



### RQIA Board Meeting

Date of Meeting	24 March 2016
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Feb16 / 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 18 February 2016.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to <b>APPROVE</b> the minutes of the Board meeting of 18 February 2016.
Next steps	The minutes will be formally signed off by the Chairman and will be uploaded onto the RQIA website.



## **PUBLIC SESSION MINUTES**

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**RQIA Board Meeting**  
**Boardroom, RQIA**  
**18 February 2016, 11.30am**

### **Present**

Dr Alan Lennon OBE (Chair)  
Seamus Magee OBE  
Patricia O'Callaghan  
Prof. Mary McColgan OBE  
Robin Mullan  
Dr John Jenkins CBE  
Stella Cunningham  
Daniel McLarnon  
Lindsey Smith  
Sarah Havlin  
Gerry McCurdy  
Denis Power

### **Officers of RQIA in attendance**

Glenn Houston (Chief Executive)  
David Stewart (Director of Reviews and Medical Director)  
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)  
Katie Symington (Board and Executive Support Manager)  
Liz Colgan, Senior Inspector

### **Apologies**

Dr Norman Morrow OBE

### **1.0 Agenda Item 1 - Welcome and Apologies**

1.1 The Chairman welcomed all Board members and officers to the meeting. Apologies were noted from Dr Norman Morrow.

### **2.0 Agenda Item 2 - Minutes of the meeting of the Board held on Thursday 21 January 2016 (min/Jan16/public)**

2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 21 January 2016.

### **3.0 Agenda Item 3 - Matters arising from minutes**

3.1 The Chief Executive informed Board members that action 113 is now complete. The Board and Executive Support Manager will issue a copy of RQIA's response to the DHSSPS Consultation; Health and Social Care: Reform and Transformation, to Board members. Board members were advised that in relation to action 101, Enforcement Policy and Procedures, this action will be revised as the Enforcement Procedures will be brought to a Board meeting in Quarter two.

**Resolved Action (114)**

**Board and Executive Support Manager to issue a copy of RQIA's response to the DHSSPS Consultation; Health and Social Care: Reform and Transformation, to Board members.**

**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 were made.

**5.0 Agenda Item 5 - Chairman's Report (A/02/16)**

5.1 The Chairman drew Board members attention to the Chairman's Report, to include meetings attended. The Chairman noted his congratulations to RQIA staff on the recently awarded '4 Star Recognised for Excellence' EFQM Award.

5.2 The Chairman noted his attendance at the recent Ulster Hospital Inspection.

5.3 The Board **NOTED** the Chairman's Report.

**6.0 Agenda Item 6 – Business Plan (B/02/16)**

6.1 The Director of Corporate Services presented the key changes to the draft Business Plan, following the January Board meeting, to Board members, to include two new actions at 4.4 and 7.1.

6.2 Board members were asked to note that the finance sections are currently incomplete as RQIA is awaiting an allocation letter from DHSSPS. Following receipt of the allocation letter, the Business Plan will be submitted to DHSSPS for approval.

6.3 Board members requested additional detail to be included within the Business Plan at actions; 2.1, 2.2, 5.1 and 5.2. The Executive Management Team will review the Business Plan in light of these requests.

6.4 The Chairman drew Board members attention to action 4.4 of the Business Plan, 'Undertake the initial phase of preparations for ISO9001:2015 Certification,' as an acceptable and more appropriate alternative to ISO 17020.

6.5 The Board **APPROVED** the Business Plan.

**7.0 Agenda Item 7 – Q3 Corporate Performance Report (C/02/16)**

7.1 The Director of Corporate Services presented the Corporate Performance Report to Board members. Board members noted that at the end of the third Quarter of 2015/16, 84% of the actions within the Business Plan are reported as green, 14% are amber and 2% red.

It was noted that one of the seven actions in exception, review and revise RQIA's Performance Management Framework, was completed in January 2016.

- 7.2 In relation to action 3.6, Establish a workforce plan to deliver the organisation's key strategic and business objectives, further information in relation to this piece of work will be provided to the Board at the March Board meeting, following RQIA's meeting with the HSC Leadership Centre.
- 7.3 In relation to action 3.2, Improve inspection productivity of regulated services, the Chief Executive informed Board members that this piece of work has been re-prioritised will be revisited within the 2016/17 business year.
- 7.4 The Chief Executive stated that in relation to action 6.5, Research and develop an agreed approach to conducting an overall assessment of health and social care in NI; a project structure has been put into place and this action should be completed within quarter two of the 2016/17 business year.
- 7.5 Board members noted that in relation to action 4.5, Implement an agreed action plan to take forward the recommendations in the Independent Landscape Review of RQIA commissioned by DHSSPS, two actions are outstanding, one of which is currently with the DHSSPS.
- 7.6 Board members received an update in relation to Action 4.3, Develop and commence implementation of a new Information and ICT Plan 2015-16. It was noted that the iConnect Strategic Road Map was signed off by the Executive Management Team on 17 February 2016.
- 7.7 Board members **APPROVED** the Q3 Corporate Performance Report.
- 8.0 Agenda Item 8 – Specialist Inspection Policy Developments (D/02/16)**
- 8.1 The Chairman informed Board members that the Specialist Inspection Policy Developments paper was created to review the possibility of revised care inspections. The paper proposes combining specialist inspections with care inspections, therefore creating one, rather than multiple inspection reports. The overall objective of this change is to have fully integrated inspections feeding into an overall assessment for each agency and establishment.
- 8.2 RQIA is currently required to undertake two inspections per year, to residential care and nursing homes, one of which may be a specialist inspection. The DHSSPS is currently reviewing the fees and frequencies of inspection regulations.
- 8.3 The Director of Regulation and Nursing highlighted that a movement to two care inspections per year, to each service provider, would require a fundamental review of capacity as this could not be achieved within existing resources.

- 8.4 The Chief Executive noted the importance of the specialist inspections and the need to maintain the standards required in the 2003 Order. The Chief Executive highlighted that it would also be necessary to gain DHSSPS approval for this change.
- 8.5 Academic research on the frequency of inspections was noted. This will be reviewed to inform policy developments.
- 8.6 The Chairman suggested that a task and finish group is established to take this piece of work forward.

**Resolved Action (115)**

**A management/ Board group will take forward the Specialist Inspection Policy Developments.**

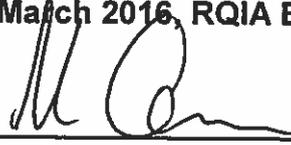
- 8.7 Board members **NOTED** the Specialist Inspection Policy Developments.
- 9.0 Agenda Item 9 – Director of Regulation’s Report (E/02/16)**
- 9.1 The Director of Regulation and Nursing highlighted the steps as taken by RQIA to initiate legal action in respect of services who have been identified as operating without registration. Future training has been arranged for regulation staff with the PSNI. Board members noted that prosecutions are detailed on the RQIA website and are also detailed within RQIA’s Annual Report.
- 9.2 The Director of Regulation and Nursing highlighted staffing changes within the Regulation Directorate. Board members noted that RQIA is on schedule to meet its statutory target for completed inspections within this inspection year.
- 9.3 The Overview of Enforcement activity was noted by the Board.
- 9.4 Board members **NOTED** the Director of Regulation’s Report.
- 10.0 Agenda Item 10 – Communication Plan for Inspection Methodology (F/02/16)**
- 10.1 The Director of Regulation and Nursing presented the Communication Plan for the new inspection methodology to Board members, detailing planned stakeholder engagement. The first reference group, as part of this plan, has already taken place. Board members noted the public consultation as part of this Communications Plan, which will include engagement with service users, in the form of two focus groups and also media engagement.
- 10.2 The Director of Regulation and Nursing highlighted the positive response from stakeholders following the stakeholder engagement session.
- 10.3 It was noted that two members of the Board will be asked to participate in the analysis of consultation responses.

- 10.4 Board members **NOTED** the Communication Plan for Inspection Methodology.
- 11.0 Agenda Item 11 – Chief Executive's Performance Dashboard (G/02/16)**
- 11.1 The Chief Executive presented the Performance Dashboard to Board members and noted the two published Review Reports following the January Board meeting; Review of the implementation of Living Matters Dying Matters (DHSSPS, 2010), Northern Ireland's Palliative and End of Life Care Strategy and the Review of Community Respiratory Services in Northern Ireland.
- 11.2 It was noted that an evaluation of the new inspection methodology for the Mental Health and Learning Disability Directorate has been completed by Professor Roy McConkey. This report will be brought to the March Board Meeting for noting.
- Resolved Action (116)**  
**The new inspection methodology for the Mental Health and Learning Disability Directorate will be presented at the March Board meeting.**
- 11.3 Board members were informed by the Chief Executive that RQIA is forecasting breakeven at year end. Board members were also informed that a non-recurrent easement amounting to £245,000 was made to DHSSPS. This amount resulted largely from slippage on vacant posts. Board members noted that vacancy controls were put into place by RQIA due to the 3% reduction in the Revenue Resource Limit for 2015/16. These controls were relaxed in the middle of the year; however some posts remain vacant.
- 11.4 Board members **NOTED** the Chief Executive's Performance Dashboard.
- 12.0 Agenda Item 12 – Finance Report (H/02/16)**
- 12.1 The Director of Corporate Services presented the finance report for the end of Quarter three.
- 12.2 The Director of Corporate Services informed Board members that it is anticipated that RQIA will make full use of the allocated 2015/16 capital resource limit. Board members noted that should the new website 'go live' date be delayed, this will affect under-spend against capital funding.
- 12.3 The Director of Corporate Services informed Board members that cumulatively, the 30 day prompt payment target, to December, equals 92.3%, and is therefore outside the 95% target. Board members also noted that cumulatively the 10 day prompt payment, to December, is 73.6%, which meets the required target.
- 12.4 The Director of Corporate Services noted that 97.2% of Annual Fee income has been received by RQIA, with £22,000 still to be recovered. There is no outstanding debt from previous years.

- 12.5 Board members **NOTED** the Finance Report.
- 13.0 Agenda Item 13 – Rolling programme of Inspections of Acute Hospitals**
- 13.1 The Director of Reviews and Medical Director, with Liz Colgan, Senior Inspector, presented an update on the rolling programme of inspections of acute hospitals, to Board members.
- 13.2 Board members were informed that, to date, RQIA had carried out the first three inspections within the programme to; Antrim Hospital, Royal Victoria Hospital and Ulster Hospital. These inspections are being carried out over approximately 3.5 days, to include feedback to Hospital staff.
- 13.3 Board members noted the involvement of lay and peer reviewers within this inspection programme, to include reviewers from the Regulation Directorate. Evaluation reports are being collected from both lay and peer reviewers following completed inspections.
- 14.0 Agenda Item 14 - Any Other Business**
- 14.1 As there was no other business, the Chairman brought the public session of the Board to a close at 2.30pm.

**Date of next meeting:**  
**Thursday 24 March 2016, RQIA Boardroom**

Signed

  
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**Dr Alan Lennon**  
**Chairman**

Date

24 TH MARCH 2016

### Board Action List

<b>Action number</b>	<b>Board meeting</b>	<b>Agreed action</b>	<b>Responsible Person</b>	<b>Date due for completion</b>
101	9 July 2015	The Director of Regulation and Nursing will present the revised Enforcement procedures to the Board within Quarter 2.	Director of Regulation and Nursing	30 June 2016
114	18 February 2016	Board and Executive Support Manager to issue a copy of RQIA's response to the DHSSPS Consultation; Health and Social Care: Reform and Transformation, to Board members.	Board and Executive Support Manager	24 March 2016
115	18 February 2016	A management/ Board group will take forward the Specialist Inspection Policy Developments	Chief Executive	Quarter 1 – Quarter 3
116	18 February 2016	The new inspection methodology for the Mental Health and Learning Disability Directorate will be presented at the March Board meeting.	Director of Mental Health, Learning Disability and Social Work	24 March 2016