

HQIP Board of Trustees

Minutes

Thursday 28 July 2022 14.00 - 17.00 MS TEAMS meeting

<p>Attendees Caroline MacEwen <i>Academy of Medical Royal Colleges, chair</i> Kalwant Grewal <i>Treasurer</i> Philip Baker <i>National Voices</i> Alastair Henderson <i>Academy of Medical Royal Colleges, vice chair</i> Janice Gabriel <i>Royal College of Nursing</i> Susan Masters <i>Royal College of Nursing</i> Peter Bloomfield <i>National Voices</i></p>	<p>HQIP Jane Ingham <i>HQIP CEO</i> Danny Keenan <i>HQIP Medical Director</i> Chris Dadson <i>Director of Operations for Business Development</i> Catherine Brook <i>HQIP Head of Finance</i></p> <p>Invitees Sasha Hewett <i>DPO</i> Desi Staykovska <i>IG lead</i> Lacia Ashman <i>Head of Communications</i> Josie O’Heney <i>FMLM Fellow</i> Sir Paul Curran <i>NJR SC Chair</i> Tim Wilton <i>NJR MD</i> Elaine Young <i>DO NJR</i></p>
<p>Apologies Anna Kisielewska <i>HQIP Board secretary</i> Jill Stoddart <i>HQIP NCAPOP director of operations</i> Gill Coverdale <i>Royal College of Nursing</i> Victoria Tzortziou Brown <i>Academy of Medical Royal Colleges</i> Michael Chapman <i>Co-opted expert</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 were 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>

	Item
3.	Chair's action since last meeting None
4.	Medical Director update The Board were updated on current activity in the following areas: <ul style="list-style-type: none"> • IHPN final report and considerations for future activity. • FMLM end of fellowship report.
5.	Operational Delivery Updates were given on the: <ul style="list-style-type: none"> • HQIP exec level meeting schedule - the Board noted the contents of the Executive level meeting schedule • 1st quarter management accounts 2021/22 and supporting documents – the Board noted and approved all documents • 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 • Performance against KPIs was agreed as on target The following drafts were presented to the Board for review: <ul style="list-style-type: none"> • Scope of the 21/22 financial audit • Plan for the 2022 annual report • VAT treatment considerations
6.	Work programme update The Board received scheduled updates from the NJR senior team and NBD strategy Director of Operations for Business Development.
7.	Any other business None
8.	Date of next meeting 17 November 2022