

HQIP Board of trustees

Minutes

Thursday 1 August 2019 2 -5 pm HQIP offices, 5 Jewry Street, London, EC3N 2EX

<p>Attendees</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>Sheila Marriott <i>Royal College of Nursing</i></p>	<p>HQIP</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>Invitees</p> <p>Elaine Young <i>Director of Operations - National Joint Registry</i></p> <p>Sasha Hewitt <i>Associate director and Interim Data Protection Officer</i></p> <p>Chris Dadson <i>New Business Development Lead</i></p>
<p>Apologies</p> <p>Linda Patterson <i>Academy of Medical Royal Colleges</i></p> <p>Victoria Tzortziou Brown <i>Royal College of General Practitioners</i></p>	

	Item
1.	<p>Welcome & introductions The Chair welcomed the group to this Board of Trustees meeting and introductions were made. Apologies were received from Linda Patterson and Victoria Tzortziou Brown</p> <p>Declarations of Interest (DoI) 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 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 issue of cyber insurance</p>
3.	<p>Chair's action since last meeting The Board received an update from the Chair. The Chair indicated that she had noted the increased cost of HQIP insurance in 2019/20. She had approved and confirmed Trustee appointments confirming Michael Chapman's continuing role as an NV Trustee, extending Sheila Marriott's tenure and confirmed the appointment of an RCN trustee to replace Anne-Marie Rafferty. The Board noted the action and provided their approval.</p>
4.	<p>Medical Director update The Board were updated on current activity in the following areas:</p>

	Item
	<ul style="list-style-type: none"> • The Faculty of Medical Leadership and Management fellowship • The Medical devices Think Tank meeting discussion • MESH report published
5.	<p>Organisation performance management</p> <p>HQIP staff gave updates on the:</p> <ul style="list-style-type: none"> • HQIP exec level meeting schedule • Risk register <p>The Board discussed the topic for the annual HQIP Board and Senior Team Away Day.</p> <p>The Board noted the new risk register format and 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</p> <ul style="list-style-type: none"> • Draft statement of financial activities (SOFA) and Balance for the year end 2018/19 • 1st quarter management accounts 2019/20 • KPIs for 2018/19 Q4 and 2019/20 Q1 <p>The Board noted the draft statement, the 1st quarter management accounts and the organisational performance against KPIs.</p> <p>The New Business Development Lead presented an update on activity in Quarter and the Board approved an ethical partnership policy for HQIP use.</p> <p>Routine annual reports were received in relation to information governance and health and safety. The Interim Data Protection Officer presented the annual overview of Information Governance activity including:</p> <ul style="list-style-type: none"> • The confirmed HQIP legal basis • HQIP Data Controllership • Breach reporting and actions in response • Staff training <p>The Director of Operations (Core) presented the findings of the Staff Survey. The Board confirmed the appropriateness of the defined actions in response to the findings</p>
6.	<p>HQIP senior team/Board away day and financial planning</p> <p>The Board discussed early considerations for HQIP's 3-5 year financial plan and agreed to further develop at the away day in October</p>
7.	<p>Work programme update</p> <p>The Board received the annual scheduled update from the National Joint Registry noting the implications of the proposed TORUS initiative</p>
8.	<p>Website minutes</p> <p>The Board approved the minutes for the website.</p>
9.	<p>Any other business</p> <p>The Board received a request for judges from amongst the membership to decide awards in support of Clinical Audit Awareness Week and in support of the second Richard Driscoll Memorial Award.</p>
10.	<p>Date and Venue of next meeting including the AGM on 14th of November 2019 12.00-17.00 HQIP offices, Dawson House, 5 Jewry Street, EC3N 2EX London</p>