

Date/Time	Thursday 13 October 2016 , 17.00-19.00
Location	Etc. Venue, 120 Moorgate, London, the Rio Room
In attendance: Alistair Henderson, AoMRC, vice Chairman Linda Patterson, AoMRC Victoria Tzortziou-Brown AoMRC Philip Baker, NV Richard Driscoll, NV, Chairman Robert Johnstone, NV Sheila Marriott, RCN Donna Kinnair, RCN Sarah Dunnett, Treasurer Neil Finyalson, Kingston Smith Anna Kisielewska, HQIP, secretary Danny Keenan, HQIP Jane Ingham, HQIP Joan Shearman, HQIP Tosin Eniade, HQIP Eleanor Mitchell-Heggs, HQIP Tasneem Hossain, HQIP Sue Latchem, HQIP	Yvonne Silove, HQIP Sheila Jivraj, HQIP Sharon Medhurst, HQIP David McKinley, HQIP Jill Stoddart, HQIP Carolina Arevalo, HQIP Mirek Skrypak, HQIP James Campbell, HQIP Vivien Seagrove, HQIP James Thornton, HQIP James Ludley, HQIP Keira Huber, HQIP Tina Strack, HQIP Sarah Walker, HQIP Sophia Olatunde, HQIP Anne Heaton, SUN Brian Hodges, SUN Margaret Hughes, SUN David Brown, SUN Bren McInerney, SUN Daian Robinson, SUN
16.30-17.00 Networking	
1.	Welcome, apologies and overview The meeting was quorate and held in line with HQIP's governing instrument. The Chairman welcomed HQIP staff, Board of Trustees Directors, SUN members and Richard Arnold, NHS England Apologies were noted from Trustee Anne Marie Rafferty.
2.	Minutes of the meeting held on 16 October 2014 were signed by the Chairman as a true record. Matters arising: Alastair Henderson was retrospectively re-appointed as a director for the second term (2015-2018)
3.	Memorandum and Articles of Association Special resolution to adopt the revised Articles of Association was passed and signed by all directors present.
4.	Presentation of Audited Accounts and Annual Report The letter of representation to the Auditors was signed by the Chairman. Sarah Dunnett, Treasurer, and Neil Finlayson, representing Kingston Smith HQIP's Auditors, presented the Accounts on behalf of the Board.
5.	Approval of the Audited Accounts and Annual Report for 2015-16 The audited accounts and annual report, approved by the Board of Trustees, were accepted by all attendees and signed by the Chairman.
6.	RE-appointment of auditors Kingston Smith LLP were confirmed as auditors for 2016-17.

<i>Alastair Henderson takes the chair</i>	
7.	<p>Retirement, appointment and re-appointment of Directors Alistair Henderson proposed the re-appointment of Richard Driscoll under article 18.3 as a Director for a further two year period. The proposal was accepted by all directors present.</p> <p style="text-align: center;"><i>Richard Driscoll resumed as chair</i></p> <p>Richard Driscoll proposed re-appointment of Philip Baker, Robert Johnstone and Sheila Marriot under article 18.3 as Directors for a further three year period. The proposal was accepted by all directors present.</p>
8.	<p>AOB There were no other business matters to be considered.</p>
<p>18.00 HQIP update There then followed an informal presentations</p>	
9.	<p>Introduction: Jane Ingham <i>Understanding the impact</i> – presentation will be circulated with the minutes of the meeting and available on HQIP website</p>
10.	<ul style="list-style-type: none"> • Impact of national clinical audits: a provider and service perspective. Julie Windsor - <i>Patient Safety Clinical Lead - Medical Specialties/Older People for NHS Improvement and Steering Group member RCP Falls audit</i> - presentation will be circulated with the minutes of the meeting and available on HQIP website
11.	<ul style="list-style-type: none"> • Impact of national clinical audits: a provider and service perspective. Anne Jones - <i>Head of Clinical Audit and Effectiveness Kingston Hospitals NHS Trust</i> - presentation will be circulated with the minutes of the meeting and available on HQIP website
12.	<ul style="list-style-type: none"> • SUN's impact on HQIP: Margaret Hughes <i>HQIP Service User Network Member</i>
13.	<p>Following the presentations the Chairman facilitated a discussion on <i>How can HQIP enhance connections across the healthcare landscape to maximise impact?</i> Each table-group prepared top three points feedback which will be combined by Sue Latchem in the form of a summary report and shared with the minutes of the meeting.</p>
<p>19.00 Close</p> <p>The Chairman thanked all for attending the meeting and in particular SUN members for their time and engagement, HQIP staff for their valuable work and commitment, and the Board of Trustees' directors for their time and thoughtful input to the charity's governance.</p>	