

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

**Smithfield Office
13 May 2013**

Present:

Name	Details	Initials
Pat McGrath	Chairperson	PMcG
Philip Caffrey	Board Member	PC
Sam McConkey	Board Member	SMcC
Cillian Twomey	Board Member	CT
Grainne Tuke	Board Member	GT
Sheila O'Malley	Board Member	SOM
David Molony	Board Member	DM
Darragh O'Loughlin	Board Member	DOL
Una Geary	Board Member	UG
Anne Carrigy	Board Member	AC
Mo Flynn	Board Member	MF
Linda O'Shea Farren	Board Member	LOSF

In Attendance:

Brian McEnery	Chairperson Designate	BMcE
Tracey Cooper	Chief Executive Officer	TC
Kathleen Lombard	Board Secretary & Chief Risk Officer	KL
Sean Angland	Head of Corporate Services	SA
Phelim Quinn	Director of Regulation	PQ
Richard O'Sullivan	Legal Adviser	ROS
Marie Kehoe O'Sullivan	Director of Safety and Quality Improvement	MKOS
Mairin Ryan	Director of Health Technology Assessment	MR

Apologies:

Marty Whelan	Head of Communications	MW
Jane Grimson	Director of Health Information	JG

1. Quorum and welcome

The Chairperson opened the meeting by welcoming Brian McEnery, Chairperson Designate to the meeting. It was noted that a quorum was present and the Board meeting was duly convened.

2. Conflict of interest

No conflict of interest was declared.

3. Minutes of the meeting of 13 March, 19 and 20 March 2013

- The Board reviewed the minutes of 13 March 2013. GT proposed the approval of the minutes and SOM seconded the approval. Accordingly it was resolved by the Board that the **minutes of the Board meeting of 13 March 2013 be approved.**
- The Board reviewed the minutes of 19 and 20 March 2013 and agreed that they should be recorded as two distinct board meetings. Subject to this amendment, UG proposed the approval of the minutes of 19 March 2013 and AC seconded the approval. Accordingly it was resolved by the Board that the **minutes of the Board meeting of 19 March 2013 be approved.** SOM proposed the approval of the minutes of 20 March 2013 and AC seconded the approval. Accordingly it was resolved by the Board that the **minutes of the Board meeting of 20 March 2013 be approved.**

3.1 Note of Email approval for the appointment of Philip Caffrey as Deputy Chairperson of the Board until the first Board meeting chaired by the new Chairperson

The email approval dated 29th April was formally noted.

3.2. Email approval for invitation of Chairperson Designate, Brian McEnery to attend the Board meeting.

It was formally noted that the Board had approved this invitation.

4. Review of Actions (by exception only)

KL updated the Board on the actions arising from the March Board meetings. Two actions will be addressed through the Information Research and Technology committee meeting and have been placed on the agenda for the next meeting of that committee.

The Chairperson took the opportunity to provide feedback from the Board only session. The main issues covered were:

- The attention of all Board members, particularly recent appointees, was brought to the Travel and Subsistence policy for Board members. The Board Secretary will provide assistance in this regard.
- The agenda item on the Board Evaluation will be chaired by the Deputy Chairperson.

- Email correspondence – the Board Secretary will draw up subject headers and Board members are requested to respond to the Board Secretary in preference to “reply to all”
- Specific references to HIQA in the Heads of the Bill on the Protection of Life During Pregnancy.

5. Matters arising from the minutes

There were no matters arising from the minutes.

6. Corporate Plan 2013 - 2015

TC outlined the steps that had been taken since the draft plan was presented to the Board on March 13th, prior to it being issued for public consultation. Feedback from the consultation had been reviewed and reflected where appropriate. Measures of success have now been included in the document and the annual Business Plans will set out the annual milestones for achieving the overall corporate plan objectives. It was advised that subject to approval by the Board, the draft plan will be submitted to the Minister for Health.

SMcC proposed the approval of the Corporate Plan 2013 - 2015 and DM seconded the approval. Accordingly it was resolved by the Board that the **Corporate Plan be approved.**

7. Scheme of Delegation

ROS explained that the purpose of this paper was to present to the Board the functions of the Authority that have been delegated to date and to list the functions that are currently not delegated. A proposal for a formal annual review of delegated functions by the Board was also outlined and a bi-annual review by the Executive Directors. The Board discussed the paper and commended its clarity. However, a number of questions arose during the course of the discussion and it was agreed that because it was such an important document that it would be worthwhile for ROS to present on this item. **It was agreed that the Board would revisit the scheme of delegation at their next meeting** and a revised document clarifying the points raised would be provided.

8. Business Case for Estate Expansion

SA outlined the rationale for seeking approval to request funding from the Department of Health for fitting out additional office accommodation in Smithfield for the additional staff that are to be recruited for further regulatory activities. He highlighted the options considered for accommodation, the operational needs of the Authority and the costs set out by the OPW for preparing this accommodation for occupation.

The Board discussed the Business case and SA clarified some issues raised including that a competitive process would be undertaken so that best value would be obtained for the work involved in making the accommodation fit for purpose.

PC proposed the approval of the Business Case for Estates Expansion and its submission to the Department of Health and AC seconded the approval. Accordingly it was resolved by the Board that the **Business case be approved and submitted to the Department of Health.**

9. Risk Management Policy

KL explained that the Executive Directors had agreed to amend the risk management format in recent months. To ensure that it was in accordance with the Authority's risk management policy, that policy was reviewed and minor amendments were made which were highlighted to the Board. The Executive Directors had approved the policy and recommended it for Board approval.

SMcC proposed the approval of the Risk Management Policy and SOM seconded the approval. Accordingly it was resolved by the Board that the **Risk Management Policy be approved.**

10. Report of the Chief Executive Officer

TC drew attention to the main issues in the CEO's report including the approval of additional staff for new functions. It is intended to proceed with this recruitment shortly so that staff are in post in advance of the commencement of the regulation of disability services.

TC also advised the Board of an issue concerning a representative body that had circulated a communication amongst its members. The organisation has retracted the communication and issued an apology to the Authority. TC is to keep the Board informed if there any further developments relating to this matter.

11. Corporate Risk report

KL presented the Corporate Risk Report to the Board, highlighting that changes had been agreed by Executive Directors in terms of the format and the presentation of the risks. In addition, risk management has been incorporated into the performance plans for the CEO and the Executive Directors in order to address the need to embed the issue of senior corporate commitment and the discipline of risk management across the organisation. It was noted that the financial value indicated in the risk impact assessment table should be examined to ensure that it is a valid benchmark.

The corporate risks had been examined in detail at the ACGC meeting on the previous week with each Executive Director presenting on the actions being taken to mitigate the risks for which he/she is responsible. The Chair of the Committee stated that the Committee had been reassured that the Executive Directors are managing their risks.

12. Programme for the Commencement of regulation of residential services for people with a Disability and

13. Workforce planning

PQ presented on the programme underway in preparation for the commencement of regulation of residential services for people with a disability. He outlined the key work programmes that are in train to ensure readiness for the function, including the legal framework, human resources, stakeholder engagement, the monitoring approach, registration process and business intelligence.

14. Board Evaluation report

PC chaired this item. It was generally felt that the report was in the format of an audit report rather than a standard board evaluation and to some extent fell short in dealing with the major themes that relate to the Board's overall function. It was agreed that PC, as Deputy Chairperson, would discuss further with the authors of the report and feedback the views of the Board. PC will link with BMcE prior to having this discussion.

15. Update on the investigation

PQ updated the Board on the progress of the investigation into the quality and safety of services provided to patients at risk of clinical deterioration as reflected in the care and treatment of Savita Halappanavar at Galway University Hospital. He advised that much of the work has been done but there has been a challenge in completing all the interviews due to the unavailability of staff, noting that this is the third investigation that hospital staff have experienced. However it is hoped to conclude these interviews in the near future and have the first draft of the report at the end of June.

16. Protection of Life During Pregnancy Bill

PQ outlined the main implications for the Authority arising from the draft Heads of Bill for the Protection of Life During Pregnancy, explaining that there needs to be clarity around the role of the Authority and also the inter-relationship with the Mental Health Commission (MHC) and the Medical Council. Therefore there is a need to engage with the Department of Health over the coming weeks to reach an understanding around the Authority's role and any further implications arising from the General Scheme of the Bill. The Authority will also engage with the MHC and the Medical Council.

17. Finance report

SA presented the Finance Report for the period to the end of March. He outlined the overall position including expenditure to date and income draw down. Cash collection rates continue to be good and costs continue to be tightly managed.

18. Health and Safety report 2012

SA outlined the main aspects of the Annual Health and Safety report and the Board commented that it was very clear and comprehensive. The issue of motor safety

was discussed and it was suggested that an awareness programme be considered for those that drive as part of their daily work.

19. Report from the Committees

Remunerations and Nominations Committee (RNC)

GT, Chair of the RNC reported on two meetings of that Committee, one on the 20th March and the other on 9th May.

On the 20th March, the Committee had been briefed by the Chairperson of an anomaly regarding the CEO's salary and of efforts being taken to resolve this anomaly. The new Chairperson will be briefed on this matter when he/she takes up position. An issue relating to the Director of Regulation's salary with regard to the role of Chief Inspector was also brought to the Committee's attention; this matter is being dealt with by the CEO.

At the 9th of May meeting, the Committee had considered an application from the CEO to undertake a Chartered Directors course. The Committee agreed that this should be approved and therefore recommended it to the Board for approval. LOSF proposed the approval of the CEO's application for the Chartered Directors course and AC seconded the approval. Accordingly it was resolved by the Board that the **application for the course be approved.**

In the context of the wider matter of the training and development needs of the Authority, the Committee asked that the training and development plan be brought to the Committee at a future date for information.

Audit and Corporate Governance Committee (ACGC)

PC, Chair of the ACGC reported on a meeting of that Committee on the 9th May. The Executive Directors had presented on the corporate risks for which they are responsible and on the actions they are taking to mitigate those risks. The ACGC will also review each Directorate risk register over the coming year and in that way all areas will be comprehensively covered.

The audit programme was also reviewed; two audits were deferred as the management had insufficient time to consider and to include management responses. A further meeting of the ACGC will be arranged to review these. PC advised the Board of progress on the registration review and information governance review as well as follow up reviews of governance and information handling.

20. Chairperson's Report

The Chairpersons report was noted by the Board.

21. Update on PRISM-Information Management System project and the Authority's Monitoring Approach (AMA) project

The Board were informed that these projects are now becoming a reality and a training event for staff on the systems will take place next week. It was agreed that a detailed presentation would come to the next Board meeting including an update on the development of a Quality Management System.

22. Correspondence

A number of items of correspondence were brought to the Board's attention;

- a letter from the Department of Health sanctioning new posts for the regulation of disability services
- a letter from the Minister thanking PMcG for his service of eight and a half years on the Board of the interim Authority and then the Authority as established under the Health Act 2007
- a letter from the Secretary General in relation to the Business Plan for 2013.

23. AOB


The Chairperson drew attention to the launch on the 14th May of the National Standards for Disability Services which would be his final official duty as Chairperson of the Authority.

He expressed his thanks for the support of the Board during his tenure and asked for a minute silence to remember a deceased member of the Board, Mr Richard Hannaford.

The meeting was closed.

Signed:


Brian McEnergy
Chairperson


Kathleen Lombard
Board Secretary

Actions arising from the Board meeting on 13 May 2013

No	Action	Person Responsible	Timeframe
1.	Subject headers for Board emails to be drafted	KL	Before next meeting
2.	Presentation on the delegation of functions with a revised paper clarifying the points raised	ROS	July Board
3.	PC, to discuss Board evaluation with the authors of the report (linking with BMcE in advance)	PC	June
4.	Training and development plan be brought to the next meeting of the RNC	SA	July
5.	A further meeting of the ACGC will be arranged to review these deferred audit reports	KL	June
6.	Presentation on PRISM/AMA including development of a QMS	PQ/SA	July