

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

18 September 2019, 10 am
Smithfield, Dublin

Present:

Name	Details	Initials
Pat O'Mahony	Chairperson	POM
Paula Kilbane	Board Member	PK
Enda Connolly	Board Member	EC
Caroline Spillane	Board Member (by phone for part of meeting)	CS
Molly Buckley	Board Member	MB
Stephen O'Flaherty	Board Member	SOF
Lynsey Perdisatt	Board Member	LP
Michael Rigby	Board Member	MJR
Tony McNamara	Board Member	TMcN

In Attendance:

Phelim Quinn	CEO	PQ
Kathleen Lombard	Board Secretary and Chief Risk Officer	KL

Apologies:

Martin Sisk	Board Member	MS
Jim Kiely	Board Member	JK

1. Quorum

It was noted that a quorum was present. The Chairperson welcomed the new members onto the Board and introductions were made. The Board meeting was duly convened.

2. Conflict of Interest

No conflicts of interest relating to the agenda items were declared.

3. Board minutes of 3 July

The minutes of the meeting of 3 July 2019 were reviewed by the Board and it was agreed that they were an accurate record of the meeting. MB proposed approval of the minutes and PK seconded the proposal; **accordingly it was resolved that the minutes of 3 July 2019 be approved by the Board.**

4. Review of Actions

KL confirmed that all actions arising from the meeting of 3 July had been completed.

5. Matters arising

There were no matters arising.

6. Health and safety matters

No incidences to report in relation to health and safety matters.

7. Internal controls policy and procedure

KL advised that a new policy and procedure has been developed for the purpose of integrating risk management and quality management so that there is a greater focus by management on ensuring that internal controls are current and effective. The internal controls policy and procedure formalise an approach for addressing control failures, weaknesses and so that opportunities for improvement are routinely and proactively raised and acted upon. KL advised that the internal controls policy and procedure has been approved by the EMT and reviewed by the ARGC at their recent meeting in September. The Board reviewed the policy and procedure.

EC proposed approval of the internal controls policy and procedure and SOF seconded the proposal; **accordingly it was resolved that the internal controls policy and procedure be approved by the Board.**

8. HTA agenda items

- a)** Process flow for systematic review of newer influenza vaccines
- b)** Knowledge Sharing and Influence Measurement
- c)** Systematic review of clinical guidelines on risk during pregnancy

Mairin Ryan (MR) Director of HTA, Conor Teljeur (CJ) Chief Scientist, Eamon O'Murchu (EOM) Senior HTA Analyst and Michelle O' Neill (MON), Senior Health Economist, joined the meeting.

It was agreed that HTA agenda items at 8a) b) and c) would be taken in succession.

8a. Process flow for systematic review of newer influenza vaccines

MR introduced this item and advised the Board that as part of the governance surrounding HTA projects, the process outline for undertaking HTAs come to the Board for approval. When the HTA is complete, the Directorate provides a statement of assurance with the final report, confirming that the process has been followed.

MR explained that HIQA was successful in its application to carry out a systematic review, on behalf of the European Centre for Disease Prevention and Control (ECDC) of the evidence on the safety, efficacy and effectiveness of newer influenza vaccines.

Following discussion by the Board on ensuring the comprehensiveness and up to date nature of the review, it was clarified that the review will involve a search of all studies and include trials that are underway so that the review will be as relevant and current as possible. It was also clarified that while the work is carried out for the ECDC, the results are applicable to the Irish population.

MB proposed approval of the process flow for the systematic review of newer influenza vaccines and EC seconded the proposal; **accordingly it was resolved that the Process flow for systematic review of newer influenza vaccines be approved by the Board.**

8b) Knowledge Sharing and Influence Measurement framework

CT explained that the purpose of this framework is to capture, across a number of domains, short and medium term impacts on the wider environment. CT outlined the domains of knowledge generation, informing decision making, practice and policy, health and health system benefits and public engagement.

The Board suggested that further consideration of long term impacts should be included in the framework. It was agreed that Board's observations would be considered when undertaking HTAs and presenting the final reports.

8c) Systematic review of clinical guidelines on risk during pregnancy

MON provided an overview to the Board of the work of the Collaboration in Ireland for Clinical Effectiveness Reviews (CICER) explaining that this review forms part of the work which is funded through the Health Research Board (HRB). The HRB-CICER team provide systematic reviews of clinical effectiveness, cost effectiveness, budget impact analyses and facilitates the generation of guidelines recommendations. MON explained that the Minister, following publication of the National Maternity Strategy mandated the commissioning of national guidelines through the National Clinical Effectiveness Committee (NCEC) to support the strategy. A number of technical reports were included with the Board papers for information including the report on the systematic review of clinical guidelines on risk stratification during pregnancy, a review of the economic literature, a budget impact analysis, and a report on the risk factors for inclusion as criteria within the clinical guideline (modified Delphi study).

These documents have been submitted to the NCEC for quality appraisal. The Board suggested that there should be specific consultation with the psychiatric profession to ensure that mental health issues are considered. MR advised that she will ensure that this is raised with the NCEC.

The Board thanked the members of the HTA Directorate for their presentations and commended the quality of the work being undertaken.

MR also the briefed the Board on a number of other issues:

- a strategy paper which explores the future direction of the HTA directorate will be presented as part of the inputs for the Board strategy day scheduled for October
- a request from the Department of Health (DoH) for further work from the Evidence and Policy team, which extends the work already underway
- the DoH, on foot of the Scally report, has established a National Screening Committee which will directly commission HTA work
- HIQA is expected to be established as a training site for public health specialists.

MR, CT, MON and EOM left the meeting at this point.

9. Process flow for development of national standards for children's social services

Rachel Flynn (RF) Director of Health Information and Standards joined the meeting for this item. RF described the process for the development of the standards to the Board and explained that as part of the process, the outline for the development of the standards is presented to the Board for approval. When the standards have been developed, they come to the Board for approval together with a statement of assurance that the process has been followed. RF explained that these standards are being developed as a result of an identified action in the 2018 investigation into the management of allegations of child sexual abuse against adults of concern by the Child and Family Agency.

In response to the Board's observations, RF confirmed that a stakeholder mapping exercise is planned to ensure that the views of all parties are obtained and that children's views will be sought through a variety of means. In addition, voluntary and private providers of services and the Child and Adolescent Mental Health Service, should be included as important stakeholders when developing the standards.

EC proposed approval of the process outline for the national standards for children's social services and PK seconded the proposal; **accordingly it was resolved that the process outline for developing the standards for children's social services be approved by the Board.**

As part of a broader discussion on a revised approach to standards development PQ outlined that he had recently met with senior managers from the Centre for Effective Services on potential collaboration in the area of standards implementation. He

outlined that a further follow-up meeting is planned to examine potential work streams.

RF left the meeting at this point.

10. Knowledge Sharing and Influence Measurement

This item was covered under item 8.

11. CEO's report

PQ highlighted a number of items in his report to the Board including;

- the National Standards for Adult Safeguarding have been formally approved
- progress continues on a number of memoranda of understanding with key organisations
- discussions with senior officials in European regulatory bodies and
- the establishment of a new network of regulatory bodies which will focus on research, regulatory impact, intelligence based regulation and methodologies.

The Board noted the CEO's report.

12. Corporate Performance and Risk report

SA joined the meeting for items 12 and 13. He explained that bi-annually in July and January a report is provided to the Board on the delivery of each of the 2019 business plan objectives. At the other meetings of the Board, an exception report is provided which shows those objectives that are not on target. SA summarised the report and highlighted;

- the main changes to the corporate risk register
- that the majority of the objectives are on track to be completed by the due date, and
- the objectives which will not, or are not likely to be completed by the due date and those objectives that cannot be completed due to external factors
- the report on human capital.

The Board noted the Corporate Performance and Risk report.

13. Finance report

SA advised that in response to a request for the Board, the Finance report will be presented at future Board meetings as a separate agenda item from the overall corporate performance report. SA explained for the benefit of new members budgetary pressures had been identified in 2019. In previous years the funding exceeded the headcount sanctioned; however the pace of sanctioning of staff has increased and therefore as a result of increased headcount the full funding allocation is utilised. SA summarised the current financial position and advised that budgetary

pressures has eased recently and certain ICT related costs have been reclassified from revenue to capital.

In response to the Board's observations, SA provided assurances that the finance situation is currently stable. It was noted that there is a forthcoming Resource Oversight Committee where the budgeting process and contingencies for 2020 will be discussed in detail, given that it is likely that the budget for 2020 will also require tight budgetary controls.

The Board thanked SA for his report and SA left the meeting.

11. Chief Inspector's Report

Mary Dunnion (MD) Chief Inspector and Director of Regulation joined the meeting for this item and briefed the Board on the following matters:

- Inspections of children's residential centres commenced in July 2019 against the National Standards for Children's Residential Centres
- Healthcare
 - o Stakeholder engagement sessions took place during June across the country to advise relevant parties of HIQA's role and function arising from the regulations for the Medical Exposure to Ionising Radiation. A self-assessment and inspection methodology will be piloted over the coming weeks with a view to commencing the first inspections in Quarter 4, 2019
 - o A new programme is being developed for monitoring rehabilitation and community inpatient healthcare services and two pilot inspections have been carried out. Stakeholder engagement meetings will take place with the relevant hospitals and inspections will take place in Quarter 4
 - o A review of maternity services is coming to a close and individual reports together with an overview of maternity services will be published in the coming months
- Working with the HSE on issues relating to capital works and improving the environment to meet dignity and respect needs of residents in centres for older persons and centres for those with a disability
- Events planned over the coming weeks where providers have an opportunity to engage with inspectors outside of the inspection process and have a forum to respond to any issues or trends that have been identified and to highlight best practice
- An update on the status of judicial reviews and
- Since the last board meeting, overview reports on residential services for older person's services and residential services for people with disabilities were published.

The Board thanked MD for her report. MD left the meeting at this point.

15. Report on the Digital and Data transformation strategy

Bala Krishnan (BK) Chief Information Officer joined the meeting for this item to present on the progression of the Digital and Data transformation strategy which had been approved by the Board in March 2019. He outlined the procurement approach being taken, procurement for capital projects and the business cases submitted to the DoH for the enablement and service improvement elements of the strategy.

BK advised that approval of capital funding had been granted from the DoH for progressing the enablement phase. In that context, BK requested approval from the Board to award a contract as per the outcome of the recent procurement exercise for the enablement element of the strategy.

In response to the Board's observations, BK confirmed that;

- resources for ICT in 2020 will be included as part of the estimates process
- as part of the strategy, external expertise will transfer knowledge and skills to internal staff and
- the report on the adequacy of Prism system for current and future needs will be finalised shortly and will be shared with the Executive Management Team. It will inform subsequent business cases to the DOH and DPER.

SOF proposed sanction of the award of contract for the enablement elements of the Digital and Data transformation strategy and MB seconded the proposal; **accordingly it was resolved that the award of contract be sanctioned by the Board.**

BK left the meeting.

16. Adult Safeguarding statement

PQ advised the Board that an adult safeguarding statement has been developed by HIQA in line with the Criminal Justice Act 2012. In addition, a range of associated policies and processes have been put in place to provide for proper safeguarding of adults in all areas of HIQA's work. The Board welcomed the statement.

17. Systematic review of clinical guidelines on risk during pregnancy

This item was covered under item 8.

18. Chairperson's report

The Chairperson advised the Board that he has scheduled meetings with the Chairs of Tusla and the HSE.

19. Board Committees' report

SOF, member of the **Audit Risk and Governance Committee** (ARGC) drew the Board's attention to the report of the Board Committee where it was reported that the Committee reviewed an internal audit report on the registration process. The

committee discussed an approach for the scoping of future audits, reviewed the finance report and the controls for managing the budget and considered the progression in implementing the GDPR internal audit recommendations.

KL advised the Board that the SIRT committee had met on 15 July and had reviewed the implementation of the work plans for the HTA and Health Information and Standards Directorates. The Committee received a presentation on the Knowledge Sharing and Influence Measurement Framework and referred it to the Board for further discussion.

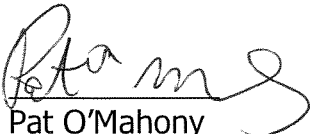
The Board noted the Board Committee report.

20. Any other business

KL advised the Board that an external evaluation of the Board had been commissioned and that it will involve a questionnaire and individual interviews with the Board. It is expected that a draft report will be available in December, with a final report to the Board in January.

PQ provided a brief update on HR related matters.

Signed


Pat O'Mahony
Chairperson


Kathleen Lombard
Board Secretary

Actions arising from the Board meeting on 18 September 2019

No	Action	Person Responsible	Timeframe
1	further thought to be given to including longer term impact into the knowledge sharing and influence framework	MR	When producing reports
2	Consider when developing the childrens standards; <ul style="list-style-type: none"> - that the views of children who are most vulnerable are sought - that voluntary and private providers of services and the Child and Adolescent Mental Health Service are included 	RF	As part of the standards development process
3	the HIS Directorate to liaise with the Centre for Effective Services to explore areas that may be beneficial	RF	When appropriate
4	the budgeting process and contingencies for 2020 to be discussed in detail at ROC	SA	26 Sept

Carried forward Actions

No	Action	Person Responsible	Time-frame
	<ul style="list-style-type: none"> - legal advice regarding the provision for having regard to HSE resources to be shared with DoH - the Chairperson and CEO to raise the matter with the Minister and his officials at their meeting in mid-February 2018 (<i>completed Feb 2018</i>) - Concerns with regard to future legislative developments, for example, the licensing framework and the importance of ensuring that the dual approach to regulation would not be repeated for future functions. 	PQ	Letter has issued. Advice under consideration by DoH advisors. No further update as of 6 March 2019

