

**Board meeting**  
Public minutes of the meeting  
18 May 2022



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**Approved Minutes of the Board meeting, 18 May 2022**

**Present**

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

**In Attendance**

Christine Braithwaite  
Mark Stobbs  
Jane Carey  
Graham Mockler  
Suzanne Dodds  
Dinah Godfree  
Melanie Venables  
Steve Wright  
Richard West  
Rebecca Senior  
Colette Higham  
Collette Byrne  
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: Anna Raftery (HCPC), Nasia Nicou-Panayiotou (HCPC), Janet Collins (GPhC), Terry Korateng (NMC) and Bamina Ambikainayagam (NMC).
- 1.2 The Chair welcomed Amrat Khorana who had recently joined the Board as Associate Board Member.

**2. Apologies**

- 2.1 Moi Ali gave apologies.

**3. Minutes of meeting held on 16 March 2022**

- 3.1 The minutes of the last Board meeting held on 16 March 2022 were accepted as a true and correct record and approved, with the following changes noted:
  - Item 13.4: 'TF highlighted how the Authority's decision to refer the case of Watt to the courts had brought awareness to the organisation's role.'

**Action:** MH to amend the March Board minutes.

#### **4. Actions and Matters Arising from the meeting on 16 March 2022**

- 4.1 **19 January 2022, Item 6.12 - Policy team to discuss Board workshop around patient voice with the team** – The workshop had been scheduled for 17 October.

#### **5. Chair's report**

- 5.1 The Chair presented the paper. Amrat Khorana will join the Audit and Risk Committee as an associate member. Marcus Longley will become Deputy Chair and Chair of the Scrutiny Committee upon Antony Townsend's departure at the end of the year.
- 5.2 The Chair updated the Board on the meeting with the Cabinet Secretary for Health and Social Care, which was very constructive.
- 5.3 The Board **noted** the report.

#### **6. Executive report**

- 6.1 The Chief Executive introduced the paper. The EDI action tracker, which was discussed later in the meeting, will become an annex to the Executive report in future.
- 6.2 The Chief Executive had attended the GMC conference, which had been successfully run as a hybrid event. The Authority was considering running future events, for example the State of Regulation conference, in a similar fashion.
- 6.3 The Director of Scrutiny and Quality updated the Board that the GMC S40A multi registrant appeal had been settled, with a warning issued.
- 6.4 The Director of Standards and Policy updated the Board that a response had been made on the PSNI's consultation on regulation of pharmacy technicians.
- 6.5 The Director of Corporate Services updated the Board on the Invitation to Tender (ITT) for the Cloud project. No responses had been received and the feedback had been that the project was too small. The ITT had now been republished with a revised scope and larger budget, to close on 10 June. It was confirmed that there would still be sufficient time to implement the project before the office move.
- 6.6 The contingency plan if no suitable company was identified for the work would be to replace the hardware and move that to the new office.
- 6.7 Two fixed-term Policy Adviser roles were being recruited and the agency bids for the Board recruitment had been received and submitted to the panel.

#### **7. Finance report**

- 7.1 The Director of Corporate Services introduced the report, which was the year-end forecast position and the budget for 22-23. A surplus was forecast, with the final figures still subject to the NAO audit. A positive impact on restricted and unrestricted reserves was expected.
- 7.2 The Board **noted** the finance report.

## 8. Audit and Risk Committee report

- 8.1 The Chair of the Audit and Risk Committee introduced the report. The internal auditors' opinion on risks was Moderate (on a scale of 1 to 4, with Moderate being second highest at 2).
- 8.2 The auditors had confirmed that the Authority's business principles and reserves policy had been adhered to. The Chief Executive will consult with the regulators on moving this review to be carried out every other year as the report always came back positive. The auditor resource freed up by this would be used for alternative pieces of work.
- 8.3 RSM, the new auditors, had now started and the audit plan for 22-23 had been approved.
- 8.4 The Board **delegated** to the Committee the approval of the annual accounts.
- 8.5 The Board **noted** the report.

## 9. EDI update

- 9.1 The Director of Scrutiny and Quality updated the Board on the action plan and tracker. The EDI group and Directors Group will review the action plan monthly. It was confirmed that all actions were currently on track.
- 9.2 It was confirmed that the remit of the planned advisory panel was currently being scoped, with the Directors Group to approve it by the end of June. An update will be provided to the Board.
- 9.3 The Board **confirmed** that they were content with the format of the tracker, which will be reviewed at every Board meeting going forward.
- 9.4 The Board **noted and welcomed** the progress made.

## 10. Accommodation update

- 10.1 The Director of Corporate Services gave a verbal update. For both shortlisted properties confirmation had now been received on the ten-year lease with five-year break clause, which was a minimum requirement.
- 10.2 The Director of Corporate Services had visited both properties again and spoke with tenants at one property, who confirmed that they were happy with their accommodation. Draft floorplans had been received for this property.
- 10.3 The Directors Group expected to be able to make a decision by the end of May or in early June, with the move expected to go ahead in late autumn.
- 10.4 The Board requested project plans for the move and for the Cloud project.  
**Action:** JC to produce and share with the Board project plans for the move and for the Cloud project for the Board meeting in July.

## 11. Research procurement process

- 11.1 The Director of Standards and Policy introduced the paper. The budget of £55,000/year was used for research as and when the need arises.

- 11.2 The new procurement process was now in place and the policy workplan now comes to the Board for approval.
- 11.3 The Board requested that the link between policy research and strategic planning would be made more explicit. It was confirmed that this would be discussed at the strategy/business planning sessions.
- 11.4 The Board enquired how the topics decided by the Board last year had translated into the research actually undertaken. It was explained that after those discussions, the focus had shifted to the State of Regulation report but that plan will be re-visited as part of business planning.
- 11.5 The Board requested that in situations like this the Board should be notified. It was also agreed that decisions of this kind should be included in the mid-year business plan review.
- 11.6 It was highlighted that plans were now in place for building tools into the research process for measuring the impact of research.

## **12. Board and Committee dates 2023**

- 12.1 The Board **noted** the dates for 2023.

## **13. Any other business**

- 13.1 There was no other business discussed.

## **14. Questions from Members of the Public**

- 14.1 There were no questions from observers.
- 14.2 The Chair thanked the observers for their interest in the Authority.

## **15. Private session of the Board**

- 15.1 The Board went into the private session of the meeting.



**Signed by Chair**

**Date 20/07/22**

## Board meeting

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18 May 2022



### Action Log

In Progress Overdue Delayed Complete

Mtg. Date	Item No.	Action point	Owner	Date required	Action progress	Status
16 March 2022	11.11	Implement the gathering of staff and Board EDI data by the end of March.	JC	End of March	Complete	
18 May 2022	3.1	Amend the March Board minutes.	MH		Complete	
18 May 2022	10.4	Produce and share with the Board the updated project plans for the office move and for the Cloud project.	JC	20 July 2022	Complete	