

**Paper 11**

**HQIP Board of trustees**

**Minutes**

Thursday 23 April 2020, 9.00-10.30 via ZOOM

<p><b>Attendees</b></p> <p>Donna Kinnair <i>Royal College of Nursing, chair</i></p> <p>Sarah Dunnett <i>Treasurer</i></p> <p>Philip Baker <i>National Voices</i></p> <p>Michael Chapman <i>National Voices</i></p> <p>Alastair Henderson <i>Academy of Medical Royal Colleges, vice chair</i></p> <p>Sheila Marriott <i>Royal College of Nursing</i></p> <p>Susan Masters <i>Royal College of Nursing</i></p> <p>Miles Sibley <i>National Voices</i></p> <p>Victoria Tzortziou Brown <i>Royal College of General Practitioners</i></p> <p>Linda Patterson <i>Academy of Medical Royal Colleges</i></p>	<p><b>HQIP</b></p> <p>Jane Ingham <i>HQIP CEO</i></p> <p>Chris Dadson <i>Director of Operations for New Business</i></p> <p>Danny Keenan <i>HQIP medical director</i></p> <p>Jill Stoddart <i>HQIP NCAPOP director of operations</i></p> <p>Anna Kisielewska <i>HQIP Board secretary</i></p> <p><b>Invitees</b></p> <p>Eva Duffy <i>HQIP Communications officer</i></p>
<p><b>Apologies</b></p> <p>Joan Shearman <i>HQIP business manager</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.</p> <p><b>Declarations of Interest (DoI)</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> Principles for staff re-profiling for operational plan for 20/21.</p>
4.	<p><b>Organisation performance management</b></p> <p>4.1 HQIP staff gave updates on the:</p> <ul style="list-style-type: none"> <li>• HQIP executive level meeting schedule - noted</li> <li>• Risk register including the impact of COVID 19</li> </ul> <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.</p>

	<b>Item</b>
	<p>4.2 Projected Fund Balances at 31 March 2020 The Treasurer and HQIP DO for Business Development gave an update on HQIP finance activities and presented Projected Fund Balances at 31 March 2020 The Board noted and approved the Projected Fund Balances at 31 March 2020.</p> <p>4.3 Operational Plan 2020-21 HQIP staff and the Treasurer presented the 2020/21 Operational Plan and accompanying finances. The Board discussed and signed off the proposed plan, associated KPIs, review process and related Executive Leadership Team objectives. The frequency of the review of the operational plan will be increased to quarterly in response to COVID 19 to ensure emerging risks and benefits are considered.</p>
5.	<p><b>Website minutes</b> The Board approved the minutes for the website.</p>
6.	<p><b>Any other business</b> <b>HQIP Key messages</b> The Board were presented with an update on the communications plan and an update on the articulation of key messages of the value of HQIP.</p>
7.	<p>Date and Venue of next meeting 29 July 2020 14.00-17.00 HQIP offices, Dawson House, 5 Jewry Street, EC3N 2EX London</p>