

Paper 16

HQIP Board of trustees

Minutes

Thursday 14th November 2019 12 -3 pm, David Game College, 31 Jewry Street, London, EC3N 2ET

<p>Attendees Donna Kinnair <i>Royal College of Nursing, chair</i> Sarah Dunnett <i>Treasurer</i> Philip Baker <i>National Voices</i> Michael Chapman <i>National Voices</i> Sheila Marriott <i>Royal College of Nursing</i> Susan Masters (via Zoom) <i>Royal College of Nursing</i> Linda Patterson <i>Academy of Medical Royal Colleges</i> Victoria Tzortziou Brown <i>Royal College of General Practitioners</i> Alastair Henderson <i>Academy of Medical Royal Colleges, vice chair</i></p>	<p>HQIP Jane Ingham <i>HQIP CEO</i> Danny Keenan <i>HQIP medical director</i> Sue Latchem <i>HQIP CORE director of operations</i> Jill Stoddart <i>HQIP NCAPOP director of operations</i> Joan Shearman <i>HQIP business manager</i> Anna Kisielewska <i>HQIP Board secretary</i></p> <p>Invitees Kieran Mullan (via Zoom) <i>Audit and Improvement Clinical Lead</i></p>
<p>Apologies Robert Johnstone <i>National Voices</i> Chris Dadson <i>New Business Development Lead</i> Sam Bartlett-Pestell <i>FMLM Clinical Fellow</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 Robert Johnstone, Sam Bartlett-Pestell and Chris Dadson</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. There were no matters arising</p>
3.	<p>Chair's action since last meeting The Board received an update from the Chair. The Chair indicated that she had confirmed Trustee appointments for Miles Sibley for National Voices (replacing Robert Johnstone as outgoing representative) and Susan Master for the Royal College of Nursing (replacing Anne-Marie Rafferty who had resigned). She had also approved the HQIP Ethical Policy having received and noted comments from trustees who were not present for the August meeting where the policy had been tabled. The Board discussed the comments received from Trustees and agreed further principles for application of the policy. Trustees noted the chair's action and provided their approval.</p>

	Item
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"> • The Faculty of Medical Leadership and Management fellowship • Independent Healthcare Provider Network pilot • Overview of themes from provider reports
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 • Mid year review of performance against the 2019/20 Operational Plan <p>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. The Board noted that performance was on target and accepted the rationale where activities were being adjusted.</p> <p>The Board noted that a financial policies review would be undertaken in January 2020.</p> <p>The Treasurer and HQIP Business Manager gave an update on the HQIP finance activities and presented:</p> <ul style="list-style-type: none"> • HQIP Annual Report and Accounts year ended 31 March 2019 • 2nd quarter management accounts 2019/20 • Revised operational plan 2019-20 • KPIs for 2019/20 Q2 <p>The Board 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. The Board were content with performance against KPIs.</p> <p>Jane Ingham presented an update on New Business Development activity in Quarter 2.</p>
6.	<p>The Board revisited their discussions from their recent awayday and confirmed actions in response</p>
7.	<p>Work programme update</p> <p>Routine annual reports were received in relation to NCAB and Accreditation:</p> <ul style="list-style-type: none"> • Kieran Mullan presented an update to the Board on activity related to NCAB and Clinical Outcomes Publication • Sue Latchem presented an update on Accreditation activity
8.	<p>Website minutes</p> <p>The Board approved the minutes for the website.</p>
9.	<p>Any other business</p> <p>No other business noted</p>
10.	<p>Date and Venue of next meeting 30th January 2020 14.00-17.00 HQIP offices, Dawson House, 5 Jewry Street, EC3N 2EX London</p>