

**DHSSPS/RQIA BI MONTHLY LIAISON MEETING**  
**Tuesday 15 April 2014 – 10 AM**  
**Castle Buildings**

**AGENDA**

1. Matters Arising:

- RQIA Letter to DHSSPS regarding Current Inspection Process
- Business Case for Additional RQIA Staff
- Quality 2020
- Information Exchange Workshop
- Information Sharing between Department and Coroner

2. Information Exchanges/Serious Concerns/Early Alerts:

- Information Sharing
- Trust Issues arising from Thematic Reviews
- Email Security Settings
- Information Exchange Workshop / Follow Up
- Early Alerts Encompassing Several Trusts
- Regional Learning System (RLS) Project

3. Regulatory matters

- Enforcement activity
- Compliance Notices – Composite Report
- RQIA Inspection of Royal and Mater Hospital A&E Departments
- Hebron House / Bawn Cottage

4. Review Programme (Update)

- Planned Reviews
- On-going Reviews
- Completed & awaiting publication
- Programme variations
- Process for developing 2015-18 Review Programme
- RQIA Commissioned Reviews
- Cherry Tree Review
- Improvement Notices – Service Frameworks
- Child in Adult Ward – Letter of 28 January from SHSCT to Teresa Nixon
- Amendment to Reviews Protocol – Special Inspections Commissioned by Minister requiring Advance Statement to Assembly

5. Mental Health / Learning Disability Update
  - General Update
  - Escalation Activity
  - SAI Investigations for Mental Health Patients
6. Finance, including RRL, Risk & Governance issues
  - Letter from Julie Thompson to Glenn Houston – 8<sup>th</sup> January 2014
  - RRL Allocation 2014/15
  - End of Year Balance
7. Independent assurance of HSC Trusts Review of SAI process and records - planned RQIA review of adverse incident management – Letter from Michael McBride
8. Independent Review of RQIA
9. Review of Management Statement and Financial Memorandum
10. Communications between RQIA Review Teams and External Contacts
11. Governance
  - Approval of RQIA Business Plan 2014/15
  - Board Self Assessment Checklist
  - Audit and Risk Committee Checklist
  - Corporate Strategy 2015-18
12. RQIA Board
  - Board Member Appointments
  - Chairman's Replacement
13. AOB/Date of Next Meeting

**For noting:**

- Special Needs Management Allowance – Letter from Kathy Fodey to Fergal Bradley 13<sup>th</sup> January 2014
- Fostering Agency Regulations – Commencement