

**Board of Directors Interim Meeting**  
**Galway & Roscommon University Hospitals Group**

Friday, 21<sup>st</sup> December, 2012 at 8.30 a.m to 09.30am

Boardroom, University Hospital, Galway

**Members Present:**

Mr. Noel Daly, Chair (ND)

Mr. Bill Maher, Group CEO (WEM)

Dr Pat Nash, Group Clinical Director (PN)

Mr. Maurice Power, Chief Financial Officer (MP)

Ms. Colette Cowan, Group Director of Nursing (CC)

Ms. Fiona McHugh, Secretary, (FMH)

Agenda Item No	Discussions /Comments	Action
	The Chair opened the meeting by welcoming Dr. Pat Nash, the newly appointed Group Clinical Director to his first Board Meeting, and wished him well in his new appointment, which was endorsed by the CEO.	
<b>1.</b>	<b>Apologies/Agenda/Minutes</b>	
	<p>Minutes of the meeting held on the 26<sup>th</sup> October, 2012 were approved and signed.</p> <p>The Chair noted that the Non Executive Director Induction day held recently was well received and in particular the Non Executive Directors were delighted that both Dr. Ambrose McLoughlin ,Secretary General DOH and Dr Martin Connor, Centre for Management and Operational Development for DOH. Ms F. McHugh was thanked for organising this event.</p> <p>The Chair advised that he is meeting with the Non Executive Directors individually to update them on developments of the Board and Group Structures following many meetings with the DOH and that it is anticipated that new Group Structures to be announced on the 16<sup>th</sup> January 2013.</p>	
<b>2.</b>	<b>ABC System</b>	
	<p>Mr Maurice Power requested formal approval from the Board to proceed with procurement with Performance Ireland/UK to assist the Group with a better understanding of the cost drivers for the activity undertaken across the Groups hospitals.</p> <p>The Chair welcomed this development and the interim Board approved the immediate procurement of ABC system as the preferred supplier.</p> <p>ABC is one of the key recommendations of both the Ogden Report and the PA Consulting Report.</p>	MP
<b>3.</b>	<b>Proposal re QSM system support services</b>	
	Mr Bill Maher outlined for the meeting the work which has been undertaken by the Group regarding the implementation of a Quality and Safety Management System	PN

	to support services of the new Governance Structure of the Group and in particular the newly formed Patient Safety Committee and requested formal approval from the Board to go to procurement with HCI Health Care to provide additional support pending reorganisation of the Quality and Safety Function and help manage patient safety and risk.	
<b>4.</b>	<b>ICT update</b>	
	<p>Mr Maurice Power outlined the progress regarding the Electronic Documentation Patient Record System (EDPRS). It was noted that to proceed to tender Centre for Management and Organisation Development (CMOD) approval is required. The Group are working towards a target submission date to CMOD for their meeting in February 2013; in the meantime work is ongoing on developing the specification document for the project.</p> <p>The Board noted the development and requested that Maurice Power seek advice from National Procurement regarding the next steps and also acknowledged the work carried out to date and in particular Martin Molloy's contribution in producing the business case template required for submission to CMOD.</p>	MP
<b>5.</b>	<b>Governance Arrangements – Next Steps</b>	
	<p>Mr Maurice Power requested formal approval from the Board to go to tender for Consultancy support to assist with the completion of the Governance arrangements for the Group. The Chair acknowledged the progress to date in the development of the overall Governance Framework and requested that funding for the project be sought from the Secretary General DOH.</p> <p>The interim Board approved the Governance Framework request to tender.</p>	MP
<b>6.</b>	<b>International Partnership Programme</b>	
	<p>Mr Bill Maher presented the proposed itinerary for the HIMMS Conference / International Relations Programme ( 27<sup>th</sup> February – 4<sup>th</sup> March 2013) incorporating visits to leading USA hospitals and Universities and outlined the importance of this programme to address a number of key strategic objectives for the Group. The Chair advised the Board that Ambrose McLoughlin Secretary General was keen to participate and will also travel. It was noted that it was important to identify the right partners going forward. The interim board approved this trip and requested that the board receive an update/ action plan following the visit.</p> <p>The CEO recommended that a similar fact finding programme be arranged for the UK and Northumberland was suggested. The Board recommended that formal links with the UK be set up in a similar manner to the International Partnership Programme. Mr Bill Maher and Ms Colette Cowan to take forward and identify programme /likely dates.</p>	WEM/ND  WEM
<b>7.</b>	<b>Due Diligence Update</b>	
	The report submitted by Mr Tony Canavan COO regarding the progress to date on the Due Diligence with Mayo General Hospital circulated prior to meeting was discussed. Noted a comprehensive report for presentation will be completed for the next Board Meeting.	TC

	<p>The Chair proceeded to update the interim Board on developments of the Prof. John Higgins report and advised that it is anticipated that the report will be made available on the 16<sup>th</sup> January. Mayo General Hospital will join the Group and it is anticipated that Sligo General Hospital and Letterkenny General Hospital will be added as subgroups to the Group. It is unclear how the governance model will work at this stage.</p> <p>It was agreed that Mr Noel Daly would seek a meeting with the Secretary General regarding new Group Structures before the Groups are formally announced.</p>	
<b>8.</b>	<b>Service Plan 2013</b>	
	<p>The National Service Plan for 2013 circulated prior to the meeting was discussed. The following key points were noted.</p> <ul style="list-style-type: none"> <li>• Hospitals allocation will be based on 2012 Outturn</li> <li>• There will be a 3.2% budget reduction applied to the outturn.</li> <li>• The Group will have to absorb a budget reduction relating to the Croke Park agreement (yet to be quantified)</li> <li>• There will be some additional funding for demographics including oncology drugs.</li> <li>• There will be some additional funding for new services such as colorectal screening programme</li> <li>• There is a further €150m reduction not yet allocated.</li> </ul> <p>The interim Board acknowledged the significant progress and the Chair on his own behalf and on behalf of the interim Board thanked Maurice Power for his efforts in relation to the Service Plan and related budget for 2013.</p> <p>Mr Maurice Power to update Board on developments</p>	<p>WEM</p> <p>MP</p>
<b>9.</b>	<b>Matters Arising</b>	
	<p>The CEO advised the Board that interview for the Clinical Director for Medicine and the General Manager Post for GUH are taking place later today.</p> <p>The CEO updated the interim Board on the Savita Halappanavar (RIP) inquiry and advised that a meeting took place with Q4 at the request of the Secretary General to support the communication process of this enquiry. Mr. Jackie Gallagher from Q4 has now been appointed to lead the communication process. The Chair advised that he will negotiate the fee payable to Q4 with the Secretary General and Mr Gallagher.</p> <p>The following were also noted</p> <ul style="list-style-type: none"> <li>• HIQA have agreed their terms of reference and have appointed 5 of the 6 members of the investigation team and have yet to advise when the investigation will commence.</li> <li>• The internal review headed by Prof. Sabaratnam Arulkumaran into the death of SH is ongoing and the draft report for accuracy is due to be received next week 28<sup>th</sup> December 2012.</li> </ul>	
<b>10.</b>	<b>Any other Business</b>	
	The Chair thanked everyone for their support since his appointment on the 11 <sup>th</sup>	

	June and commended the Executive for their high level of commitment and hard work and in particular Mr Maurice Power for his significant role in preparing the ground work in terms of governance.	
<b>12.</b>	<b>Date of Next Meeting</b>	
	15 <sup>th</sup> January 2013 at 8am	ND

SIGNED DIRECTOR: \_\_\_\_\_  
Chair of Board

DATE: \_\_\_\_\_