

## Minutes - HQIP Board of Trustees

Thursday 31 January 2019 2 -5 pm RCN offices, 20 Cavendish Square, London W1G 0RN, The Edith Cavell Room (313)

<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>Philip Baker <i>National Voices</i></p> <p>Michael Chapman <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>Anne Marie Rafferty (from 2.45) <i>Royal College of Nursing</i></p>	<p><b>HQIP staff</b></p> <p>Jane Ingham <i>HQIP CEO</i></p> <p>Danny Keenan <i>HQIP medical director</i></p> <p>Sue Latchem <i>HQIP CORE director of operations</i></p> <p>Jill Stoddart <i>HQIP NCAPOP director of operations</i></p> <p>Joan Shearman <i>HQIP business manager</i></p> <p>Anna Kisielewska <i>HQIP Board secretary</i></p>
<p><b>Apologies</b></p> <p>Robert Johnstone <i>National Voices</i></p> <p>Sheila Marriott <i>Royal College of Nursing</i></p> <p>Sarah Dunnett <i>Treasurer</i></p>	<p><b>Invitees</b></p> <p>Adrian Hardy <i>Chair of Service User Network</i></p> <p>Ian Woolhouse <i>Senior Healthcare QI Lead</i></p> <p>Chris Dadson <i>New Business Development Lead</i></p>

Item	
1.	<p><b>Welcome &amp; introductions</b></p> <p>The Chair welcomed the group to this Board of Trustees meeting and introductions were made. Apologies were received from Sarah Dunnett, Sheila Marriott and Robert Johnstone. Sarah Dunnett provided comments on papers 4, 5, 6 and 9 in advance of the meeting</p> <p><b>Declarations of Interest (DoI)</b></p> <p>The trustees and HQIP staff provided their declarations of interest for 2019. The Chair declared that in relation to declarations made at this meeting, no action applies.</p>
2.	<p><b>Minutes of last meeting and Matters arising</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. There were no matters arising.</p>
3.	<p><b>Chair's action since last meeting</b></p> <p>The Board received an update from the Chair. The Chair indicated that she had approved an approach to manage an HQIP HR issue. The Board noted the action and provided their approval.</p>
4.	<p><b>Service User Network (SUN) Update</b></p> <p>Adrian Hardy presented an update to the Board of the SUN activity in the last 12 months. The Board thanked the SUN for their continued support and contribution to improving patient outcomes.</p>
5.	<p><b>Medical Director update</b></p> <p>The Board were updated on current activity in support of the use of audit data for improvement:</p> <ul style="list-style-type: none"> <li>• Danny Keenan updated the Board on engagement with the independent sector, progress with the</li> </ul>

	<b>Item</b>
	<p>National Clinical Audit Benchmarking initiative, HQIP engagement with the National Quality Board NCAPOP Partners Sub Group and activity in support of national MESH discussions.</p> <ul style="list-style-type: none"> <li>• Ian Woolhouse updated the Board on the development of a programme of work to maximise the National Clinical Audit Patient Outcome Programme (NCAPOP) Quality Improvement potential.</li> </ul>
6.	<p><b>Organisation performance management</b></p> <p>The HQIP Business Manager gave an update on the HQIP Quarter 3 management accounts. They were informed that the Treasurer had had no areas of concern to raise with the Board. The Board were satisfied with the updates provided.</p> <p>The Board considered a paper on a cost of living award.</p> <p>HQIP staff gave an update on the:</p> <ul style="list-style-type: none"> <li>• KPI performance in quarter Q3</li> <li>• Risk register</li> <li>• HQIP exec level meeting schedule</li> </ul> <p>The Board were content with performance against KPIs and were satisfied that risks identified were being appropriately mitigated and provided direction to HQIP in terms of specific actions against the highest rated risks.</p> <p>HQIP staff gave updates on:</p> <ul style="list-style-type: none"> <li>• HR activity in support of revisions to the current performance and personal development review process in operation at HQIP and activity in support of salary benchmarking and plans to repeat the staff survey</li> <li>• The New Business development Strategy</li> <li>• Early considerations of the Long Term Plan in relation to the HQIP strategic aims and objectives</li> </ul>
7.	<p>The Board approved the minutes for the website</p>
8.	<p><b>Any other business</b></p> <p>The Board discussed next steps and agreed action points</p>
9.	<p>Date and Venue of next meeting Wednesday 27 March 2019 14.00-17.00 HQIP offices Dawson House 5 Jewry Street EC3N 2EX London</p>