

## HQIP Board of trustees

### Minutes

Thursday 30<sup>th</sup> January 2020 2 -5 pm, Dawson House, 5 Jewry Street, London, EC3N 2ET

<p><b>Attendees</b>  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>  Alastair Henderson  <i>Academy of Medical Royal Colleges, vice chair</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>  Miles Sibley  <i>National Voices</i>  Victoria Tzortziou Brown  <i>Royal College of General Practitioners</i></p>	<p><b>HQIP</b>  Sam Bartlett-Pestell  <i>Faculty of Medical Leadership and Management (FMLM) Clinical Fellow</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><b>Invitees</b>  Adrian Hardy  <i>Chair Service User Network (item 8)</i>  Kim Rezel  <i>HQIP PPI lead (item 8)</i></p>
<p><b>Apologies</b>  Jane Ingham  <i>HQIP CEO</i>  Chris Dadson  <i>New Business Development Lead</i></p>	

Item	
1.	<p><b>Welcome &amp; introductions</b>  The Chair welcomed the group to this Board of Trustees meeting and introductions were made. Apologies were received from Jane Ingham</p> <p><b>Declarations of Interest (Dol)</b>  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><b>Minutes of last meeting and Matters arising</b>  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>  There were no chair's actions since the last meeting</p>
4.	<p><b>Medical Director update</b>  The Board were updated on current activity in the following areas:</p> <ul style="list-style-type: none"> <li>• MESH</li> <li>• Feedback from attendance at external events</li> <li>• Independent Healthcare Provider Network pilot</li> </ul>

	<b>Item</b>
	Sam Bartlett Pestell (HQIP FMLM Fellow 2020) provided an overview of the areas of his work focus. The Board noted the first in a series of podcasts being developed to capture the experience of the FMLM fellow as part of the programme
5.	<p><b>Organisation performance management</b></p> <p>HQIP staff gave updates on the:</p> <ul style="list-style-type: none"> <li>• HQIP executive level meeting schedule</li> <li>• Risk register</li> <li>• 3rd quarter management accounts 2019/20</li> </ul> <p>The Board noted the contents of the Executive level meeting schedule. 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>The Treasurer and HQIP Business Manager gave an update on HQIP finance activities and presented the Q3 management accounts. The Board noted and approved the 3<sup>rd</sup> Quarter management accounts.</p> <ul style="list-style-type: none"> <li>• Performance against the KPIs</li> </ul> <p>The Board noted that performance against KPIs was satisfactory.</p> <p>HQIP staff presented a summary overview of New Business Development activity in 2019/20 including specific activity in Q3. The Board noted that the strategy and approach was resulting in some beneficial partnership and that income generation was on track against in year targets.</p>
6.	<p><b>Organisation Performance</b></p> <p><b>HQIP staff gave updates on:</b></p> <ul style="list-style-type: none"> <li>• Exit Interview- annual summary of findings and actions taken in response</li> <li>• Financial Policy Review</li> </ul> <p>The Board noted the findings of the exit interview undertaken The Board were presented with and signed off an updated suite of financial policies</p>
7.	<p><b>HQIP Key messages</b></p> <p>The Board were presented with a draft document supporting the articulation of key messages of the value of HQIP in support of the NCAPOP</p>
8.	<p><b>Work programme update</b></p> <p>Routine annual reports were received in relation to activity of the Service User Network (SUN) and NCAPOP:</p> <ul style="list-style-type: none"> <li>• Adrian Hardy and Kim Rezel presented an update to the Board on SUN activity in 2019/20</li> <li>• Jill Stoddart presented an update on NCAPOP activity</li> </ul> <p>The Board noted and expressed their thanks for all the hard work undertaken in year in support of HQIP</p>
9.	<p><b>Website minutes</b></p> <p>The Board approved the minutes for the website.</p>
10.	<p><b>Any other business</b></p> <p>No other business noted</p>
11.	Date and Venue of next meeting 25 <sup>th</sup> March 2020 14.00-17.00 HQIP offices, Dawson House, 5 Jewry Street, EC3N 2EX London

