

HQIP Board of Trustees

Minutes

Thursday 27 January 2021 14.00 -17.00 ZOOM meeting

<p>Attendees</p> <p>Caroline MacEwen <i>Academy of Medical Royal Colleges, 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>Victoria Tzortziou Brown <i>Academy of Medical Royal Colleges</i></p> <p>Alastair Henderson <i>Academy of Medical Royal Colleges, vice chair</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>Adrian Hardy <i>SUN Chair</i></p> <p>Kim Rezel <i>HQIP PPI Lead</i></p> <p>Yvonne Silove, <i>HQIP NCAPOP associate director</i></p> <p>Hannah Wright <i>HQIP FMLM clinical fellow</i></p>
<p>Apologies</p> <p>Miles Sibley <i>National Voices</i></p>	

Item	
1.	<p>Welcome & introductions The Chair welcomed the group to this Board of Trustees meeting and introductions made.</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, there are no conflicts.</p>
2.	<p>Minutes of last meeting and Matters arising The Board reviewed the minutes of the last meeting as a true and accurate record.</p>
3.	<p>Chair's action since last meeting None</p>
4.	<p>Medical Director update 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 • Clinical Strategy Board Support • European Commission QuADRANT project Workshop on Clinical Audit.

	Item
5.	<p>Organisation performance management</p> <p>Updates were received on :</p> <ul style="list-style-type: none"> • HQIP exec level meeting schedule • Operational Planning approach for 2021/22 <p>The following were presented:</p> <ul style="list-style-type: none"> • 3rd quarter management accounts 2020/21, HQIP Operational Plan 2020-21 Updated at Q3 and HQIP 3 Year Forecast Updated at Q3 2020-21 - the Board noted and approved all documents • KPIs for 2020/21 Q2 - the Board noted that performance against KPIs was on target • Risk register - 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
6.	<p>New working practices</p> <p>The Board noted the content of the report</p>
7.	<p>Work programme update</p> <p>The Board received scheduled updates on:</p> <ul style="list-style-type: none"> • NCAPOP • Service User Network Chair/PPI lead annual review of activities • New Business considerations • Understanding Health Data project.
8.	<p>Any other business</p> <p>None</p>
9.	<p>Date and Venue of next meeting 27 of March 2021 14.00-17.00, ZOOM.</p>