself from dealing with any matters which she considers would constitute a conflict of interest in relation to her respective role as Chair of the PCC.

4.3 BS advised that she is an Associate with the HSC Leadership Centre and is currently seconded to DoH, via HSC Leadership Centre, to advise on COVID surge planning. If any areas arise that cause a conflict she will excuse herself.

**5.0 Agenda Item 5 – Members Activity Report**

5.1 Members **NOTED** the Members Activity Report.

**6.0 Agenda Item 6 – Management Plan 2021/2022**

6.1 BD presented the Management Plan 2021/2022 noting that the Authority had been heavily involved in its development. BD acknowledged the importance for RQIA to move through this journey of improvement collaboratively.

6.2 CC asked if this was the final version approved by the DoH and queried how RQIA should publicise it. JM advised that although no formal notification from the Department had been received, this was the final version agreed at a meeting between DoH officials and Dr Stevens and Emer Hopkins. The Business Plan and Corporate Strategy are usually published on the RQIA website. CC said that this should happen in due course, and might be usefully supplemented by a circulation to stakeholders. BD noted that she is keen to promote strategic commitment to engagement across social media platforms. This would form part of the new Communications and Engagement Strategy.

6.3 AH queried if there would be quarterly reporting on the implementation / progress of actions. JM advised that the Management Plan reporting will form part of the Performance Activity Report.

6.4 Members noted that the plan was ambitious; and that very careful monitoring and quick action in response to changes, especially given the uncertain external environment, would be required. They looked forward to reports on progress and achievement of the objectives set, as part of the transformation

journey.

6.5 Authority members **APPROVED** the Management Plan 2021/2022.

## **7.0 Agenda Item 7 – Finance Performance Report (Month 2)**

7.1 Agenda Item 7 was discussed at the beginning of the meeting.

7.2 At this point, Lesley Mitchell (LM) joined the meeting (12.23pm).

7.3 LM advised that at the workshop on 3 June 2021, the 2021/22 Financial Plan was presented to outline how RQIA planned to breakeven at year end. LM noted a deficit of £4K at year end within the 2021/22 Financial Plan.

7.4 At this point, SR left the meeting (12.26pm).

7.5 LM advised that the Finance Performance Report continues to improve with the addition of a glossary.

7.6 LM informed Members that the Finance Performance Report outlines that there is a projected £91K deficit due to an increase in BSO SLA charge. However, LM noted her understanding that this was an error on the Business Services Organisation's (BSO's) part and would be rectified in Month 3.

7.7 LM noted that the dilapidation and compensation payments will be noted in Month 3.

7.8 LM explained that RQIA is working with a new Client Accountant in BSO and there have been a few challenges with the lack of detail. She noted RQIA's continued commitment to work with BSO Finance colleagues to make improvements in this area.

7.9 Authority Members voiced strong concerns regarding an £83K increase in the BSO SLA, whether this was an error, or an actual increase. Whatever the cause, it was indicative of an underlying issue. LM reiterated that she understood that this was an error and would check this to ensure it will be resolved in Month 3.

7.10 NB queried why agency costs were so high. JM advised that a number of staff were recruited via agency to support RQIA's digitisation of documentation to accommodate the move to Victoria House and the ongoing Deceased Patients Review.

7.11 CC thanked all responsible for the new format of this report and noted that it is more user friendly and easy to understand.

7.12 Authority members **NOTED** the Finance Performance Report (Month 2).

7.13 At this point, LM left the meeting (12.53pm).

## **8.0 Agenda Item 8 – Audit and Risk Assurance Committee Update**

8.1 NB, Chair of the Audit and Risk Assurance Committee noted that a verbal update of the meeting of 24 June was provided at the meeting on 30 June 2021. NB presented the minutes of the Audit and Risk Assurance Committee of 13 May 2021 for noting.

8.2 Authority members **NOTED** the Audit and Risk Assurance Committee Update.

## **9.0 Agenda Item 9 – Chief Executive’s Update**

9.1 BD thanked Authority members and staff for their support and warm welcome since taking up post on 1 July 2021. She said that she has been meeting with Teams in the Business Support Unit, and would arrange to meet Teams across the other Directorates in the near future. She has been impressed by the staff who have displayed a high level of skill, experience, passion and a commitment to resolve challenging issues.

9.2 BD advised Authority members that she is encouraging a focus through the Executive Management Team, on Service User Involvement, Health and Well-Being; supporting and appreciating our staff; and the development of RQIA’s Winter / Pressures Plan. This must be taken forward by working in partnership and collaboratively with stakeholders.

9.3 At this point, SE left the meeting (1.28pm).

9.4 JMcG queried if the Memorandum of Understanding (MOU) with NI Social Care Council (NISCC) will be presented to the Authority for approval. LL confirmed that it would be presented, along with the MOU with HSC Board.

9.5 Authority members **NOTED** the Chief Executive’s Update.

## **10.0 Agenda Item 10 – Any Other Business**

10.1 As there was no other business, the Chair brought the meeting to a close at 1.31pm.

**Date of next meeting:**  
**Thursday 12 August 2021**

Signed Christine Collins  
**Christine Collins MBE**  
**Interim Chair**

Date 12 August 2021

### Authority Action List

Action number	Authority meeting	Agreed action	Responsible Person	Date due for completion	Status

### Key

Behind Schedule	Red
In Progress	Orange
Completed or ahead of Schedule	Green