

HQIP Board of trustees

Minutes

Wednesday 25 January 2023 14.00 - 17.00, MS Teams meeting

Trustees: Caroline MacEwen <i>Academy of Medical Royal Colleges, chair</i> Susan Masters <i>Royal College of Nursing</i> Peter Bloomfield <i>National Voices</i> Gill Coverdale <i>Royal College of Nursing</i> Kalwant Grewal <i>Treasurer</i> Rose Jarvis <i>Academy of Medical Royal Colleges</i> Janice Gabriel <i>Royal College of Nursing</i> Co Opted Expert: Michael Chapman <i>NHS D</i>	HQIP Observers Danny Keenan <i>HQIP Medical Director</i> Jill Stoddart <i>HQIP NCAPOP director of operations</i> Catherine Brook <i>HQIP Head of Finance</i> Tom Biggs (admin support/notes) <i>Business Support Officer</i> Item specific Invitees Alice Bradley <i>FMLM Fellow</i> Kim Rezell <i>PPI Lead</i> Adrian Hardy <i>Service User Network (SUN) member</i>
Apologies Jane Ingham <i>HQIP CEO</i>	

	Item
1.	Welcome & introductions The Chair welcomed the group to this Board of Trustees meeting and introductions made. 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 with the agenda.
2.	Minutes of last meeting and Matters arising The Board reviewed the minutes of the last meeting as a true and accurate record.
3.	Chair's action since last meeting <ul style="list-style-type: none"> None
4.	Medical Director update The Board were updated on current activity in the following areas: <ul style="list-style-type: none"> The new FMLM clinical fellow provided a fellowship update. Updates concerning the Independent Healthcare Providers Network (IHPN) feasibility pilot project and on 'data, back to basics', were provided by the MD.
5.	Operational performance 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.

	Item
	<ul style="list-style-type: none"> • 3rd 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 consideration:</p> <ul style="list-style-type: none"> • Finance policy review. • Cost of Living (CoL) considerations for 23/24. • VAT treatment considerations. • Articles review.
6.	<p>Work programme update</p> <p>The Board received scheduled updates regarding :</p> <ul style="list-style-type: none"> • Update on the NCAPOP programme and contract. • Update to the Service User Network.
7.	<p>Any other business</p> <p>None.</p>
8.	<p>Date and Venue of next meeting:</p> <ul style="list-style-type: none"> • 29 March 2023, MS Teams meeting.