

Minutes - HQIP Board of Trustees

Wednesday 27 March 2019 2 -5 pm HQIP offices, 5 Jewry Street, London, EC3N 2EX

<p>Board member</p> <p>Donna Kinnair <i>Royal College of Nursing, chair</i></p> <p>Sarah Dunnett <i>Treasurer</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>Robert Johnstone <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>HQIP staff</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>Apologies</p> <p>Sheila Marriott <i>Royal College of Nursing</i></p> <p>Anne Marie Rafferty <i>Royal College of Nursing</i></p>	<p>Invitees</p> <p>Eva Duffy <i>Senior Communications Officer</i></p>

Item	
1.	<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 Anne-Marie Rafferty.</p> <p>Declarations of Interest (DoI)</p> <p>The trustees and HQIP staff updated their declarations of interest for this meeting. The Chair declared that in relation to declarations made at this meeting, no action applies.</p>
2.	<p>Minutes of last meeting and Matters arising</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. The Board received an update on the implications of Brexit plans for public procurement and discussed a continuing issue related to HQIP accommodation.</p>
3.	<p>Chair's action since last meeting</p> <p>The Board received an update from the Chair. The Chair indicated that she had approved the cost of living award for staff in 2019/20. The Board noted the action and provided their approval.</p>
4.	<p>Medical Director update</p> <p>The Board were updated on current activity in the following areas:</p> <ul style="list-style-type: none"> • Methodology Advisory Group • A workshop held by NHSE/HQIP for NCAPOP providers on the Standard Reporting Procedure and Quality • The Faculty of Medical Leadership and Management fellowship • MESH/Registries
5.	<p>Organisation performance management</p> <p>HQIP staff gave updates on the:</p>

	Item
	<ul style="list-style-type: none"> • Annual Board Planner • Risk register • HQIP exec level meeting schedule <p>The Board discussed the topic for the annual HQIP Board and Senior Team Away Day.</p> <p>The Board were satisfied with the updates provided. The Board were satisfied that risks identified in the Register were being appropriately mitigated and provided direction to HQIP in terms of specific actions against the highest rated risks.</p> <p>HQIP staff presented the 2019/20 Operational Plan and accompanying finances. The Board discussed the proposed plan, associated KPIs and signed off the Plan and related Executive Leadership Team objectives for delivery.</p> <p>HQIP staff gave an update on the findings of the Salary Benchmarking process undertaken. The Board agreed with the recommendations made.</p> <p>The Board received a verbal update on the staff survey currently being conducted and noted the update paper on activity in support of new business development.</p>
6.	Eva Duffy gave an update on the Communications team plans for operational delivery and approach to developing HQIP's website accessibility in line with the Government's Web Content Accessibility Guidelines. The Board noted the presentation and approach.
7.	The Board approved the minutes for the website.
8.	<p>Any other business</p> <p>The Board discussed next steps and agreed action points. HQIP staff then left the meeting.</p>
9.	The Board held a closed session to discuss confidential business items.
10.	Date and Venue of next meeting Thursday 1 August 2019 14.00-17.00 HQIP offices, Dawson House, 5 Jewry Street, EC3N 2EX London