



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

**Head Office, Citygate
6th July 2011**

Present:

Name	Details	Initials
Pat McGrath	Chairperson	PMcG
Philip Caffrey	Board Member	PC
Geraldine McCarthy	Board Member	GMcC
Dolores Quinn	Board Member	DQ
Sam McConkey	Board Member	SMcC
Sheila O'Connor	Board Member	SO'C
Cillian Twomey	Board Member	CT
Grainne Tuke	Board Member	GT
Damien McLoughlin	Board Member	DMcL
Angela Kerins	Board Member	AK

In Attendance:

Tracey Cooper	Chief Executive	TC
Kathleen Lombard	Board Secretary	KL

Apologies:

Bryan Barry	Board Member	BB
Richard Hannaford	Board Member	RH

Part 1: Board only session

1. Annual review of the performance of the Board

KL reported to the Board the findings of the annual review of the performance of the Board. Key points arising from the evaluation were discussed and a number of actions were identified aimed at further improving the effectiveness of the Board. KL will co-ordinate the implementation of these actions.

Part 2: Board and Executives

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. However, three points of clarification were acknowledged.

- 2.1 The Chairperson raised a matter relating to the conference call meeting of June 24th when the decision to instigate an investigation into the AMNCH was taken. While he deemed there to be no actual conflict of interest, he considered that the Board members should be aware that the hospital is a client of the PM Group. The Chairperson confirmed that he had no direct involvement in the services provided to the facility or with the management of the facility.
- 2.2 SOC advised the Board that she had been requested by the CEO to participate as a member of the investigation team in the context of her experience of patient advocacy. It was agreed that SOC, should she agree to participate on the investigation team, would not be party to deliberations in relation to the investigation.
- 2.3 It was noted that the Board's procedure on dealing with Conflicts of Interest had been reviewed by the Audit and Corporate Governance Committee at their meeting on 13th June with the result that while the procedure is still considered appropriate, it was recommended that it could be implemented more efficiently. In that context, the Board Secretary had issued a memo to Board members, asking them to raise any matters where they perceived there may be a conflict of interest in any *upcoming* agenda items with the Chairperson *prior* to Board meetings so that there would be more timely and considered judgment given on whether or not the matter constituted a conflict of interest.

3. Minutes of the last meetings

The minutes of the meetings of the 25th May and 24th June were approved. It was noted that while the minutes of the 24th of June stated that it was "unanimously agreed that the investigation should be conducted", SOC had in fact abstained from the decision as it had been suggested that she participates in the investigation as a patient safety advocate. The Chairperson advised that while participating on the conference call meeting of June 24th, he had been in transit and his surroundings had not been completely private for the entire duration of the call, but he had been careful to ensure anonymity by referring to "the institution".

The Board formally noted the Board decisions made by email procedure:

- Approval for the sealing of the National Quality Standards for Residential Care Settings for Older People in Ireland.
- Approval of the Terms of Reference for the investigation into the care provided for people requiring acute admissions in AMNCH.

4. Review of Actions

KL updated the Board on the following actions:

- It had been agreed at the May Board meeting that KL should discuss the agenda item on the publication of Board minutes with Board members who were not present at that meeting. KL relayed the views of those Board members with the conclusion that all Board Members agree in principle that the minutes of the Board should be published. Therefore, **it was resolved by the Board that from this point forward, the minutes of the Board be published on the Authority's website** in accordance with the values and culture of the Authority.
- In relation to the action that the HSE should be invited to present on plans for a system for recording missing children, TC agreed to invite Gordon Jeyes, the new National Director for Children and Family Services at the HSE. In addition, TC suggested that the Secretary General of the Department of Health be invited to a meeting of the Board.
- TC provided an update on the arrangement whereby JG acts as deputy CEO and the invaluable assistance it has been to her as CEO, given that two of the most senior positions are vacant currently in the Authority. It was agreed that this arrangement continues but should be reviewed at the November Board meeting.

The Chairperson took the opportunity at this point in the meeting to provide feedback on the Board only session and outlined the following points;

In the context of the findings arising from the Board evaluation:

- The Chairperson and the Board Secretary are to consider the level, detail and volume of documentation provided for Board meetings.
- Two strategy sessions are to be scheduled, the first to take place in October.
- The CEO's report is to be expanded to include a review of the Authority's operations and should come immediately after "matters arising" on the Board meeting agenda.
- Some items should be clearly categorised on the Board agenda as being for "information only" and therefore will not be discussed at meetings.
- The terms of reference for all Board committees will be reviewed by the Chairs of the Committees.

Further points of discussion by the Board included:

- Progressing the renewal of the CEO's contract and
- Consideration of employees who decide to disclose unsafe or inappropriate practices in centres monitored by the Authority and whether the Authority can provide any practical support or advice in this area.

5. Matters arising from the minutes

No matters arising were raised.

6. Recommendations for Unique Health Identifiers for Healthcare Professionals and Organisations

Jane Grimson, Tracey O'Carroll and Kevin O'Carroll from the Health Information Directorate joined the meeting for this agenda item and presented on the reports that had been circulated to the Board. The project was undertaken in the context of Sections 8(1)(j) and 8(1)(k) of the Health Act as the Authority had identified that the absence of a national system of uniquely identifying healthcare practitioners and organisations represents a substantial deficiency in the health information

infrastructure in Ireland. The benefits to the introduction of unique identifiers for practitioners and organisations were clearly outlined including;

- significant safety benefits to people who use services, in terms of the increased accountability of healthcare practitioners and by improved communication of patient health information
- more reliable data and information for healthcare practitioners and a reduction in administration for organisations, practitioners and planners.

The Board congratulated Jane Grimson and her team and acknowledged the work as a fundamental development in progressing improvements in the safety and efficiency of those using the health and social care system. Accordingly, **it was resolved that the Board approve the summary and detailed reports on unique identifiers for healthcare practitioners and organisations and their submission to the Minister for Health.**

7. Report on the organisational review

Jane Grimson provided an update on developments in relation to the Organisational review project. While steady progress is being made, there are a number of sub projects that need to be undertaken to ensure that the review is soundly based and can be successfully implemented. These projects include the completion of the work on the core process reviews, reconsidering a regional strategy for the Authority in the context of expanding the functional remit of the Authority and existing home-working arrangements and the composition of the required skills and competencies for new staff in new functions. It was agreed that an update should be provided at the next meeting of the Remunerations and Nominations Committee.

8. Update on the Investigation into care provided for people requiring acute admissions in AMNCH

TC updated the Board on developments around the Investigation into the care provided for people requiring acute admissions in AMNCH. Following the decision by the Board on the evening of the 24th June to instigate an investigation, the Minister and the CEO of the HSE were briefed. A meeting had also taken place with the management of the AMNCH where the investigation process was outlined. It was noted that an important aspect of the investigation will be the focus on the patient journey through the system of care. Progress is being made in relation to establishing the investigation team and expert advisory panel and membership of these groups will be published when finalised.

TC also updated the Board in relation to the Minister's announcement earlier in the week that the Authority will undertake an inquiry into the delay in transporting Meadhbh McGivern to King's College Hospital, London resulting in her not receiving a liver transplant.

TC clarified that this did not involve a Section 9 investigation and the Authority would coordinate the inquiry into the circumstances of the event with the agencies involved to ascertain what happened and what needs to be done to prevent it happening again. It is envisaged that this review would be concluding in a matter of weeks.

9. Update on the proposal for establishing a Patient Safety Authority

TC advised the Board regarding the response from the Department of Health to the proposal submitted by the Authority in early May, a copy of which had been circulated to the Board prior to the meeting. It was noted that the document was

very high level and that significant detail would be required on the proposal before it could be progressed. It was agreed that given that the Authority's existing functions either constituted, complimented, or formed the basis for, a large part of the PSA's proposed functions, that close liaison on these developments is necessary with the Minister and his Department.

10. Information required by the Board to enable it to fulfil their role as the governing body of the Authority

KL had developed a discussion paper on the issue of information required by the Board to enable it to fulfil its role effectively. It was agreed that this would be considered by the Board at the Strategy session to be arranged for October 2011.

11. Update from SSI – including Rostrevor and Creevelea nursing homes and progress with registration process

John Farrelly from the Social Services Inspectorate joined the meeting for this agenda item. An update on the progress of the registration of residential centres for older people was provided together with a projection of the activity required to ensure all centres are registered by the Authority by July 2012.

Clarifications were also provided in relation to media reports around the Rostrevor and Creevelea Nursing Home closures. It was noted that there are a number of centres that have now reached the point in the process where notice of proposals to refuse registration are being given with a resultant rise in this type of activity.

In relation to issues involving the child care services, it was advised that the Authority had met with the HSE's National Director for Child and Family Services. A follow up inspection of national recommendations was undertaken and there are still issues in relation to inadequate assessment and unapproved foster carers.

12. Financial report

Sean Angland (SA) Head of Corporate Services, joined the meeting for this agenda item and provided the Board with the finance report to the end of May, which showed an underspend against forecasted figures. A mid year forecast is being completed and will be incorporated into the next set of financial reports and presented at the next meeting of the Board. SA also advised that discussions are ongoing with the Department of Health in relation to future costs of additional functions and the procurement of a fit for purpose finance system.

13. Update from the Board committees

Health and Social Care Governance Committee (HSGC):

GMCC reported that the Committee had received a report on the concerns received during 2010 by the SSI and the HQS Directorates and advised the Board that there had been a significant increase in the level of concerns being brought to the Authority.

The committee had also been updated in relation to a number of HQS special reporting measures under Section 8(1)(g) of the Act. A report on these measures is currently being drafted.

The Authority's monitoring process had recently been reviewed and was presented to the Committee. Key risks to the activities of the HQS and SSI Directorates were also discussed and considered.

Information, Research and Technology Committee (IRT):

DQ advised that the Committee had reviewed the progress of the Directorates business plan objectives and had reviewed the risks relevant to both areas. There was some discussion in relation to the number and subject matter of future proposed HTA's. The terms of reference were also discussed and it was agreed that this should be considered in the wider context of the Board Committees.

Audit and Corporate Governance Committee (ACGC):

PC, in the absence of the Committee's Chair BB, provided a report to the Board on the recent ACGC meeting. The main items discussed by the ACGC related to an update on the internal audit programme and the report from C&AG 2009 and 2010 audits. The Committee met with the C&AG, without Executives present to ensure there were no areas of concern. In addition, the committee's terms of reference were also reviewed, the risk report was discussed and the Boards conflict of interest procedure reviewed.

14. Risk register review

KL presented the key corporate risks to the Authority. An update on the mitigating actions was also provided.

15. Correspondence

The Chairperson's letter in response to the Minister regarding the Authority's Business Plan 2011 was noted.

16. Chairperson's report

The Chairperson's report was noted.

17. Report from the Executive

The CEO summarised some of the key issues:

- The organisational review is receiving significant attention given the need to ensure we are optimally configured for additional functions. Progressing recruitment to the two vacant Director positions is a high priority.
- Discussions are taking place with the Department of Health and the HSE in relation to a plan for smaller hospitals so that they can best meet the needs of local communities.
- Discussions are also taking place in relation to preparing and scoping the disability services function.

18. AOB

No further business was raised and the meeting was brought to a close.

Signed:



Pat McGrath
Chairperson



Kathleen Lombard
Board Secretary

Actions arising from the meeting on 6th July 2011:

No	Action	Person Responsible	Timeframe
1.	Coordinate actions arising from the Evaluation of Board performance	KL	Update at September meeting
2.	Invite Secretary General to a meeting of the Board	TC	To be decided
3.	Invite Gordon Jeyes of the HSE to a meeting of the Board	TC	To be decided
4.	Deputy CEO arrangement to be reviewed	Board	November
5.	Chairperson and Board Secretary to review information that comes to the Board	KL/PMcG	September
6.	Arrange strategy sessions	KL	September
7.	CEO's report to be expanded to include update on operations	TC	September
8.	"Information only" items to be shown clearly on agendas	KL	September
9.	Committee terms of reference to be reviewed	Committee Chairs/KL	September
10.	Update on Org review to be presented at RNC	JG	Date for RNC to be decided
11.	Board information to be considered at Board strategy session	Board/KL	October
12.	Revised financial forecast to be presented	SA	September

Recurrent actions

Update on progress of registrations	NB	Each board meeting
Total number of staff in the Authority and the number that are employed through a recruitment agency	SA	Each board meeting

