

Board meeting
Public minutes of the meeting
16 November 2022



Approved Minutes of the Board meeting, 16 November 2022

Present

Caroline Corby (Chair)
Alan Clamp (Chief Executive)
Frances Done (FD)
Moi Ali (MA)
Antony Townsend (AT)
Marcus Longley (ML)
Amrat Khorana (AK)

In Attendance

Christine Braithwaite
Mark Stobbs
Jane Carey
Graham Mockler
Douglas Bilton
Louise Appleby
Rebecca Senior-Carroll
Archie Herrick
Daisy Blench
Suzanne Dodds
Imogen Peroni
Melanie Hueser (Secretariat)

Observers

See below

1. Welcome and Introductions & Declarations of Interest

- 1.1 The Chair welcomed everyone to the Board meeting which included members of staff and external observers: Claire Johnston (NMC), Silvia Dominici (NMC), Anisah Chowdhury (GMC), Nasia Nicou-Panayiotou (HCPC), Jenna Lowry (HCPC), Callum Smith (Member of the public)

2. Apologies

- 2.1 Renata Drinkwater and Tom Frawley sent apologies.

3. Minutes of meeting held on 14 September 2022

- 3.1 The minutes of the last Board meeting held on 14 September 2022 were accepted as a true and correct record and approved.

4. Actions and Matters Arising from the meeting on 14 September 2022

- 4.1 **14 September, Item 6.11 'Amend website usage data for the Executive report from November.'** The way in which the data is being collected has changed compared to how data was collected a year ago. At present, these data sets were not comparable, but once the new system has been in place for a year the data and the comparison will be displayed in the report as usual.
- 4.2 All other actions were complete.

5. Chair's report

- 5.1 The Chair updated the Board on events since the report had been drafted. The Safer Care for All had taken place. The Chair felt that it was a very successful event. There had been 270 attendees. The Chair thanked the team for an excellent event.
- 5.2 All Board mid-year appraisals had now been completed. The Chair will update the Board fully at the January meeting.
- 5.3 The Chair had organised a roundtable event for the Chairs of the regulators on 14 November. Eight of the Chairs attended. There had been agreement that these events will be held every six months. Topics covered were Safer Care for All (SCfA), Regulatory Reform, Equality, Diversity and Inclusion, and Fitness to Practise (FtP) backlogs.
- 5.4 The Chair had written letters of introduction to the new Secretary of State, Steve Barclay, the new Minister for Health and Secondary Care, Will Quince and Maria Caulfield as Minister for Mental Health and Women's Health.
- 5.5 The Chair will write to the Secretary of State on FtP backlogs in the next few weeks. There had been a clear commitment from the Chairs to tackle the issue and they had confirmed that resources were being invested and plans made. They had made the point around the external difficulties in tackling a subset of the oldest cases. There had been some concern around the letter to the Secretary of State and the Chair had emphasised the importance of communicating the facts of the issue. The Board agreed that the Authority should do further work on identifying acceptable timescales. A conference on FtP was being planned by the Section 29 team for March 2023.
- Action:** AC to add FtP backlogs to the May 2023 Board agenda.
- 5.6 The Non-Executive member recruitment was underway. A candidate for the regulatory role had been identified and submitted to the Privy Council and a second round of recruitment was underway for the finance-focused role as the first round had been unsuccessful.

6. Executive report

- 6.1 The Chief Executive introduced the paper. Most of the main areas highlighted in the report were also on the agenda, with the exception of regulatory reform. The Section 60 order for Anaesthesia Associates and Physician Associates will be consulted on by the Department of Health and Social Care from December.
- Action:** AC to add a regulatory reform update item to the January Board agenda.
- 6.2 The Chief Executive had now met with most of the regulator Chief Executives to discuss the Authority's business plans. The responses had been positive, and no unexpected comments had been received. The Chief Executive will share a summary of the discussions with the Board by the end of the month.
- 6.3 At a recent meeting with the Health and Social Care Regulators Forum, safeguarding across the entire regulatory system had been discussed. The CQC requested that a meeting be organised on the topic and the Chief Executive will give an update to the Board in due course.

- 6.4 The Accredited Registers EDI consultation had been published and will close in January.
- 6.5 The recordings of the SCfA conference presentations were being prepared. The Board was asked to send any conference feedback to CB. The evaluation will be shared with the Board once it had been concluded.
- 6.6 Board members agreed that the conference had been a success but expressed some regret that informal networking was made harder in an online setting and queried how they can best support virtual events. It was agreed that further consideration will be given to the networking aspect of events.
- 6.7 The Board agreed that working on hybrid event solutions would be useful.
- 6.8 **Welsh Language Standards:** The Authority was expecting to have to meet about 67 of 180 standards. A formal letter from the commissioner was expected and negotiations on the requirements will begin once it has been received. It was confirmed that some of the standards will be challenging to achieve, and some costs will be attached.
- 6.9 **Recruitment:** The roles of EDI Manager, Head of Stakeholder Engagement and Communications, Communications Officer and Data Administrator have been successfully filled.
- 6.10 **ICT Cloud migration:** The first phase was successfully completed by the end of October. The second phase of migrating the telephone system had been postponed to January. The last phase of installing the new hardware will commence after the office move.
- 6.11 **Accommodation update:** It was expected that the lease will be signed any day now and exchange was expected next week.

7. Finance report

- 7.1 The Director of Corporate Services introduced the report. The report contained figures up to the end of September, which forecast a deficit of £212k. It was confirmed that this figure would come down over the next few months as not all of the budget would be spent in all directorates.
- 7.2 The Accredited Registers were forecasting a surplus.
- 7.3 The Board **noted** the report.

8. Audit and Risk Committee report

- 8.1 The Chair of the Audit and Risk Committee confirmed that everything was in the report, and nothing needed to be highlighted.
- 8.2 The Board **noted** the report.

9. Finance Committee report

- 9.1 In the Finance Committee Chair's absence, the members confirmed that everything was in the report, and nothing needed to be highlighted.
- 9.2 The Board **noted** the report.

10. Nominations Committee report

- 10.1 The Chair introduced the report and confirmed that she will consider Committee memberships over the next few weeks as both RD and AT, who were leaving, were members of the Scrutiny Committee.
- 10.2 The Board **noted** the report.

11. Risk management policy

- 11.1 The Director of Corporate Services introduced the updated policy. The Audit and Risk Committee had reviewed it at the October meeting.
- 11.2 The Board **approved** the changes.

12. Governance and assurance frameworks

- 12.1 The Director of Corporate Services introduced the updated frameworks. The Audit and Risk Committee had reviewed them at the October meeting.
- 12.2 The Board agreed that there should no longer be a Finance Committee from January 2023 and that the Committee's tasks be split between the other Committees, and a sub-section of the Board will meet to review the budget. The finalised governance and assurance frameworks will be confirmed at the January meeting.
- 12.3 The Chair of the Scrutiny Committee requested that the Performance Review escalation process be added to the frameworks
- 12.4 The Board **reviewed and agreed** the changes and confirmed the decision to no longer have a Finance Committee.

13. EDI report and action tracker

- 13.1 The Director of Scrutiny and Quality introduced the papers. The item was a chance for the Board to have an in-depth look at the progress that had been made on the EDI actions.
- 13.2 The tracker highlighted those areas that were taking longer, which included plans around an external EDI advisory group. It was suggested that the new Head of Stakeholder Engagement and EDI Manager could work on this together, in particular working with the regulators to establish whether existing groups could be utilised. The Board also emphasised that alternative options, like repositories of experts and resources, might be a better fit. The Board agreed that this will also be an area for the EDI audit which was planned for the next year.
- 13.3 The Board was asked whether they would like to rotate attendance at EDI group meetings, like DG were now doing, and whether the Board would be interested in training on Equality Impact Assessments. The Board agreed to both suggestions.
- 13.4 Rebecca Senior-Carroll had taken up the role as Chair of the EDI group and confirmed that the group would be looking next at their priorities for the coming year.

- 13.5 The Board queried whether everything had been done to make the NED recruitment more diverse. It was confirmed that the adverts had been circulated very widely via free and paid-for routes, but that not much impact had been seen in reaching new applicant pools. The Chair confirmed that for the second recruitment round the recruitment agency had been asked to engage even more with their networks. It was also hoped that, as the second NED role was finance-focused, the fact that the finance community was relatively diverse might have an impact.
- 13.6 The Board emphasised that it would be crucial to learn from others on what else could be done to reach more widely (e.g., via social media) and for the recruitment agency as well as the Authority to think more creatively.
- 13.7 It was confirmed that going forward, the People report will highlight in more detail any changes in diversity of applicants.

14. Safer Care for All (SCfA) workplan

- 14.1 The Director of Standards and Policy introduced the workplan, asking for a steer from the Board on priorities and any policies they would like in place for reassurance that the plan was on track.
- 14.2 An evaluation of the report, event and any feedback will come to the Board in January.
- 14.3 A full plan will come to the Board in March, with the three main areas being engagement, building SCfA into the business-as-usual plans and policy research to be undertaken to fulfil the commitments.
- 14.4 It was confirmed that the Policy team, Accredited Registers programme team and Performance Review team were all working together on this.
- 14.5 The Board felt strongly that the new Head of Stakeholder Engagement should be involved in the planning of the SCfA work. The Board agreed that the workplan and stakeholder engagement should be two distinct parts of this work.
- 14.6 It was confirmed that social media would be used to facilitate engagement. The Board was keen for additional efforts to be made in this area. It was confirmed that the brand review, which was currently underway, would also include recommendations on this and that the new Head of Stakeholder Engagement and Communications will focus on this.
- 14.7 The Board agreed to revisit the oversight mechanisms and governance of the SCfA work at the January Board meeting.
- Action:** CB to add SCfA evaluation and governance to the January Board meeting agenda, with the final workplan to come to the March Board meeting.
- 14.8 It was confirmed that while stakeholders had been very positive about the report, no strong agreement on the mechanisms for achieving the report's main recommendation had yet crystallised.
- 14.9 The Board emphasised that discussions around solutions would have to take place across the four countries as priorities and approach different depending on location.

15. Any other business

15.1 There was no other business discussed.

16. Questions from Members of the Public

16.1 Claire Johnston (NMC) asked whether the Authority had a response to the suggestions that local practices might have to change to accommodate the pressures on the health service. It was acknowledged that regulators would play a role in this, and that the Authority will consider how such issues fit within the SCfA recommendations. It was also emphasised that the Authority's opinion is that regulation does take into account context, and that providing safe and effective care is of utmost importance even under difficult and pressured circumstances.

16.2 It was confirmed that the best ways for in-person attendance at future Board meetings will be considered, with different solutions to be reviewed.

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

17. Private session of the Board

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



Signed by Chair

Date 18/01/23

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Action Log

On track (including not started) Delayed (or medium risk of delay for projects) Overdue (or high risk of delay for projects) Complete

Mtg. Date	Item No.	Action point	Owner	Date required	Action progress	Status
16 November 2022	5.5	Add FtP backlogs to the May 2023 Board agenda.	AC			Complete
16 November 2022	6.1	Add a regulatory reform update item to the January Board agenda.	AC			Complete
16 November 2022	14.7	Add SCfA evaluation and governance to the January Board meeting agenda, with the final workplan to come to the March Board meeting.	CB			Complete