Board meeting
Public minutes of the meeting
15 March 2023

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Approved Minutes of the Board meeting, 15 March 2023

Present	In Attendance
Caroline Corby (Chair)	Christine Braithwaite
Alan Clamp (Chief Executive)	Mark Stobbs
Juliet Oliver (JO)	Jane Carey
Frances Done (FD)	Graham Mockler
Moi Ali (MA)	Douglas Bilton
Marcus Longley (ML)	Richard West
Tom Frawley (TF)	Louise Appleby
Amrat Khorana (AK)	Suzanne Dodds
	Archie Herrick
	Daisy Blench
	Oyinkan Onile-Ere
	Dan Scott
	Marija Hume
	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: Kate Gregory (GMC), Terry Korateng (NMC), Uzma Mahmood (NMC), Natalie Cowland (NMC), Carole Haynes (NMC), Janet Collins (HCPC) and Jenna Lowry (HCPC).

2. Apologies

2.1 Apologies were received from Nick Simkins, who had started his appointment on 1 March and had a prior engagement for the date of the March Board meeting.

3. Minutes of meeting held on 18 January 2023

3.1 The minutes of the last Board meeting held on 18 January 2023 were accepted as a true and correct record and approved with the below correction:

- Item 6.6 'A supplier had been selected for the work on patients' and public perception of discriminatory behaviour. The Board suggested that additional work relating to those experiencing and witnessing discriminatory behaviour could be added to the brief for the supplier. If this was not possible within the scope and budget for this work, it could

be considered for 2023/24.' – The Board requested that this be changed to 'A supplier had been selected for the work on patients' and public perception of discriminatory behaviour. The Board suggested that additional work could be added to the brief for the supplier on investigating the barriers to raising complaints. If this was not possible within the scope and budget for this work, it could be considered for 2023/24.' DB confirmed that the researcher's script included asking about the effects of discrimination on willingness to complain about care; and complain about the discrimination itself, and why or why not.

4.   Actions and Matters Arising from the meeting on 18 January 2023

4.1   **16 November 2022, Item 5.5 'Add FtP backlogs to the May 2023 Board agenda.'** The Board agreed to move this item to the July 2023 meeting.

4.2   **18 January 2023, Item 5.3 'Bring a proposal for a Section 29 review to the July Board meeting.'** The Board agreed to move this item to the September 2023 meeting.

5.   Chair's report

5.1   The Chair gave an update in addition to the report, highlighting that in 2024/early 2025 a number of Board members would complete their term with the Authority, including all DA members. The Nominations Committee had begun discussion of the recruitment process.

5.2   The Associate Board member will switch from the Audit and Risk Committee to the Scrutiny Committee in May.

5.3   Board appraisal meetings will be booked in for April and May.

5.4   The next Chairs roundtable meeting had been agreed for Wednesday 31 May.

6.   Executive report and project dashboard

6.1   The Chief Executive introduced the report and the highlights. The EDI Manager was in the process of drafting the new action plan for 23/24, which will be on the agenda for the May public Board meeting, alongside the report from the EDI Working Group. The risk register will also be on the May agenda.

6.2   This was the last Board meeting in the NAO building, the move was underway this week. The Chief Executive thanked the Director of Corporate Services, the Accommodation Working Group and the Corporate Services team for the hard work that had gone into the move, and the Board expressed its appreciation.

6.3   Section 29: Since the circulation of the report another case had been referred and another two case meetings had been scheduled.

6.4   Watt case: A judicial review brought by patients had quashed the decision of voluntary erasure. When the Authority had challenged the decision it had been rejected with the reason that the Authority did not have jurisdiction. The team will work on this issue in the context of regulatory reform work to establish whether this should fall under the Authority's jurisdiction.

6.5 Accredited Registers Programme (AR): The team was continuing to receive new applications and a business case had been made to the Executive Leadership Team (ELT) for an additional temporary resource. This will be circulated to the Board for approval later in the week.

6.6 The AR EDI standard consultation had closed. Responses were overwhelmingly supportive. The implementation plan will be updated to reflect concerns of the registers to allow sufficient time for the standard to come into effect. The standard and implementation plan will be circulated to the Board before implementation in April.

6.7 A correction for Item 8.15 in the Executive report paper: Kenny Gibson is NHS England lead for safeguarding.

6.8 Office move: The lease negotiations were nearly complete. The lease was executed on the day of the Board meeting.

6.9 The wayleave agreement needed for the installation of the internet line in the new office was still underway, therefore staff would be working from home the first week. If required, a G5 router will be used as contingency from week two.

6.10 Pensions: The confirmation had been received from NHS Pensions that the auto-enrol could change to a defined contribution scheme from April. As there would not be five staff to join the new scheme from the start the initial enrolment for new staff will be the NEST scheme.

6.11 The Board requested that the ELT consider ways to encourage all staff to join a pension scheme.

6.12 ICT: The Cloud migration project had been completed and the team achieved Cyber Essentials Plus accreditation.

6.13 The Board asked that the Research conference be added to the project dashboard, while *Safer care for all* could come off.

6.14 The Board requested that thought be given to how best to track the benefits of projects. This is part of the project management process and will be reported for the IT, accommodation and pensions projects in July 2023.

Action: JC to report on project evaluations and benefits realisation for the IT, accommodation and pensions projects at the July Board meeting.

7. Finance report

7.1 The Director of Corporate Services introduced the item. The forecast deficit had now significantly reduced. This was due to the initial budget planning in large contingencies for the Watt case and other areas which were not ultimately needed.

7.2 There was some overspend on staff cost which was largely due to conscious decisions around creating the Head of Stakeholder Engagement and Communications and additional policy support posts during the year.

7.3 It was agreed that the AR unrestricted reserves should be called 'ringfenced unrestricted reserves'.

7.4 The Board agreed that a Business Plan Review Committee will be implemented and meet in July and August. The Committee will also review the Finance report template.

Action: MH to schedule Business Plan Review Committee meetings in July and August.

8. Committee reports

8.1 Audit and Risk Committee report: The Board requested that the term 'hard to reach group' will not be used going forward, and that the term used will be 'underrepresented groups'.

8.2 The Board **noted** the Audit and Risk Committee update and annual review.

8.3 The Board **noted** the Scrutiny Committee update and annual review.

8.4 The Board **noted** the Nominations Committee annual review.

9. DA Board member reports

9.1 The Board **noted** the reports from the DA members and thanked them for their contribution.

10. Safer care for all plan 2023/24

10.1 The Chief Executive introduced the item, which will be discussed in tandem with the next item, strategic plan 2023-26.

10.2 The consultation on the strategic plan showed broad agreement with the priorities and suggested work in the plan, with a focus on public protection and professional regulation.

10.3 Whilst there was no broad support for a Patient Safety Commissioner as a role, the support for the desired outcomes of this role were widely approved.

10.4 There was support for the Authority to work out a framework for the regulatory strategy within regulatory reform and the Board supported this recommendation.

10.5 The Board agreed that the strategic plan response should inform where the SCFA work was going.

10.6 One area in which the Board suggested that more work needed to be done was around accountability, fear, and public safety as this had been ranked highly in the strategic plan consultation.

10.7 The Board suggested that a stronger focus should be on helping to shape the workforce through education and training, but it was acknowledged that this was an area where more insight would be needed into how the regulators were supporting workforce training. This will be reviewed within the work priorities of SCFA and will be an area to review within Performance Review.

10.8 The Board emphasised the cross-cutting theme on work culture (duty of candour, learning, inequalities research etc) which should get more attention. It was felt that building an authoritative evidence base through research will help drive solutions.

10.9 The Board noted that only one patient organisation responded to the consultation and requested that more work should be invested in making it possible for patient organisations to feed into Authority work and consultations. It was confirmed that the team had already begun work in this area and that the

SCFA priorities had been shaped, amongst the other areas mentioned, through meetings with patient safety organisations and that efforts were ongoing to make patient voices be heard more.

10.10   The Board requested a review of the success measures mentioned in the report and consideration of the areas where the Authority can in fact influence outcomes.

10.11   The Board suggested that public inquiries and a review of follow-through on recommendations from public inquiries would be a useful piece of work that should be prioritised, as well as the work already begun under the safe spaces and duty of candour streams. The team confirmed that other organisations were already undertaking work in this space and that they were in touch with these pieces of work and would be involved where suitable.

10.12   The Board discussed the issue of moral injury, which was an issue currently widely discussed in the context of the workforce debate. The Board recommended that this should be considered within the SCFA work.

Action: CB to consider how the moral injury concern could be picked up within the SCFA work.

10.13   It was confirmed that the Board will discuss these areas again at the strategy session in Belfast on 18 May.

10.14   It was confirmed that visits to healthcare settings and similar will be part of the planning for future away days for the Board from September 2023.

11.   Strategic plan 2023-26

11.1   The Chief Executive introduced the paper, seeking to draw out some of the highlights not yet touched on above and thanking Melanie Venables for her work undertaken on the plan.

11.2   The consultation responses were in very strong agreement with the vision, mission and aims outlined in the strategic plan.

11.3   A strong emphasis in the responses was for the Authority to help ensure that the regulatory reform effort would be successful, and on sharing good practice.

11.4   The Board emphasised again the importance of choosing the right success measures that were appropriate and within the Authority's control.

11.5   The Board agreed that the level of positive feedback received in the consultation was encouraging and reassuring.

12.   Any other business

12.1   The Board requested that Board forward planning be added back onto the agenda.

Action: AC to add Board forward planning to the May public Board meeting agenda.

13.   Questions from Members of the Public

13.1   There were no questions.

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

14.   Private session of the Board

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

Signed by Chair   **Date 17/05/23**

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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
18 January 2023	5.3	Bring a proposal for a Section 29 review to the July Board meeting.	GM	19 July	Agreed to move this to the September 2023 meeting	🟩
18 January 2023	9.5	Consider previous discussions on charging to decide on the benefits of doing so for the research conference.	DB/JC	15 March	Complete: a Board workshop on 26 April decided to pilot charging for the Research Conference in November 2023.	🟦
18 January 2023	11.6	Liaise with the Policy team on a NI briefing for the May Board meeting.	MH	15 May		🟩
15 March 2023	6.14	JC to report on project evaluations and benefits realisation for the IT, accommodation and pensions projects at the July Board meeting.	JC	19 July		🟩

15 March 2023	7.4	Schedule Business Plan Review Committee meetings in July and August.	MH		Complete	
15 March 2023	10.12	Consider how the moral injury concern could be picked up within the SCFA work.	CB	Q3/Q4	To be incorporated in safe spaces discussions	
15 March 2023	12.1	Add Board forward planning to the May public Board meeting agenda.	MH	17 May	Complete	