

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

16 December 2022, 9am - 10am

Board Room, Smithfield

Present:

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

In Attendance:

Angela Fitzgerald	CEO	AF
Kathleen Lombard	Board Secretary and Chief Risk Officer	KL
Bala Krishnan	Chief Information Officer (virtual)	BK
Pat Millar	Clarion Consulting (virtual)	PM

Apologies: No apologies

1. Welcome and Quorum

The Chairperson welcomed Board members to this additional meeting of the Board. A quorum was confirmed and the Board meeting was duly convened. The Chairperson advised that the purpose of the meeting is to consider the papers presented by the Executive and if satisfied, approve contracting with Codec-DSS Ltd to deliver an integrated regulatory management system.

The Chairperson also welcomed Pat Millar from Clarion Consulting who has provided ongoing assurance to the Board on the project under discussion.

2. DER Project – contract approval

AF introduced this item to the Board and advised that this project was set in motion prior to her taking up her CEO role with HIQA. Since her appointment, funding has been secured and the procurement process has been finalised. In recent weeks there has been significant and detailed discussions with the preferred vendor to ensure that the project is delivered within a fixed price contract using agile methodology.

LP advised the Board that the Resource Oversight Committee (ROC) has been providing oversight of developments on this project since it was first agreed. LP also reminded the Board that the rationale for embarking on the project was because the existing system is no longer supported, at end of life and is therefore unstable. It is also not fit for purpose in terms of meeting the requirements associated with planned new Commencements

PM of Clarion Consulting stated that the existing system is not sustainable and carries significant risk. He explained that following a rigorous procurement process, that he is satisfied that HIQA is in a position to proceed with the contract and the relationship is now on a firm footing.

LP advised that the ROC had met just prior to the Board meeting and the Committee had an in-depth discussion in relation to the proposed contract. Because of the nature of risks associated with projects of this nature, the Committee emphasised that strong governance arrangements and oversight will be required over the course of the project.

Following their discussions, the Committee agreed to recommend that the Board approves the contract with Codec-DSS.

The Board raised a number of points and the following was clarified:

- The current system must be kept operational while the new system is being built. Risks to the existing system are being addressed by upgrading hardware, processing only essential changes requested by the business, outsourcing 24/7 security monitoring, upgrading firewalls and managing threats
- From the business perspective, it will be important to plan for new commencements so that the technical functionality can be managed carefully and in a way that does not increase risks to the current system
- In terms of the due diligence exercise, areas covered included the preferred vendor's performance during implementation of other projects, post implementation, their security arrangements and environment, how effective they were in addressing problems and what they were like to work with. There was a strong endorsement of the service provided.
- A Change Management lead has been assigned to the project, given that this will be an important aspect to the successful delivery of the project. The CEO is also proposing to include an external Change Management Expert on the Steering Group.

Following the responses from the Executive Management, POM proposed approval of the award of Contract to Codec-DSS to deliver the Digitally Enabled Regulation Project.

LP seconded the proposal; **accordingly it was resolved by the Board that the Contract be awarded to Codec-DSS to deliver the Digitally Enabled Regulation Project**

POM thanked AF, BK and the Executive Members for all the work in bringing this to the Board for approval. The Board acknowledged the significant input of AF and her team members. POM also thanked PM who had supported the EMT in reaching this point.

Any other Business

No further agenda items were taken. The Chairperson thanked everyone for their contributions during the meeting. There being no further business, the meeting was closed.

Signed



Pat O'Mahony
Chairperson



Kathleen Lombard
Board Secretary

No Actions arising from Board meeting of 16 December 2022