



RQIA Board Meeting

Date of Meeting	11 September 2014
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / July14 / public
Author	Katie Symington
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 3 July 2014.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to APPROVE the minutes of the Board meeting of 3 July 2014.
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

Board Room, 9th Floor, Riverside Tower, Belfast

3 July 2014, 12.30pm

Present

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

Officers of RQIA in attendance

Glenn Houston (Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Theresa Nixon (Director of Mental Health, Learning
Disability and Social Work)
Kathy Fodey (Director of Regulation and Nursing)
Malachy Finnegan (Communications Manager)
Hall Graham (Head of Programme)
Katie Symington (Board and Executive Support
Manager)

Apologies

Lindsey Smith
Seamus Magee
David Stewart (Director of Reviews and Medical Director)

1.0 Agenda Item 1 - Welcome and Apologies

1.1 The Chairman welcomed all Board members to the meeting and in particular welcomed Stella Cunningham, new Board member and Hall Graham, who is attending in Dr Stewart's absence. Apologies were noted from Lindsey Smith, Seamus Magee and David Stewart.

2.0 Agenda Item 2 - Minutes of the meeting of the Board held on 15 May 2014 (min/May14/public)

2.1 The Board **APPROVED** the minutes of the Board meeting held on 15 May 2014. The Chairman informed Board members that the action list will now contain a proposed date for completion of actions listed and tabled a revised action list for Board member information. Actions 49, 52 and 54 were noted as completed. Agreement that following the letter from Dr McBride (action 54), a paper will be brought to the Board in September 2014, outlining the preparation for the acute hospital inspections.

2.2 Resolved Action (57) Minutes to be formally signed off by the Chairman

- 2.3** **Resolved Action (58)**
Paper to be brought to the September Board meeting outlining the preparation for the acute hospital inspections
- 2.4 The Chairman requested that following discussion actions 48, 50 and 51 are now removed from the action list.
- 2.5** **Resolved Action (59)**
Board and Executive Support Manager to arrange external Board meeting in the Western Health and Social Care Trust for November 2014.
- 3.0** **Agenda Item 3 - Matters arising from minutes**
- 3.1 There were no matters arising from the minutes.
- 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 of interests were made.
- 5.0** **Agenda Item 5 – Chair’s Report (E/04/14)**
- 5.1 The Interim Chair provided the Chair’s update to the Board and noted in particular her attendance at the HSC Chairs Forum on 17 June 2014. The PowerPoint slides from this Forum have been circulated to Board members.
- 5.2 The Board **NOTED** the Chair’s Report.
- 6.0** **Agenda Item 6 - Chief Executive’s Report (F/04/14)**
- 6.1 The Chief Executive highlighted to Board members the ongoing development of the Corporate Strategy and the roundtable event which will be held on 31 July with DHSSPS, to discuss the Corporate Strategy and Three Year Review Programme. The Foreword for the Strategy document will be forwarded to Board members, following completion.
- 6.2** **Resolved Action (60)**
The Foreword for the Strategy document will be forwarded to Board members following completion
- 6.3 The Chief Executive noted that the iConnect system went live on Monday 30 June and offered his thanks to all staff members involved in the completion of this work.
- 6.4 The Chief Executive informed Board members that RQIA has achieved IIP core accreditation. The report has been received from the assessor and will be circulated to Board members.

Board members will be invited to join the organisational celebration for this accreditation, once arranged.

- 6.5 **Resolved Action (61)**
Board and Executive Support Manager to circulate the liP Report to Board Members
- 6.6 The Chief Executive informed Board members that the registration of Independent Hospitals/ beauty clinics operating Intense Pulse Light lasers is underway. Thirteen of the 35 new services have still to register. RQIA has issued a third and final reminder letter to these services and will have no option but to consider prosecution should they continue to operate without registration.
- 6.7 The Chief Executive noted the enforcement activity detailed within Appendix A of this Report.
- 6.8 The Chief Executive informed Board members of the publication of three Reviews since the last Board meeting in May 2014; to include the Oversight of Service Users' Finances in Residential and Supported Living Settings, Review of Theatre Practice in Health and Social Care Trusts in Northern Ireland and the Review of the Implementation of NICE Clinical Guideline 42: Dementia.
- 6.9 Two further reports have been published week beginning 30 June; An Independent Review of Arrangements for Management and Coordination of Unscheduled Care in the Belfast HSC Trust and Related Regional Considerations and the Independent Review of the Actions Taken in Relation to Concerns Raised about the Care Delivered at Cherry Tree House, Carrickfergus.
- 6.10 The Chief Executive informed Board members that the Director of Mental Health, Learning Disability and Social Work will present the draft Mental Capacity Bill to Board members at agenda item 13. Board members were asked to note the Law Centre's request to DHSSPS that immediate steps are taken to remedy the defects in the current system of obtaining a second doctor's opinion under Article 64 (4) of the Northern Ireland Order. RQIA have therefore been requested to appoint additional Part IV Medical Practitioners to provide second opinions under this article.
- 6.11 The Chief Executive also noted that the Director of Mental Health, Learning Disability and Social Work is currently on an National Preventative Mechanism subgroup taking forward a review of recent concerns about the continued practice of de facto detention.
- 6.12 The Chief Executive informed Board members that the Independent Review of RQIA by RSM McClure Watters is ongoing.

- 6.13 The Chief Executive informed the Board that RQIA has received two complaints in relation to its work and both have been resolved at early resolution stage. RQIA has also received five Whistleblowing disclosures in respect of registered services since the last Board meeting.
- 6.14 The Chief Executive drew the Board's attention to the 75,000 page hits to the RQIA website by 10,000 visitors.
- 6.15 A Board member requested clarification on RQIA's follow up on the recommendations following the publication of Review Reports. The Chief Executive confirmed that the DHSSPS is raising RQIA recommendations with HSC organisations at their Accountability Review meetings. He also advised that the HSC Board takes account of Review recommendations when formulating its Commissioning Plan.
- 6.16 Board members requested that legal advice is obtained in relation to the independence of Part IV Medical Practitioners employed by RQIA.
- 6.17 **Resolved Action (62)**
Legal advice to be sought in relation to the independence of Part IV Medical Practitioners
- 6.18 Board members requested a copy of the recent media reports detailing the work of RQIA.
- 6.19 The Chief Executive confirmed that enforcement activity is increased on previous years and that this is kept under continuing review.
- 6.20 The Board **NOTED** the Chief Executive's report.
- 7.0 Agenda Item 7 – Corporate Risk Assurance Framework Report (G/04/14)**
- 7.1 The Director of Corporate Services presented the revised Corporate Risk Assurance Framework Report to the Board. This report was considered by the Audit Committee on 26 June 2014. This is the first iteration of the Report following the Horizon scanning exercise in February 2014.
- 7.2 The Director of Corporate Services noted the change log on pages two and three of this report and noted that two risks have been removed from this report and three new risks added. There are now five risks detailed within the Corporate Risk Assurance Framework Report.
- 7.3 Board members **APPROVED** the Corporate Risk Assurance Framework Report; however there was agreement that some of the risks would need to be revisited.

- 7.4 **Resolved Action (63)**
Board and Executive Support Manager to recirculate the list of risks identified at the February horizon scanning workshop
- 8.0 **Agenda Item 8 – Draft Corporate Strategy 2015/18 (H/04/14)**
- 8.1 The Director of Corporate Services presented the draft Corporate Strategy to the Board and offered his thanks to those members of the Steering Group for their input into this document.
- 8.2 The Director of Corporate Services highlighted the pre-consultation events and the upcoming roundtable event with the DHSSPS on 31 July 2014.
- 8.3 The Director of Corporate Services noted that the Strategy Map is at the heart of the new Strategy and the structure of this document follows the structure of the map. The Director of Corporate Services highlighted that the Corporate Strategy will go out for consultation without the Measures of Success and that the Steering Group will take forward the development of a suite of indicators for inclusion in the 2015/16 Business Plan. The Director of Corporate Services also highlighted to Board members the five suggested consultation questions.
- 8.4 The Director of Corporate Services agreed to include speech bubbles detailing comments from the Consultation period, before publication of the final document. It was also agreed that a priority will be included within the Sustainable Performance section of this document in relation to demonstrating RQIA's impact in delivery on all three stakeholder outcomes. The document will also have final editing checks before going out to consultation.
- 8.5 The Director of Corporate Services thanked the Planning and Governance Manager for his work in co-ordinating the development of the Strategy.
- 8.6 Board members **APPROVED** the Draft Corporate Strategy 2015/18.
- 9.0 **Agenda Item 9 – Draft Review Programme 2015-18 (I/04/14)**
- 9.1 Hall Graham presented the draft Review Programme to Board members. The Review Team jointly hosted the pre-consultation events with the Corporate Services Directorate and a subsequent process has taken place to review and select the suggestions made for the next three year review programme. A Board member was part of the review of all suggestions.
- 9.2 The Board was asked to note the suggestion from the lay reviewer, taking part in the review process, that topics which narrowly miss out on the three year review programme are reconsidered. Following this suggestion it was agreed to add Bereavement Services to the Review programme 2015-18.

9.3 Hall Graham agreed to review the presentation of this document, with a view to placing interest areas together.

It was also noted that future changes to Health and Social Care may require a change to the suggested list of review topics or the focus of the reviews.

9.4 Board members **APPROVED** the Draft Review Programme 2015/18.

10.0 Agenda Item 10 – Draft RQIA Improvement and Efficiency Operational Plan 2014-15 (J/04/14)

10.1 The Director of Corporate Services presented the Draft RQIA Improvement and Efficiency Operational Plan to the Board. This document provides a financial gap analysis and also a plan for organisational improvement.

10.2 The Director of Corporate Services noted the £439,000 efficiency savings made by RQIA from 2011 to 2015. The Board was asked to note that as RQIA has not received its Revenue Resource Limit for 2014/15, this report is based on projected figures. The budget for 2015/16 assumes no uplift to 2014/15 figures. This will result in a predicted £77,000 gap due to unfunded pay awards and incremental awards.

10.3 The Director of Corporate Services highlighted RQIA's excellence journey (STEP) and noted the six high level improvement initiatives following the EFQM Assessment in 2012.

10.4 The Chief Executive noted that the efficiency savings will be highlighted at the Accountability meeting with the DHSSPS in August 2014. RQIA anticipate that they will receive the RRL Allocation letter in July 2014 and will share this letter with the Chair of the Audit Committee.

10.5 Board members **NOTED** the Draft RQIA Improvement and Efficiency Operational Plan.

11.0 Agenda Item 11 – Risk Management Strategy (K/04/14)

11.1 The Director of Corporate Services presented the Risk Management Strategy to Board members and noted that it has been agreed that this paper will be approved by the Audit Committee and noted by the Board.

11.2 This Strategy is updated annually and was approved by the Audit Committee on 26 June 2014.

11.3 Board members **NOTED** the Risk Management Strategy.

12.0 Agenda Item 12 – Draft PPI Action Plan 2014/15

12.1 The Director of Corporate Services presented the draft PPI Action Plan to Board members and noted the PPI Forum within RQIA, with Board representation. The Director of Corporate Services requested another Board member to join this Forum. The PPI action plan was considered by the Forum on 19 June 2014 and details actions to ensure service users, carers and the public are involved in the work of RQIA.

12.2 A Board member noted the importance of building in learning and evaluation to this action plan.

12.3 The Director of Corporate Services suggested that the Corporate Improvement and Public Engagement Manager attend a future Board workshop. Stella Cunningham agreed to join the PPI Forum.

12.4 Board members **APPROVED** the draft PPI Action Plan.

13.0 Agenda Item 13 – Overview of Mental Capacity Bill (M/04/14)

13.1 Patricia Higgins, NISCC, joined the Board meeting for the presentation by the Director of Mental Health, Learning Disability and Social Work on the Mental Capacity Bill.

13.2 The Director of Mental Health, Learning Disability and Social Work provided a presentation to the Board on the consultation regarding the new Mental Capacity Bill, by the Health and Justice Ministers. This presentation highlighted the implications for RQIA of the new Mental Capacity Bill. The Director of Mental Health, Learning Disability and Social Work invited all Board members to attend a workshop on 1 August, when the DHSSPS Mental Capacity Reference Group will be presenting this document to RQIA.

13.3 The need to acquire independent legal advice was raised by a Board member. The Chief Executive noted that recently RQIA has received independent legal advice, while costs have increased for the use of the Department of Legal Services.

13.4 The Director of Mental Health, Learning Disability and Social Work confirmed that in order to obtain a full picture of how this Bill will affect RQIA, further discussion about the draft regulations with DHSSPS is necessary. These have not yet been circulated by DHSSPS. It was further confirmed that the Director of Mental Health, Learning Disability and Social Work will work with the Regulation Directorate in order to provide a response to this Consultation document. Board members were asked to submit any comments on this Bill to the Director of Mental Health, Learning Disability and Social Work.

13.5 Agreement that the Board will receive updates on the Mental Capacity Bill within the Chief Executives update to the Board.

- 13.6 Board members **NOTED** the Overview of the Mental Capacity Bill.
- 14.0 **Agenda Item 14 - Audit Committee Business (N/04/14)**
- **Approved Minutes of Meeting of 7 May 2014**
 - **Verbal update on Meeting of 26 June 2014**
 - **Audit Committee Annual Report 2013/14**
- 14.1 The Chair of the Audit Committee presented the minutes of the meeting of 7 May 2014 to the Board for noting. All actions on the action list are now complete.
- 14.2 The Chair of the Audit Committee provided a verbal update to the Board in relation to the meeting of 26 June 2014. Robin Mullan was welcomed as a new member of this Committee. One Internal Audit Report was presented to Committee, in relation to user acceptance testing for iConnect. The findings of this report have been accepted by the iConnect Project Board.
- 14.3 Board members **NOTED** the minutes of the meeting of 7 May, the verbal update on the meeting of 26 June and the Audit Committee Annual Report 2013/14.
- 15.0 **Agenda Item 15 – Guidance Note for Members of the Public Attending RQIA Board Meetings (O/04/14)**
- 15.1 The Interim Chair presented the revised Guidance note for Members of the Public attending RQIA Board meetings. Following approval this guidance note will be placed on the RQIA website.
- 15.2 Board members **APPROVED** the Guidance note for Members of the Public attending RQIA Board meetings.
- 16.0 **Any other Business**
- 16.1 The Director of Regulation and Nursing asked if two Board members would be available to sit on a Decision Making Panel on 8 August 2014. Two Board members agreed to join this panel.
- 16.2 The Chief Executive tabled news clippings for Board members following the publication of the Cherry Tree House Review Report.
- 16.3 A Board Member asked the Director of Regulation and Nursing for an update in relation to the status of Chester Nursing Home. The Director of Regulation and Nursing confirmed that conditions are currently in place for Chester Nursing Home and will remain until the end of a specified three month period.
- 16.4 As there was no further business the Chairman brought the public session of the Board to a close at 4.00pm.

Date of next meeting:
Thursday 11 September 2014, Boardroom, RQIA.

Signed



Dr Alan Lennon
Chairman

Date

11TH Sept 2014

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Status
25	3 September 2013	The results of the Oval Mapping exercise will be shared with Board members	Chief Executive	September 2014
34	14 November 2013	A paper on the implementation of RQIA recommendations following Review Reports will be provided to Board members	Chief Executive	November 2014
53	15 May 2014	The slides, as presented at the April Board workshop by PwC, to be circulated to Board members	Board & Executive Support Manager	September 2014
55	15 May 2015	A board workshop will be organised with a specific focus on how RQIA can deliver against statutory requirements and the associated risks in relation to inspection footfall	Chief Executive	October 2014
56	15 May 2014	2013/14 Annual Report of the MHL D Directorate to be issued to Chief Executives of identified HSC organisations	Chief Executive	August 2014
57	3 July 2014	Minutes to be formally signed off by the Chairman	Chairman	Completed
58	3 July 2014	Paper to be brought to the September Board meeting outlining the preparation for the acute hospital inspections	Director of Reviews	11 September 2014
59	3 July 2014	Board and Executive Support Manager to arrange external Board meeting in the Western Health and Social Care Trust for November 2014	Board and Executive Support Manager	Completed
60	3 July 2014	The Foreword for the Strategy document will be forwarded to Board members following completion	Board and Executive Support Manager	Completed
61	3 July 2014	Board and Executive Support Manager to circulate the liP Report to Board Members	Board and Executive Support Manager	Completed

62	3 July 2014	Legal advice to be sought in relation to the independence of Part IV Medical Practitioners	MHLD Director	Completed
63	3 July 2014	Board and Executive Support Manager to recirculate the list of risks identified at the February horizon scanning workshop	Board and Executive Support Manager	Completed