

# HQIP BOARD MEETING MINUTES



<b>Date/Time</b>	<b>14 January 2016, 14.00-17.00</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 Victoria Tzortziou Brown AMRC Sheila Marriott RCN Danny Keenan HQIP Anna Kisielewska HQIP, secretary Donna Kinnair RCN Anne Marie Rafferty RCN Sarah Dunnett, treasurer	<b>Apologies</b> Philip Baker NV Linda Patterson AMRC Robert Johnstone NV
	<b>Item</b>	
1.	<p>Welcome/ Apologies/ Declarations of Interest Richard Driscoll, as Chair:</p> <ul style="list-style-type: none"> <li>• Welcomed those present and received apologies from Philip Baker, Linda Patterson and Robert Johnstone.</li> <li>• Welcomed Prof Anne Marie Rafferty and Dame Donna Kinnair to their first Board meeting.</li> <li>• Confirmed that there were no conflicts of interests relating to the agenda for this meeting.</li> <li>• Informed that Linda Patterson would be unable to attend Board meetings for the period January – September 2016. It was agreed Dr Patterson would remain a Trustee of HQIP and take leave of absence for this time away.</li> </ul>	
2.	<p>Minutes of last meeting and matters arising</p> <p>2.1 Minutes were signed as an accurate record of the meeting.</p> <p>2.2 NJR Governance – further discussions had taken place in preparation for a Memorandum of Understanding to be drawn up as requested at the previous Board Meeting. Progress will be reviewed by the Trustees at the Board meeting in March.</p> <p>2.3 The format for Board Minutes to be posted on the HQIP website was agreed. The Chair will be responsible for ensuring that commercially sensitive information is excluded and that the minutes are published in a timely fashion.</p>	
3.	<p>Chair's actions taken since last meeting</p> <p>Richard Driscoll attended HQIP's <i>NHS England contract renewal workshop</i> on 4 November 2016. The aim of the workshop was to develop options to ensure short term and longer term sustainability.</p>	
4.	<p>Finance Update</p> <p>4.1 Quarter 3 Management Accounts 2015-16 and cashflow statement were reviewed and accepted by the Trustees. Overall income for the period was less than budgeted due to slower than predicted collection of NCAPOP and NJR subscriptions. The Trustees were satisfied with the follow-up actions that had been taken.</p> <p>There will be a meeting with HQIP's new Auditors in February to agree processes in preparation for HQIP accounts audit year ending 31 March 2016</p> <p>Trustees approved HQIP offices rent renewal for further two years.</p>	

5.	The Trustees received a report on the HR development project and were satisfied that this is progressing according to plan. A sub-group of Trustees will work with the CEO on one aspect of the proposals before the next Board meeting.
6.	Trustees reviewed the updated KPIs table and approved those included relating to Governance and the NCAPOP programme. The final KPIs list will be reviewed at future Board meeting in comparison to the Operational Plan 2016-17.
7.	Trustees reviewed and updated the HQIP Risk Register. One item was removed and two added.
8.	NHSE NCAPOP contract extension. A proposal was submitted to NHS England in December 2015 and accepted in principle. NHS England are now waiting for confirmation of the 2016-17 budgets from the Department of Health before the extension can be finalised. On behalf of the Board Richard Driscoll thanked the senior staff for their dedicated involvement in preparing the proposals.
9.	Maximising HQIPs potential Trustees approved the recruitment of a Director of Operations for HQIP.
10.	Danny Keenan updated Trustees on the HQIP/CQC Project <i>Maximising the use and accessibility of national clinical audit data to help facilitate the CQC regulatory process and to support quality improvement measures at Trust level</i>
11.	CEO Update S.251 reliance - the latest progress report on exploring alternatives to reliance on section 251 for the National Clinical Audit and Patient Outcomes Programmes was submitted for CAG consideration in their meeting on 14 January 2016. Feedback will follow due course.
12.	James Thornton joined the meeting at 16.40 to provide a Communication update and following points were highlighted: 12.1 HQIP website is in a steady state and updates are being made in real time 12.2 The Communication Support Officer post will go to advertisement shortly 12.3 The percentage of visitors to the website who navigate to more than one page has increased. 12.4 The marketing automation system was launched in December and since then the number of active subscribers has grown by 16%. Over 700 visitors subscribed in compared to just over 70 in the same length of time on the old website.
13.	AOB 13.1 Jane Ingham updated Trustees on HQIP's involvement in developing the standards for Accreditation providers and manual (WS1 and WS6) for CSAA. 13.2 Board and SMT away day will be scheduled for June 2016. 13.3 A change to the starting times for Board meetings was discussed at the request of one of the Trustees.
14.	Dates of Board Meetings in 2016-17: Wednesday 9 March 2016 Wednesday 6 July 2016 Thursday 13 October 2016 / AGM Thursday 19 January 2017