
PUBLIC SESSION
RQIA Authority Meeting
Thursday 17 October 2024 at 3:30 pm
Virtual via MS Teams

<p>Present: Christine Collins (CC), Chair Alphy Maginness (AM) Nazia Latif (NL) Sarah Wakfer (SW) Stuart Elborn (SE)</p> <p>Apologies: Cheryl Lamont (CL) Mary McIvor (MMcI) Briege Donaghy (BD), Chief Executive Ian Steele (IS), Medical Lead and Responsible Officer Paul Cummings (PC), RQIA Finance Advisor</p>	<p>RQIA Staff in Attendance: Lynn Long (LL), Director of Mental Health, Learning Disability, Children's Services and Prison Healthcare Elaine Connolly (EC), Director of Adult Care Services Jacqui Murphy (JM), Head of Corporate Affairs Karen Harvey (KH), Professional Advisor, Social Work Malachy Finnegan (MF), Senior Communications Manager Aaron Addidle (AA), Business Support Officer</p>
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1.0 Agenda Item 1 - Welcome and Apologies

- 1.1 The meeting commenced at 3:47 pm, with the Chair (CC) welcoming all to the meeting.
- 1.2 Apologies were received from Cheryl Lamont **(CL)**, Mary McIvor **(MMcI)**, Briege Donaghy **(BD)**, Ian Steele **(IS)** and Paul Cummings **(PC)**.

2.0 Agenda Item 2 - Minutes of the meeting of the Authority held on 4 July 2024 and Matters Arising

- 2.1 Members **APPROVED** the Minutes of the meeting of the Authority held on 4 July 2024 as a true and accurate record.
- 2.2 **Action List:**
Action 270: Bank of Ireland Mandate: Ongoing: JM advised that PC agreed at the previous Authority Meeting to further liaise with the Business Services Organisation (BSO) Finance Department. JM to ask PC to update Chair.

- 2.3 **Action 274: Authority Chair to write to the Northern Ireland Assembly Health Committee thanking them for the invitation for RQIA to attend the Committee and inviting them to visit RQIA: Closed:** CC reported that she wrote to the Committee to thank them for the invitation to attend a Committee Meeting and has extended an invitation to the Committee to visit RQIA in James House.
- 3.0 **Agenda Item 3 - Declaration of Interests**
- 3.1 CC asked Authority Members if, following consideration of the agenda items, any interests were required to be declared in line with the Standing Orders.
- 3.2 NL declared that she was recently appointed as an Equality Commissioner at the Equality Commission Northern Ireland and therefore would be recusing herself from Agenda Item 7 - RQIA Equality and Disability Annual Progress Report 2023 / 2024.
- 4.0 **Agenda Item 4 - Chair's Business: Verbal Update**
a) Publications and Events
b) Update on Progress on RQIA's Commitments Made in the RQIA's Report on the Deceased Patient Review Phase 2
c) Part IV HSC Hospital Services Inspection Year 2024/25: Delivery Plan
d) Establishment of the RQIA Mental Health Committee
- 4.1 **a) Publications and Events**
CC noted that RQIA has some significant upcoming publications, which the Authority will be sighted on.
- 4.2 Following consideration, the Authority **NOTED** the paper on upcoming Publications and Events.
- 4.3 **b) Update on Progress on RQIA's Commitments Made in the RQIA's Report on the Deceased Patient Review Phase 2**
Considering the report as read, MF noted that the Chief Executive was seeking the Authority's approval to publish this report by the end of October, ahead of a meeting with the Health Minister and the families of deceased patients considered under Phase 2 of the Review.
- 4.4 CC noted it is a valuable report showing that RQIA has fulfilled the actions to which it committed. CC highlighted that the publication date is important as it is close to the anniversary of the publication of the Phase 2 report.
- 4.5 The Authority **APPROVED** the publication of the report, noting the Update on Progress on RQIA's Commitments Made in the RQIA's Report on the Deceased Patient Review Phase 2.
- 4.6 **c) Part IV HSC Hospital Services Inspection Year 2024/25: Delivery Plan**
On the invitation of CC, LL presented the report to the Authority. LL noted that the HSC Hospitals Team is currently working with limited resources and with little legislative remit around the regulation of Part IV services. This plan outlines that the team will carry out two significant inspections of outpatient services in 2024 / 2025.

LL noted that plans remain to triage intelligence but in the absence of a framework, this is the interim position. LL sought leave of the Authority to share the delivery plan with the Department of Health (DoH).

4.7 CC agreed that it would be important for the DoH to have sight of this plan as this will help to form part of the discussions on the Partnership Agreement.

4.8 The Authority **APPROVED** the Part IV HSC Hospital Services Inspection Year 2024/25: Delivery Plan and **APPROVED** for the delivery plan to be shared with the DoH.

4.9 **d) Establishment of the RQIA Mental Health Committee**

CC informed the Authority that the Mental Health Committee (MHC) has been officially established and held its inaugural meeting on 3 October 2024. CC advised that the meeting was productive and the Committee Chair, MMcl, will table an update at the Authority Meeting on 12 December 2024.

4.10 LL noted that this is a welcome step as RQIA seeks to fully determine its responsibilities under the Mental Health Order (Northern Ireland) 1986 and the Mental Capacity Act 2016.

4.11 The Authority **NOTED** the Establishment of the RQIA Mental Health Committee.

5.0 Agenda Item 5 – Members Activity Report

5.1 CC noted that the report demonstrates that Members are continuing to be heavily engaged in the work of the Authority so far in 2024 / 2025. CC paid particular thanks to AM and NL for their diligence in stewarding the Cultural Assessment work.

5.2 The Authority **NOTED** the Members Activity Report.

6.0 Agenda Item 6 – Annual Quality Report 2023 / 2024

6.1 JM presented the report to Members and noted that RQIA is required to report on the five strands of Quality 2020; this being RQIA's tenth Annual Quality Report. The report outlines numerous examples of how RQIA has delivered on those five strands throughout 2023 / 2024. JM advised that in divergence with previous years, the DoH does not require a copy to be submitted to it before publication.

With the Authority's approval, JM advised RQIA will publish this report during World Quality Week, which commences on 11 November 2024. The report this year will be published in the context of HSCQI transferring to RQIA.

6.2 MF thanked JM and David Silcock, Communications Manager for their support in drafting this report.

6.3 AM drew attention to a small number of spelling and grammatical errors within the report.

AM continued that some of the matters reflected in the report have been noted in the Cultural Assessment, one example is training opportunities for staff. There will be similarities between the report and the action plan following consideration

of the draft Cultural Assessment report by the Executive Management Team (EMT).

6.4 CC thanked JM and MF for the report and noted that this will be a good opportunity to exploit the synergy with HSCQI transferring to RQIA.

6.5 The Authority **APPROVED** the Annual Quality Report 2023 / 2024.

7.0 Agenda Item 7 - RQIA Equality and Disability Annual Progress Report 2023 / 2024

7.1 NL declared an interest, recused herself, and left the meeting at 4.00 pm.

7.2 JM presented the report to the Authority and advised that it has been submitted to the Equality Commission in draft to align with the Commission's timescales. JM advised that the report demonstrated progress against RQIA's action plan in 2023 / 2024 and shows RQIA's compliance with Section 75 of the Northern Ireland Act 1998 and the Disability Discrimination Order.

JM expressed her thanks to MF, David Silcock and members of the RQIA Equality Forum for their assistance in compiling the report and keeping equality and disability as a focus this year.

7.3 AM advised Members that this report aligns with findings from the Cultural Assessment around issues on Equality, Diversity and Inclusion (EDI). AM noted the report will reflect RQIA should focus further on this area and this report demonstrates the positive work undertaken last year.

AM queried why there was no reference to people who identify as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+) and Black and Minority Ethnic (BAME) people.

7.4 JM advised that this report specifically focuses on progress in 2023 / 2024 and aligns with the RQIA Equality and Disability Action Plan 2023 – 2028. A focus for RQIA has been to encourage staff to voluntarily complete their Section 75 details on the HR system, which includes gender identity and this has been a challenge to date, with returns at a lower level.

7.5 MF further noted that this matter has been raised at the RQIA Equality Forum and there has been good discussion, with a focus on the need to, and mechanism for, having representation from all of the community in Northern Ireland working in RQIA.

7.6 CC noted that it is important for the Authority to consider how RQIA creates a safe environment for everyone to feel secure in being who they are and a place where everyone is welcome to work in RQIA.

7.7 The Authority **APPROVED** the RQIA Equality and Disability Annual Progress Report 2023 / 2024.

7.8 NL re-joined the meeting at 4.09 pm.

- 8.0 Agenda Item 8 - Business, Appointments and Remuneration Committee (BARC): Update**
- a) Minutes of the Meeting of 9 May 2024**
- i. Activity Performance and Outcomes Report: Quarter 4, 2023/2024**
- b) Draft Minutes of the Meeting of 8 August 2024**
- i. Policy and Procedure for the Development, Approval, Adoption and Review of Policies**
- ii. Adult Care Services: Inspection Policy and Procedure**
- iii. Person Centred Supportive 1:1 Policy and Procedure**
- iv. Social Media Policy**
- v. SAI Policy and Procedure**
- vi. Registration Policies Portfolio**
- vii. Procurement of Goods and Services Guidance and Procedure**
- viii. Activity Performance and Outcomes Report: Quarter 1, 2024/2025**
- ix. Performance and Accountability Framework**
- x. Annual Complaints Report 2023 / 2024**
- 8.1 a) Minutes of the Meeting of 9 May 2024**
Following consideration, the Authority **NOTED** the Minutes of the Meeting of 9 May 2024.
- 8.2 i. Activity Performance and Outcomes Report: Quarter 4, 2023/2024**
Following consideration, the Authority **APPROVED** the Activity Performance and Outcomes Report: Quarter 4, 2023/2024.
- 8.3 b) Draft Minutes of the Meeting of 8 August 2024**
SE informed the Authority that, at the Committee Meeting, Members received an update from the Chief Executive on policy development. There were differing views at the meeting about what is a policy and it would seem, in SE's view, that RQIA is out of sync with the rest of the HSC sector on the definition of a policy. This will need to be discussed at a future meeting.
- 8.4** CC noted that policy is a theme that has emerged from the Cultural Assessment.
- 8.5** SE advised that RQIA adopts several policies from BSO (some regional) and there is a need to have a better system in place for policy retrieval for staff.
- 8.6** JM highlighted that a working group has been established to create an online policy library, which will be more user-friendly and allow staff to access the extant policies.
- 8.7** The Authority **NOTED** the Draft Minutes of the Meeting of 8 August 2024.
- 8.8 i. Policy and Procedure for the Development, Approval, Adoption and Review of Policies**
Following consideration, the Authority **APPROVED** the Policy and Procedure for the Development, Approval, Adoption and Review of Policies.
- 8.9 ii. Adult Care Services: Inspection Policy and Procedure**
Following consideration, the Authority **APPROVED** the Adult Care Services: Inspection Policy and Procedure.

- 8.10 **iii. Person Centred Supportive 1:1 Policy and Procedure**
Following consideration, the Authority **APPROVED** the Person Centred Supportive 1:1 Policy and Procedure.
- 8.11 **iv. Social Media Policy**
Following consideration, the Authority **APPROVED** the Social Media Policy.
- 8.12 **v. SAI Policy and Procedure**
Following consideration, the Authority **APPROVED** the SAI Policy and Procedure.
- 8.13 **vi. Registration Policies Portfolio**
Following consideration, the Authority **APPROVED** the Registration Policies Portfolio.
- 8.14 **vii. Procurement of Goods and Services Guidance and Procedure**
Following consideration, the Authority **APPROVED** the Procurement of Goods and Services Guidance and Procedure.
- 8.15 **viii. Activity Performance and Outcomes Report: Quarter 1, 2024/2025**
Following consideration, the Authority **APPROVED** the Activity Performance and Outcomes Report: Quarter 1, 2024/2025.
- 8.16 **ix. Performance and Accountability Framework**
Following consideration, the Authority **APPROVED** the Performance and Accountability Framework.
- 8.17 **x. Annual Complaints Report 2023 / 2024**
Following consideration, the Authority **APPROVED** the Annual Complaints Report 2023 / 2024.
- 9.0 **Agenda Item 9 - Audit and Risk Assurance Committee (ARAC): Update**
a) Minutes of the Meeting of 16 May 2024
i. Audit and Risk Assurance Committee Effectiveness: Report from Chair
ii. Scheme of Delegated Authority (SODA)
iii. Principal Risk Document
iv. RQIA Audit Action Plan

b) Draft Minutes of the Meeting of 22 August 2024
i. Principal Risk Document
ii. Risk Register: Directorate of Adult Care Services
iii. Internal Audit: Progress Report
iv. RQIA Audit Action Plan
- 9.1 **a) Minutes of the Meeting of 16 May 2024**
Following consideration, the Authority **NOTED** the Minutes of the Meeting of 16 May 2024.
- 9.2 **i. Audit and Risk Assurance Committee (ARAC) Effectiveness: Report from Chair**
SW noted that the work on this report was started by Neil Bodger. SW took the opportunity to thank all involved in organising Neil's memorial at Malone House.

SW noted that there are some areas outlined for building the effectiveness of ARAC in the areas of:

- Finance training for future non-finance members (delivered on 12 September 2024);
- More visibility of Departmental ARAC; and
- Seeking further assurances from BSO Finance and IT, with information provided in a timely manner.

The Authority **APPROVED** the Audit and Risk Assurance Committee Effectiveness: Report from Chair.

9.3 **ii. Scheme of Delegated Authority (SODA)**

Following consideration, the Authority **APPROVED** the Scheme of Delegated Authority.

9.4 **iii. Principal Risk Document (PRD)**

SW expressed thanks to David McCann for supporting the work on the new PRD format, which will come to ARAC for further consideration and onward to the Authority.

9.5 Following consideration, the Authority **APPROVED** the Principal Risk Document as at 16 May 2024.

9.6 **iv. RQIA Audit Action Plan**

Following consideration, the Authority **APPROVED** the RQIA Audit Action Plan as at 16 May 2024.

9.7 **b) Draft Minutes of the Meeting of 22 August 2024**

SW presented the Minutes of the Meeting and made reference to Authority Members undertaking Information Governance Training in respect of data breaches.

9.8 JM advised she had recently delivered training to all RQIA staff and will deliver the same to Authority Members, in due course.

9.9 The Authority **NOTED** the Draft Minutes of the Meeting of 22 August 2024.

9.10 **i. Principal Risk Document**

Following consideration, the Authority **APPROVED** the Principal Risk Document as at 22 August 2024.

9.11 **ii. Risk Register: Directorate of Adult Care Services**

SW noted that it was good for the Committee to hear from the Assistant Director of Adult Care Services as it provided a useful opportunity for Members to delve deeper into a directorate risk register and ascertain how it feeds into the Principal Risk Document.

9.12 Following consideration, the Authority **APPROVED** the Risk Register: Directorate of Adult Care Services.

9.13 **iii. Internal Audit: Progress Report**

SW informed Members that the Head of Internal Audit presented the BSO Audit of Shared Services, which received limited assurance. ARAC will wish to keep a

watching brief on this matter, given RQIA's reliance on the BSO shared services, particularly recruitment and selection.

9.14 Following consideration, the Authority **APPROVED** the Internal Audit: Progress Report.

9.15 **iv. RQIA Audit Action Plan**

Following consideration, the Authority **APPROVED** the RQIA Audit Action Plan as at 22 August 2024.

9.16 CC thanked SW for the verbal update and noted that the Authority needs to explore the PRD and risk processes further to ensure they are meaningful. There is also a need to explore the Directorate Risk Register link to the Principal Risk Document.

CC noted that the Authority needs to do some further horizon scanning.

9.17 JM advised that a future Authority Workshop has been scheduled to consider risk management in its totality, that is, the Risk Management Strategy, the current Principal Risks and Horizon Scanning. JM also noted that Internal Audit complete a report based on the audit outcomes of the 16 HSC organisations and in 2023 / 2024, RQIA received satisfactory assurance in all audits.

10.0 Agenda Item 10 - Legislative and Policy Committee (LPC): Verbal Update

10.1 AM advised Authority Members that at the last LPC meeting there was good discussion on specific legal cases and substantive discussion on RQIA's involvement in the Muckamore Abbey Hospital Inquiry (MAHI) and Covid-19 Inquiry, specifically in Module 6 Care Homes, as a core participant.

AM noted that the Committee considered the ongoing work on registration of multi-site children's homes and has asked to be kept updated on this matter.

10.2 CC thanked AM and noted there is strength in having an LPC to explore these matters fully.

10.3 The Authority **NOTED** the Legislative and Policy Committee Verbal Update.

11.0 Agenda Item 11 - Financial Performance Report: 2024 / 2025 Month 5 (EP3: Resources)

11.1 JM presented the report in the absence of the Finance Advisor. JM informed Members that there has been a noted change in the financial outlook for RQIA since month 4, as the budget was built on a flat cash scenario, with some posts being held. In July, RQIA received its allocation letter and, due to the consistent messaging from Authority Chair and the Chief Executive to the DoH around the need for additional resources, there has been an additional funding with pay awards being funded, alongside some allocations of non-recurrent funding for DPR Phase 3 and legal services for the MAHI.

JM advised that the budget is currently being impacted by instability in the RQIA workforce, with retirements and resignations. Recruitment remains slow so the projected pay spend has reduced as a result. The Chief Executive has put a spending plan in place, which is scrutinised by EMT every week and various

measures have been put in place to reach break-even and back fill vacancies such as agency staff and overtime. There has also been an increased funding for the training and development budget for this year.

JM concluded that monies allocated for DPR and MAHI must be spent in those areas and cannot be reallocated. Any variance in spend will be reported to the DoH and may result in a retraction.

11.2 CC noted she was relieved that the organisation is in a healthier financial position and complimented the Chief Executive and staff on having well managed mechanisms in place for monitoring and adjustment, as appropriate.

11.3 The Authority **APPROVED** the Financial Performance Report: 2024 / 2025 Month 5.

12.0 Agenda Item 12 – Any Other Business

There being no further business, CC closed the meeting at 4.36 pm and thanked all Members and RQIA staff in attendance.

Date of Next Meeting:

- Authority Meeting: Thursday 12 December 2024, The Mount Conference and Business Centre

Signed




Christine Collins MBE
Chair



Date

12 December 2024

Authority Action List: Meeting of 17 October 2024

Action Number	Authority Meeting	Agreed Action	Responsible Person	Date due for Completion	Status
270	28 March 2024	<p>Bank of Ireland Mandate: Bank of Ireland Mandate: Authority Chair to share Bank of Ireland correspondence with Financial Advisor, who will follow up with the Business Services Organisation (BSO) and Bank.</p> <p>Financial Advisor to continue to follow up with the Business Services Organisation (BSO) and Bank.</p>	Financial Advisor	26 September 2024	

Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	