

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

18 May 2022, 10am – 2pm
Zoom Conference

Present:

Name	Details	Initials
Pat O'Mahony	Chairperson (in person)	POM
Caroline Spillane	Board Member (virtual)	CS
Paula Kilbane	Board Member (in person)	PK
Marion Meany	Board Member (in person)	MM
Martin O'Halloran	Board Member (in person)	MOH
Danny McConnell	Board Member (in person)	DMcC
Martin Higgins	Board Member (in person)	MH
Tony McNamara	Board Member (virtual)	TMcN
Michael Rigby	Board Member (virtual)	MJR
Jim Kiely ¹	Board Member (virtual)	JK
Bernadette Costello	Board Member (in person)	BC
Lynsey Perdisatt	Board Member (virtual)	LP

In Attendance:

Angela Fitzgerald	CEO	AF
Kathleen Lombard	Board Secretary and Chief Risk Officer	KL

1. Welcome and Quorum

The Chairperson welcomed the CEO to her first full Board meeting and all members to the first hybrid meeting since the beginning of the pandemic. A quorum was confirmed and the Board meeting was duly convened.

2. Conflict of Interest

No conflicts were declared on any matters on the agenda. MOH advised the Board that he has joined a Medical Council Working Group on Recency of Practice but does not foresee any potential for a conflict to arise.

¹ Part of the meeting

POM advised that he no longer chairs Muir PT Group on Proton Therapy services.

3. Board minutes

3.1 Minutes of Board meeting of 23 March 2022

The minutes of the meeting of 23 March 2022 were reviewed by the Board and it was agreed that they were an accurate record of the meeting. MH proposed approval of the minutes and DMcC seconded the proposal; **accordingly it was resolved that the minutes of 23 March 2022 be approved by the Board.**

3.2 Minutes of Board meeting of 19 April 2022

The minutes of the meeting of 19 April 2022 were reviewed by the Board and it was agreed that they were an accurate record of the meeting. BC proposed approval of the minutes and PK seconded the proposal; **accordingly it was resolved that the minutes of 19 April 2022 be approved by the Board.**

4. Review of Actions

KL provided an update on the actions and it was noted that the majority of actions have been completed.

5. Matters arising

There were no matters arising.

6. Health and safety matters

There were no notifiable health and safety matters since the last Board meeting.

7. CEO's Report – key strategic and operational matters

Carol Grogan (CG) Chief Inspector (CI) and Sean Egan (SE) Director of Healthcare joined the meeting for this item as some items on the CEO's report are relevant to regulatory and monitoring activities.

AF presented her report and highlighted the following items:

- Blended working
Plans are underway for HIQA's blended Working Model to take effect from 30 May including arrangements for increased office attendance from that point forward.
- Healthcare Regulation
 - o The new Healthcare Directorate is being developed with a number of key positions now filled
 - o The monitoring of the International Protection Accommodation Services (IPAS - Direct Provision) is anticipated to commence in September 2022

- The launch of the new approach to monitoring against the National Standards for Safer Better Healthcare will provide greater flexibility in the context of developments such as those anticipated to arise from the Patient Safety Bill
 - The new monitoring approach was deployed in a risk based unannounced inspection of the Emergency Department at University Hospital Limerick and there has been subsequent communication with the Chief Operations Officer in the HSE in relation to capacity issues
 - The Patient Safety Bill is progressing with a number of amendments recently to the draft Bill including lowering the threshold for undertaking statutory investigations which would potentially impact on internal capacity. It was noted that ongoing engagement with the Department of Health (DoH) is important in relation to this legislation given its implications and complexities for HIQA and the wider sector
 - The Human Tissue Bill is prioritised for drafting and publication this session
 - The review of population screening services has been deferred to allow consideration of the findings from the Scally review which is unlikely to be finalised for several months.
- Regulation: social care
 - The report on the effectiveness of governance and safeguarding arrangements in CHO Area 1 was published at the end of April. It was noted that a wider approach in terms of systemic issues will need to be considered to better address instances where improvements are not sustained
 - Work on the sectoral analysis requested by Minister Donnelly and Minister Butler has been completed. The report which is currently being finalised identifies changes in the configuration of nursing homes with an increase in international investors and larger homes with a greater number of beds. Engagement with the DoH will take place on the findings.
- The HTA Directorate
 - The quality and pace of work carried out by the HTA Directorate has increased recognition at a national and international level and the Directorate will continue to play a vital role in providing advice to support evidence based decision making
 - Two process outlines for HTAs are on the Board agenda for approval
 - Preparation is underway in the Directorate for the commencement of the justification of ionising radiation practices with the proposed model being presented to SIRT at its next meeting.
- Health Information and Standards Directorate (HIS)
 - The National Patient Experience Programme includes the Nursing Home Experience Survey which is on track to be completed in approximately 4 weeks. The National Inpatient Experience Survey, was launched on 9 May
 - The Position paper on Health Information published in October 2021 identified a number of priority areas. The Minister for Health has now received approval from Cabinet to develop new health information

legislation which will provide for the establishment of a Health information Agency and a National Data Guardian.

- HR strategic issues
 - o Since taking up position, the CEO has focused on becoming familiar with the organisational restructure project. Key areas that are progressing are the restructure of health care and social care into separate directorates, the recruitment of a Head of HR and moving the organisation to a hybrid working model
 - o Work will focus on the appropriate resourcing of support functions across the organisation and
 - o Development of increased support in the CEO's Office to allow for better delegation and allow more time and space for progressing strategic matters.

- Prism Replacement project

A comprehensive business case on the Prism replacement solution was submitted to the DoH in early April. Engagement with the DoH has been constructive and subject to providing more detail on the projects involved, early indications are positive with respect to HIQA's funding needs.

Work is also progressing on establishing a Peer Review group and the role, purpose and membership has been shaped with input from the DoH.

The CEO is also considering the governance arrangements for oversight of the DDTS and Prism replacement to ensure that core business and change management requirements are met.

- CEO's report

The CEO intends to refine the format of the CEO report as she becomes more familiar with the Board and their requirements and invited Board members to feedback on the level of detail and content provided.

The Board made a number of observations arising from the report:

- The need to create broader awareness of trends and risks in the nursing home sector and engagement at policy level on the configuration of nursing homes. Using alternative methods such as the Citizen's assembly was suggested.
- Consider assessing the strengths and weakness of smaller/larger nursing homes as part of research opportunities
- Homecare standards and approach will need to be appropriate and aligned to the homecare regulations. Overlap with other services should be considered
- Consider the implications of an incremental approach to homecare regulation on discrete groups
- Highlighting what a good ED looks like in terms of capacity and capability
- Consider alignment of HIQA's hybrid working model to the government's policy on community hubs.

AF and CG responded to the Board's observations:

- Minister Butler and officials in her Department are aware of the changes in the nursing home sector. In addition, two relevant pieces of work will be published next September which will highlight the issues discussed. The executive summary on the Nursing Home sectoral analysis project can be developed to reflect relevant issues such as structures and bed numbers
- The Executive will consider available mechanisms to create awareness and discussion on developments in the nursing home sector and related policy
- It is anticipated that the Homecare function will commence by focussing on homecare support for people aged 18 and above. Monitoring of more complex homecare needs is more likely to be introduced in the longer term. However, the Heads of Bill have yet to be developed
- The recent unannounced inspection into the Emergency Department at University Hospital Limerick reflect barriers to providing a good service.

The Chairperson thanked AF for the report and noted that are some items will be revisited under separate agenda items during the meeting.

8. Chief Inspector (CI) report

CG introduced her report and highlighted the following:

- Designated centres for older persons (DCOP)
 - o Levels of COVID-19 infections in residents and staff are the lowest since last August. The HSE Outbreak Control teams continues to provide support as needed
 - o There has been a significant loss of inspection days due to the number of Inspection staff contracting the virus in recent months
 - o Good progress was noted on compliance with SI 293 (premises related)
 - o The Heads of Bill which will expand the Chief Inspector's functions is not yet available to HIQA.
- Designated centres for people with a disability (DCD)
 - o COVID-19 infection rates are decreasing in DCDs
 - o The report on CHO area 1 has been published and an action plan to address the findings has been provided. Inspection will focus on the implementation of those actions.
- Children's services
 - o Tusla has produced a new residential strategy for children which sets out a range of objectives for the next three years. It also includes plans for supported accommodation for young people aged 16 plus.
- Information handling centre
 - o Analysis of the numbers and breakdown of information received by the Chief Inspector is included in the report. Levels of information received in 2022 to date are similar to levels in 2021.

- Other activities
 - o In Quarter 1 2022, 26 FOI requests were processed by the Directorate
 - o Twelve new staff (inspectors and regulatory support officers) have joined the Directorate and are undergoing induction
 - o Research on a number of topics is underway including nursing home regulatory models, restrictive practices, mortality in residential disability services and research to prepare for the IPAS function.

The Board welcomed the reduction in rates of infection in residential centres.

In response to a number of observations from the Board on the Chief Inspector's report CG confirmed that:

- o Trends can be included in future reports on the compliance status with the various regulations
- o CG will liaise with the National Protection Surveillance Centre (NPSC) who issues the guidance for Nursing Homes visits and the intake of new residents to ascertain if there are plans to update it
- o CG met with Tusla and the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) in relation to the response to accommodating minors from Ukraine.

On this last point AF confirmed that she will be meeting with the CEO of Tusla and will raise the matter.

The Chairperson thanked CG for her report and the responses to the Board. CG and SE left the meeting at this point.

9. Report from Board Committees

Audit Risk and Governance Committee (ARGC)

BC, Chair of the ARGC, reported that at the meetings on:

- 12 April 2022 the Committee had reviewed the draft annual accounts for 2021 following audit by the C&AG and prior to the Board's review/approval
- On 16 May 2022, the Committee had
 - o Reviewed the **audit report on project management** which provided an overall reasonable assurance rating. There were 5 findings, none of which were rated high. All recommendations have been accepted by management and will be monitored by the ARGC. The internal auditor extended compliments on staff engagement during the audit
 - o Reviewed the finance report to end March 2022 - there were no issues of note
 - o Reviewed a paper with a schedule of procurements for 2022 which will require board approvals. It was agreed that extensions to large contracts should also come to the Board.

On this last point it was agreed by the Board that it is sufficient for these extensions to be agreed at the ARGC meetings.

Resource Oversight Committee (ROC) 14 April 2022

LP, Chair of the ROC reported that an update had been provided to the Committee on the Prism replacement project and acknowledged that a further update was given to the Board as part of the CEO's report.

In addition, LP highlighted that she will sit on the panel for the Head of HR position for which interviews are scheduled later this month.

Regulation Committee – 3 May 2022

JK, Chair of the Regulation Committee, advised that an update on the items discussed at the Regulation Committee have been provided via the CEO and Chief Inspectors reports.

SIRT Committee - 22 February 2022

MJR, Chair of the SIRT committee reported that the Committee reviewed the following 4 items which are on the agenda with a recommendation from the Committee for Board approval.

- The Process Outline for the development of recommendations on a health information standards model in Ireland
- Draft Overarching Standards for the Care and Support of Children using Health and Social Care Services
- The Process Outline for a HTA of an Expansion of the Childhood Immunisation Schedule to include Varicella Vaccination
- The Process Outline for a HTA of the repatriation of paediatric haematopoietic stem cell transplant (HSCT) to Ireland

In addition, the HTA Impact Report 2021 was reviewed which detailed the Outputs, Reach, Engagement and Impact of HTA work in 2021. MJR advised that the report demonstrates the volume and quality of the Directorate's work and that the approach of quantifying the impact of that work was welcomed by the Committee. The report is included with the papers for the Board.

The Chairperson thanked the Chairs of the Committees for their reports and acknowledged the work of the committees in supporting the Board. In the context of the level of detail provided to the Board, the Chairperson will discuss with the CEO and the Board Secretary to ensure information is at the appropriate level.

10. Draft Overarching Standards for the Care and Support of Children using Health and Social Care Services

Rachel Flynn (RF) Director of Health Information and Standards joined the meeting. RF presented the Draft Overarching Standards for the Care and Support of Children using Health and Social Care Services, explaining that the Standards were developed in partnership with the Mental Health Commission (MHC) and will therefore go to the Board of the MHC for approval also.

RF explained that the Standards are underpinned by 4 key principles which include a human rights based approach, safety and wellbeing, responsiveness and accountability and that a children's reference group was established to contribute as part of the standards development process.

MJR advised that the Standards had been reviewed by the SIRT committee and the Committee were satisfied with the process and the draft Standards and were therefore recommending the Standards to the Board for approval. The SIRT committee also recommended publication of the evidence work underpinning the development of the standards.

The Board considered the Standards and the accompanying statement of assurance that the process complies with HIQA's standard development process.

PK proposed approval of the Draft Overarching Standards for the Care and Support of Children using Health and Social Care Services and MOH seconded the proposal; **accordingly it was resolved that the Overarching Standards for the Care and Support of Children using Health and Social Care Services be approved by the Board.**

RF advised that the standards will be submitted for Ministerial approval.

11. Process Outline – recommendations on a Health Information Standards model

RF presented the Process Outline for the Development of Recommendations on a Health Information Standards Model. RF explained that this project was paused to develop a position paper on Health Information which identified fundamental gaps in the health information landscape. Among the issues highlighted in the position paper was the fragmented approach to standards development and the need for a policy direction on the standards function and the monitoring of compliance function. This project is about developing recommendations on a health information standards model which is broader in scope than the original project.

MJR advised that the Process Outline had been reviewed by the SIRT committee and the Committee was satisfied with the approach and therefore recommending it to the Board for approval.

MM proposed approval of the Process Outline for the Development of Recommendations on a Health Information Standards Model and MOH seconded the proposal; **accordingly it was resolved that the Process Outline for the development of recommendations on a Health Information Standards Model be approved by the Board.**

The Board thanked RF and her team for the documents presented to the Board. RF left the meeting.

12. Process Outline for a HTA on expansion of the Childhood immunisation schedule in Ireland to include varicella vaccination

Mairin Ryan (MR) Director of HTA, together with the following members of her team joined the meeting; Conor Teljeur, Chief Scientist HTA, Susan Ahern, Health Services Researcher in HTA and Helen O'Donnell (HOD), Senior HTA Analyst.

MR presented the Process Outline for a HTA of Expansion of the Childhood Immunisation Schedule to include Varicella Vaccination explaining that the HTA had been requested by the DoH with support from the National Immunisation Advisory Committee. MR advised that it is intended to complete this HTA by the end of 2022.

MJR advised that the Process Outline had been reviewed by the SIRT committee where the Committee agreed with Outline presented and were therefore recommending it to the Board for approval.

MH proposed approval of the Process Outline for a HTA on expansion of the Childhood immunisation schedule in Ireland to include varicella vaccination and PK seconded the proposal; **accordingly it was resolved that the Process Outline for the HTA on Varicella vaccine be approved by the Board.**

13. Process Outline – HTA on Repatriation of Haematopoietic Stem Cell Transplant Services (HSCT) to Ireland

MR presented the Process Outline for a HTA on Repatriation of HSCT Services to Ireland. MR explained that many paediatric patients travel abroad to avail of HSCT treatment and this HTA aims to describe the current and proposed treatment pathways, the implications of the choice of treatment location for patients and the Irish healthcare system and the impact of alternative approaches to the provision of HSCT for these patients.

MJR advised that the Process Outline had been reviewed by the SIRT committee where the Committee agreed with the Outline presented and were therefore recommending it to the Board for approval.

In response to the Board's consideration of the process outline, it was confirmed that the patients in Northern Ireland are outside the scope of the HTA. It was agreed that the Executive will consider this matter further and revert to the Board on any changes to the scope.

POM proposed approval of the Process Outline for a HTA on Repatriation of HSCT Services to Ireland and MH seconded the proposal; **accordingly it was resolved that the Process Outline for a HTA on Repatriation of HSCT Services to Ireland be approved by the Board.**

MR left the meeting.

14. Contracts for Board approval

There were no items requiring Board approval.

15. Implications for HIQA arising from Ukraine crisis

AF presented a short paper to the Board on the implications for HIQA arising from the crisis in Ukraine. A number of issues across a range of functions were set out in the paper which will require monitoring by the Executive.

The Board raised a number of concerns arising from the issues set out such as the suitability of certain premises for accommodating people arriving from Ukraine, the increasing strain on housing availability, the ripple effect on other services and the need for an overall co-ordinated approach.

The Board asked that this item remains as a standing agenda item and a short paper updating on developments are provided at each Board meeting.

AF advised that she will be meeting with the Assistant Secretary with responsibility for social care in the DoH and will be raising these issues.

16. Freedom of Information

Lydia Buckley, Data Protection Officer presented on the management of Freedom of Information requests in HIQA and highlighted the following points:

- HIQA takes a proactive approach on the management of FOI requests and works with requesters to identify and refine the scope of requests
- HIQA has a positive compliance level under the FOI act
- There has been a significant increase in FOI requests in recent years and this trend is likely to continue given the expansion of functions
- Together with the increasing number and complexity of requests, there are other challenges including pressures on staffing and competing deadlines for other pieces of work
- Solutions to the challenges include increasing capacity in the FOI office, examining whether more information can routinely be made available, further streamlining record management practices and reviewing the security model around FOI records to allow easier access for decision makers to see how previous requests have been managed.

LB also clarified that HIQA is considering an e-FOI system but plans are at a very early stage. The Board thanked LB for the presentation and welcomed the solutions proposed in the paper. LB left the meeting.

17. Corporate Performance report

SA joined the meeting and presented the exception based corporate performance report and the human capital report. The corporate performance report listed a small number of objectives that are unlikely to be delivered as planned, together with the rationale for the variance. It was noted that full corporate performance reports are presented to the Board committees which include all the objectives for which each committee provides oversight.

The Board noted the report.

18. Finance report

SA advised that the finance report was considered in detail by the ARGC on 16 May. The Chair of the Committee advised that there were no issues arising. The Board considered the finance report and noted it.

SA left the meeting.

19. Corporate Risk review

KL advised that the Board had provided a range of suggestions recently in relation to potential areas of risk which the Executive were to consider. As a result, a number of changes to the corporate risk register were made which are reflected in the register and summarised in the cover paper included in the Board pack. The Board noted the changes to the risk register.

20. Chairperson's report

The Chairperson advised that with the Board Secretary, he had considered the membership of the Board as there are a number of members whose tenures are due to expire in early 2023. He considered the skills and experience that the Board needs at this time given the enormous changes that HIQA is undergoing such as the appointment of a new CEO, new senior management, expansion of functions and new ways of working. Having considered all these factors, he established the views of the relevant Board members on whether they would be willing to serve a second term, subject to the Minister's approval. The Board indicated agreement with this approach. The Chairperson advised that he will write to the Minister to seek reappointment of the relevant members as outlined.

The Chairperson also briefed the Board on correspondence he has had with family members who had a sibling living in a residential centre. There have been a number of rounds of correspondence and also earlier correspondence with the Executive. In

addition, a senior executive had also met the family members to discuss their concerns.

The Chairman reported that in his view extensive efforts have been undertaken to address the points made by the concerned family members and that despite this effort and the various rounds of correspondence, the family members continue to raise the same issues again.

The Board agreed that when best efforts have been made to address an individual's points, and where the correspondence is continued repeatedly raising the same points that have been dealt with, that it is appropriate that the engagement should be concluded with a final communication.

21. Any other Business

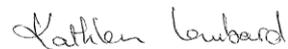
The Chairperson thanked AF for her input to the first full meeting of the Board. AF acknowledged the welcome from the Board members and also acknowledged the support from the management team within HIQA.

There being no further business, the meeting was closed.

Signed



Pat O'Mahony
Chairperson



Kathleen Lombard
Board Secretary

Actions arising from Board meeting on 18 May 2022

No	Action	Person Responsible	Time-frame
1	The executive summary on the Nursing Home sectoral analysis project to reflect relevant issues such as structures and bed numbers	CG	According to project deadlines
2	Executive to consider appropriate mechanisms to create awareness and discussion on nursing home policy	AF	June 2022
3	Trends can be shown in future reports on the compliance status with the various regulations	CG	July Board
4	Liaise with the National Protection Surveillance Centre on guidance for Nursing homes on visiting and intake of new residents	CG	July Board
5	Issue of unaccompanied minors to be raised with the CEO of Tusla.	AF	During upcoming meeting
6	Extensions of large contracts to be agreed at ARGC meetings	SA/Exec	Here forward
7	Level of detail of information provided to the Board to be considered to ensure information is at an appropriate level and not duplicated at committee meetings	POM/AF/KL	June
8	consider inclusion of patients in Northern Ireland in the scope of the HTA on HSCT	MR	July Board
9	Implications of Ukraine crisis to remain as a standing agenda item with a short paper updating on developments provided at each Board meeting.	POM	Ongoing
10	The Chairperson advised that he will write to the Minister to seek reappointment as outlined.	POM/KL	June

Carried forward actions from previous meetings

No	Action	Person Responsible	Time-frame
1	Regulation committee to maintain oversight of developments on OPCAT. A report will come back to the Board at the appropriate time.	JK/KL	When appropriate

On hold actions

1	CEO and Chairperson to meet with the HRB to explore what is being done in the area of technology research	POM/PQ	deferred
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