

HQIP Board of trustees

Paper 7

Minutes

Wednesday 29 March 2023 14.00 - 17.00, MS Teams meeting

Trustees: Caroline MacEwen <i>Academy of Medical Royal Colleges, chair</i> Peter Bloomfield <i>National Voices</i> Susan Masters <i>Royal College of Nursing</i> Rose Jarvis <i>Academy of Medical Royal Colleges</i>	HQIP Observers Jane Ingham <i>HQIP CEO</i> Danny Keenan <i>HQIP Medical Director</i> Jill Stoddart <i>HQIP NCAPOP director of operations</i> Catherine Brook <i>HQIP Head of Finance</i> Anna Kisielewska (secretary) <i>Executive Assistant and Infrastructure Manager</i> Item specific Invitees Clare Fountain <i>Associate Director: Healthcare Quality Improvement</i>
Apologies Co Opted Expert: Michael Chapman <i>NHS D</i> Gill Coverdale <i>Royal College of Nursing</i> Kalwant Grewal <i>Treasurer</i> Janice Gabriel <i>Royal College of Nursing</i>	

	Item
1.	Welcome and introductions The Chair welcomed the group to this Board of Trustees meeting and introductions were made. Declarations of Interest 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, pending correction to spelling p.2. There were no matters arising.
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 FMLM fellow's equity and diversity survey

	Item
	<ul style="list-style-type: none"> • Updates concerning the Independent Healthcare Providers Network (IHPN) feasibility pilot project and on 'data, back to basics'.
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 • 4th 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. <p>The following papers were presented to the Board for consideration:</p> <ul style="list-style-type: none"> • Operational Plan for 2023/24 – the Board approved the plan • ELT Objectives for 2023/24– the Board approved the objectives • VAT treatment considerations • Articles review • CEO recruitment
6.	<p>Work programme update</p> <p>The Board received scheduled updates regarding:</p> <ul style="list-style-type: none"> • NCAPOP programme and contract • New business development.
7.	<p>Any other business</p> <p>None.</p>
8.	<p>Date and Venue of next meeting:</p> <ul style="list-style-type: none"> • 27 July 2023, MS Teams meeting.