

**MINUTES OF THE BOARD MEETING OF
HEALTH INFORMATION AND QUALITY AUTHORITY**

**18th October 2018, Smithfield Office (VC with Cork office)
5pm – 7pm**

Present:

Name	Details	Initials
Pat O'Mahony	Chairperson	POM
Molly Buckley	Board Member	MB
Enda Connolly	Board Member	EC
Jim Kiely	Board Member	JK
Paula Kilbane	Board Member	PK
Mary Fennessy	Board Member	MF
Stephen O'Flaherty	Board Member	SOF
Deirdre Madden	Board Member	DM

In Attendance:

Phelim Quinn	CEO	PQ
Kathleen Lombard	Board Secretary and Chief Risk Officer	KL
Mary Dunnion	Director of Regulation	MD
Rachel Flynn	Director of Health Information and Standards	RF
Mairin Ryan	Director of HTA and Deputy CEO	MR
Sean Angland	Acting Chief Operating Officer	SA

Apologies:

Judith Foley	Board Member	JF
Caroline Spillane	Board Member	CS
Martin Sisk	Board Member	MS

1. Welcome and Quorum

POM introduced himself to the Board and expressed his pleasure at being appointed Chairperson of the HIQA Board. Each of the Board and the Executive members present introduced themselves.

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. Draft Corporate Plan 2019 – 2021 (pre consultation)

The Chairperson advised the Board that the draft corporate plan 2019 – 2021 was before the Board for approval as a draft for consultation. It was noted that the plan had come through a development process and an outline draft had been provided at the previous Board meeting for review. Following consideration of the Board's views at that meeting, the final draft has been prepared to issue to stakeholders as part of the consultation phase.

PQ clarified that he had met with senior officials of the Department of Health (DoH) in early October and correspondence had since been received outlining the priorities of the DoH. The draft corporate plan reflects the points outlined in the DoH correspondence.

The Board emphasised a number of points for the Executive's attention in the draft plan and in delivery of the plan:

- Consideration and evaluation of HIQA's impact
- Increased engagement with the public and service user involvement in HIQA's work
- Reflection of international best practice in how HIQA delivers its work
- Consideration of those delivering the services
- Contingency arrangements for requests for unplanned programmes of work.

PQ advised that the consultation period will start on Monday 22nd October. Following consideration of the feedback from the consultation process and reflection in the plan as appropriate, the Board will consider the final version for approval and submission to the Minister in accordance with the Health Act 2007, as amended.

PK proposed approval of the Draft Corporate plan 2019 - 2021 and MF seconded the proposal; **accordingly it was resolved that the draft corporate plan 2019-2021 be approved by the Board and issued for consultation.**

4. Service Charter and action plan

KL advised that HIQA, in accordance with the Code of Practice for the Governance of State Bodies 2016, must develop a Customer Charter. The Board approved HIQA's service charter in March 2018 but it was agreed that the consultation phase would be deferred to align with the consultation on HIQA's draft corporate plan. Since March, a draft action plan has also been developed and some modifications have been made as a result to the Charter.

EC proposed approval of the draft service charter and action plan and MF seconded the proposal; **accordingly it was resolved that the draft service charter and action plan be approved by the Board and issued for consultation.**

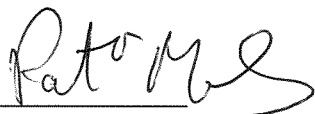
5. Any other Business

The Chairperson requested that an additional item on health and safety be included on Board agendas from here forward in line with the Board's leadership responsibilities and duty to staff. KL will amend the standing orders accordingly.

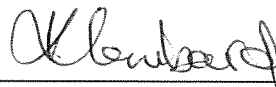
In addition, it was agreed that if any members want to raise a matter under "any other business" that it is raised at the beginning of the Board meeting.

There being no further business the meeting was closed.

Signed



Pat O'Mahony
Chairperson



Kathleen Lombard
Board Secretary

Actions arising from the Board meeting on 18th October 2018

No	Action	Person Responsible	Timeframe
1	Number of points emphasised for the executives attention in relation to the draft corporate plan	PQ	immediate
2	Additional item on health and safety be included on Board agendas from here forward.	KL	immediate
3	amend standing orders	KL	immediate
4	Raise "AOB" items at start of meeting	Board members/ Chairperson	Future board meetings