

Paper 16

Minutes

HQIP Board of Trustees

Wednesday 25th July 2018, 14.00 – 17.00, HQIP office, Dawson House, 5 Jewry Street, London EC3N 2 EX

<p>Board member</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>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>Victoria Tzortziou Brown <i>Academy of Medical Royal Colleges</i></p> <p>Robert Johnstone <i>National Voices</i></p> <p>Anne Marie Rafferty <i>Royal College of Nursing</i></p>	<p>HQIP staff</p> <p>Jane Ingham <i>HQIP CEO</i></p> <p>Joan Shearman <i>HQIP business manager</i></p> <p>Anna Kisielewska <i>HQIP Board secretary</i></p> <p>Jill Stoddart <i>HQIP NCAPOP director of operations</i></p> <p>Sue Latchem <i>HQIP CORE director of operations</i></p>
<p>Apologies</p> <p>Sheila Marriott <i>Royal College of Nursing</i></p> <p>Danny Keenan <i>HQIP medical director</i></p>	<p>Invitees</p> <p>Sasha Hewitt <i>Associate Director and Interim Data Protection Officer</i></p> <p>Shradha Sharma <i>National Medical Director Fellow</i></p>

Item
<p>Welcome & introductions</p> <p>The Chair welcomed the group to this Board of Trustees meeting and introductions were made. Apologies were received from Sheila Marriott and Danny Keenan. Michael Chapman was welcomed to his first meeting as a National Voices trustee.</p> <p>Declarations of Interest (DoI)</p> <p>1. The trustees and HQIP staff updated their declarations of interest. The Chair declared that in relation to declarations recorded in the DOI register and for declarations made at this meeting, no action applies. It was noted that Board members and additionally, relevant senior managers, are now required to make new declarations further to changes to the disqualification provision of The Charities (Protection and Social Investments) Act 2016. Trustees agreed to make declarations for chair review outside of the meeting.</p>

Item	
2.	<p>Minutes of last meeting</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>
3.	<p>Matters arising</p> <p>These were addressed by the Board. The trustees approved plans for HQIP's 10th birthday celebrations and noted that the meeting was being held in HQIP's new premises.</p>
4.	<p>Chair's action since last meeting</p> <p>The Board received an update from the Chair . The Chair indicated that she had invited Alastair Henderson, Sarah Dunnett, Victoria Tzortziou Brown and Anne-Marie Rafferty to serve additional terms as trustees in line with HQIP's Memorandum and Articles. All trustees invited had accepted.</p> <p>The chair noted that she had supported and signed a Memorandum of Understanding between HQIP and the NJR that framed the hosting arrangements for the next 5 years.</p>
5.	<p>Work programmes</p> <ul style="list-style-type: none"> • Sue Latchem provided an overview of plans for the communications function at HQIP • Jane Ingham updated the Board on the recent metal on metal joint replacement issue following recent media interest • The Board discussed the outcomes from their recent away day and agreed proposals put forward by the HQIP senior team
6.	<p>Medical Director update</p> <ul style="list-style-type: none"> • Jill Stoddart tabled the UPCARE tool which has been designed to enable audit and registry stakeholders to access in one place and in a standard format key information about the audit/registry and evaluate the integrity and robustness of the audit • Shradha Sharma, clinical fellow from the NHS E medical director fellowship scheme, presented her work over the last 12 months including the production of a guide on addressing young people's transition of care to adult services in National Clinical Audit. The Board thanked her for her contribution over the year..
7.	<p>Organisation performance management</p> <p>Sarah Dunnett and Joan Shearman gave an update on the HQIP finance activities</p> <ul style="list-style-type: none"> • Draft statement of financial activities (SOFA) for the year end 2017/18 • Quarter 1 management accounts <p>The Board were satisfied with the updates provided. Updates were given on the:</p> <ul style="list-style-type: none"> • KPI performance in quarter 4 (2017/18) and quarter 1 (2018/19) • Risk register • HQIP exec level meeting schedule <p>The Board were content with performance against KPIs and were satisfied that risks identified were being appropriately mitigated.</p> <p>Sasha Hewitt gave an update on HQIP progress towards GDPR compliance. HQIP had achieved a green status on the Information Commissioner's Office self assessment tool and the Board were satisfied with HQIP's preparation and level of compliance. The Board thanked Sasha (and the Information Governance Lead) for their excellent work in ensuring HQIP GDPR readiness.</p> <p>Jane Ingham and Sue Latchem gave updates on:</p> <ul style="list-style-type: none"> • New terms and conditions drafted to align with HQIP's new headline contract with NHS England • HQIP governance scheme
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 11th October 2018 15.00-17.00, HQIP offices Dawson House 5 Jewry Street EC3N 2EX London . This will be followed by the HQIP AGM.</p>