

Minutes

HQIP Board of Trustees

Thursday 22 March 2018, 14.00 – 17.00, HQIP office, 45 Moorfields, London, EC2Y 9AE, Room 605

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| <p>Board member Donna Kinnair <i>Royal College of Nursing, chair</i> Alastair Henderson <i>Academy of Medical Royal Colleges, vice chair</i> Sarah Dunnett, <i>Treasurer</i> Philip Baker <i>National Voices</i> Linda Patterson <i>Academy of Medical Royal Colleges</i> Sheila Marriott <i>Royal College of Nursing</i></p> | <p>HQIP staff Jane Ingham <i>HQIP CEO</i> Joan Shearman <i>HQIP business manager</i> Anna Kisielewska <i>HQIP Board secretary</i> Jill Stoddart <i>HQIP NCAPOP director of operations</i> Danny Keenan <i>HQIP medical director</i></p> |
| <p>Apologies Victoria Tzortziou Brown <i>Academy of Medical Royal Colleges</i> Robert Johnstone <i>National Voices</i> Anne Marie Rafferty <i>Royal College of Nursing</i> Sue Latchem <i>HQIP CORE director of operations</i></p> | <p>Invitees Roland Valori <i>HQIP Accreditation project medical lead</i> Yvonne Silove <i>HQIP NCAPOP associate director</i></p> |

| Item | |
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| | <p>Welcome & introductions The Chair welcomed the group to this Board of Trustees meeting and introductions were made. Apologies were received from Anne Marie Rafferty, Victoria Tzortziou Brown, Robert Johnstone</p> |
| 1. | <p>Declarations of Interest (DoI) 2018 annual full update of DoI was completed prior to the meeting. The Chair declared that in relation to declarations recorded in the DOI register and for declarations made at this meeting, no action applies.</p> |
| 2. | <p>Minutes of last meeting The minutes of the last meeting were reviewed by the Board. The minutes were then agreed as a true and accurate record of the meeting.</p> |
| 3. | <p>Matters arising These were addressed by the Board</p> |
| 4. | <p>Chair's action since last meeting The Board received an update from the Chair and formally approved actions taken</p> |

| | Item |
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| 5. | <p>Work programmes</p> <ul style="list-style-type: none"> • Roland Valori gave a presentation on the Accreditation programme progress |
| 6. | <p>Medical Director update</p> <ul style="list-style-type: none"> • Danny Keenan and Yvonne Silove gave an update on the Health Foundation fellowship scheme • Danny Keenan gave an update and presented report from the NCAPOP Leadership seminar |
| 7. | <p>Organisation performance management</p> <p>Joan Shearman gave an update on the HQIP finance activities</p> <ul style="list-style-type: none"> • Operational Plan 2018-19 • Projected Fund Balances at 31 March 2018 <p>Jane Ingham and Sue Latchem gave an update on the:</p> <ul style="list-style-type: none"> • KPIs structure for 2018-19 • Risk register • HQIP exec level meeting schedule • Staff survey • Advisory group reporting • Office accommodation |
| 8. | <p>Any other business</p> <p>The Board discussed next steps and agreed action points</p> |
| 9. | <p>Date and Venue of next meeting 25 July 2018 14.00-17.00, HQIP offices Dawson House 5 Jewry Street EC3N 2EX London</p> |