**HQIP Board of trustees**

**Minutes**

Thursday 23 November 2023 13.15 - 16.00, Etc.Venues Bonhill House London

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| **Trustees:**  Caroline MacEwen  *Academy of Medical Royal Colleges, chair*  Peter Bloomfield  *National Voices*  Susan Masters (via Teams)  *Royal College of Nursing*  Rose Jarvis  *Academy of Medical Royal Colleges*  Janice Gabriel  *Royal College of Nursing*  Gill Coverdale  *Royal College of Nursing*  **Co Opted Expert:**  Michael Chapman  *NHS D* | **HQIP Observers**  Chris Gush  *HQIP CEO*  Danny Keenan  *HQIP Medical Director*  Catherine Brook  *HQIP Head of Finance*  Anna Kisielewska (secretary)  *Executive Assistant and Infrastructure Manager*  **Item specific Invitees**  Clare Fountain  *Associate Director: Healthcare Quality Improvement*  Alice Bradley  *Former FMLM Fellow*  Claudia Snudden  *FMLM Fellow*  Clare Fountain  *Associate Director for Healthcare Quality Improvement*  Elaine Young  *NJR Director of Operations*  Paul Curren  *NJR Chair*  Tim Wilton  *NJR Medical Director* |
| **Apologies**  Jill Stoddart  *HQIP NCAPOP director of operations*  Glenn Hearnden  *HQIP Corporate Services director of operations* |  |

|  | Item |
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|  | **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. |
|  | **Minutes of last meeting and matters arising**  The Board reviewed the minutes of the last meeting as a true and accurate record.  There were no matters arising. |
|  | **Chair’s action since last meeting**   * Discretionary day |
|  | **Medical Director update**  The Board were updated on current activity in the following areas:   * The 2022-23 and 2023-24 FMLM fellow’s activities * Updates concerning the Independent Healthcare Providers Network (IHPN) feasibility pilot project and on ‘data, back to basics’. * Outliers project * MAG project |
|  | **Operational performance**  Updates were given on the:   * 2nd quarter management accounts 2023/24 and supporting documents – the Board noted and approved all reports. * 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 papers were presented to the Board for considerations:   * Annual report. * Letter of representation. * Post audit management report. * VAT treatment. * Mid-year CoL for 2023/24 Q3 and Q4. * Auditors’ procurement |
|  | **Work programme update**  The Board received scheduled updates regarding:   * NCAPOP programme * New business development |
|  | **Any other business**  None. |
|  | Date and Venue of next meeting:   * 1 February 2024, MS Teams meeting. |