

**Board Meeting**  
**Galway & Roscommon University Hospitals Group**  
Monday, 25 March, 2013 at 2.00 pm  
Boardroom, Roscommon Hospital, Roscommon

**Members Present:**

Mr Noel Daly, Chair (ND)  
Dr Jim Browne, Non Executive Director (JB)  
Dr Brendan Day, Non Executive Director (BD)  
Mr John Killeen, Non Executive Director (JK)  
Ms Phyllis MacNamara, Non Executive Director (PMN)  
Mr Zubair Javeed, Non Executive Director (ZJ)  
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 and Midwifery (CC)  
Ms Fiona McHugh, Secretary, (FMH)

**Apologies:** Nil

**In attendance:**

Mr Ray Mitchell, HSE Assistant National Director  
Mr Tony Canavan, Group Chief Operating Officer (COO) (attended part of meeting)

**Joined the meeting:**

Mr Tony O'Brien, Director General Designate  
Ms Elaine Prendergast, General Manager Roscommon Hospital  
Ms Margaret Casey, A/ Director of Nursing Roscommon Hospital

Agenda Item No	Discussions /Comments	Action
<b>1.</b>	<b>Apologies/ Agenda/ Minutes</b>	
	<p>Mr Noel Daly welcomed the members of the Board to Roscommon Hospital, Mr Zubair Javeed to his first Board meeting and Mr Tony Canavan as Group Chief Operating Officer (COO).</p> <p>The minutes of the Board meeting of the 19 February 2013 were approved on the proposal of Dr Jim Browne, seconded by Dr John Killeen and the action points reviewed and noted.</p> <p>Mr Noel Daly sought the Board members permission to receive the COO reports first (item 7) to facilitate the COO's participation on a teleconference.</p>	ND
<b>2.</b>	<b>Chairman update</b>	
	<p>Mr Noel Daly reported that there has been no formal announcement of Prof Higgins report or the small hospital framework and this is still awaited.</p> <p>Mr Noel Daly congratulated Mr Bill Maher on his recent presentation to the 9<sup>th</sup> National Health Care Conference "Creating a hospital trust in Ireland – The Story so far" which was very well received and showcased the West.</p>	

	<p>The Board considered a discussion led by Mr Noel Daly proposing that the Group host a similar Conference in the West on the 27 November 2013. This was seen as a welcome development and Dr Jim Browne kindly agreed to host the event on the NUI Galway campus. The Chair agreed to formally engage with Ulster Bank and Novartis to secure their sponsorship and will report back to the Board.</p> <p>The Board considered the draft terms of reference for the following sub committees circulated prior to the meeting</p> <ul style="list-style-type: none"> <li>• Quality and Patient Safety Steering group ( 09/2013)</li> <li>• Finance committee ( 10/2013)</li> <li>• Audit committee ( 11/2013)</li> </ul> <p>Following discussion the Chair requested that following the announcement of the Prof Higgins report that each subcommittee would submit the TOR and membership for approval.</p> <p>Board schedule of meetings for 2013 circulated prior to meeting noted. ( 12/2013)</p>	
<b>3.</b>	<b>Chief Executive Officer (CEO)</b>	
	<p><b>CEO Report ( 13/2013)</b> Mr Bill Maher presented a summary of his report, as previously circulated, which was considered and approved by the Board.</p> <p>Mr Bill Maher briefed the meeting on some of the major issues outlined in his report including</p> <ul style="list-style-type: none"> <li>• Surge in ED attendance at both hospitals over the last few weeks, and its impact on national targets and financial position.</li> <li>• Outpatient Waiting list remains biggest challenge for the Group and will be closely monitored.</li> <li>• Public Service Agreement will have significant implications for the service and will significantly impact on morale.</li> </ul> <p><b>Group Operational Plan (14/2013)</b> Mr Bill Maher spoke to the Group Operational Plan 2013 circulated prior to the meeting. Following consideration the Operational Plan was approved by the Board and it was agreed to invite Ms Ann Cosgrove, General Manager GUH to provide the Board with an overview of the development control plan for each hospital and the Estates Strategy work plan for the Group.</p> <p>Mr Maurice Power to provide a quarterly update on progress against the operational plan.</p>	<p>WEM</p> <p>MP</p>
<b>4.</b>	<b>Group Clinical Director (GCD)</b>	
	<p><b>GCD Report (15/2013)</b> Dr Pat Nash presented a summary of his report as previously circulated, which was considered and approved by the Board.</p> <p>Dr Pat Nash briefed the meeting on some of the major issues outlined in his report including</p> <ul style="list-style-type: none"> <li>• Clinical Enquiry into Maternal Death and the engagement with the three different reviews currently taking place and advised the Board that HIQA have not advised of any immediate risks or actions for the Hospital following their</li> </ul>	

	<p>recent visit.</p> <ul style="list-style-type: none"> <li>• A Group quality and safety framework is being finalised and hopefully will be ready for consideration and approval for the next Board meeting.</li> <li>• The reduction of hospital acquired Staph Aureus infection is a challenge for the Group. The first meeting of the Group prevention and control committee took place and will continue to monitor and enhance infection prevention and control across the Group.</li> </ul> <p><b>HIQA Standards Review and Action Plan (23/2013)</b> Dr Pat Nash spoke to the HIQA Standards Review and Action Plan circulated prior to the meeting. Following consideration the action plan was approved by the Board.</p> <p>Dr Pat Nash to give an update of progress on a quarterly basis.</p>	PN
<b>5.</b>	<b>Group Director of Nursing and Midwifery ( GDoNM)</b>	
	<p><b>GDoNM Report (16/2013)</b> Ms Colette Cowan presented a summary of her report as previously circulated, which was considered and approved by the Board.</p> <p>Briefing on the mid Staffordshire NHS Foundation Trust Public Inquiry previously circulated – noted by the Board and key recommendations adopted (17/2013) Patient and Public Involvement Strategy (18/2013) noted and adopted by the Board</p> <p>The following documents were circulated to the Board for information (19/2013)</p> <ul style="list-style-type: none"> <li>• Draft Nursing &amp; Midwifery Strategy (2013-2018)</li> <li>• Draft Public Patient User Involvement Strategy</li> <li>• Draft Annual Plan for Nursing and Midwifery 2012,</li> </ul> <p>The above documents were noted by the Board and an invitation was extended to Board members to attend the launch of same, planned for 19 April.</p> <p>Ms Cowan was commended for her efforts and leadership in this area.</p>	
<b>6.</b>	<b>Chief Operating Officer (CFO)</b>	
	<p><b>CFO Report ( 20/2013)</b> Mr Maurice Power presented a summary of his report as previously circulated, which was considered and approved by the Board. It was noted</p> <ul style="list-style-type: none"> <li>• Based on only two months of data, it is expected that the Group has a financial challenge in the region of €15m and that the focus of the Group will be clearly on a break even position.</li> <li>• CEO and CFO will continue to work closely with the Senior Management of the HSE to implement a number of initiatives to achieve our Cost Containment Plan.</li> <li>• CFO is leading the development of the Cost Containment Plan at Directorate and hospital level and the Board will be kept advised of progress.</li> <li>• Agreement reached with National Procurement for onsite procurement support to include tendering and procuring ICT systems and product price review.</li> <li>• Group is dependent on a number of national initiatives to breakeven and these will be closely monitored.</li> </ul>	MP MP

<b>7.</b>	<b>Chief Operating Officer (CFO)</b>	
	<p><b>Group Performance Report ( 21/2013)</b> Mr Tony Canavan reported on the key financial, employment and service level activity messages set out in February 2013 Performance Report for the Group</p> <p>Following discussion the February Performance reports were noted and the COO agreed to include the inputs /feedback provided by the Board members in the March Performance Report.</p> <p>Dr Brendan Day agreed to bring to a future board meeting a GP referral process document for consideration.</p> <p><b>Draft Due Diligence Report for Mayo (22/2013)</b> The Draft Due Diligence Report for Mayo was considered and it was noted that it will be receive further consideration following the formal announcement of Prof Higgins report for hospital groups.</p>	BD
<b>8.</b>	<b>General Manager Roscommon Hospital Update</b>	
	<p>Ms Elaine Prendergast presented to the Board, "Roscommon Hospital journey over the last 18 months".</p> <p>The Board passed on its thanks and appreciation to all staff at Roscommon Hospital for all the work undertaken in the last 18 months and that it is an example of how a small hospital should be run.</p> <p>The Board requested similar updates from the other hospitals within the Group.</p>	
<b>9.</b>	<b>Director General Designate</b>	
	<p>Mr Tony O Brien presented to the Board the "Proposed Structures of the Health Service in the immediate and medium term". The Chair on behalf of the Board thanked Mr O Brien for his attendance and presentation, which provided clarity for the Board members on the future direction and vision as we move towards becoming a Trust.</p> <p>Mr Noel Daly on behalf of the Board offered the Boards continued support as we manage through this change and put forward the Group to pilot national initiatives such as " Money Follows the Patient"(MFTP).</p>	
<b>10.</b>	<b>Any other Business</b>	
	<ul style="list-style-type: none"> <li>• The Board passed on its thanks to Roscommon Hospital for hosting the Board meeting and for the staff's hospitality.</li> <li>• Key Dates for Non Executive Directors noted.</li> </ul>	
<b>11.</b>	<b>Date of Next Meeting</b>	
	Tuesday 23 April 2013 at 08.30am, Board Room , University Hospital Galway	ND

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

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