

HQIP Board of trustees

Minutes

Thursday 11 October 2018, 12.00pm – 3.00pm, HQIP office, Dawson House, 5 Jewry Street, London, EC3N 2EX

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

Item	
1.	Welcome & introductions The Chair welcomed the group to this Board of Trustees meeting and introductions were made. Apologies were received from Linda Patterson, Anne-Marie Rafferty and Jill Stoddart. Declarations of Interest (DoI) 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.
2.	Minutes of the last meeting and matters arising 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. There were no matters arising
3.	Chair's action since last meeting The chair confirmed that she had taken chairman's action in relation to the following: <ol style="list-style-type: none"> 1. HQIP Terms and Conditions update - sign off provided

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	<p>2. Trustees and CEO declarations: disqualification provision of The Charities (Protection and Social Investments) Act 2016 – review of findings and confirmation of eligibility of all Board members and Senior staff to act in current capacity</p> <p>The Board approved Chairman’s actions taken</p>
4.	<p>Medical Director update The HQIP medical director provided the Board with an overview of activity in relation to the following:</p> <ol style="list-style-type: none"> 1. Lectures/presentations made to regional Medical Directors/Regional Officers 2. Plans for developing the National Clinical Audit Benchmarking (NCAB)work 3. Mortality review programmes
5.	<p>Organisation performance management The Treasurer and HQIP Business Manager gave an update on the HQIP finance activities and presented:</p> <ul style="list-style-type: none"> • the HQIP Annual Report and Accounts year ended 31 March 2018 • Quarter 2 management accounts • Revised operational plan 2018-19 <p>The Board approved the updated financial policies presented and were satisfied with the updates provided. Formal sign off of the Annual Report would place at the Annual General Meeting immediately following the Board Meeting.</p> <p>HQIP staff gave an update on the:</p> <ul style="list-style-type: none"> • KPI performance in quarter 2 • HQIP Risk register • HQIP executive level meeting schedule <p>The Board were content with performance against KPIs and were satisfied that risks identified were being appropriately mitigated.</p> <p>HQIP staff additionally updated the Board on the following items and supported the subsequent Board discussions:</p> <ol style="list-style-type: none"> 1. Communications team restructure 2. Gender pay gap report 3. PPDR 2019 proposal 4. Governance update - scheme of delegation 5. Learning from recent procurement challenge 6. HR policy updates 7. Exit interview summary 8. Staff survey 9. New Business Development Manager
6.	<p>Good Governance Trustees reviewed their approach to governance in line with the 2017 updated Charity Governance Code. They felt that their current performance and approach was compliant with the Code</p>
7.	<p>Website Minutes The Board approved the website minutes</p>
8.	<p>Any other business The Board discussed next steps and agreed action points</p>
9.	<p>Dates of Board Meetings in 2018-19 The Board noted the scheduled meeting dates for 2019/20</p>