



**MINUTES OF THE BOARD MEETING OF
THE HEALTH INFORMATION AND QUALITY AUTHORITY (The Authority)**

**VC Mahon and Smithfield
11th July 2012**

Present:

Name	Details	Initials
Pat McGrath	Chairperson	PMcG
Philip Caffrey	Board Member	PC
Sam McConkey	Board Member	SMcC
Cillian Twomey	Board Member	CT
Grainne Tuke	Board Member	GT

In Attendance:

Tracey Cooper	Chief Executive Officer	TC
Kathleen Lombard	Board Secretary	KL
Hilary Coates	Head of Safety and Learning	HC
Richard O'Sullivan	Legal Adviser	ROS
Marie Kehoe O'Sullivan	Director of Safety and Quality Improvement	MKOS
Sean Angland	Head of Corporate Services	SA
Niall Byrne	Deputy Director of Operations, SSI	NB
Sinead Whooley	Communications Manager	SW

Apologies:

Jane Grimson	Director of Health Information	JG
Marty Whelan	Head of Communications	MW

1. Quorum

It was noted that a quorum was present and the Board meeting was duly convened.

2. Conflict of interest

No conflicts of interests were stated.

3. Minutes of the meeting of 7th June

The minutes of 7th June were reviewed by the Board and were proposed for approval by CT and seconded by GT. **Accordingly the minutes were approved.**

4. Review of Actions

KL advised that the majority of outstanding actions relate to when new members of the Board are appointed. Additional detail was requested for future HR reports including the status of performance reviews across the Authority. TC advised that data will be available on this at the end of this year.

5. Matters arising from the minutes

No matters arising were raised.

The Chairperson took the opportunity to provide feedback to the Executive from the Board only session. This included;

- Concern at the delay in the appointment of Board members
- The Audit and Corporate Governance Committee will continue to meet on the dates scheduled for that Committee as three of the remaining Board members are on that committee. PC will act as interim Chair.
- Given the significant regulatory growth envisaged, it is essential that the Authority capitalises on its experience to date as a regulator.

6. Report of the Chief Executive Officer

The CEO updated the Board on a number of issues including;

- The current position in relation to the recruitment of the Directors
- The launch of the National Standards for Safer Better Care
- The completion of the first three year cycle of the registration of Designated Centres for Older People
- The National Standards for the Protection and Welfare of Children which, subject to Board approval of additional amendments, will be submitted to the Minister for Health and the Minister for Children and Youth Affairs for approval
- Future regulatory growth and the requirement of the DOH and DPER for a workforce plan for the Authority outlining the staffing required for the additional functions over the next 2 years. This plan is currently being worked on and will be submitted to the DOH when complete
- Legal proceedings in the case of a nursing home where an appeal against a decision of District Court cancelling the registration of a provider will be heard in the Circuit Court on the 30th/31st July/1st Aug.

7. Update from SSI

NB, Deputy Director of Operations updated the Board on the following:

- All residential centres for older persons were registered at the end of June 2012 with the exception of six that are in various stages of the process. These are being worked with closely.

- Preparations are continuing for the commencement of the inspection of disability services which include progress on the drafting of Standards which will cover services for both adults and children. Engagement with the HSE and key umbrella groups for disability services is also taking place.
- The National Standards for the Protection and Welfare of Children were approved by the Board at its last meeting in June. Subsequently the Minister for Children and Youth Affairs published the Report of the Independent Child Death Review Group. A meeting with the Minister on 9th July where minor amendments to the Standards were agreed. NB took the Board through each of the amendments, none of which were substantive.

PC proposed the approval of the amendments and CT seconded his proposal; **accordingly the amendments to the Standards were approved by the Board.** It is anticipated that the Standards will now be approved by the Minister for Health and the Minister for Children and will be launched later this month.

8. Finance Report

SA presented a finance report covering the period to the 31st May. Currently the Authority's spend is under budget arising primarily from payroll savings. Various points were questioned by the Board including the level and type of absence of staff in the Authority so as to assess the overall impact on the resources available. A full report on all absences is to be provided when there is a full complement of Board members.

9. Risk report and action status

KL presented the risk management report and register to the Board focussing on the main changes from the previous report. The risks had been reviewed by the Executive on the 26th June. It was highlighted that there are significant work programmes required to mitigate certain risks. The Board noted the report.

10. Bi annual Review of progress against the Business Plan Objectives

KL presented a report outlining the progress of the Business Plan for 2012 to enable the Board fulfil its role in monitoring the Authority's activities. Each Director/Head highlighted where deviations, variances and issues had occurred in their planned work programmes. The Board considered the report but requested that the end of year report is provided in a more succinct format.

11. Public Board meetings and AGM

A discussion took place in relation to the future administration of Board meetings and how the Authority might move towards greater transparency. This has been a direction that the Authority has advocated for some time and has made some progress towards with the decision over a year ago to publish the Board meeting minutes. It was highlighted that there are issues of confidentiality to consider, given that sometimes sensitive information arises in the course of discussions, for example in relation to the functions of child protection and disability and older

persons services. It was agreed that a paper outlining all the factors needing consideration should come before the Board before a final decision is made on this matter.

12. Delegation of Powers

This item was deferred until a future Board meeting, when there is a full Board in place and the Director of regulation has taken up the post.

13. Risk management Policy and procedure

In accordance with the process for review of the risk management policy, the existing policy has been revised. KL outlined to the Board the main changes to the policy and the related procedure and sought the approval of the Board for the revised documents. PC proposed the approval and CT seconded his proposal; accordingly the **Board approved the revised Risk Management Policy and Procedure.**

14. Chairperson's report

The Chairperson's Report was noted.

15. Correspondence


A letter was received from the DOH inviting a representative from the Authority to accompany the Minister for Health, Dr James Reilly to the People's Republic of China when the Minister will address the China Health Forum in August. It was agreed that the CEO could accompany the Minister.

16. AOB

There being no other business, the meeting concluded.

Signed:


Pat McGrath
Chairperson


Kathleen Lombard
Board Secretary

Actions arising from the meeting on 11th July 2012:

No	Action	Person Responsible	Timeframe
1	A full report on all absences in the Authority to be provided at a Board meeting where there is a full complement of Board members.	SA	When full Board membership is in place
2	A paper outlining factors for consideration around holding public Board meetings to be drafted for discussion	KL/TC	September/November

Carried forward actions

1.	report to the Board when a review of the registration cycle is completed	NB	Sept
2.	Extract main themes from Board performance review 2011/2012 and include actions	KL/PMcG	New Board
3.	Dates for Board training to be set	KL	New Board
4.	Board information review (deferred)	PMcG/KL	When new Board is established
5.	Actions relating to CEO's performance <ul style="list-style-type: none"> - Modify appraisal template - Review Process 	TC/PMcG	End May

Recurrent actions

1	HR report to be provided - include total number of staff and type of employment	SA	End of each quarter
2	Regular updates on the expansion programme to be provided	CEO	CEO's reports

