

**MINUTES OF THE BOARD MEETING OF  
THE HEALTH INFORMATION AND QUALITY AUTHORITY (The Authority)**

**15 December 2015  
Smithfield 4.15pm - 6.30pm**

**Present:**

<b>Name</b>	<b>Details</b>	<b>Initials</b>
Brian McEnery	Chairperson	<b>BMcE</b>
David Molony	Board Member	<b>DM</b>
Mary Fennessy	Board Member	<b>MF</b>
Una Geary	Board Member	<b>UG</b>
Judith Foley	Board Member	<b>JF</b>
Sheila O'Malley	Board Member	<b>SOM</b>
Stephen O'Flaherty	Board Member	<b>SOF</b>
Anne Carrigy	Board Member (by phone)	<b>AC</b>
Molly Buckley	Board Member	<b>MB</b>
Martin Sisk	Board Member	<b>MS</b>

**In Attendance:**

Phelim Quinn	CEO	<b>PQ</b>
Kathleen Lombard	Board Secretary & Chief Risk Officer	<b>KL</b>
Sean Angland	Head of Corporate Services	<b>SA</b>
Mairin Ryan	Director of HTA	<b>MR</b>
Mary Dunnion	Acting Director of Regulation	<b>MD</b>
Marie Kehoe O'Sullivan	Director of Safety and Quality Improvement	<b>MKOS</b>
Rachel Flynn	Acting Director of Health Information	<b>RF</b>
Marty Whelan	Head of Communications	<b>MW</b>

**Apologies:**

Barbara O'Neill	Board Member	<b>BON</b>
Paula Kilbane	Board Member	<b>PK</b>

**1. Quorum**

It was noted that a quorum was present and the Board meeting was duly convened.

**2. Conflict of Interest**

No conflicts of interest were declared.

### **3. Draft corporate plan 2016-2018**

Chris McCann, Performance and Planning Officer joined the meeting for this item.

The Board reviewed the revised draft of the plan and noted that it had addressed the points made by the Board when presented previously. A number of additional minor edits were suggested by the Board and discussed. Those agreed will be incorporated into the final draft for submission. It was advised that following the remaining edits, the draft Plan will be submitted to the Minister without delay.

MS proposed approval of the draft Corporate Plan 2016-2018 and JF seconded the proposal; **accordingly it was resolved that the draft plan be approved by the Board.**

#### **3.1 Draft outline of Business Plan Objectives for 2016**

A draft outline of the Business plan objectives was circulated to the Board for Information. PQ advised the Board that the draft outline had addressed many of the recommendations contained in the performance management audit. It was clarified that the objectives had been developed in the context of the risk environment and would be prioritised as recommended. Further work will take place in relation to finalising the objectives with a further iteration to come before the Board in January which will be accompanied by performance metrics. It was clarified that the Business Plan must be finalised within 30 days of having received the letter of funding allocation from the Department of Health which should be issued early in the New Year.

### **4. HTA: Chronic Disease self-Management support interventions**

Conor Teljeur, Senior Statistician, Linda Murphy, Assessment Manager and Patricia Harrington, Head of Assessment joined the meeting for this item. MR introduced the HTA and explained the clinical effectiveness and cost effectiveness of generic self-management support interventions for chronic diseases and disease specific interventions for asthma, chronic obstructive pulmonary disease and diabetes.

It was explained that the report had been reformatted into separate disease specific sections for ease of the decision maker and for those using it as an advice framework. For each section there is a summary of advice provided to the HSE in respect of the specific disease.

MR provided a statement of assurance to the Board that the HTA had been conducted in accordance with agreed HTA processes and also provided a summary of the main issues relevant to the HTA.

The Board commended the team on the huge amount of work involved and the value of the HTA for decision makers in the wider healthcare sector. It was noted that it would save a lot in terms of costs, time and effort and will be very useful in assisting with the prioritisation of resources.

MS proposed approval of the HTA on Chronic Disease self-management support interventions and MF seconded the proposal; **accordingly it was resolved that the HTA on Chronic Disease Self-Management be approved by the Board.**

## **5. National Standards in Residential Standards for Older people**

Sarah Murphy, Safety and Quality Manager in the Safety and Quality Improvement Directorate joined the meeting for this item. A summary paper was provided to the Board which set out the standards development process. It was clarified that the Standards had been approved by the Board in November 2014 and were submitted to the Minister in December 2014. A Standards Impact Assessment on the Standards was requested by the DoH and this had been implemented. Following this exercise the DoH had provided feedback on the standards document and these changes were outlined to the Board. As a result, the Standards have been represented to the Board for approval.

The Board discussed the letter from the Minister dated 4<sup>th</sup> of November and the implication of the policy changes for the Authority in respect of the current standards and its regulatory programme. The Board requested that clarification be sought in this regard. PQ will also raise this matter with the Secretary General at the earliest opportunity. It was also noted that following board approval the standards should be forwarded to the Minister as soon as practicable.

AC proposed approval of the National Standards for Residential Care Settings for Older People and SOM seconded the proposal; **accordingly it was resolved that the National Standards for Residential Care Settings for Older People be approved by the Board.**

## **6. Sandyford Office lease**

SA circulated a paper to the Board which set out the background to the Sandyford Office lease and the related process in relation to exiting the lease. It was explained that the twenty five year lease had been taken out by one of the bodies that had been subsumed into the Health Information and Quality Authority upon its establishment in 2007. The offices are not required by the Authority and with the approval of the Board, notice had been served to the landlord so that the Authority could exit the lease at the first opportunity in March 2016. As a tenant and in accordance with the lease agreement, the Authority has a responsibility to reinstate the interior and exterior of the premises. The Authority sought assistance from the Office of Public Works (OPW) in dealing with the issue and they advised that the expertise of a building surveyor should be sought to assist in the Authority's discussions with the landlord.

Legal advice in relation to the issue was sought and included:

- the Authority is liable for dilapidation costs
- it is in the best interest of the Authority to agree costs in order to make a clean break from the lease
- not to do so could incur costly legal proceedings with no guarantee of winning or recovering legal costs

- not to do so means the Authority is committed to continuing rental and maintenance costs for the remaining period of the lease and still being liable for dilapidation costs when the lease comes to an end.

SA outlined the nature of the costs to the Board. The Board agreed with the advice provided to the Authority and the costs outlined by SA and that full and final settlement of all liabilities should be made.

MS proposed approval of the dilapidation costs proposed by SA and JF seconded the proposal; **accordingly it was resolved that the dilapidation costs in respect of the offices at Sandyford be settled and paid in order to exit the lease as expeditiously as possible.**

## **7. Correspondence**

The Board discussed the letter from the Secretary General to the CEO dated 11<sup>th</sup> December, included with the Board papers relating to the functions of Health Information and Health Technology Assessment. It was agreed that a letter should be sent from the CEO to the DoH seeking clarification.

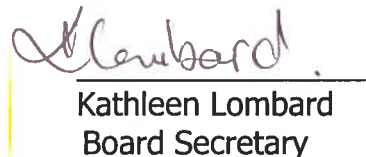
## **8. Any other Business**

The Chairperson advised the Board that JF has become a Fellow of the Faculty of Nursing and Midwifery, Royal College of Surgeons. Congratulations were extended to her on her achievement.

There being no further business, the meeting was concluded.

**Signed:**

  
Brian McEnery  
Chairperson

  
Kathleen Lombard  
Board Secretary

## **Actions arising from the Board meeting on 15<sup>th</sup> December 2015**

<b>No</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Timeframe</b>
1	Clarification from DoH to be sought in the context of the revised standards and recent policy changes. PQ will also raise this matter with the Secretary General at the earliest opportunity.	PQ/BMcE	At earliest opportunity
2	Clarification from DoH to be sought on the content of the letter of the 11 <sup>th</sup> December relating to the functions of Health Information and Health Technology Assessment	PQ/MR	At earliest opportunity

