



Minutes of the Board meeting 31 August 2006
Boardroom, 9th Floor, Riverside Tower, 5 Lanyon Place, Belfast

Start: 2pm

Board members present

Richard Adams
Ian Carson (Chairman)
Ruth Laird
Joan Harbison
Lillian Jennett
Allen McCartney
Patricia McCoy
Connor Mulholland
Una O’Kane
Colin Reid
Austin Smith

Apologies

Geraldine Donaghy
Jim Jamison

Officers of the Board present

Sandra Bell (Committee Administrator)
Stella Burnside (Chief Executive)
Malachy Finnegan (Communications Manager)
Theresa Nixon (Director of Social Services)
Phelim Quinn (Director of Nursing)
John Stewart (Director of Corporate Services)

Apologies

Caroline Humphrey (Medical Director)

ACTION

PUBLIC SESSION

06.33 Welcome and Chairman’s remarks

The Chairman welcomed Board members, Officers of the Board and a member of the public to the public session of the Board meeting.

ACTION

He introduced Malachy Finnegan, Communications Manager, to the Board.

06.34 Minutes of the meeting of the Board held on Thursday 11 May 2006, Malone House, Belfast (06/min/03)

The minutes of the meeting of the Board held on 11 May 2006 were **APPROVED** subject to the amendments agreed in the private session of the Board meeting.

06.35 Matters arising from the minutes

Shared services

The Director of Corporate Services reported that he would be preparing a report detailing the options available to the Authority in relations to human resources, equality, finance, procurement and legal support following the abolition of the HPSS Central Services Agency under Review of Public Administration proposals. He also reported that as staff begin to leave the CSA this will affect the level of service being provided and that this will also be considered in the report.

Director of
Corporate
Services

The Chief Executive reported that there is a DHSSPS task group looking at the provision of shared services and that the Authority awaits the findings of this group with interest.

It was also reported that the Authority is currently recruiting two finance officers to support the finance function within the Authority.

Risk register

The Director of Corporate Services reported that work was continuing on the Authority's risk register and that the comments of the Governance and Risk Management Sub-committee and Internal Audit were being incorporated.

Governance
and Risk
Management
Sub-
committee/
Director of
Corporate
Services

It was **AGREED** that the draft risk register would be circulated to the Board for comment.

ACTION**06.36 Integrated governance report April – June 2006
(Paper C/04/06)**

Prior to the Director of Corporate Services presenting the integrated governance report a Board member expressed concern about the title of the paper. The Chairman asked that this report should be presented to the Board in future as a "Quarterly Business Report and progress against the Business Plan" and that it should be presented on a quarterly basis.

Director of
Corporate
Services

It was also **AGREED** that the governance model which the Board should use would be discussed at the Board residential workshop in November.

Chairman /
Committee
Administrator

The Director of Corporate Services presented the report to the Board outlining the importance of integrated governance and key aspects of the report. The Board welcomed the paper as useful and informative. The following comments were made:

- Where key issues have been highlighted the Authority's follow up actions should be noted.
- There is a need for more contextual and comparative information.
- The business plan's objectives should be integrated throughout the report.

The integrated governance report was **NOTED** by the Board.

**06.37 Audit Committee – briefing from the Chairman of
Audit Committee**

The Chairman of the Audit Committee reported that the Audit Committee had met twice since the last Board meeting.

He reported that the internal auditors had found the Authority moderately compliant in both governance and financial management and minimally compliant with regards to risk management, although they had accepted that work was progressing well in all three areas.

He reported that the External Auditor had not been able to provide his view on the 2005/2006 accounts for the

ACTION

Audit Committee meeting on 17 August 2006.

He stated that he had written to the Northern Ireland Audit Office expressing the Audit Committee's disappointment that it had not met this deadline.

The Audit Committee met on the 31 August 2006 to review the audited accounts and hear the NIAO comments before submitting the annual report and accounts to the Board for approval.

The Chairman of the Audit Committee also reported that the Chief Executive had requested that the Committee review the draft management statement and financial memorandum. He reported that the Audit Committee was content with the document and, following some typographical error amendments and clarification of some financial issues, that the Chief Executive should sign the document.

Following a discussion on this approach the Chairman requested that this amended document be circulated to all Board members for comment prior to signature.

Committee
Administrator

The Chairman of the Audit Committee reported that Austin Smith had been appointed to the Governance and Risk Management Sub-committee.

06.38 Annual Accounts 2004-2005 (Paper D/04/06)

The annual accounts for 2004-2005 were **APPROVED** by the Board.

06.39 Annual Report and Accounts 2005-2006 (Paper E/04/06)

The annual report and accounts for 2005-2006 were **APPROVED** by the Board.

06.40 Governance and Risk Management Sub-committee (Paper F/04/06)

The minutes of the Governance and Risk Management Sub-committee were **NOTED**.

ACTION

06.41 Establishment of Appointments and Remuneration Committee

The Board **APPROVED** the membership of the Appointments and Remuneration Committee, which will be chaired by the RQIA Chairman, Dr Carson. Committee members will be Ruth Laird, Lillian Jennett, Geraldine Donaghy and Jim Jamison.

06.42 Amendments to Standing Orders (Paper G/04/06)

The amendments to the Standing Orders were **APPROVED** by the Board.

It was **AGREED** that the Terms of Reference for the Governance and Risk Management Sub-committee should be expanded.

Director of
Corporate
Services

It was **AGREED** that the two year membership of standing committees would run from the 1 September 2006.

06.43 Supporting Safer Services, DHSSPS, June 2006 (Paper H/04/06)

The Board discussed the Supporting Safer Services report which had been circulated by DHSSPS.

The Chief Executive reported that adverse incident reporting is one way to monitor quality and that the DHSSPS currently shares with the Authority reports that it receives. She also reported that HPSS organisations are also aware that serious adverse incidents should be reported to the Authority.

She stated that the Authority did not currently have the capacity to implement an adverse incident reporting scheme but would dovetail into the DHSSPS's scheme which will allow the Authority to monitor trends within an organisation or across the service as a whole.

A Board member commented on the key role which the Authority will play in future, and that this was emphasised by the Permanent Secretary in the foreword to the report. The Chief Executive confirmed that the Authority had

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committed to reviewing 'safe and effective services' as one of the two main themes in the first year of the clinical and social care governance reviews.

It was stated that it was important that any learning was implemented and that HPSS staff need to see that there has been improvement as a result of reporting.

It was also stated that the Authority should be helping to influence the culture of the HPSS to allow open reporting.

A Board member stated that they felt that the signature of the reporting officer should be dated on the adverse incident report form. The Chief Executive agreed to forward this comment to the DHSSPS.

Chief
Executive

06.44 Update on clinical and social care governance review programme (Paper I/04/06)

The Chief Executive presented a paper detailing the approach that the Authority is taking with regard to the clinical and social care governance review.

In response to a question from a Board member the Chief Executive confirmed that the Authority had not issued guidance as to who should complete the self assessment proforma and that each HPSS organisation will differ in the approach that they will take but that the Chief Executive of each organisation is accountable for its completion. She reassured Board members that the Authority will be following up on the self-assessment with site visits and inspections to ensure validity.

The Director of Nursing stated that there was a possible slippage of 2 weeks with regard to the timetable. He also stated that the senior staff had now been appointed.

The Chief Executive stated that because of the delays in recruitment and that staff would not have an adequate lead in time, the Authority would need to buy in additional expert advice.

The Board recognised the importance of this initial clinical and social care governance review. Given that it

ACTION

is also a ministerial priority, it is crucial to the future perception of RQIA that it is done to a high standard.

The paper on the clinical and social care governance and work programme was **NOTED** by the Board.

06.45 Public consultation on proposed new methodology for inspection of regulated services (Paper J/04/06)

The Board **APPROVED** the proposed new methodology for inspection of regulated services.

The Director of Social Services reported that the public consultation process would begin on 1 September 2006.

06.46 Research and Development Office Strategy consultation document (Paper K/04/06)

Colin Reid presented a draft response to the R&D Office's consultation on its strategy document 'Research for Health & Wellbeing, 2007 - 2012'.

He reported that he and Jim Jamison had been disappointed at the lack of reference to the "quality agenda" and that the strategy was very weak with regards to social care.

Board members were asked to submit comments to the Chief Executive before the response deadline of 30 September 2006.

Board
members/
Chief
Executive

During preparation of the RQIA's draft response, it became apparent that the Authority needed to consider its own thinking as regards the kind of research that would be of value in improving the quality of services, and the research needs of the Authority. To assist with this, they had prepared a covering document 'Research Strategy and the Work of RQIA'. The Chairman thanked Colin Reid and Jim Jamison for their work on this and the Board **AGREED** that they would discuss the Authority's research strategy, and how it sits within the prioritisation of objectives within the Business Plan.

Executive
Team

The Chief Executive informed the Board of future work to be commissioned on staff surveys and patient/client care

ACTION

building on the work completed by Aston and the Picker Institute.

06.47 Board timetable 2006-2007 (Paper L/04/06)

The Board **APPROVED** the Board timetable 2006-2007.

The Chairman confirmed that whilst the Board meeting dates are set, individual committee chairmen can revise committee dates as required.

The Chairman asked that Board members to advise the Committee Administrator of any meetings that they will not be able to attend.

Board
members/
Committee
Administrator

06.48 Any other business

User and Carer Involvement Consultancy Northern Ireland (Paper M/04/06)

The Chief Executive tabled a paper detailing the "User and Carer Involvement Consultancy Northern Ireland" project being carried out in conjunction with the Northern Ireland Social Care Council and the Social Care Institute for Excellence.

The Board **NOTED** the paper.

06.49 Date of next meeting: 12 October 2006

Approved (Chairman)

Date