



Minutes of the Board meeting 7 June 2007
Board Room, 9th Floor, Riverside Tower, Lanyon Place, Belfast

Present

Ian Carson (Chairman)
Richard Adams
Geraldine Donaghy
Jim Jamison
Lilian Jennett
Ruth Laird
Una O'Kane
Colin Reid

Officers of the Board present

Stella Burnside (Chief Executive)
Robert Graham (Committee Administrator)
Phelim Quinn (Director of Operations, Nursing)
John Stewart (Director of Corporate Services)

Apologies

Joan Harbison
Allen McCartney
Patricia McCoy
Connor Mulholland
Austin Smith

Apologies

Theresa Nixon (Director of Operations, Social Services)

PUBLIC SESSION

07.49 Welcome and Chairman's remarks

07.34.1 The Chairman welcomed Board members, Officers of the Board and members of the public to the Board meeting.

07.50 Minutes of the meeting of the Board held on Thursday 12 April 2007, Millennium House, Great Victoria Street, Belfast [Paper min/Apr/07]

07.50.1 The Board **APPROVED** the minutes of the meeting of the Board meeting held on 12 April 2007.

07.50.2 Comment was made in regard to the quality of recent Board minutes and members wished this to be noted in the records.

07.51 Matters arising from minutes

07.7.1 Management Statement and Financial Memorandum with DHSSPS

07.51.1 The Chief Executive confirmed that the Management Statement and Financial Memorandum with the DHSSPS had now been signed, despite her concerns with the constraints imposed within it.

07.22.4 Transfer of responsibilities of the Mental Health Commission to RQIA

07.51.2 The Director of Operations and Chief Nursing Advisor updated Board members on the work of the Project Board. He advised that the Project Board were looking at three main streams – a model for the transfer, issues around co-location and human resources issues.

07.51.3 The Director of Operations informed Board members that he had attended a separate meeting with the Authority's legal advisors to look at the aspects of the Draft Reform Order concerning the transfer, and advised that due to the existence of ambiguities in the Order particularly around the transfer of staff, an urgent meeting had been arranged with the DHSSPS. It was also noted that the recent restoration of the Assembly could see a delay in the implementation of the Order.

07.51.4 The Chief Executive expressed her concerns that the Authority could not accommodate the staff of the Mental Health Commission on its premises if there was any delay in the implementation of the Order.

07.24 Business Plan for 2007/08

07.51.5 In response to question from the Chairman, the Director of Corporate Services reported there was no further update from the DHSSPS in relation to the Business Plan.

07.51.6 A Board member queried if there was a danger that the DHSSPS may not fund the Business Plan and the knock on effect this would have on the financial position of the Authority.

07.51.7 The Director of Corporate Services stated that he had presented the draft budget to the DHSSPS in December 2006 and there had been no indication that the funding would not be given.

07.51.8 The Chief Executive advised that in her role as Accountable Officer, she would keep the Board updated should any issues arise.

- 07.51.9 The Chairman, despite his uneasiness with the situation, noted that the Authority had complied with the deadlines set out by the DHSSPS for preparing the draft business plan and budgets, and that the Authority had acted with propriety in this matter.

07.36.7 Naming of Board members in minutes

- 07.51.10 The Chairman asked if a way forward had been agreed by the four Board members. The Board members concerned apologised that to date, they had been unable to meet to discuss the matter.
- 07.51.11 The Chief Executive informed the Board that Dr Caroline Humphrey had, as of May 2007, retired from the Authority on the grounds of ill health and that an advertisement had been placed in the local press to recruit a new Medical Director.

Resolved Actions

- **Four Board members to meet to agree a policy on naming Board members in Board minutes**

07.52 Chairman's report [Paper A/04/07]

- 07.52.1 The Chairman presented his report to the Board and drew the Board's attention to a workshop he had attended on 7 June, on the subject of "Public Accountability for NDPB Board Members".
- 07.52.2 The Chairman advised Board members that he had met Mr. Brian Whalley, a training consultant in accountability and governance for Departments and Public Bodies. He has been used extensively by the Chief Executives Forum and works closely with NIAO and DFP. The Chairman was exploring the opportunity of inviting Mr. Whalley to a future Board workshop.

The Board **NOTED** the Chairman's report.

07.53 Quarterly Report - Director of Corporate Services [Paper B/04/07]

- 07.53.1 The Director of Corporate Services presented the Quarterly Report to the Board and advised that future Quarterly Reports would seek to include Key Performance Indicators and would also contain updates on the corporate risk register.
- 07.53.2 Board members were invited to raise queries on the Quarterly Report.
- 07.53.3 A question was asked regarding the reference made to an independent

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occupational health service provider and if such a service should be regulated by the Authority.

- 07.53.4 The Director of Operations and Chief Nursing Advisor explained that there were difficulties in ascertaining the regulatory status of this particular type of organisation and the issue had been discussed at a recent Five Nations meeting he had attended.
- 07.53.5 A question was asked regarding the progress made from the learning from the two commissioned reviews. The Chief Executive advised that the Clinical and Social Governance reviews had sought to ensure the learning was being implemented.
- 07.53.6 A question was asked if the number of deaths reported by the boards took account of residents of homes who died either in hospitals or who spent their last days at home with their families. The Chief Executive confirmed that the figures took account of deaths which occurred within 1/2 days of a resident leaving a home but that the Authority was working on a new death notification proforma to capture this information more accurately. Furthermore, the Authority will be conducting a thematic review on the appropriateness of acute hospital entry.
- 07.53.7 A question was asked regarding the high level of sickness absence. The Director of Corporate Services advised that the Authority had conducted absence management training for all line managers.
- 07.53.8 The Director of Corporate Services advised the Board that the Authority would be commissioning a staff survey and that contact details of a confidential counselling service had been distributed to all staff.
- 07.53.9 The Director of Corporate Services presented an overview of the financial section of the report and advised that difficulties in filling posts and issues concerning the quality of financial support had caused the Authority to overestimate the amount of money required to be surrendered to the DHSSPS.
- 07.53.10 The Director of Corporate Services advised that changes in in-house financial reporting systems, better intelligence, and the recruitment of a qualified accountant would facilitate improved financial management.

The Board **NOTED** the Quarterly Report but requested that more time be allocated to discuss the Report on future Board agendas.

07.54 Transfer of Functions from Mental Health Commission - Verbal update - Director of Operations and Chief Nursing Advisor [Paper C/04/07]

- 07.54.1 The Director of Operations and Chief Nursing Advisor presented to Board members the project plan for the transfer of functions from the Mental Health Commission to the Authority.
- 07.54.2 The Director of Operations informed members that the staff of the Commission were employed by the Civil Service and were seconded from the DHSSPS which has implications in regard to their future role.
- 07.54.3 A Board member said that she had been asked to bring to the Board's attention the concerns of Sid McDowell from the Public Services Commission, on behalf of the staff of the Mental Health Commission.
- 07.54.4 The Chief Executive advised Board members that the Authority was committed to making the transfer of functions as smooth as possible and that a meeting had been arranged with the DHSSPS on 18 June, at which all of these anxieties would be presented.

The Board **NOTED** the project plan.

07.55 Organisational Development Strategy update - Presentation by Paula Wilson, Director of Human Resources, Goldblatt McGuigan

- 07.55.1 The Chairman welcomed Paula Wilson from Goldblatt McGuigan to the meeting.
- 07.55.2 Paula Wilson presented Board members with an overview of the key findings of the work Goldblatt McGuigan had done and advised that a first draft of the full organisational development strategy for the Authority would be available by 15 June.
- 07.55.3 Paula Wilson recommended that the Authority facilitate staff at all levels to consider the findings of the organisational development strategy and to work on promoting the Authority's values as well as facilitating the creation of a new culture.
- 07.55.4 Board members welcomed the presentation and commented positively on the development of the strategy.
- 07.55.5 The Chief Executive expressed her thanks to Paula Wilson for the work Goldblatt McGuigan had done and stressed the importance of having an action plan in place to ensure that the recommendations were followed through.

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07.56 RQIA Complaints Policy - Director of Corporate Services [Paper D/04/07]

- 07.56.1 The Director of Corporate Services presented to Board members a draft Complaints Policy which he explained was a more simplified version of the previous RQIA Complaints Procedure.
- 07.56.2 The Director of Corporate Services explained that the new Complaints Policy would be used to prepare the job description for a new Complaints Manager. Furthermore, the Communication Manager will be asked to prepare an information leaflet about how to make complaints for stakeholders.
- 07.56.3 Board members raised queries concerning some of the language and terminology used within the paper. These queries were noted by the Director of Corporate Services.
- 07.56.4 A question was asked regarding whether the Authority was resourced to provide a conciliation service under paragraph 11.2.6. The Chief Executive advised that this could be offered either through the existing Health and Social Services Councils or the new Patient Client Council.

Subject to some minor amendments the Board **APPROVED** the Complaints Policy.

07.57 Discussion on Northern Ireland Audit Office paper: "Good Governance - Effective Relationships between Departments and their Arms Length Bodies" - Chairman

- 07.57.1 The Chairman invited Board members to make comments on the recent Northern Ireland Audit Office paper and pointed out that it was his intention to raise some of the matters raised in the paper with the Chief Medical Officer and the Authority's sponsoring branch in the DHSSPS.
- 07.57.2 It was **AGREED** that this should be discussed at a future workshop.

07.58 Any other business

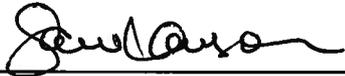
- 07.58.1 At the close of business the Chairman welcomed the member of the public to the Board meeting, and invited questions.
- 07.58.2 The member of the public sought clarification on the role of the Authority and the services it regulates. She also wished to clarify the Authority's service user involvement strategy and how the Authority engages with stakeholders.

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07.58.3 The Chief Executive and the Director of Operations and Chief Nurse Advisor addressed the queries from the member of the public and the Chairman expressed his thanks to her for attending the Board meeting.

The Chairman drew the Public Session of the Board meeting to a close.

Date of next meeting:
19 July 2007 at 2pm
Board Room, Riverside Tower, Lanyon Place, Belfast

Signed 

Dr Ian Carson
Chairman

Date 19th July 2007

