Health Information and Quality Authority
An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte

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

**Video/Telephone Conference Call**
**Smithfield and Mahon, 27 April 2016, 5pm - 7pm**

**Present:**

| Name | Details | Initials |
|---|---|---|
| Brian McEnery | Chairperson (by phone) | **BMcE** |
| Barbara O'Neill | Board Member (by phone) | **BON** |
| Stephen O'Flaherty | Board Member(by phone) | **SOF** |
| Anne Carrigy | Board Member (by phone) | **AC** |
| David Molony | Board Member | **DM** |
| Mary Fennessy | Board Member | **MF** |
| Sheila O'Malley | Board Member | **SOM** |
| Martin Sisk | Board Member | **MS** |
| Judith Foley | Board Member | **JF** |

**In Attendance:**

| | | |
|---|---|---|
| Phelim Quinn | CEO | **PQ** |
| Kathleen Lombard | Board Secretary & Chief Risk Officer | **KL** |
| Mairin Ryan | Director of HTA | **MR** |
| Mary Dunnion | Director of Regulation | **MD** |
| Marie Kehoe O'Sullivan | Director of Safety and Quality Improvement | **MKOS** |
| Kevin O'Carroll | Acting Director of Health Information | **KOC** |
| Marty Whelan | Head of Communications | **MW** |
| Sean Angland | Acting Chief Operating Officer | **SA** |

**Apologies:**

| | | |
|---|---|---|
| Paula Kilbane | Board Member | **PK** |
| Molly Buckley | Board Member | **MB** |
| Una Geary | Board Member | **UG** |

## 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. Minutes of the Board meeting of 16 March 2016

The minutes of the meeting of the 16th March were reviewed by the Board. A number of minor amendments were suggested and subject to the inclusion of these, the minutes were agreed. AC proposed approval of the minutes and DM seconded the proposal; **accordingly it was resolved that the minutes of 16th March 2016 be approved by the Board.**

## 4. Review of Actions

It was noted that the action to articulate a clear position regarding the Health Information (HI) and Health Technology Assessment (HTA) functions is the subject of the current meeting.

## 5. Matters arising

There were no matters arising.

## 6. Background and Context to the review of HTA and Hi functions

PQ outlined to the Board the background to the review initiated by the Department of Health (DoH) in December 2015 and the context around the engagement and rationale for the review. PQ clarified that a Group had been established by the DoH to conduct a review of the HI and HTA functions with representatives from the DoH and HIQA. Papers had been requested on the HI and HTA functions to inform the work of the group. The purpose of the Board meeting is to keep the Board informed, be clear on HIQA's position and subject to the Board's satisfaction, obtain approval for the papers to be submitted to the review group.

## 7. Timeline relating to the review

PQ, in outlining the context to the review also provided a timeline illustrating the communications up to the recent letter from the Minister to the Chairperson which is included with the Board papers for reference. It was clarified that the timescale for the completion of the review was set by the Department as late May.

## 8. Review of International Best Practice in HTA

MR, Director of HTA, presented a review of international best practice, referring the Board to the paper circulated prior to the meeting. The paper had been developed to inform the work of the Review group and it examines international trends in HTA and best practice in HTA. The paper also reviewed the location of HTA agencies internationally and it was noted that in 23 of the 28 European Union member states HTA agencies are independent of the decision making organisation. The 5 remaining countries are mainly Mediterranean islands or Eastern European countries that are developing de nova HTA capacity with the intention of locating the HTA function in an independent organisation once established.

MR outlined the direction of travel for HTA from an international perspective and related strategic developments including the culmination of an increased and mutually beneficial international collaboration where work programmes will be co-ordinated with other agencies to harness synergies and optimise capacity in HTA information production.

In addition, MR explained that the Centre for Innovation in Regulatory Science is developing a framework for benchmarking of HTA processes and one of the specific criteria identified for improved conduct of HTAs relates to the independence of HTA advice.

The Board thanked MR for a coherent and unambiguous paper. It was suggested that MR should consider including an explicit recommendation to preserve the independence of the HTA function. It was also noted that the paper did not outline evidence requiring a change of location of the HTA function at this time. The previous paper to the Board on HTA should also be appended to this paper and submitted to the Review Group.

SOM proposed approval of the review paper of international best practice in HTA and MS seconded the proposal; **accordingly it was resolved that the paper be approved by the Board and submitted to the Review Group responsible for reviewing the HI and HTA functions.**

**9. HI in Ireland – "as is" position and international review**

KOC, Acting Director of HI, presented a paper which provided an analysis of the health information landscape in Ireland and a review of international best practice including a review of the locations of similar HI functions in other jurisdictions. The paper was jointly produced with Muiris O'Connor, Head of Research and Development and Health Analytics in the DoH.

KOC explained that the time constraints for producing the document have created limitations to the paper including restricting the review to the roles of the HI Directorate and the Research and Development/Health Analytics Division in DoH. It was noted that other agencies operating in the health information space are not considered and consultation with other stakeholders has not been undertaken.

The respective roles and functions of the DoH and HIQA in health information were outlined together with the recent national developments including the establishment of eHealth Ireland and the Office of the Chief Information Officer which aims to consolidate disparate ICT activities and develop an integrated services framework and a standardised data model for health services. The paper also describes the current health information environment including the lack of a common governance model and arrangements for the co-ordination of the resources involved.

KOC described some of the work carried out by the HI Directorate in developing standards and guidelines for Health Information in the areas of health identifiers, health information governance, technical standards, coding structures and national data collections. The expertise and advice of the HI Directorate has also contributed to the development of key legislation such as the Health Identifiers Act and the Health Information and Patient Safety Bill. Internally the HI Directorate, through its business intelligence function, provides important advice and support to the development of intelligence led programmes in regulation. It was also noted that the Directorate had clearly indicated a developing monitoring function in respect of compliance with National HI standards.

The paper also set out an examination of HI functions in other jurisdictions. It was noted that in line with existing functions in Ireland, policy and legislation formulation is the role of the relevant Government Department. Also like Ireland, an independent body is responsible, with the exception of one country, for developing standards for interoperability and electronic patient records. Similarly, regulatory functions for health information are independent of the policy maker. In other jurisdictions, there are agencies that centrally manage national data collections and functions to improve the governance and data quality in the national data collections are undertaken either within the agency itself or externally. It was acknowledged that the review showed no evidence at this time for a transfer of the functions from HIQA to another body.

MF proposed approval of the review paper of international best practice in HI and MS seconded the proposal; **accordingly it was resolved that the paper be approved by the Board and submitted to the Review Group responsible for reviewing the HI and HTA functions.**

**10. Discussion and next steps**

It was agreed that there needs to be ongoing engagement with the DoH on a number of levels. In that context the CEO will seek a meeting with the Secretary General. The Chairperson and the CEO together will try to meet with the Minister at the earliest opportunity - recognising current negotiations for a new Government. The issue of the delay in sanctioning replacement posts will be raised at these meetings.

In addition there should be some wider stakeholder engagement to further develop and inform the current position, particularly in relation to HI.

**11. Approval of appointment of interim Chief Inspector**

PQ briefed the Board in relation to the need for an interim arrangement to resolve an upcoming vacancy. John Farrelly (JF) Deputy Chief Inspector - Adult Social Services will be taking up the position of CEO of the Charities Regulatory Authority and it is proposed to appoint Susan Cliffe (SC) Head of Healthcare as interim Deputy Chief Inspector for a period of one year from 1 May 2016. It was confirmed that SC possesses the required competencies and qualifications for the position. It was clarified that this is a peer transfer and will be publicly advertised when the replacement position is sanctioned. On this basis, MF proposed the appointment of SC as interim Deputy Chief Inspector - Adult Social Services and DM seconded the proposal; **accordingly it was resolved by the Board that SC be appointed as interim Deputy Chief Inspector - Adult Social Services for a one year period.**

The Board requested that congratulations be conveyed to JF on his new role as CEO of the Charities Regulatory Authority.

**12. Correspondence**

The Board noted the correspondence from the Minister relating to the DoH review of the HI and HTA functions.

## 13. Any other Business

The Chairperson offered condolences to PQ on the bereavement of his mother. Sympathies were also expressed on the passing of Róisín Boland, former staff member of HIQA. There being no further business, the meeting concluded.

**Signed:**

Brian McEnery
Chairperson

Kathleen Lombard
Board Secretary

**Actions arising from the Board meeting on 27 April 2016**

| No | Action | Person Responsible | Timeframe |
|---|---|---|---|
| 1 | CEO to meet with the Secretary General | PQ | immediate |
| 2 | Chairperson and the CEO together to meet with the Minister at the earliest opportunity | PQ/BMcE | May 2016 |
| 3 | wider stakeholder engagement to further develop and inform the current HI position | PQ/BMcE | May 2016 |
| 4 | Congratulations on behalf of Board to JF | KL | immediate |