

<b>Date/Time</b>		<b>9 March 2016, 13.00-16.00</b>	
<b>Location</b>		<b>HQIP, 45 Moorfields, EC2Y 9AE, Room 604</b>	
<b>Attendees</b>		Alastair Henderson AMRC, vice chairman Jane Ingham HQIP Joan Shearman HQIP Richard Driscoll NV, chairman Robert Johnstone NV Sheila Marriott RCN Danny Keenan HQIP Anna Kisielewska HQIP, secretary Donna Kinnair RCN Philip Baker NV Sarah Dunnett, treasurer Anne Marie Rafferty RCN	<b>Apologies</b> Linda Patterson AMRC – leave of absence Victoria Tzortziou Brown AMRC
	<b>Item</b>	<b>Action</b>	
1.	Welcome/ Apologies/ Declarations of Interest Richard Driscoll welcomed members to the Board meeting. Apologies for absence were received from Victoria Tzortziou Brown. There were no conflicts of interest to declare in respect of the business of this meeting.		
2.	Minutes of last meeting were signed as an accurate record of the meeting. Matters arising: 2.1 Jane Ingham briefed Trustees on the National Joint Registry (NJR) Strategic Mapping Group which will explore the ideas and work flows arising from the NJR January planning workshop. 2.3 Subscription income – Joan Shearman confirmed that progress in receiving NCAPOP and NJR subscriptions from Trusts was satisfactory.		
3.	Chair’s actions taken since last meeting 3.1 Richard Driscoll had given Board approval for the terms on which three senior posts in HQIP were advertised.		
4.	Finance Update 4.1 The consolidated Operational Plan for 2016-17 was presented. Trustees noted £1.2m increased income in restricted funds relating to future work on Learning Disabilities and that the overall budget for HQIP forecast a small surplus. The Draft Operational Plan 2016-17 narratives and budget were approved by the Board. It was noted that the Annual Report would need to include reporting on impact and there was discussion about the best ways for Trustees to get a better understanding of how National Audits are used in Trusts. The Board thanked all staff for their work in preparing the operational plan in a clear and informative style. 4.2 The proposal to award a 1% cost of living increase for staff with effect from 1 <sup>st</sup> April 2016 was approved and the Trustees expressed their appreciation for the continuing hard work and commitment of the staff 4.3 Joan Shearman, Jane Ingham and Sarah Dunnet (Treasurer) had met with HQIP’s auditors Kingston Smith to discuss preparation for the audit of HQIP’s accounts for the year ending 31 March 2016 and the format of the Annual Report.		

5.	<p>HR Process Development Update:</p> <p>5.1 The Scope of a proposal for an externally-sourced, enhanced HR service support was agreed.</p> <p>5.2 The Trustees approved the draft Pay Structure report and agreed a timetable for implementation.</p> <p>5.3 Trustees acknowledged current recruitment status - there are several important short term staffing gaps.</p>
6.	Key Performance Indicators for Quarter 4. Richard Driscoll had agreed that these would not be presented at this meeting as the final quarter was incomplete. They will be reviewed separately
7.	The Risk Register was approved. There were no changes to the risk status of any item.
8.	Concerns about a cardiac surgery service - HQIP, with the audit provider National Institute for Cardiovascular Outcomes Research (NICOR), raised concerns with the Care Quality Commission (CQC) about the quality of cardiac surgery services at Queen Elizabeth Hospital in Birmingham. Subsequently, and not based just on HQIP's concerns, the CQC decided to undertake an unannounced inspection. The Trustees noted the subsequent Press Release issued by the CQC.
9.	Clinical Outcomes Programme plans 16/17 – Danny Keenan (Medical Director) updated Trustees on the plans for the next financial year
10.	The Medical Director role – this was reviewed by the Trustees with the Medical Director in anticipation of a Trustee discussion at the next Board meeting about renewing the role.
11.	National Joint Registry (NJR) – Director of Operations for NJR, Elaine Young, joined the meeting and gave a detailed and very useful presentation on the NJR governance structure and activities.
12.	AOB – Jenny Mooney, the current Director of Operations for the National Clinical Audit and Patient Outcomes Programme (NCAPOP), who is leaving HQIP after 4.5 years service, joined the meeting to receive a presentation of flowers from the Trustees and their thanks for her contribution to HQIP.
13.	<p>Dates of Board Meetings in 2016-17:</p> <p>Wednesday 6 July 2016</p> <p>Thursday 13 October 2016 / AGM</p> <p>Thursday 19 January 2017</p> <p>Board / SMT away day 14 July 2016 – topic to be confirmed</p>
14.	<p>HQIP events Q2 2016</p> <p>4 PPI workshop 7 March 2016 12.00-17.00</p>