

HQIP Board of trustees

Minutes

Thursday 17 November 2022 10.00 - 13.00, Friends Meeting House, Euston London

<p>Attendees</p> <p>Caroline MacEwen <i>Academy of Medical Royal Colleges, chair</i></p> <p>Kalwant Grewal <i>Treasurer</i></p> <p>Philip Baker <i>National Voices</i></p> <p>Victoria Tzortziou-Brown (attending via MS Teams) <i>Academy of Medical Royal Colleges</i></p> <p>Alastair Henderson (attending via MS Teams) <i>Academy of Medical Royal Colleges, vice chair</i></p> <p>Janice Gabriel (attending via MS Teams) <i>Royal College of Nursing</i></p> <p>Gill Coverdale (attending via MS Teams) <i>Royal College of Nursing</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 for Business Development</i></p> <p>Catherine Brook <i>HQIP Head of Finance</i></p> <p>Tom Bigg <i>Business Support Officer</i></p> <p>Invitees</p> <p>Kim Rezell <i>PPI Lead</i></p>
<p>Apologies</p> <p>Anna Kisielewska <i>HQIP Board secretary</i></p> <p>Jill Stoddart <i>HQIP NCAPOP director of operations</i></p> <p>Alice Bradley <i>FMLM Fellow</i></p> <p>Michael Chapman <i>Co-opted expert</i></p> <p>Susan Masters <i>Royal College of Nursing</i></p> <p>Peter Bloomfield <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 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>
3.	<p>Chair's action since last meeting</p> <ul style="list-style-type: none"> • Approval of approach to role for DO – Business Development. • Approval of the NCAPOP retender response.
4.	<p>Medical Director update The Board were updated on current activity in the following areas:</p> <ul style="list-style-type: none"> • The new FMLM clinical fellow was introduced in absentia to the Board. She was unable to attend in person and will attend the next Trustee meeting in January 2023. • An update on 'data, back to basics', was provided by the MD.

Item	
5.	<p>Operational performance</p> <p>Updates were given on the:</p> <ul style="list-style-type: none"> • HQIP exec level meeting schedule - the Board noted the contents of the Executive level meeting schedule. • 2nd quarter management accounts 2022/23 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. <p>The following papers were presented to the Board for agreement:</p> <ul style="list-style-type: none"> • Annual report. • Letter of representation. • Post audit management report. • VAT treatment considerations
6.	<p>Work programme update</p> <p>The Board received scheduled updates from leads regarding these topics:</p> <ul style="list-style-type: none"> • Updates to the Service User Network. • Updates on the NCAPOP re-tender. • Board development topics.
7.	<p>Any other business</p> <p>None.</p>
8.	<p>Date and Venue of next meeting:</p> <ul style="list-style-type: none"> • 25 January 2023, MS Teams meeting.