

**MINUTES OF THE BOARD MEETING OF THE
HEALTH INFORMATION AND QUALITY AUTHORITY**

24 May 2023, 10am – 1.45pm
Board Room, Cork Office

Present:

Name	Details	Initials
Pat O'Mahony	Chairperson	POM
Marion Meany	Board Member	MM
Martin O'Halloran	Board Member	MOH
Martin Higgins	Board Member	MH
Michael Rigby	Board Member	MJR
Lynsey Perdisatt	Board Member	LP
Paula Kilbane	Board Member (virtual)	PK
Danny McConnell	Board Member (virtual)	DMcC
Jim Kiely	Board Member	JK
Bernadette Costello	Board Member	BC

In Attendance:

Angela Fitzgerald	CEO	AF
Kathleen Lombard	Board Secretary and Chief Risk Officer	KL

Apologies:

Caroline Spillane	Board Member	CS
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1. Welcome and Quorum

The Chairperson welcomed Board members to the meeting. A quorum was confirmed and the Board meeting was duly convened.

1.1. CEO end of year performance/probation review

This item was addressed in a Board only session. LP reported to the Board the outcome of the CEO's performance review which she, as Chair of the Resource Oversight Committee (ROC) had carried out with the Chairperson of the Board in early March, which marked a year of the CEO being in post.

The review included the completion of the probation process, the performance of the 2022 objectives and the setting of 2023 objectives. As part of this process, each of the objectives set for the CEO is considered. Having reviewed each of the objectives, LP and the Chairperson considered that the CEO had delivered a positive performance during her first year in post.

The ROC considered the performance and probation reviews at their meeting on 18 May and are recommending the outcome to the Board for approval. The Chairperson confirmed that he was satisfied with the CEO's performance. The Board unanimously agreed with the conclusions of the CEO's performance and probation review.

LP outlined to the Board the objectives for the CEO for delivery during 2023. The ROC had a considered discussion on the objectives and were happy to recommend approval of these by the Board. The Board approved the 2023 objectives.

Following this item, the CEO, AF joined the meeting.

2. Declarations of Interest

No declarations of interest were raised.

3. Minutes of Board meetings

3.1 17 April 2023

The minutes of the meeting of 17 April 2023 were reviewed by the Board and it was agreed that they were an accurate record of the meeting. BC proposed approval of the minutes and MH seconded the proposal; **accordingly it was resolved that the minutes of 17 April 2023 be approved by the Board.**

3.2 22 March 2023

The minutes of the meeting of 22 March 2023 were reviewed by the Board and it was agreed that they were an accurate record of the meeting. LP proposed approval of the minutes and MM seconded the proposal; **accordingly it was resolved that the minutes of 22 March 2023 be approved by the Board.**

4. Review of Actions

KL referred the Board to the Actions paper with updates on actions arising from the last meeting of the Board.

With reference to the health and safety at work action, it was agreed that training for those who drive as part of their work should be offered to Board members.

AF confirmed that she will raise the negotiated timing of increases in the Nursing Home Subvention Scheme (NHSS) rates with officials in the Department of Health (DoH).

5. Matters arising

There were no matters arising.

6. Health and safety matters

There were no notifiable health and safety matters since the last Board meeting.

7. Presentation on emerging legislation

Carol Grogan (CG) Chief Inspector and Susan Montgomery, Head of HR Organisational Development joined the meeting for this item.

AF introduced the presentation and advised that while the Board is kept updated on the various pieces of legislation that are in the pipeline, she had agreed with the Chairperson that it was appropriate and timely to have a more in-depth discussion on what these changes will mean for HIQA.

Aoife McCann (AMcC) Head of Legal, presented an overview of emerging legislation and the anticipated impact on HIQA's statutory remit. AMcC set out:

- the main aims of the new legislation
- the stage at which this legislation is in the legislative process
- changes in terms of new and expanded stakeholders
- changes arising in terms of HIQA's statutory remit.

The presentation included the following legislation:

- The Patient Safety (Notifiable Incidents and Open Disclosures) Act 2023
It was noted that this legislation has recently been enacted but is not yet commenced. The changes will include the extension of HIQA's remit to private hospitals, mandatory notification of "notifiable incidents" to HIQA and the Chief Inspector, and a new function for the Chief Inspector to undertake reviews of "specific incidents".

It was agreed that the Board will need further updates on this legislation nearer to commencement and clarification on the points raised by the Board during the discussion.

- International Protection and Accommodation Services (IPAS)
It was noted that it had been agreed that HIQA's monitoring role of direct provision centres is to be for a time limited period until the system of direct provision is discontinued and will apply to permanent centres only. Any proposed changes to this function would require early consideration by the Board.
- General Scheme of the Health (Amendment) Bill 2022
This legislation proposes addressing some of the recommendations of the Nursing Home Expert Panel report including a requirement to enhance the powers of the Chief Inspector and information collection to inform policy.
- The Health (Amendment) (Licensing of Professional Home Support Providers) Bill – this is at an early stage in the legislative process and there is ongoing engagement with the DoH.
- The Human Tissue (transplantation, post mortem, anatomical examination and public display) Bill was published in December 2022 and there is ongoing engagement with the DoH on HIQA's role.

AMcC also provided an overview of the governance arrangements for the preparation and implementation for emerging legislation.

The Board had an in-depth discussion on each piece of legislation and queried many aspects of the emerging pieces of legislation including timeframes for enactments/commencements, limitations, challenges and resourcing. In the course of the discussion, it was noted that new functions will need to be factored into the Digitally Enabled Regulation project and that sufficient resourcing should be provided for potential increased legal costs.

The Board thanked AMcC for an excellent presentation. The Chairperson acknowledged its value in providing context for valuable strategic discussion by the Board which will inform business planning later this year. AMcC left the meeting at this point.

8. Human Capital Report – year to date position

It was noted that a very detailed report had been provided to the ROC meeting in the week previous to the Board meeting. The report was included for the attention of the Board.

LP, Chair of the ROC confirmed that the ROC had reviewed the report in detail. The Board were invited to raise any additional queries on the report. There were no issues arising and SM left the meeting at this point.

9. CEO's Report – key strategic and operational matters

It was noted that a significant range of strategic issues had been covered during the item on emerging legislation. AF highlighted some further items for the Board's attention:

- **Strategic HR**
 - o Staff feedback on the interim blended working arrangements has been sought via an online survey and sessions with senior managers. Cross organisational focus groups will also be carried out during June. When the findings have been analysed, recommendations will be developed and considered to inform HIQA's future working arrangements.
 - o The Workforce Plan will be presented to the next meeting of the ROC and the Board – this will address additional resource requirements to ensure that HIQA's corporate functions can meet existing and emerging requirements. It will provide for commencement of new statutory functions and other priority work programmes
 - o The output from the organisational review will be presented to the September Board meeting.
- **Monitoring of Emergency Departments against National Standards**
 - o A report on a follow up inspection of University Hospital Limerick is being drafted and will be published when finalised
 - o Following a recent inspection of University Hospital Kerry, an action plan has been developed to address the findings of the report. HIQA will follow up with the hospital to ensure implementation of the actions.
- **Protected Disclosures**

There has been a significant increase in the number of protected disclosures from external sources to date in 2023 over total numbers for 2022 as a result of the 2022 amendment to the Protected Disclosures Act 2014. A business case had been submitted to the DoH for additional resources to support HIQA's legal obligations.

- **HTA Directorate**
 - o The first generic justification decision of ionising radiation has been delivered
 - o Discussions are ongoing with the Chief Medical Officer of the DoH on the work plan for the Public Health Policy Team.

- **Health Information Directorate**
 - o The findings from the National Maternity Bereavement Experience Survey was published on 18 May 2023 and a National End of Life survey commenced on 28 March
 - o The strategic direction of the National Care Experience Survey will be considered – in this context the Steering Group for the programme are planning a strategy session in June
 - o The National Standards for Home Support Services have been drafted and will be finalised once the scope of the legislation is confirmed
 - o There is ongoing engagement between HIQA and the DoH on the development of health information reform.

- **Health Information Directorate**
Plans to develop the project management office are underway so that it encompasses a wider project management remit for the organisation.

10. Chief Inspector (CI) report

JK, Chair of the Regulation Committee advised that the Chief Inspector's Report was presented at the last meeting of the Committee and was reviewed in detail by the Committee. He advised that key strategic items from the report had been raised by the Board during the item on emerging legislation. In addition, a comprehensive report on the Chief Inspector's operations was received by the Committee.

JK highlighted that a paper on mortality in residential care facilities for people with disabilities is to be published shortly in the British Medical Journal (BMJ).

The Board noted the report of the Chief Inspector.

11. Report from Board Committees

Resource Oversight Committee (ROC) Meeting 18 May 2023:

LP, Chair of the ROC reported that the following items were reviewed in detail

- The CEO performance review 2022 and CEO objectives for 2023 – covered during the Board only session
- The Human Capital Report (included with the Board papers) and covered earlier in the meeting
- A status report on the DER project – the report is included with the Board papers. LP advised the Board of two project changes which are outlined in the report. The impact of the changes will be closely monitored.
- An update on the organisational structure project – covered in the CEO's report

- The Code of Conduct which is recommended by the ROC to the Board for approval. Board members indicated that they had reviewed the Code as part of the consultation process and were happy to approve the final document before the Board.

POM proposed approval of the Code of Conduct and MH seconded the proposal; accordingly **it was resolved that the Code of Conduct be approved by the Board.**

Audit Risk and Governance Committee (ARGC)

BC, Chair of the ARGC reported that the following items were reviewed in detail during the meetings held in April and May;

- Meeting 12 April 2023
 - o The review of HIQA's risk management arrangements found that there was a strong framework in place. Some recommendations for improvement were made and these will be implemented over the coming months
 - o The Information Division presented on the risks currently being managed within the Division
 - o The financial statements for 2022, post C&AG audit – subsequently approved by the Board on 17 April.
- Meeting 16 May 2023
 - o The Finance Report to the end of March 2023 – included with the Board papers. BC confirmed that no issues arose for the Committee during their review
 - o The first finance report specific to the DER project – it was agreed that further details will be added to the report as the project progresses
 - o A detailed review of the risks currently being managed by the Operations Division
 - o A detailed review of the risks currently being managed by the Quality Risk and Compliance Unit and
 - o A new Quality and Risk Strategy 2023-2025 was shared with the Committee.

SIRT Committee – 2 May 2023

MJR, Chair of the SIRT committee advised that two important items were reviewed by the Committee:

- The process outline and statement of assurance for the HTA of domiciliary invasive ventilation for adults with spinal cord injuries (included with the Board papers). This HTA is recommended to the Board for approval. The Committee recommended that related organisational factors around this HTA such as suitability of housing/home, financial implications and budgetary co-ordination should be emphasised when presenting the advice to the Minister. The Board agreed with this recommendation.

The value of the HTA was also noted as describing a pathway of co-ordinated care for other service needs.

MH proposed approval of the HTA of domiciliary invasive ventilation for adults with spinal cord injuries and MM seconded the proposal; accordingly **it was resolved**

that the HTA of domiciliary invasive ventilation for adults with spinal cord injuries be approved by the Board.

- The Knowledge Sharing and Impact Assessment report for Health Information and Standards Directorate (included with the Board papers for information). It was noted that there are significant and valuable messages that should be communicated for the benefit of the wider system. It was agreed by the Committee that the Director of Health Information and Standards will work with Communications to develop and disseminate key information.

Regulation Committee – 23 February 2023

JK, Chair of the Regulation Committee, advised the Board that the Committee reviewed:

- A report from the Director of Healthcare with an update on the inspection programme against the National Standards for Safer Better Healthcare and specifically an inspection of University Hospital Kerry. This was covered earlier in the meeting.
- The Chief Inspector's report – reported on earlier in the meeting.

POM, Chairperson advised the Board that a meeting of the Committee Chairs took place on the previous day which included POM as Board Chairperson, KL as Board Secretary and AF as CEO. He advised that a proposal will be developed and brought to a future meeting of the Board to develop the arrangement with the intention of ensuring, as the organisation grows that there are no gaps or overlaps in oversight and that the Board and its committees are working as effectively as possible. All Board members will be invited to join the meeting. The Board agreed that this was a positive suggestion and looked forward to further discussion when the proposal is advanced.

12. Finance Report

This item was covered under the ARGC committee report.

13. Corporate Performance Report and Corporate Risk Review

- Corporate performance
KL advised that the Committees has received performance reports at their recent meetings in respect of the functions for which the Committees provide oversight. It was noted that all but one objective is progressing in line with target dates. The rationale for this variance is included in the report.
- Risk management
KL referred the Board to the risk register included with the Board papers. In addition, it was noted that detailed reviews of risk management in the various Directorates are ongoing at the ARGC meetings.

14. Code of Conduct

This item was covered and approved by the Board under the ROC committee report.

15. HTA Process Outline on domiciliary invasive ventilation for adults with spinal cord injuries

This item was covered and approved by the Board under the SIRT committee report.

16. National Standards for Application of the Seal

KL advised that during 2022, the Board had approved a revised procedure for the use of the HIQA seal which made specific reference to the application of the seal to standards that are approved by relevant Ministers. KL referred the Board to the request from the Director of Health Information and Standards to deploy this procedure so that the following previously approved standards may have the seal applied to them:

- National Standards for Adult Safeguarding
- National Standards for Infection Prevention and Control in Community Services
- National Standards for Children's Residential Centres
- National Standards for the Conduct of Review of Patient Safety Incidents
- National Standards for the prevention and control of healthcare-associated infections in acute healthcare services
- National Standards for Safer, Better, Maternity Services
- National Standards for Residential Care Settings for Older People in Ireland
- National Standards for Special Care Units
- National Standards for Residential Services for Children and Adults with Disabilities
- National Standards for Safer Better Healthcare
- National Standards for the Protection and Welfare of Children.

The Board considered the request and agreed that the seal be applied to the above list of Standards. MH proposed the application of the seal and BC seconded the proposal; **accordingly the request for the application of the seal to the national standards set out in the paper and listed above, be approved by the Board.**

17. Chairperson's report

The Chairperson's report was noted.

18. Any other Business

POM thanked everyone for their contributions during the meeting. There being no further business, the meeting was closed.

Signed



Pat O'Mahony
Chairperson



Kathleen Lombard
Board Secretary

Actions arising from Board meeting on 24 May 2023

No	Action	Person Responsible	Time-frame
1	Extend offer of training for those who drive as part of their work to Board members	SA	During 2023
2	issue on equitable eligibility of nursing homes to negotiations for increased NHSS rates to be brought to the attention of officials in the DoH	AF	next meeting with DoH
3	Further updates on Patient Safety Act 2023 nearer commencement with clarification on the points raised by the Board	AF/AMcC	Sept/Nov?
4	The Workforce plan to be presented to the next meeting of the ROC and the Board (change ROC	AF/SM	July
5	The output from the organisational review will be presented to the September Board meeting.	AF	Sept
6	a proposal for Committee Chairs meetings will be developed and brought to a future meeting of the Board with the intention of ensuring, as the organisation grows that there are no gaps or overlaps in oversight and that the Board and its committees are working as effectively as possible	KL/POM	Sept
Actions carried forward from previous meetings			
1	clarity to be sought around funding in the event of issues arising in respect of DCEDIY functions	SA	next meeting with DoH
2	Regulation committee to maintain oversight of developments on OPCAT. A report will come back to the Board at the appropriate time.	JK/KL	When appropriate

On hold actions

1	CEO and Chairperson to meet with the HRB to explore what is being done in the area of technology research	POM/AOF	To be activated now that new CEO is in position
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