**hqip BOARD of trustees meeting minutes**

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| **Date/Time** | **23 March 2017, 13.00-16.00** |
| **Location** | **HQIP, 45 Moorfields, London EC2Y 9AE, Room 605** |
| **Attendance** | **Trustees:**Alastair Henderson AMRC, vice chairmanRichard Driscoll NV, chairmanPhilip Baker NVLinda Patterson AMRC Victoria Tzortziou Brown AMRC Sheila Marriott RCNAnne Marie Rafferty RCN (left at 14.30)Donna Kinnair RCN (arrived at 13.30)**Attendees:**Jane Ingham HQIPJoan Shearman HQIPDanny Keenan HQIPAnna Kisielewska HQIP, secretarySusan Latchem HQIP | **Apologies**  |
| Robert Johnstone NVSarah Dunnett, treasurer  |
| **Invitees** |
| Elaine Young, NJRJames ThorntonJill Stoddart, NCAPOP |
|  | Item | Action required  |
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|  | Welcome/ Apologies/ Declarations of Interest Richard Driscoll welcomed members to the Board meeting. Apologies for absence were received from Robert Johnstone and Sarah DunnettThere were no conflicts of interest to declare in respect of the business of this meeting.Sue Latchem reminded all present about the new DoI policy being live and the new declaration form to be completed and forwarded to Anna Kisielewska.  |  |
|  | Minutes of last meeting were accepted as a true record of the meeting and signed off by Richard Driscoll.Matters arising* Confirmation of decisions from last meeting – as the January meeting was not quorate, Richard asked for the formal confirmation of all decisions made. ***The Board ratified the decisions and minutes of the meeting***
* Current contract timelines – this item was discussed under item 4, Risk register.
* Patient First conference 2016 – JT will share [HQIP Facebook](https://www.facebook.com/pg/HQIP1/videos/?ref=page_internal) link to the videos from the QI Theatre
 | AK/JT |
|  | Chair’s actions taken since last meeting – Richard Driscoll gave approval on behalf of the Board for the following actions: * Companies House – Person of Significant Control - HQIP made its annual submission to Companies House – formerly “Annual Return” – now in the form of a “Confirmation Statement”. The new reporting required designation of at least one “Person of Significant Control”. HQIP declined to designate a PSC, following some other organisations’ example, as there is not one individual who could sell the company or its assets. The decision can be revisited if the Board wishes to designate a PSC in future.
* National Clinical Audit Benchmarking (NCAB) budget and timelines – approved £15K to be used from HQIP reserves for development of a separate, aligned web site to host the outputs and to allow the momentum to be maintained
* Minor amendment for specific DOI Policy, Table 2, advice for action with the non-personal specific financial interest – approved change from *‘Declare. Activity and engagement unaffected’* to ‘*Declare. Activity and engagement unaffected unless, exceptionally, the Chair rules otherwise’*

This amendment will allow HQIP to take the appropriate action on the specific, financial issues where this may be a problem***The Board confirmed their approval.*** |  |
|  | Organisation Performance management * Finance

The Board reviewed the Consolidated Operational Plan 2017-18 which is on the basis of:* A balanced Budget for Running Costs (Unrestricted Funds) in 17-18. The projected out-turn for 2016-17 shows a significant increase in Reserves – up from £1.14 million at March 16 to £1.55 million at March 17.
* Carrying forward a projected £17.67 million Restricted Funds at March 2017 which by March 2018 is predicted to decrease to £15.56 million, demonstrating that HQIP is spending accumulated programme funds as intended.
* Although HQIP holds significant restricted funds currently, the five-year forecast for the NCAPOP shows a gradual reduction in fund balances, as funds are expended in line with commissioning plans.
* Senior staff briefed the board on their respective teams’ challenges for the upcoming year. Trustees considered the Operational Plan to be very robust, clearly laid out and an engaging document. The Board thanked all staff or the thought and attention to detail that had gone into the development of the 2017/18 operational plan both work programme and the supporting budget.

Trustees suggested:* Correlating the themes with Sustainability and Transformation Plan (STPs) which are likely to change the landscape of healthcare in the near future
* Increasing HQIP involvement with nurses in terms of communications about national audits as many of these currently feel as if they relate mainly to doctors.
* Trustees committed to review HQIP Investment Policy at the next meeting

***The Board unanimously approved Consolidated Operation Plan for 2017-18**** Proposal for a Cost of Living Increase in 2017-18 – trustees were requested to consider a 1% cost of living increase, which aligns with NHS Agenda for Change, to be applied to staff salaries during the year commencing 1st April

***Approved unanimously and the Trustees expressed their appreciation for the continuing hard work and commitment of the staff**** HQIP’s Financial Statements will be audited during the week commencing 3rd July 2017.
* KPIs structure – trustees reviewed KPIs table to consider how it should be updated in relation to the Operational Plan for 2017-18. Discussion covered the KPIs relating to monitoring of delivery against HQIP’s contract with NHS England, stakeholder management and staff training.

***The Board unanimously approved the proposed changes.*** * Risk register – As agreed at the previous meeting, the trustees received a paper outlining the current status of all HQIP contracts and their timelines for re-commissioning.

***Trustees carefully considered all risk areas and expressed no overall concerns.**** Trustees received an update on the work that HQIP have been undertaking this year in support of quality improvement (Lot 1). This summary was originally drafted for a meeting with NHS E as HQIP’s commissioners. Trustees noted the wide-ranging support that had been put in place and was being delivered by the teams. Trustees acknowledged the value of HQIP work in this area for audiences outside of the NCAPOP programme and encouraged HQIP staff to consider how they might be signposted to HQIP resources and activity.
* HR – The Board received a report of the results of the Staff Survey 2017.

The Board received this report with interest and were impressed with the high participation rate and the thoughtful comments received. The Board discussed and approved some of the proposed actions received from the senior management in response to the findings. The Chair of the Board will attend the meeting with staff at which they are presented with the survey findings.***The Board approved the proposal to repeat the survey, and suggested the frequency should be every 18-24 months.*** | AK to set up a meeting between HQIP and RCN |
|  | Medical Director update* National Clinical Audit Benchmarking Tool (NCAB) – the following points were highlighted to trustees:
* NCAB website is undergoing internal trial and will have a full listing of six audits for all English trusts. The data will be publicly available in due course
* Methodology Advisory Group (MAG) - the January meeting of this new group was a well-attended, lively event. Final workshop report is being drafted. The next workshop is set up for 29 June 2017

***The Board congratulated the team on these projects and achievements so far.***  |  |
|  | CEO update* HQIP held a terms and conditions workshop in February 2017 for HQIP/NCAPOP providers. This was to allow current providers to share their challenges with the existing T&C and HQIP to share what could be addressed within their headline contract with NHS E. This was a positive meeting and fostered good partnership working.
* Preparation for the tender exercise for the NCAPOP programme from 2018 onwards has begun with a senior staff session to explore what HQIP has achieved as part of the current contract, reflecting on how and where the national picture has changed and how HQIP might contribute to improving the programme further.
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|  | PPI update – Trustees discussed how to take forward some of the ideas presented at the PPI discussion at the previous Board meeting, in particular arrangements for liaison between the Board and HQIP’s own Service User Network (SUN). ***The Board unanimously approved for the board agenda to be shared with SUN via Kim to confirm SUN’s contribution and/or attendance.*** Next SUN meeting is scheduled for 29 March and Alastair Henderson is due to attend on behalf of the Board. | AK |
|  | HQIP Board/SMT away day is set up for 28 November 2017. Although set up well in advance it was not possible to identify a date suitable for everyone. Richard Driscoll offered apologies to those who would not be able to attend.  |  |
|  | AOB * Trustees’ involvement in HQIP’s advisory groups – it was felt that the Board participation in advisory groups meetings should be increased. Richard Driscoll and Jane Ingham will prepare a meetings schedule for 2017 and suggestions for representatives and present this to the Board at the next meeting. Dates of future meeting will be added to the Board’s Agenda.
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|  | Dates of Board Meetings in 2017-18: Thursday 20 July 2017Thursday 12 October 2017 (AGM)Wednesday 31 January 2018Board / SMT away day Tuesday 28 November 2017 |
|  | HQIP events Q1 2017-18* SUN meeting 29 March 2017, 5 July 2017
* NJR steering committee 26 April 2017
* HQIP NCAPOP spring seminar 4 May 2017
* MAG workshop 29 June 2017
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