



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

**Smithfield Office  
21 November 2012**

**Present:**

<b>Name</b>	<b>Details</b>	<b>Initials</b>
Pat McGrath	Chairperson	<b>PMcG</b>
Philip Caffrey	Board Member	<b>PC</b>
Sam McConkey	Board Member	<b>SMcC</b>
Cillian Twomey	Board Member	<b>CT</b>
Grainne Tuke	Board Member	<b>GT</b>
Sheila O'Malley	Board Member	<b>SOM</b>
David Molony	Board Member	<b>DM</b>
Darragh O'Loughlin	Board Member	<b>DOL</b>

**In Attendance:**

Tracey Cooper	Chief Executive Officer	<b>TC</b>
Kathleen Lombard	Board Secretary	<b>KL</b>
Marie Kehoe O'Sullivan	Director of Safety and Quality Improvement	<b>MKOS</b>
Sean Angland	Head of Corporate Services	<b>SA</b>
Jane Grimson	Director of Health Information	<b>JG</b>
Marty Whelan	Head of Communications	<b>MW</b>
Mairin Ryan	Director of Health Technology Assessment	<b>MR</b>

**Apologies:**

Richard O'Sullivan	Legal Adviser	<b>ROS</b>
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**1. Quorum**

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

**2. Conflict of interest**

The Chairperson drew the Board's attention to a business matter which potentially could be viewed as a conflict of interest. He absented himself from the meeting and

PC took the Chair. The CEO briefed the Board fully and the matter was discussed in detail, including any potential for the Authority to be impacted. Following these discussions, the Board considered that the matter did not represent a conflict of interest for the Chairperson. PMcG rejoined the meeting and resumed chairing the meeting.

### **3. Minutes of the meeting of 24<sup>th</sup> September and 11<sup>th</sup> October**

KL drew the Board's attention to a minor inaccuracy in the minutes of the 24<sup>th</sup> September and suggested wording to address this. Subject to this change, PC proposed the approval of the minutes and CT seconded the motion. **Accordingly the minutes were approved.**

The minutes of the 11<sup>th</sup> October were reviewed by the Board. SMcC proposed the approval of the minutes and GT seconded the motion. **Accordingly the minutes were approved.**

### **4. Review of Actions**

KL advised that the majority of outstanding actions were for implementation when the new members of the Board are appointed. Two remaining actions have been deferred until the January Board meeting;

- Review of the registration cycle which ended on 30<sup>th</sup> June 2012.
- Briefing on type of public sector absences.

### **5. Matters arising from the minutes**

No matters arising were raised.

### **6. Report of the Chief Executive Officer**

The CEO updated the Board on a number of issues including;

- recent approval by the Minister to proceed with the appointment of 20 staff to support the development and implementation of the monitoring of healthcare functions and the regulation of disability services
- It was noted by the Board that the organisational structure change is a significant issue and further updates are to be provided.

### **7. Risk report and action status**

KL highlighted the main changes to the risk register and that an additional risk was added which related to the Board's ability to fulfil its duties while having an incomplete membership.

In addition, it was highlighted that action plans have been developed to address key risks. It was also brought to the Board's attention that a follow up risk management audit took place which found that the process, systems and guidance are in place for effective risk management. However further work is required to fully embed the discipline and the Audit and Corporate Governance Committee will focus on this aspect during their 2013 work programme.

## **8. Finance Report**

SA presented a finance report covering the period to the 30<sup>th</sup> September. The Authority is under spent against its budget which has arisen primarily from payroll savings. A revised forecast was prepared for the last 4 months of the year. Tight processes are in place for monthly monitoring of expenditure and cash collection rates are very good.

## **9. Security service business proposal**

In line with the Authority's procurement policy, SA presented a proposal to the Board seeking approval to go to tender for security and reception services. He outlined the scope, estimated costs, risks and process involved. The Board discussed the proposal. PC proposed the approval of the proposal and SMcC seconded the motion. **Accordingly the business proposal for security and reception services was approved.**

## **10. Board Committee membership**

Given that there were three new Board members appointed on the 24<sup>th</sup> September, the full committee structure can be reinstated. Draft membership and Chairmanships of the committees were drawn up and presented for approval. KL advised that the membership would be revisited when the final four appointments to the Board are made. PC proposed approval of the interim Committee membership and DOL seconded the motion. **Accordingly the interim Committee membership and their respective Chairs were approved.**

## **11. Audit and Corporate Governance Committee Terms of Reference**

KL advised that the terms of reference for the ACGC committee had been revised to reflect a recommendation arising from the internal audit programme. The ACGC had considered the revised terms at their recent committee meeting and was recommending them for Board approval. CT proposed approval of the revised terms of reference for the ACGC and SMcC seconded the motion. **Accordingly the ACGC terms of reference were approved.**

## **12. Chairperson's report**

The Chairperson's Report was noted.

## **13. Report from the Committees**

PC, Chair of the Audit and Corporate Governance Committee (ACGC) reported on the last meeting of the Committee when the following items were discussed

- a follow up audit on information handling and risk management
- the management responses to recommendations arising from the Information Governance audit and the Registration audit
- a corporate credit card facility for corporate expenditure
- a spot check on travel and subsistence is to be conducted.


**14. Correspondence**

A letter from the Department of Health, conveying sanction for approval to recruit 20 additional staff for healthcare monitoring and the new disability function was noted by the Board.

**15. AOB**

TC alerted the Board to an adverse event that was receiving extensive coverage by the media. It was noted that HIQA was monitoring the situation.

**Signed:**

  
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Pat McGrath  
**Chairperson**  
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Kathleen Lombard  
**Board Secretary**

**Carried forward actions:**

<b>No</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Timeframe</b>
1.	Report to the Board when a review of the registration cycle is completed	NB	Sept
2.	Briefing on the numbers and configuration, registration process and resources	NB	November
3.	Extract main themes from Board performance review 2011/2012 and include actions	KL/PMcG	New Board
4.	Dates for Board training to be set	KL	New Board
5.	Board information review (deferred)	PMcG/KL	new Board
6.	A full report on all absences (with definitions) in the Authority to be provided at a Board meeting where there is a full complement of Board members	SA	When full Board membership is in place
7.	A paper outlining factors for consideration around holding public Board meetings to be drafted for discussion	KL/TC	September/November

**Recurrent actions:**

1.	HR report to be provided - include total number of staff and type of employment	SA	End of each quarter
2.	Regular updates on the expansion programme to be provided	CEO	CEO's reports

