

Board meeting
Public minutes of the meeting
19 May 2021



Approved Minutes of the Board meeting, 19 May 2021

Present

Caroline Corby (Chair)
Alan Clamp (Chief Executive)
Renata Drinkwater (RD)
Moi Ali (MA)
Frances Done (FD)
Antony Townsend (AT)
Tom Frawley (TF)
Marcus Longley (ML)

In Attendance

Christine Braithwaite
Mark Stobbs
Jane Carey
Graham Mockler
Douglas Bilton
Marija Hume
Daisy Blench
Melanie Venables
Colette Higham
Roisin Fairfax
Michael Humphreys
Natasha Wynne
Steve Wright
Suzanne Dodds
Melanie Hueser (Secretariat)

Observers

Tom Matthews (General Medical Council)
Mike Andrews (Nursing and Midwifery Council)
Justine Hart (Department of Health and Social Care)
Anna Raftery (Health and Care Professions Council)

1. Welcome and Introductions & Declarations of Interest

- 1.1 The Chair welcomed everyone to the meeting including members of staff and external observers Tom Matthews (GMC), Mike Andrews (NMC), Justine Hart (DHSC) and Anna Raftery (HCPC).
- 1.2 There were no declarations of interest.

2. Apologies

- 2.1 There were no apologies received.

3. Minutes of meeting held on 17 March and matters arising

- 3.1 The minutes of the last Board meeting held on 17 March 2021 (Paper 01) were accepted as a true and correct record and approved.
- 3.2 All action points were either in progress or complete.

4. Chair's report (Paper 02)

- 4.1 The Chair attended two roundtable events organised by the policy team, one for registrants and one for patients. Both events were well attended, and the Chair commended them.
- 4.2 The Chair had finalised all but one Board member appraisal. She will bring the themes that have come out of the appraisals to the July Board meeting.

5. Executive report (Paper 03)

- 5.1 The Chief Executive introduced the paper.
- 5.2 The Chief Executive confirmed that the key risks identified were sources of risk. For the next report, examples of such risks will be added as appropriate.
Action: Add examples of risks for each category.
- 5.3 The Chief Executive confirmed that at recent internal and external events the support for regulator checks and balances was good, including for the Authority's position on accepted outcomes, which was mentioned explicitly at the Westminster Health Forum.
- 5.4 The Director of Scrutiny and Quality mentioned that two cases had been referred to the court since the circulation of the report.
- 5.5 The Board enquired about the EDI aspect of the regulators' appointments process. The Director of Scrutiny and Quality explained that whilst the regulators generally had good practice around the advertising process, by the time of shortlisting, the spread of candidates often lacked diversity. It was suggested that a thematic evaluation of the issue would be helpful.
- 5.6 The Board reiterated the importance of EDI training for the recruitment panels.
Action: This issue to be added to the July meeting agenda.
- 5.7 The Director of Standards and Policy mentioned that the team was working on the consultation response and the 2021/22 events programme.
- 5.8 The Board enquired about engagement with the devolved administrations regarding their response to the consultation. The Director of Standards and Policy confirmed that some engagement had already taken place and that follow-ups were scheduled. The Board will be kept informed.
Action: The Board will receive a copy of the Authority's response to the Department of Health Northern Ireland - Mental Health Strategy 2021- 2031.
- 5.9 The Chair thanked the teams for the detailed report.

6. Finance report (Paper 04)

- 6.1 The Director of Corporate Services presented the paper, confirming that the overall position at the end of the 2020/21 financial year was positive. Reserves had been increased by £148,000.
- 6.2 The Board noted the report and thanked the team for the clear explanation of the current financial position.

7. Audit and Risk Committee report (Paper 05)

- 7.1 The Chair of the Audit and Risk Committee introduced the paper.
- 7.2 The minutes from the last meeting had just been signed off and circulated to the Board.
- 7.3 The Committee emphasised its support of the cyber security efforts undertaken by the ICT team and stressed how important this area was.
- 7.4 The Board noted the report and delegated approval of the annual report and accounts to the Audit and Risk Committee.

8. EDI update (Paper 06)

- 8.1 The Director of Scrutiny and Quality introduced the report, confirming that the EDI group was now working on an action plan based on the EDI consultant's recommendations. The Directors Group will consider the plan soon.
Action: The action plan will be added to the July agenda.
- 8.2 Key messages from the report included: upskilling of all staff needed for implementation, considerations on how EDI impacts on (and potentially conflicts with) the Authority's core activities.
- 8.3 Some aspects of the implementation are expected to take at least 2 years.
- 8.4 The Board suggested that each Committee consider at their next meeting what the EDI report will mean for the work of the Board, and the Committees' contributions.
- 8.5 The Board were keen for EDI to move on from being a separate project to becoming an integral part of every aspect of work and planning undertaken by the Authority.
- 8.6 It was stressed that a focus on how the Authority appeared to outside stakeholders needed to be considered in the EDI context, and how to determine the EDI commitment of providers and organisations the Authority deals with.
- 8.7 The Board also emphasised that joint working with the regulators on EDI matters would be a desirable next step.
- 8.8 The Board requested involvement in discussing the action plan and prioritisation of activities, and on setting specific goals and ways to measure the effect of any activities.

9. Accommodation update (Paper 07)

- 9.1 The Director of Corporate Services introduced the paper.

9.2 The NAO had confirmed that if the Authority finds new office space before October 2022 the lease can be terminated early with three months' notice.

9.3 The commercial agents will soon be sending a shortlist of potential new premises.

Action: New office space criteria to be added to the July Board meeting.

9.4 It was confirmed that the accommodation working group was deliberating the office space requirements with a view to new working patterns.

Action: Add working patterns discussion to July Board meeting, including any EDI implications.

10. Performance review appraisal (Paper 08)

10.1 Roisin Fairfax introduced the report, giving a brief background and an update on the work undertaken so far.

10.2 The Board discussed the overall aim of the appraisal process. It was felt that an updated process should focus on appraising the most critical aspects of performance, which might not be the same as the aspects currently forming the major focus of reviews.

10.3 It was argued that more radical changes may be needed to keep the process relevant for its intended purpose and to accurately reflect the changes currently underway for the regulators.

10.4 The Board felt that more work was needed to look at alternative approaches to performance reviews and the ways in which findings were reported and communicated.

10.5 It was suggested that some thought should be given to the expectations of the regulators and a clear view be communicated on how future performance reviews will be conducted.

Action: The Scrutiny Committee will discuss performance reviews at the June Committee meeting and feed back to the Board either at the July Board meeting or a separate workshop before that date.

11. Board and Committee dates 2022 (Paper 09)

11.1 The Board approved the dates for 2022.

12. Questions from Members of the Public

12.1 There were no questions from members of the public.

12.2 The Chair thanked the observers for their interest in the Authority.

13. Private session of the Board

13.1 The Board went into the private session of the meeting.

Signed by Chair



Date 21/7/21

Board meeting

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Action Log

In Progress Overdue Delayed Complete

| Mtg. Date | Item No. | Action point | Owner | Date required | Action progress | Status |
|---------------|-----------|--|-------|---------------|---|-------------|
| 25 March 2020 | 8.3 | Paid events to be investigated as revenue stream | CB | 17 March 2021 | To be considered as part of business planning 2022/23; options will be considered this year. | In Progress |
| 17 March 2021 | 5.7 | Correspond with Board to produce a statement on lay vs registrants for regulator Chair positions | MS | 21 July 2021 | Proposed to put to Scrutiny Committee in June for further consideration and report to July meeting (on agenda). Complete. | Complete |
| 19 May 2021 | 5.2 | Add a little more detail to risks to the summary of risks in the Executive Report. | AC | 21 July 2021 | Complete | Complete |
| 19 May 2021 | 5.6 & 8.1 | Add a substantive EDI item to the July meeting agenda, including EDI in the regulator appointments process and the Authority's EDI work plan | MS | 21 July 2021 | Complete | Complete |
| 19 May 2021 | 5.8 | Send the Board the Authority's response to the Department of Health Northern Ireland - Mental Health Strategy 2021- 2031 | CB | ASAP | | In Progress |
| 19 May 2021 | 9.3 | New office space criteria to be added to the July Board meeting | JC | 21 July 2021 | Complete | Complete |

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|-------------|------|--|----|--------------|---------------|--|
| 19 May 2021 | 9.4 | Add working patterns discussion to July Board meeting, with a view to EDI implications. | JC | 21 July 2021 | Complete | |
| 19 May 2021 | 10.5 | Scrutiny Committee to discuss performance reviews at the June Committee meeting and feed back to the Board either at the July Board meeting or a separate workshop before that date. | MS | 21 July 2021 | On the agenda | |