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**PUBLIC SESSION**  
**RQIA Authority Meeting**  
**Thursday 4 July 2024 at 10:30 am**  
**Virtual via MS Teams**

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

- 1.1 The meeting commenced at 9:55 am, with the Chair (CC) welcoming all to the meeting.
- 1.2 Apologies were received from Stuart Elborn **(SE)**, Sarah Wakfer **(SW)**, Briege Donaghy **(BD)** and Emer Hopkins **(EH)**.

CC noted that BD is currently unwell and on behalf of the Authority, sent her best wishes to BD and wished her a speedy recovery.

**2.0 Agenda Item 2 - Minutes of the meeting of the Authority held on 25 April 2024 and Matters Arising**

- 2.1 Members **APPROVED** the Minutes of the meeting of the Authority held on 25 April 2024 as a true and accurate record.

- 2.2 **Action List:**  
**Action 270: Bank of Ireland Mandate: Ongoing:** PC advised the Authority that he had had a meeting on this matter with the Deputy Director of Finance in the Business Services Organisation (BSO). The Deputy Director is currently working with the Bank Liaison Team in BSO and there was confusion in that Team as to why RQIA was being treated differently to other Health and Social Care (HSC) organisations.
- 2.3 CC noted that all banks are required to report to the Bank of England (BoE) in relation to any public sector accounts they hold. CC did not believe that the Bank of Ireland could report on RQIA's accounts if it is defined as an unincorporated body. CC commented that the status of RQIA as a body corporate must be recognised by Bank of Ireland.
- 2.4 PC reported that in other HSC organisations, the Chief Executive and Finance Director are Executive Members of the Board, however, this is not the case with the RQIA Authority. PC noted he is awaiting further information from the Bank Liaison Team at BSO.
- 2.5 CC thanked PC for pursuing this matter and noted that Authority Members remain concerned. This is a matter that was raised at the time of the resignations of the previous RQIA Board in 2020. The mandate is out of date and the organisation must remain cognisant of this.
- 2.6 **Action 273: Update to 2024 / 2025 Management Plan: Closed:** JM advised that the 2024 / 2025 RQIA Management Plan was updated following the Authority Meeting on 25 April 2024. Subsequently, the plan was submitted to the Department of Health (DoH), which has given its approval and the plan has been shared with all staff and published on the RQIA website.
- 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 Standing Orders. No declarations of interests were made.
- 4.0 Agenda Item 4 - Chair's Business: Verbal Update**  
**a) Muckamore Abbey Hospital Inquiry (MAHI)**  
**b) Appearance at Health Committee: 20 June 2024**
- 4.1 **a) Muckamore Abbey Hospital Inquiry (MAHI)**  
CC noted that LL, Wendy McGregor, Assistant Director of Mental Health, Learning Disability and Prison Healthcare and Alan Guthrie, former Mental Health and Learning Disability Inspector recently gave witness to the Inquiry at the end of June 2024. CC, AM and MMcl attended the sessions and agreed that all witnesses represented RQIA with the utmost professionalism and provided effective evidence. CC, on behalf of the Authority, expressed thanks to LL, Wendy and Alan.
- CC noted the Authority's appreciation to all RQIA and DWF staff who have worked tirelessly preparing for the evidence sessions.

- 4.2 AM agreed that all colleagues performed very well at the Inquiry; each was measured in their responses and articulated RQIA's position clearly. The panel were engaged and accepted RQIA's evidence. AM noted that appropriate concessions were made by RQIA, which gains the confidence of the panel.
- 4.3 MMcl left the meeting at 10.03 am.
- 4.4 MMcl joined the meeting at 10.04 am.
- 4.5 The Authority **NOTED** the update in relation to the Muckamore Abbey Hospital (MAHI) Inquiry.
- 4.6 **b) Appearance at Health Committee: 20 June 2024**  
CC expressed thanks to JM, MF and his Communications Team, along with other RQIA staff who aided CC and BD in preparing for the Health Committee appearance. CC noted it was a worthwhile exercise as the span of RQIA's work across HSC services surprised the Committee. CC was of the view that she and BD articulated that message well, also taking the opportunity to communicate the constraints RQIA is currently under, particularly in relation to resourcing.
- CC noted that RQIA should write to the Health Committee noting thanks for the opportunity to appear before it and inviting Committee Members to RQIA for a visit. It would be a good opportunity for Committee Members to speak with RQIA staff and see the calibre of ongoing work.
- 4.7 **Resolved Action 274: Authority Chair to write to the Northern Ireland Assembly Health Committee thanking them for the invitation to attend the Committee and inviting them to visit RQIA.**
- 4.8 KH also highlighted positive feedback from an external stakeholder who noted they had a better understanding of RQIA's role as a result of the Committee appearance.
- 4.9 LL remarked positively about the appearance and noted that RQIA staff who watched the session provided positive feedback on CC and BD's performance.
- 4.10 The Authority **NOTED** the update in relation to the Appearance at Health Committee: 20 June 2024.
- 5.0 Agenda Item 5 – Annual Report and Accounts 2023/2024 (EP1: Governance)**
- 5.1 CC advised Members that, in the absence of the Chief Executive, PC had sought advice on how the Annual Reports and Accounts could be signed off.
- 5.2 PC advised that he had spoken with the Northern Ireland Audit Office (NIAO) colleagues, who advised they are content that the Chief Executive provides an email noting her approval of the Annual Report and Accounts and the Letter of Representation and an electronic signature is used.
- 5.3 JM confirmed that the Chief Executive will provide that email pending the Authority's approval today.

- 5.4 In the absence of the Chair of the Business, Appointments and Remuneration Committee (BARC), CL presented the Annual Report to the Authority. CL noted that BARC reviewed the Annual Report at its meeting on 20 June 2024. BARC agreed that the report is well presented and made particular reference to the infographics at the beginning of the report, which are most helpful. CL noted that Annual Reports are significant pieces of work and content is being written every day by frontline staff carrying out their day to day duties. CL paid tribute to all RQIA staff for their hard work and excellent performance in 2023/2024, in difficult circumstances.
- 5.5 NL agreed that the report was well received by BARC and noted congratulations to all staff involved in the drafting of the report and all RQIA staff for their hard work throughout the year.
- 5.6 CL, on behalf of BARC, recommended the Annual Report 2023/2024 to the Authority for its approval.
- 5.7 The Authority **APPROVED** the Annual Report 2023/2024.
- 5.8 In the absence of the Chair of the Audit and Risk Assurance Committee (ARAC), AM presented the Annual Accounts 2023/2024. AM advised that the accounts were considered at the ARAC meeting on 24 June and there were no issues of concern. AM noted that the auditor was content with the accounts and was pleased that the overall report had reduced in size, following a recommendation as a result of the audit in 2022/2023.
- 5.9 PC advised Members that the audit for 2023/2024 has resulted in one Priority 2 and one Priority 3 recommendation. The Priority 2 recommendation related to Police Service of Northern Ireland (PSNI) holiday pay and that, while immaterial to RQIA, it was important to highlight in the report as there has been a significant movement as the provision has increased from £65,000 to £124,000 and the claim can now be made back to 1998.
- PC noted that the Annual Report and Accounts are due to be signed by 26 July 2024 and submitted to the DoH, for laying before the Northern Ireland Assembly.
- 5.10 AM, on behalf of ARAC, recommended the Annual Report and Accounts 2023/2024 to the Authority for its approval.
- 5.11 The Authority **APPROVED** the Annual Accounts 2023/2024.
- 5.12 JM advised that MF will finalise the report with the signatures of the Authority Chair and Chief Executive and submit formally to the DoH.

## **6.0 Agenda Item 6 – Any Other Business**

- 6.1 Members did not raise any other business.

There being no further business, CC closed the meeting at 10.18 am and thanked all Members and RQIA staff in attendance.



### **Date of Next Meeting:**

- Authority Meeting: Thursday 17 October 2024 via MS Teams



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

**Date** 17 October 2024

## Authority Action List: Meeting of 4 July 2024

Action Number	Authority Meeting	Agreed Action	Responsible Person	Date due for Completion	Status
270	28 March 2024	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.  Financial Advisor to continue to follow up with the Business Services Organisation (BSO) and Bank.	Financial Advisor	26 September 2024	
274	4 July 2024	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.	Authority Chair	17 October 2024	

### Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	