

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

22 May 2024, 9am – 12pm
Board Room, Cork

Present:

Name	Details	Initials
Pat O'Mahony	Chairperson	POM
Marion Meany	Board Member	MM
Michael Rigby	Board Member	MJR
Lynsey Perdisatt	Board Member	LP
Paula Kilbane	Board Member	PK
Jim Kiely	Board Member	JK
Bernadette Costello	Board Member	BC
Martin O'Halloran	Board Member	MOH
Clíodhna Foley-Nolan	Board Member	CFN

In Attendance:

Angela Fitzgerald	Chief Executive Officer	AF
Sean Angland	Acting Chief Operations Officer	SA
Carol Grogan	Chief Inspector of Social Services	CG
Sean Egan	Director of Healthcare Regulation	SE
Susan Montgomery	Head of Human Resources and Organisation Development	SM
Máirín Ryan	Director of Health Technology Assessment	MR
Karen Cardwell	Senior HTA Analyst	KC
Patricia Harrington	Deputy Director HTA	PH
Aoife McCann	Head of Legal Services	AMcC
Catherine Ellen O'Keefe	Legal Advisor	CEO'K
Karen Egan	Board Secretary	KE
Sukhneet Dhir	Board and Committee Secretariat Manager	SD
Michaela Flynn	Board and Committee Secretariat Support	MF

Apologies:

Danny McConnell	Board Member
Caroline Spillane	Board Member
Martin Higgins	Board Member

1.0 Quorum

The Chairperson welcomed Board members to the meeting. A quorum was present and the meeting was duly convened.

2.0 Conflict of Interest

No conflicts of interest were declared.

3.0 Board Minutes (i) 20 March (ii) 17 April

(i) The minutes of the meeting of 20 March were reviewed by the Board and it was agreed that they were an accurate record of the meeting. MJR proposed approval of the minutes and MH seconded the proposal; **accordingly it was resolved that the minutes of 20 March be approved by the Board.**

(ii) The minutes of the meeting of 17 April 2024 were reviewed by the Board and it was agreed that they were an accurate record of the meeting. LP proposed approval of the minutes and JK seconded the proposal; **accordingly it was resolved that the minutes of 17 April be approved by the Board.**

4.0 Review of Actions (i) 20 March (ii) 17 April

KE referred the Board to the Actions paper with updates on actions arising from previous meetings and provided a brief update on ongoing actions. She advised that the date for the launch of the Annual Report was 18 June 2024.

5.0 Matters Arising

There were no matters arising.

6.0 Emerging Issues and Risks

No emerging issues and risks were brought to the Board for discussion.

7.0 Health and Safety Matters

There were no health and safety matters brought to the Board for discussion.

8.0 Committee Report to the Board

Audit, Risk and Governance Committee (ARGC) - Meeting of 15 April 2024

BC, Chair of the ARGC reported that the following items were reviewed in detail at the ARGC meeting on 15 April 2024:

- An update on the Internal Audit Programme was presented to the Committee.
- The ToR for Inspection of Designated Centres was agreed.

- An update on DER finance was provided.
- The Annual Accounts post C&AG were brought before the Committee for recommendation to the Board and recommended to the Board for approval at the meeting on 17 April.

Audit, Risk and Governance Committee (ARGC) - Meeting of 14 May 2024

BC, Chair of the ARGC reported that the following items were reviewed in detail at the ARGC meeting on 14 May 2024:

- An update on the internal audit programme for 2024 was presented.
- The Contract Life Cycle audit report was presented.
- An update on the culture review was provided by Mazars.
- A discussion was held on DER audit scoping.
- The extension of the Internal Audit contract with Mazars was discussed and agreed.
- The Finance Report, DER Finance Report and DER risk review were presented.
- A presentation on 2023 activity and update on Protected Disclosures was given.
- The Corporate Risk report was presented. No specific risks were raised by the Executive for the Committee's attention.

Resource Oversight Committee (ROC) - 16 March 2024

LP, Chair of the ROC reported that the following items were reviewed in detail at their meeting:

- An update on Stakeholder Engagement
- An update on the DER programme
- Human Capital Report
- Digital and Data Transformation Strategy (DDTS) Report
- Standing Report on PMO Projects
- A report on Corporate Performance and Risk.

Standards, Information and Research and Technology Committee (SIRT) - 7 May 2024

MJR, Chair of the SIRT committee advised that the Committee reviewed and recommended two items for Board approval:

- The SIRT Committee had reviewed the *Amendment of scope of the National Standards for Safer Better Healthcare*. The SIRT Committee had acknowledged the excellent work of the team in engaging with stakeholders. The Committee also noted that it was good practice for a review date to be formally written into documents.
- The SIRT Committee had reviewed the *Process Outline for a Health Technology Assessment (HTA) of a second telephone pathway for acute, but non-urgent care needs in the pre-hospital setting in Ireland* and had made a number of suggestions which have been reflected in the revised papers submitted for Board approval.

Several other items were reviewed by the Committee and were drawn to the Board's attention; the HTA Directorate Knowledge Sharing and Impact Assessment Report

2023 (included in the Board papers for information), the HIS Directorate Knowledge Sharing and Impact Assessment Report 2023 (included in the Board papers for information) and an update on the HI Quality and Assurance Function (included in the Board papers for information). The Annual update on the IR generic justification function will be presented at a future Board meeting.

Regulation Committee - 25 April 2024

JK, Chair of the Regulation Committee, advised the Board that the Committee reviewed a range of topics at its last meeting. Much of this is covered in the CEO's report and the Chief Inspector's Report but he drew the Board's attention to:

- A presentation on Human Right Based Approach in Disability Centres
- A verbal update from CG on the adult safeguarding approach taken by the Chief Inspector.
- The report from the Director of Healthcare provided updates on:
 - o Monitoring of International Protection Accommodation Services (IPAS) against National Standards
 - o Patient Safety Act Preparations
 - o The Human Tissue Bill Preparations
- An update on the Critical Entities Resilience Directive (CER Directive) and the Networks and Integration Security Directive (NIS-2).
- An update on the Children's Health Ireland Review.
- The corporate performance and risk reports for both Directorates were reviewed.

Committee Co-ordination Group – 21 May

POM provided an update on the Committee Co-ordination Group meeting and highlighted the following:

- Items discussed at the meeting included the review of Committee Terms of Reference, membership, succession planning and workload.
- It was noted at the meeting that the additional duties being taken on by HIQA will increase the workload for Committees.
- The Chief Executive would engage with the Executive Management Team regarding avoiding repetition between Committee meetings and Board meetings.
- The numbers of meetings per year was discussed, and it was agreed that six meetings per year was adequate for the ROC and ARG.
- A range of potential options was discussed regarding managing the increasing workload of the Regulation and SIRT Committees, including increasing the number of meetings. A substantive discussion will take place on these matters at the October Board meeting.
- No conclusions were drawn at the meeting, but the Executive has been asked to examine and follow up on certain issues.

POM thanked the Committee Chairs and Committee members for the time and effort they put into the work of the Committees in providing oversight of the Executive on behalf of the Board.

9.0 Finance Report

Sean Angland (SA), Acting Chief Operations Officer joined the meeting. He presented the Finance Report to end-April 2024 and highlighted the following:

- A deficit has been reported for the first three months of the year.
- This was primarily related to increased staffing costs arising from filling of new posts approved by DOH primarily in relation to a number of new functions.
- Additional funding is being sought in relation to the new functions being taken on and the priorities agreed in the 2024 Business Plan.

The Board noted the Finance Report to end-April 2024.

SA left the meeting at this point.

10.0 CEO Report

Angela Fitzgerald (AF), Chief Executive Officer highlighted the following in her report:

Corporate Governance

- There was an increased focus on corporate governance and risk in this CEO report, reflecting the strengthening of the Quality, Risk and Compliance function.

HR Issues

- A revised Workforce Plan for 2024 is being finalised for submission to the Department of Health shortly and takes account of agreed new service priorities for 2024, the implementation of the key organisational design recommendations, including the enhancement of the corporate spine, and governance requirements.

Preparation for Covid-19 Inquiry

- An update was provided on the COVID-19 Inquiry Preparation. This work is set to be completed in June and will be presented to the Board in July.

Section 8 Review at CHI Temple St

- AF advised that this review is progressing in line with agreed timelines identified to the Board at its most recent meeting and it continues to be challenging.
- A further briefing will be provided to the Board in relation to findings and proposed recommendations prior to publication of the report.

Ministerial request for HIQA to conduct a review of emergency care service provision in the Mid-west

- AF advised that on 9 May, the Minister for Health requested HIQA to undertake an Independent Review of Emergency Care Provision in the Mid-west region including consideration of the potential need for a second Emergency Department.
- HIQA is awaiting formal correspondence from the Minister for Health on this matter.
- HIQA is engaging with the Department of Health on the requirements for conducting the Review, including resources having regard to the existing work programme.

The Human Tissue (Transplantation, Post-Mortem, Anatomical Examination and Public Display) Act

- Internal preparations are underway for taking on new responsibilities under this legislation.

Protected Disclosures

- The upward trend in protected disclosures has continued with 140 received up to end April 2024.
- AF noted the excellent work of Ann Delany and her team in the Chief Inspectorate in managing the resulting workflow, and advised that HIQA is engaging with the relevant Government Departments in relation to the resource challenges associated with supporting the effective delivery of this service.

The Board thanked AF for the comprehensive and detailed report

11.0 Chief Inspectors Report

Carol Grogan (CG) Chief Inspector and Sean Egan (SE) Director of Healthcare joined the meeting. CG advised that she had presented the Chief Inspector's report in detail at the recent Regulation Committee meeting and highlighted the following key points to the Board:

Older Persons team

- The registration of one centre was cancelled during the previous week due to insolvency of the company. The HSE is now managing the centre and considering the matter.
- CG advised that HIQA has no oversight of providers' business accounts.
- The Older Persons team continues to engage with the Department of Health on the proposed regulatory amendments.

Disability team

- The Chief Inspector hosted a conference for Chairs of Boards of Directors and the CEOs of provider organisations in Dublin Castle on 26 March 2024.
- The Minister of State for Disabilities addressed the conference and responded to questions and feedback from participants.

Children's Team

- The Chief Inspectorate is engaging with TUSLA regarding the regulation of special care units.
- The Children's team have also completed a stakeholder session with staff from Oberstown Detention Centre.

Provider Escalation Programme

- The Provider escalation programme with Tusla is ongoing, with ten service areas in total included in the programme.
- By the end of March 2024, five inspections have been completed.
- Individual cases and systems risks have been escalated in three out of five inspections and to date, one service area has been escalated to the CEO.

Legal proceedings

- CG summarised to the Board the current legal proceedings involving the Chief Inspector of Social Services.

12.0 DER Status Report

Carol Grogan (CG), Program Sponsor gave the Board an update on the DER programme and highlighted the following:

- The DER team had given an in-depth presentation on this topic at the recent Resource Oversight Committee meeting. The presentation advised on the resolution of the escalation with the vendor for the DER project with agreement reached regarding acknowledgement of additional technical effort required to complete certain processes.
- The risk profile for the project is unchanged.
- Work is ongoing and HIQA continues to engage with the vendor on the overall framework.
- A schedule of internal and external meetings is now in place to support programme governance.
- Any legal costs arising are accrued to the general legal services budget.

The Board thanked CG for her updates and CG left the meeting at this point.

13.0 CER Directive and NIS-2

The Board noted the presentation on the NIS-2 and CER Directives previously circulated.

Sean Egan (SE), Director of Healthcare provided an update on the matter and highlighted the following:

- The proposed approach to next steps with the HIQA Board over the following weeks, noting that Government seeks to make progress on relevant legislation.

- HIQA is requested to provide inputs to the CER legislation by end-May as a Memorandum for Government will be brought in mid-July.
- Final approval from the Board would need to be provided for HIQA to take on the new functions under the NIS-2 and CER Directives.

In response to comments and queries from the Board the following was clarified:

- The Health Act 2007 would need to be amended to allow HIQA to take on the proposed functions.
- Due to the expedited timelines for reverting on the CER Directive, it may be necessary to request the Board to provide approval in principle within the coming days, subject to the CEO being satisfied on certain outstanding issues.
- SE would revert to the Board later in the year with clarification on the NIS-2 proposal, including setting out the impact on HIQA as an organisation of taking on the new functions under NIS-2.

It was agreed that proposed wording for a Board decision by written procedure would be circulated by the Board Secretary in coming days to facilitate the Board approval in principle of the proposal that HIQA accept the role of Competent Authority under the Critical Entities Resilience (CER) Directive subject to remaining legislative, regulatory and resourcing matters being clarified to the satisfaction of the Executive.

SE left the meeting at this point.

14.0 Human Capital Report

LP, Chair of the Resource Oversight Committee (ROC) introduced the Human Capital Report and advised that it had been discussed at the recent meeting of the Committee.

Susan Montgomery (SM), Head of Human Resources and Organisational Development joined the meeting at this point and presented the report. She highlighted the following key points to the Board:

- Open positions have increased and therefore a high level of recruitment will continue.
- The high level of new starters and internal promotions and movement is positive from a talent management perspective.
- Agency staff make up 6% of the organisation and this needs to be managed.
- The annualised turnover rate is significantly reduced compared to last year.
- A business case on the workforce plan is close to finalisation.

The Board noted comparative sick leave rates were also reduced compared to the previous year. The Chairman expressed the appreciation of the Board for the ongoing work of SM and her team.

SM left the meeting at this point.

15.0 NIAC Update

Máirín Ryan (MR), Director of Health Technology Assessment, Karen Cardwell (KC), Senior HTA Analyst, Patricia Harrington (PH), Deputy Director HTA joined the meeting at this point along with Aoife McCann (AMcC), Head of Legal Services and Catherine Ellen O'Keefe (CEO'K), Legal Advisor.

MR provided an update to the Board on the transfer of the NIAC function to HIQA. She highlighted the following points:

- The preparatory work streams were progressing well.
- Engagement with NIAC, RCPI and the Department of Health was ongoing and productive. Issues and concerns are being addressed with these parties as they arise.
- In terms of additional resourcing, sanction had been received for a senior HTA analyst position to undertake further preparatory work.

CEO'K provided detail on the legal advice received from Counsel.

The Board thanked MR and the team for the good work on this matter and requested that a Business Case on the transfer of the NIAC function to HIQA be submitted to the Board in August 2024.

16.0 Amendment of scope of the National Standards for Safer Better Healthcare

MJR, Chair of the SIRT Committee advised that the Committee was happy to recommend the amended Standards HTA to the Board for approval.

MJR proposed the approval of the **Amendment of scope of the National Standards for Safer Better Healthcare** and MH seconded the proposal; **accordingly it was resolved that the Amendment of scope of the National Standards for Safer Better Healthcare be approved by the Board.**

17.0 Process outline for the HTA of a second telephone pathway for acute, but non-urgent care needs in the pre-hospital setting in Ireland

MJR, Chair of the SIRT Committee advised that the Committee was happy to recommend the process outline to the Board for approval.

JK proposed approval for the **Process outline for a HTA of a second telephone pathway for acute, but non-urgent care needs in the pre-hospital setting in Ireland** and MOH seconded the proposal; **accordingly it was resolved that the Process outline for a HTA of a second telephone pathway for acute, but non-urgent care needs in the pre-hospital setting in Ireland be approved by the Board.**

18.0 Committee Membership

POM proposed that Committee members whose terms were expiring in coming months would receive a 12-month extension to their Committee appointments as follows:

- Martin Higgins and Danny McConnell to be reappointed to the Resource Oversight Committee (ROC) for a 12 month period from 1 June 2024 to 31 May 2025.
- Martin Higgins be reappointed the Audit, Risk and Governance Committee (ARGC) for a 12 month period from 1 June 2024 to 31 May 2025.
- Bernadette Costello to be reappointed the Audit, Risk and Governance Committee for a 12 month period from 1 December 2024 to 30 November 2025 and to remain as Chairperson of the Committee.
- Martin O'Halloran to be re-appointed to the SIRT Committee for a 12 month period from 1 June 2024 to 31 May 2025.
- Marion Meany and Martin O'Halloran to be re-appointed to the Regulation Committee for a 12 month period from 5 August 2025 to 4 August 2025.

The Board indicated their agreement with the Committee reappointments. POM proposed the reappointments and BC seconded the proposal; **accordingly it was resolved that the reappointments to ROC, ARGC, SIRT and Regulation Committees be approved by the Board.**

19.0 Chairpersons report

The Chairperson's report was noted.

20.0 HTA Directorate Knowledge Sharing and Impact Assessment Report 2023

The Board noted that the HTA Directorate Knowledge Sharing and Impact Assessment Report 2023 had been circulated to the Board for information.

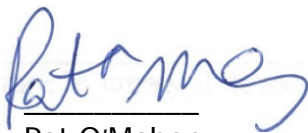
21.0 HIS Directorate Knowledge Sharing and Impact Assessment Report 2023

The Board noted that the HIS Directorate Knowledge Sharing and Impact Assessment Report 2023 had been circulated to the Board for information.

22.0 Any Other Business

POM thanked everyone for their contributions during the meeting. There being no further business, the meeting concluded.

Signed



Pat O'Mahony
Chairperson



Karen Egan
Board Secretary

Actions arising from Board meeting - 22 May 2024

No	Action	Person Responsible	Timeframe
1	Communications team to liaise with Directorates regarding targeted launches to increase the recognition and dissemination of the work being done by HIQA.	MW	Ongoing
2	Presentation on Preparation for COVID-19 Inquiry to be put on agenda for next Board meeting.	SA	July Board meeting
3	To consider a symposium during the upcoming Irish Presidency of the Council of the European Union (July–December 2026)	AF	Ongoing
4	Agenda for October Board meeting to include substantive item on options for accommodating the increasing workload for Regulation and SIRT Committees.	Board Secretariat	October Board meeting
5	Wording for a Board decision by written procedure on the Critical Entities Resilience (CER) Directive to be circulated by the Board	KE/SE	After the May Board meeting
6	A paper providing clarification on the NIS-2 proposal, including setting out the impact on HIQA as an organisation of taking on the new functions under NIS-2, to be brought to the Board later in the year	SE	At appropriate time
7	Business Case on the transfer of the NITAG function to HIQA be submitted to the Board in August 2024	MR	August 2024
Actions carried forward from previous meetings		Person Responsible	Timeframe
8	Invite Board members to launch event/s for Annual Report 2023.	MW	Early Mid/June
9	Develop a policy on recovery of legal costs arising in litigation and present at the next Board meeting for consideration and approval	A McCann	Ongoing
10	Show percentage of training/education days against the overall number of working days	SM	Ongoing
11	Consideration to be given to governance arrangements for occasions when staff members are appointed to external bodies. AF agreed to come back with an update on this to the Board.	KE/AF	November Board
12	Regulation committee to maintain oversight of developments on OPCAT. A report will come back to the Board at the appropriate time.	JK/KE	When Appropriate