

Minute of the meeting of the

**Board of the Health Service Executive****1<sup>st</sup> June 2006**

<b>Members present:</b>	L. Downey (Chairman), N. Brennan, D. de Buitleur, B. Drumm (CEO), M. Gaffney, E. McCague, M. McLoone, M. Murphy, J. Murray & A. Scott.
<b>Apologies:</b>	P.J. Fitzpatrick & J. Macri.
<b>Attendees:</b>	A. Browne, T. Martin, J. O'Brien, & C. Mellett.
<b>Joined the meeting:</b>	HSE: A. Condon, J. Cregan, J. Curran, F. Duffy, R. Langan, M. Lynott, J. Molloy, L. McGuinness & L. Woods. Teamwork Management Services: J. Saunders, M. Dove & B. Niven.
<b>Location / time:</b>	HSEEA, Adelaide Road at 9am.

Items are presented here in the order in which they appeared on the agenda but were not discussed in order.

It was noted at the outset of the meeting that Items 10 (re. lease of Block B, Parkgate Street) and 13b (The Role of the HSE in Education, Training and Research) would not be taken at this meeting.

Item	Discussion / Comments	Action
<b>1</b>	<b>Minutes of previous meeting</b>	
	<u>Minutes of meeting on 4<sup>th</sup> May 2006</u> Subject to two agreed amendments, the minutes of the meeting were agreed.  <u>Minutes of meeting on 16<sup>th</sup> May 2006</u> The minutes were agreed.	CM
<b>2</b>	<b>Matters arising from minutes</b>	
	<u>Meeting on 4<sup>th</sup> May 2006</u> <ul style="list-style-type: none"> <li>▪ Most actions arising from the previous meeting were dealt with under separate agenda items.</li> <li>▪ Re. Item 3 - Additional NHO data was noted and discussed. Similar information will in future be accompanied by a management summary and interpretation of data, as well as a broader picture of activity. Data showing emergency and elective admissions by specialty and consultant is to be provided.</li> <li>▪ Re. Item 6 – The update on private hospitals on public sites was welcomed. Regular updates will be provided to the Board. It was noted that the Bed Capacity Review had commenced and will inform the development of private hospitals on public sites.</li> </ul>	National Director, NHO
<b>3</b>	<b>CEO's Report</b>	
	The CEO spoke to the report, which had been circulated prior to the meeting. The following items were noted in particular and some follow-up actions agreed: <ul style="list-style-type: none"> <li>➢ <u>Expert Advisory Groups</u> – There has been considerable interest in the EAGs. Work on finalising the membership of the groups and resourcing</li> </ul>	

	<p>support staff is continuing.</p> <ul style="list-style-type: none"> <li>➤ <u>North Dublin out of hours GP Services</u> – Significant progress has been made and five centres in North Dublin are expected to be established in September. The infrastructure and support staffing will be provided and run by the HSE.</li> <li>➤ <u>Pharmacy</u> – Negotiations with IPHA are continuing and the HSE Pharmacy Unit has been established. It was noted that all relevant voluntary organisations have been informed of the ongoing renegotiation of the supply and pricing of drugs agreement. Consideration is being given to the issue of approving contracts/agreements during the negotiation period. It was noted that the issue of mail-order medications was being considered and would most likely be addressed on an incremental basis.</li> <li>➤ <u>HR Figures</u> – It was noted that progress was being made in relation to legacy issues. Interviews for the Head of Estates and Head of Procurement are scheduled to be held in June. Additional clarification of HR figures will be provided for the next meeting, along with an update on the employment control framework.</li> <li>➤ <u>Population Health presentation</u> – to be provided at the September meeting.</li> <li>➤ <u>A&amp;E</u> – Figures in the new format, which is available daily on the HSE website, were circulated.</li> </ul>	<b>National Director, HR</b>
<b>4 Report of the Joint Health Service Executive / Department of Health &amp; Children Task Group to advise on the optimum location of the new national paediatric hospital</b>		
	<ul style="list-style-type: none"> <li>▪ L. McGuinness (Chair of Task Group), F. Duffy &amp; R. Langan (members of the Group) joined the meeting for this item.</li> <li>▪ Ms. McGuinness outlined the background to the report, which builds on the McKinsey Report which was endorsed by the Board at its meeting on 2<sup>nd</sup> February. Ms. McGuinness outlined the issues considered and process by which the decision of the Task Group was reached.</li> <li>▪ It was stated that the recommendation of the Joint Task Group was that the new national children's hospital should be developed on the Mater Hospital Campus.</li> <li>▪ Members discussed the report in detail. The report was welcomed by the Board and it was decided to endorse the recommendations as follows:</li> </ul> <p>In relation to site location:</p> <ul style="list-style-type: none"> <li>- that the new national tertiary paediatric hospital should be co-located on the Mater Misericordiae Hospital campus;</li> <li>- that the new paediatric hospital is built on an identified site at the Mater Misericordiae Hospital that is ceded to the State through the HSE unencumbered and at no cost to the State.</li> </ul> <p>In relation to governance:</p> <ul style="list-style-type: none"> <li>- that the new paediatric hospital has an independent status for both the development and operational phases;</li> <li>- that the new paediatric hospital has its own Board of management, separate budget and identity;</li> <li>- that an appropriate coordinating mechanism is established with links between the adult and paediatric hospital at management and clinical board level to ensure co-location benefits are fully optimised.</li> </ul> <p>In relation to urgent care centre needs:</p> <ul style="list-style-type: none"> <li>- that decisions on the location and configuration of these centres should now be progressed as part of the next phase of development of the new paediatric care model.</li> </ul> <p>In relation to adult service configuration:</p> <ul style="list-style-type: none"> <li>- that the HSE undertake a review of the configuration of adult acute services in Dublin.</li> </ul> <p>In relation to future configuration of maternity services:</p>	

	<ul style="list-style-type: none"> <li>- that the site selected for the paediatric hospital should accommodate a full secondary and tertiary care maternity hospital;</li> <li>- that a review of the configuration of maternity services in the Dublin region should be undertaken as soon as possible in light of the strong case for tri-location for adult, paediatric and maternity services.</li> </ul> <ul style="list-style-type: none"> <li>▪ The Report and recommendations of the Board will to be sent to the Tánaiste &amp; Minister for Health for consideration.</li> </ul>	Chairman
<b>5 Report – “Improving Safety and Achieving Better Standards – An Action Plan for Health Services in the North East”</b>		
	<ul style="list-style-type: none"> <li>▪ Mr. John Saunders, MD, Mr. Martin Dove and Mr. Brian Niven (Teamwork Management Services) joined the meeting for this item.</li> <li>▪ Mr. Saunders gave a presentation to the Board on the findings of the review of acute hospital services in the northeast and outlined the recommendations of the review team.</li> <li>▪ Members discussed the report at length.</li> <li>▪ The importance of engaging with various interests was noted and will be addressed through briefing sessions in the coming days.</li> <li>▪ The Board requested that the CEO initiate appropriate actions arising from the report and make arrangements in the week following the meeting to engage with staff in the Northeast and other interests on the report’s contents and recommendations.</li> </ul>	
<b>6 Consultants’ Contract - update</b>		
	<ul style="list-style-type: none"> <li>▪ A. Condon &amp; M. Lynott joined the meeting for this item and provided an update to members on the situation in relation to the negotiation of the consultants’ contract.</li> <li>▪ A number of points of clarification and suggested amendments were provided. Subject to these, a position was agreed, which will be discussed with the Department of Health and the Chairman of the negotiations. It is hoped that an expeditious re-opening of negotiations will be achieved.</li> </ul>	
<b>7 Finance Report</b>		
	<ul style="list-style-type: none"> <li>▪ L. Woods joined the meeting for Items 7 &amp; 9.</li> <li>▪ L. Woods outlined the Finance Report in respect of April 2006.</li> <li>▪ The measures being taken by management, particularly in relation to hospitals, to ensure that the budget is met in 2006, were outlined.</li> <li>▪ The most significant variances from allocated budgets in hospital and community services were highlighted. The financial pressure attributed to demand-led schemes continues to be an issue for the HSE.</li> <li>▪ It was noted that the acceleration of population growth needs to be a consideration in the estimates process and budget allocation.</li> </ul>	National Director Finance
<b>8 Procurement of company to manage long-stay charges</b>		
	<ul style="list-style-type: none"> <li>▪ A revised document was circulated.</li> <li>▪ A. Browne outlined the recommendation to members.</li> <li>▪ It was decided to approve the procurement of the services of KPMG to design and manage the Long Stay Charges Repayment Scheme (Decision Number: HSE/Board/01.06/(10)/2006.</li> <li>▪ It was noted that the Data Protection Commissioner’s Office has confirmed that it was satisfied with proposed arrangements in relation to processing of data outside the EEA.</li> </ul>	
<b>9 Interim Review of Capital Plan 2006</b>		
	<ul style="list-style-type: none"> <li>▪ J. Curran &amp; J. Molloy joined the meeting for this item and provided an outline of the progress related to the Capital Plan 2006.</li> <li>▪ It was noted that the DoHC has approved the Capital Plan for 2006.</li> <li>▪ Capital expenditure in the first quarter of 2006 amounted to approximately €97million (approximately 30% of this related to accruals from 2005).</li> <li>▪ A number of issues were raised by members, which will be addressed in the next quarterly review to the Board. (e.g. inclusion of capital</li> </ul>	J. Molloy / J. Curran

	investment in ICT, role of former health board technical services, capital planning in the context of estate management).	
<b>10 Lease of Block B, Parkgate Street</b>		
	<ul style="list-style-type: none"> <li>▪ This item was not discussed. The CEO stated that further consideration of options regarding office accommodation will be undertaken by management prior to proposals being brought to the Board.</li> </ul>	Director, Office of the CEO
<b>11 PPARS Update</b>		
	<ul style="list-style-type: none"> <li>▪ An update will be provided at the next meeting.</li> </ul>	CEO
<b>12 Suite of Governance documents – outstanding issues</b>		
	<ul style="list-style-type: none"> <li>▪ J. Cregan joined the meeting for this item and outlined the changes made to the Suite of Governance documents since they were last circulated.</li> <li>▪ In relation to the matter of the role of the CEO as accounting officer vis-à-vis the Internal Audit, it was noted that a response from the DoHC was imminent.</li> <li>▪ Code of Standards for employees is largely agreed apart from the question of an employee being a member of the Houses of the Oireachtas, European Parliament or a local authority. This matter is to be considered further in the light of general practices in the civil service, local authorities and other large public service organisations.</li> <li>▪ Members discussed the briefing note prepared in relation to risk management. It was agreed that a Board Risk Committee would be appointed by the Board. The suite of governance documents is to be re-drafted to provide for the appointment and operation of such a Risk Committee. The final suite of documents will be considered again by the Audit Committee before presenting to the Board.</li> </ul>	<p>Director, Office of the CEO</p> <p>Director, Office of the CEO</p>
<b>13 Committees of the Board</b>		
	<p><b><u>Audit Committee</u></b> The minutes of the meeting of the Audit Committee on 27<sup>th</sup> April last were noted. Prof. Brennan stated that the main issues discussed were (i) difficulties in restructuring the Internal Audit function due to industrial relations matters and (ii) VFM Report.</p> <p><b><u>Education, Training &amp; Research Committee</u></b> Consideration of the report of the committee was deferred to the next meeting.</p> <p><b><u>Remuneration Committee</u></b> A meeting of the committee will be held prior to the next Board meeting. Details to be arranged.</p>	Follow-up with HR
<b>14 Service Plan Monitoring Report – April 2006</b>		
	<ul style="list-style-type: none"> <li>▪ The review was provided for information purposes and was noted.</li> </ul>	
<b>15 Deputy CEO</b>		
	The Chair advised that a protocol needed to be put in place to allow appointment of a deputy CEO in situations where the CEO was temporarily absent which would probably require a delegation order to be put in place. Legal advice will be sought and will be considered at the next meeting.	Director, Office of the CEO
<b>16 Any other business</b>		
	No items for discussion under AOB.	

The meeting concluded at 6.30pm.

Signed:

Date:

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Liam Downey  
Chairperson