**HQIP Board of trustees**

**Minutes**

Wednesday 27 July 2023 14.00 - 17.00, MS Teams meeting

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| **Trustees:**  Caroline MacEwen  *Academy of Medical Royal Colleges, chair*  Peter Bloomfield  *National Voices*  Susan Masters  *Royal College of Nursing*  Rose Jarvis  *Academy of Medical Royal Colleges*  Janice Gabriel  *Royal College of Nursing* | **HQIP Observers**  Jane Ingham  *HQIP CEO*  Danny Keenan  *HQIP Medical Director*  Glenn Hearnden  *HQIP Corporate services director of operations*  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  *FMLM Fellow*  Desi Staykovska  *IG lead*  Clare Fountain  *Associate Director for Healthcare Quality Improvement*  Yvonne Silove  *HQIP Associate Director* |
| **Apologies**  **Co Opted Expert:**  Gill Coverdale  *Royal College of Nursing*  Michael Chapman  *NHS D*  Jill Stoddart  *HQIP NCAPOP 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**   * Procurement re structure * Bank signatories |
|  | **Medical Director update**  The Board were updated on current activity in the following areas:   * The 2022-23 FMLM fellow’s activities final summary update * Updates concerning the Independent Healthcare Providers Network (IHPN) feasibility pilot project and on ‘data, back to basics’. * Outliers project |
|  | **Operational performance**  Updates were given on the:   * HQIP exec level meeting schedule - the Board noted the contents * 1st 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.   The following papers were presented to the Board for consideration:   * 2022/23 Audit Plan – the Board approved the plan * 2023 AGM Plan – the Board approved the plan * VAT treatment considerations - noted * Articles review * Trustees recruitment |
|  | **Work programme update**  The Board received scheduled updates regarding:   * NCAB programme * New business development * Information Governance * Health and Safety |
|  | **Any other business**  None. |
|  | Date and Venue of next meeting:   * 23 November 2023 Etc Venues Bonhill House London |