

## Minutes for Website

### HQIP Board of Trustees

#### Agenda

Wednesday 31 January 2018, 13.00 – 16.00, HQIP office, 45 Moorfields, London, EC2Y 9AE, Room 605

<p><b>Board member</b></p> <p>Donna Kinnair <i>Royal College of Nursing, chair</i></p> <p>Alastair Henderson <i>Academy of Medical Royal Colleges, vice chair</i></p> <p>Robert Johnstone <i>National Voices</i></p> <p>Sarah Dunnett, <i>treasurer</i></p> <p>Philip Baker <i>National Voices</i></p> <p>Linda Patterson <i>Academy of Medical Royal Colleges</i></p> <p>Anne Marie Rafferty <i>Royal College of Nursing</i></p>	<p><b>HQIP staff</b></p> <p>Jane Ingham <i>HQIP CEO</i></p> <p>Joan Shearman <i>HQIP business manager</i></p> <p>Anna Kisielewska <i>HQIP secretary</i></p> <p>Jill Stoddart <i>HQIP NCAPOP director of operations</i></p> <p>Danny Keenan <i>HQIP medical director</i></p> <p>Sue Latchem <i>HQIP CORE director of operations</i></p>
<p><b>Apologies</b></p> <p>Sheila Marriott <i>Royal College of Nursing</i></p> <p>Victoria Tzortziou Brown <i>Academy of Medical Royal Colleges</i></p>	<p><b>Invitees</b></p> <p>Adrian Hardy <i>HQIP SUN chairman</i></p> <p>Caroline Rogers <i>RCP, CQID, Accreditation Unit Manager (observer)</i></p> <p>Kieran Mullan <i>HQIP Audit Data for Improvement Clinical Lead (COP and NCAB)</i></p> <p>Shradha Sharma <i>HQIP Clinical Fellow</i></p>

Item	
1.	<p><b>Welcome &amp; introductions</b></p> <p>The Chair welcomed the group to this Board of Trustee meeting and introductions were made. Apologies were received from Sheila Marriott and Victoria Tzortziou Brown.</p>
2.	<p><b>Declarations of Interest</b></p> <p>The Chair reviewed and requested updates to the declarations of interest register. The Chair declared that in relation to previous declarations recorded in the DOI register, for this meeting, no action applies</p>
3.	<p><b>Minutes of last meeting</b></p> <p>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>
4.	<p>PPI update</p> <p>Adrian Hardy gave a presentation on the Service User Network activities</p>

	Item
5.	Richard Driscoll memorial event will take place on 19 March 2018
6.	<p>Work programmes</p> <ul style="list-style-type: none"> <li>• Kieran Mullan gave a presentation on the NCAB programme progress</li> <li>• Jill Stoddart gave update on the NCAPOP retendering activities</li> <li>• Jane Ingham gave updated on the new business development opportunities</li> </ul>
7.	<p>Organisation performance management</p> <p>Joan Shearman gave update on the HQIP finance activities</p> <ul style="list-style-type: none"> <li>• Quarter 3 Management Accounts 2017-18</li> <li>• ICSA code of governance</li> <li>• Additional Finance Implications 2018/19</li> </ul> <p>Jane Ingham and Sue Latchem gave update on:</p> <ul style="list-style-type: none"> <li>• KPIs Q3 2017-18</li> <li>• Risk register</li> <li>• HQIP exec level meeting schedule</li> <li>• Staff survey</li> <li>• Advisory group reporting</li> <li>• Office accommodation</li> </ul>
8.	<p>General Data Protection regulation (GDPR) update</p> <p>Sasha Hewitt gave a presentation on the General Data Protection regulation</p>
9.	<p>Medical Director update</p> <p>Clinical Fellow update – Shradha Sharma gave a presentation on the HQIP FMLM Clinical Fellowship project progress.</p>
10.	Publications and commissioning project
11.	AoB The Board discussed next steps and agreed action points
12.	Date and Venue of next meeting 22 March 2018 14.00-17.00, HQIP offices 45 Moorfields EC2Y 9AE, room 605