**Paper 7 HQIP Board of Trustees** Friday 26 July 2024 10.00 - 13.00, MS Teams meeting

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| **Trustees:**  Peter Bloomfield*, interim Chair*  Rose Jarvis  *Academy of Medical Royal Colleges*  Janice Gabriel  *Royal College of Nursing*  Gill Coverdale  *Royal College of Nursing*  Mark Hampton  *Treasurer* | **HQIP Observers**  Chris Gush  *HQIP CEO*  Jill Stoddart  *HQIP NCAPOP director of operations*  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*  Claudia Snudden  *FMLM Fellow*  Desi Staykovska  *IG lead* | **Apologies**  Danny Keenan  *HQIP Medical Director*  **Co Opted Expert:**  Michael Chapman  *NHS D* |

|  | 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**   * Discretionary Day of Leave. |
|  | The 2023-24 FMLM fellow’s activities final summary update. |
|  | **Operational performance**  Updates were given on the:   * 1st quarter management accounts 2023/24 – 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. * KPI Review for Q4 2023/24 and Q1 2024/25 – the Board acknowledged that the KPI performance was on target, thanked all staff for delivering work to a very high standard. |
|  | **Work programme update -** The Board received scheduled updates regarding:   * NCAPOP programme. * New business development. * Information Governance. * Health and Safety. |
|  | **Any other business**  None. |
|  | Date of next meeting:   * 22 November 2024 |