**PAPER 7 HQIP Board of trustees**

**Minutes**

Friday 22 March 2024 10.00 - 13.00, via MS Teams

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| **Trustees:**  Peter Bloomfield  *National Voices, interim Chair*  Rose Jarvis  *Academy of Medical Royal Colleges*  Janice Gabriel  *Royal College of Nursing*  Gill Coverdale  *Royal College of Nursing* | **HQIP Observers**  Chris Gush  *HQIP CEO*  Danny Keenan  *HQIP Medical Director*  Catherine Brook  *HQIP Head of Finance*  Anna Kisielewska (secretary)  *Executive Assistant and Infrastructure Manager*  Jill Stoddart  *HQIP NCAPOP director of operations*  Glenn Hearnden  *HQIP Corporate Services director of operations*  **Item specific Invitees**  Clare Fountain  *Associate Director: Healthcare Quality Improvement*  Lacia Ashman  *Head of Marketing and Communications* |
| **Apologies 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. |
|  | **CEO welcomed interim Chair.** |
|  | **Medical Director update**.  The Board were updated on current activity in the following areas:   * Independent Healthcare Providers Network (IHPN) project. * Outliers project. |
|  | **Operational performance.**  Updates were given on the following items:   * 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. * Performance against KPIs was agreed as on target. * Operational Plan 2024/25 was approved by the Trustees * Financial policies review. * Reserves investment approach. * VAT treatment. * CoL considerations for 2024/25. * National Voices position * Trustee – terms as Directors * NJR governance * Safeguarding Policy * Volunteering Policy |
|  | **Work programme update.**  The Board received scheduled updates regarding:   * Communications and marketing. * New business development. |
|  | **Any other business**  None. |
|  | Date and Venue of next meeting:   * 26 July 2024, MS Teams meeting. |