

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

**28 January 2015
Smithfield Office, 9.30 am - 3pm**

Present:

Name	Details	Initials
Brian McEnery	Chairperson	BMcE
Sam McConkey	Board Member	SMcC
Grainne Tuke	Board Member	GT
Sheila O'Malley	Board Member	SOM
David Molony	Board Member	DM
Barbara O'Neill	Board Member	BON
Cillian Twomey	Board Member	CT
Mary Fennessy	Board Member	MF
Philip Caffrey	Board Member	PC
Una Geary	Board Member	UG
Anne Carrigy	Board Member	AC

In Attendance:

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

Apologies:

Judith Foley	Board Member	JF
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1. Quorum

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

The Chair updated the meeting on discussions that took place during the Board only session and advised that there had been a detailed discussion

by the Board on organisational structure informed by the governance review by Mazars. The CEO will communicate the views of the Board to the Executive in due course.

2. Conflict of Interest

BON stated that she would absent herself from the discussion on the HTA work plan as she has an (indirect) business relationship with one of the industries associated with a topic listed.

3. Minutes of the Board meeting of 19 November 2014

The minutes of the 19th November were reviewed by the Board and subject to a minor amendment, the Board agreed that the minutes were an accurate reflection of the meeting. SMcC proposed approval of the minutes and SOM seconded the proposal; **accordingly it was resolved that the minutes of 19 November 2014 be approved by the Board.**

3a. Minutes of the Board meeting of 26 November 2014

The minutes of the 26 November were reviewed by the Board and it was agreed that the minutes were an accurate reflection of the meeting. MF proposed approval of the minutes and CT seconded the proposal; **accordingly it was resolved that the minutes of 26 November be approved by the Board.**

4. Review of Actions

It was noted that the governance review had been discussed in detail at the Board only session. It was noted that GT and SOM as a subgroup of the Board, with the CEO, were examining aspects of the report. The sub-group are to meet to agree changes with a view to finalising the report for the next Board meeting. KL to reflect changes in relation to responsibility for this action.

5. Matters arising

There were no matters arising.

6. Report from the CEO

PQ outlined to the Board key developments since the last formal Board meeting. This included

- the publication of the Pre-hospital Emergency Care review and appearance at the Joint Oireachtas Committee to present findings
- the draft investigation report into services at Midland Regional Hospital, Portlaoise which will be considered by the Board at a separate meeting scheduled in the near future
- the ongoing monitoring activity and engagement with the HSE in the context of recent controversy relating to a residential centre for adults with intellectual disability. PQ advised that external expertise has been sought to

review the Authority's engagement with the centre to ascertain if there are learnings that apply to this particular sector

- Concerns relating to a number of other designated centres
- the publication of the HTA on public access defibrillators
- PQ also advised that the Authority of correspondence received from the Ombudsman relating to his interview on Morning Ireland post the controversy relating to Aras Attracta.

7. Corporate Performance

KL introduced the report explaining that it had been structured with the objectives that had not been achieved during 2014 coming first, followed by the objectives which were not achieved due to external dependencies and those that had been achieved at the latter end of the report. The overall summary on the implementation status of the 105 business objectives for 2014 was provided.

It was acknowledged that there was a shortfall in relation to the delivery of the registration programme for residential services in the disability sector. PQ has briefed the Board in relation to this matter and advised that a meeting has taken place with the Secretary General of the Department of Health and the HSE on the registration timeframe. Changes to the timeframe would require primary legislation.

The Board asked that a further report on the unachieved 2014 objectives be provided to the Board indicating whether they are carried forward to 2015 or otherwise.

For future reports on the delivery of the Business plan, The Board indicated that only red, amber and black status objectives need be reported. Only if the KPI's underpinning the objectives are off target should these be presented.

8. Corporate Risk report

KL introduced the corporate risk register and advised that the format had been modified in response to Board members comments on readability. The Board observed that the format of the report was much better.

In addition, a brief overview of the Directorate risk registers was included which reflected observations made by Mazars in their governance review.

Board discussion centred on the risk relating to the Authority's approach to regulation in the context of recent controversy. It was emphasised that the focus must be maintained on the quality of the monitoring activity. PQ advised that an external expert will examine our approach and advise if it can be enhanced or tailored more specifically to the needs of this sector.

9. Draft Business Plan 2015

PQ provided an overview of the 2015 business plan and explained that it was drafted on the basis of *actual* manpower. He advised that sanction had been received to

recruit additional posts and that business cases will also need to be submitted to the Department of Health (DOH) in the near future to replace key posts.

The programme for monitoring against the National Standards for Safer Better Healthcare was discussed with senior officials in the DOH. The reality of what the Authority can deliver in this regard was clarified and a themed approach to this monitoring function will be required.

The priorities outlined by the Minister for 2015 have also been considered by the Executive and it will be important that the Chairperson and the CEO convey the Authority's capacity when they next meet with the Minister.

AC proposed that the draft Business Plan for 2015 be approved and BON seconded the proposal; **accordingly it was resolved that the Draft Business Plan 2015 be approved by the Board and submitted to the Minister.**

10. Organisational Model and structure

This was discussed during the Board only session and the CEO is to brief the Executive accordingly.

11. Progress Chart for Disability Registration

This was discussed during the item on corporate performance and the delivery of the 2014 Business plan objectives. Challenges relating to the regulation of the disability will be discussed at the Chairperson's and CEO's next meeting with the Minister.

12. HR report

SA briefed the Board on the main developments within the HR function including current headcount, recruitment activity, focus on sick leave management, procurement of a HR system, pensions and learning and development. The Board asked if there were any significant items that need to be brought to the attention of the Board. It was clarified that while a number of processes were underway, a number of others had been stood down.

13. Finance Report

SA presented the finance report, giving an overview of the financial position for the Authority as of the 30th November 2014, which shows an underspend primarily due to payroll savings. He advised that the end of year accounts are currently being prepared. The Board noted the report.

14. Update on Sandyford offices lease

SA briefed the Board on the lease that was transferred to the Authority when established from the former Irish Health Services Accreditation Board. The offices are currently occupied by CORU. The Authority now wishes to dispose of the lease and the first breakout clause for this lease is in March 2016 with a twelve months

notice period to be provided to the landlord. Arrangements for disposing of the lease are subject to final approval from the Minister for Health. If approval is not received from the Minister and the deadline for notice period is missed, the next breakout clause will be March 2021. The Board agreed that the Chairperson should write to the Minister to progress this matter and that it should be raised at the next meeting of the Chairperson with the Minister.

15. Data model for National Medical Product Reference Catalogue

Kevin O'Carroll (KOC) joined the meeting for this and item 16 on the agenda. KOC explained that the document is a draft standard to facilitate ePrescribing and the electronic transfer of prescriptions and defines the data model for a medicinal product reference catalogue. The aim of the catalogue is to provide a consistent approach to the identification and naming of medicines prescribed and dispensed. The Board acknowledged the significance of this standard as part of the building blocks towards developing e-Health. It was observed that the executive summary required some refinement but subject to this the Board were agreed that the standard for a Data model for National Medical Product Reference Catalogue should be approved. UG proposed the approval of the Standard and CT seconded the proposal; accordingly **it was resolved that the Data model for National Medical Product Reference Catalogue be approved by the Board.** The document will now be submitted to the Minister and published on the Authority's website.

16. Draft ePrescription dataset and clinical document architecture Standard

KOC introduced this item as an e-Prescribing dataset and clinical document architecture standard which will facilitate the electronic transfer of prescriptions. The report sets out the standard for the creation of an e-prescribing dataset and to define the specification for an electronic prescription that can be exchanged between healthcare practitioners in primary care and community pharmacies.

UG proposed the approval of the Draft ePrescription dataset and clinical document architecture Standard and CT seconded the proposal; accordingly **it was resolved that the Draft ePrescription dataset and clinical document architecture Standard be approved by the Board.** The report will now be submitted to the Minister and published on the Authority's website.

17. Annual and Capital Budgets 2015

SA presented the budget paper for 2015 which provided an outline of the components for the 2015 costs. A summary table was also provided for both the revenue and capital budgets for 2015. SA provided clarifications to the Board in relation to proposed recruitment and related staff costs. AC proposed that the Annual and Capital Budgets for 2015 be approved and CT seconded the proposal; **accordingly it was resolved that the Annual and Capital Budgets 2015 be approved by the Board.**

18. Annual assurance report

KL introduced the annual assurance report to the Board explaining that the process underpinning the report involved each Directorate outlining the controls that govern the activities within that Directorate to a relevant committee of the Board. The report lists the controls and indicated where there are gaps or weaknesses. Actions to address these gaps will be included in the activities of the Directorate over the coming year. The Board welcomed the report and observed that it was very useful in the context of the oversight role of the Board.

19. HTA work plan 2015

BON absented herself from the discussion. MR advised that potential topics for HTA have been subjected to a prioritisation process and explained the criteria that underpins the process. As a result a number of HTA topics have been selected and included on a draft HTA work programme for 2015. The Board welcomed the clear and systematic approach to the development of the draft plan. SOM proposed the approval of the work plan and AC seconded the proposal; accordingly **it was resolved that the HTA work plan for 2015 be approved by the Board.**

BON rejoined the meeting.

20. Chairperson's Report

The Chairperson's report was noted as read. The Chairperson added that he had also met with the Minister just prior to the Board meeting, when the issue of Board appointments was discussed.

21. Draft Information and Governance and Management Standards for Health Identifiers Operators in Ireland

It was advised that these Standards are ready for public consultation and when feedback has been analysed and reflected as appropriate, they will be brought to the Board for approval.

22. Report from the Committees

A brief report on the meetings of the Board Committees was included with the Board papers. The following is a brief summary of items covered:

- ACGC (4 December 2014)
 - Update on internal audit programme, including a report on the audit of the principles underlying the Authority's monitoring approach within the healthcare area. There were no significant adverse findings.
 - A representative from the C&AG met with the Committee without Executives present. No significant adverse findings were reported by the C&AG.
 - Assurance statements for the activities carried out in Corporate services, Communications and the CEO's office were reviewed.
- Health and Social Care Governance Committee (15 January 2015)

- End of year review of the 2014 objectives for the Regulation and Safety and Quality Improvement Directorates
- Consideration of the objectives for 2015
- Discussion of matters relating to the regulation of the disability sector.

KL advised that the meeting of the RNC had been deferred until 12th February 2015.

23. Correspondence

The letter from the DoH advising the Authority of its non-capital expenditure for 2015 was noted.

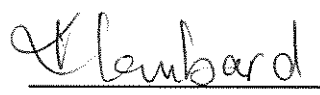
24. Any other Business

KL advised that a Board evaluation process would commence shortly. A strategy session for the Board will be organised which will commence the process for the development of the corporate plan 2016-2018. Finance training has been scheduled for the 26th February.

There being no further business, the meeting was concluded.

Signed:


 Brian McEnery
 Chairperson


 Kathleen Lombard
 Board Secretary

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 2015

Actions arising from the Board meeting on 28 January 2015

No	Action	Person Responsible	Timeframe
1	Report on the status of the unachieved 2014 business plan objectives to be provided to the Board	KL	March 2015
2	Letter to issue to the Minister in relation to the Sandyford office lease	BMcE	ASAP

Carried forward actions

1	It was agreed that a summary of the process and type of information received about health and social care services should be provided to the Board	PQ	January 2014
2	Report on the review of organisation/governance to be finalised	PQ/GT/SOM	underway

Recurrent actions

1	A progress chart for disability registration to be included on all Board agendas	PQ	All Board meetings
2	HR reports are provided at each Board meeting and contain a report on any IR issues, meetings with unions or any claims of bullying and harassment	SA	All Board meetings