

HQIP Board of trustees

Minutes

Wednesday 29 July 2020 2 -5pm, ZOOM meeting

<p>Attendees</p> <p>Donna Kinnair <i>Royal College of Nursing, chair</i></p> <p>Sheila Marriott <i>Royal College of Nursing</i></p> <p>Susan Masters <i>Royal College of Nursing</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>Miles Sibley <i>National Voices</i></p> <p>Victoria Tzortziou Brown <i>Academy of Medical Royal Colleges</i></p>	<p>HQIP</p> <p>Jane Ingham <i>HQIP CEO</i></p> <p>Danny Keenan <i>HQIP medical director</i></p> <p>Chris Dadson <i>Director of Operations New Business</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>Laurel Powers-Freeling <i>NJR Chairman</i></p> <p>Tim Wilton <i>NJR Medical Director</i></p> <p>Sasha Hewitt <i>Associate director and Interim Data Protection Officer</i></p> <p>Desi Staykovska <i>Information Governance Officer</i></p> <p>Eva Duffy <i>Head of Communications</i></p>
<p>Apologies</p> <p>Alastair Henderson <i>Academy of Medical Royal Colleges, vice chair</i></p> <p>Linda Patterson <i>Academy of Medical Royal Colleges</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 Alastair Henderson and Linda Patterson</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 issues of Procurement Regulation 72 and NCAPOP influencing messages.</p>

	Item
3.	There were no Chair's action since last meeting
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 • COVID response/Way forward for NCAPOP
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 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>HQIP staff presented the:</p> <ul style="list-style-type: none"> • Draft statement of financial activities (SOFA) and Balance for the year end 2019/20 • 1st quarter management accounts 2020/21 • 2019-20 HQIP Audit Scope, Annual Report and AGM plans • KPIs for 2019/20 Q4 and 2020/21 Q1 <p>The Board noted and approved the 1st Quarter management accounts. The Board noted that performance against KPIs was satisfactory.</p> <p>HQIP staff presented <i>Implantable Medical Devices Registry - HQIP update of activities and next steps</i>. Annual report was received in relation to health and safety. Plans for the 2020 RDMA and Audit Heroes were approved.</p>
6.	<p>Work programme update</p> <p>The Board received the annual scheduled update from the National Joint Registry, Communications team and Data Protection Officer.</p>
7.	<p>Website minutes</p> <p>The Board approved the minutes for the website.</p>
8.	<p>Any other business</p> <p>TBC</p>
9.	Date and Venue of next meeting including the AGM on 17 th of November 2020 12.00-17.00, ZOOM.