

Board Meeting

Galway & Roscommon University Hospitals Group

Monday, 23 April, 2013 at 08.30am
Boardroom, University Hospital Galway, Galway

Members Present:

Mr Noel Daly, Chair (ND)
 Dr Jim Browne, Non Executive Director (JB)
 Dr Brendan Day, Non Executive Director (BD)
 Dr 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 from Attendees:

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

Joined the meeting:

Mr Jimmy Sheehan, Executive Director and Founder Galway Clinic
 Mr Joe O Donovan, Chief Executive Officer, Galway Clinic
 Ms Ann Cosgrove, General Manager GUH

Agenda Item No	Discussions /Comments	Action
	Before opening the meeting members received a verbal update from the CEO on the proceedings into the Savita Halappanavar Inquest. To bring the discussion to conclusion Mr Noel Daly recommended that the Board Quality and Patient Safety Committee provide oversight on the Coroners recommendations and the recommendations from the other two reviews once concluded.	PN/BD/PMN
1.	Apologies/ Agenda/ Minutes	
	The minutes of the Board meeting of the 25 March 2013 were approved on the proposal of Dr John Killeen, seconded by Dr Jim Browne and the action points reviewed and noted.	ND
2.	Chairman update	
	Mr Noel Daly reported that there has been no formal announcement of Prof Higgins report or the Small Hospital Framework, however announcement is imminent. The Board considered the draft Standing Orders of the Board (24/2013) as circulated prior to the meeting. Following consideration these Standing Orders were adopted by the Board with one caveat to leave item 13 "Seal of GRUHG". The Board considered a discussion led by Mr Noel Daly on the ongoing discussions/ engagement of the ICT Steering Group recently reformed and	MP /JK

	proposed that Dr John Killeen be appointed as a member to the Group seconded by Mr Bill Maher and agreed. Mr Maurice Power and Dr John Killeen to develop proposals for May Board Meeting.	
3.	Chief Executive Officer (CEO)	
	<p>CEO Report (25/2013) Mr Bill Maher presented a summary of his report, as previously circulated, which was considered and approved by the Board.</p> <ul style="list-style-type: none"> • Highlighted performance issues against the backdrop of 2013 Service Plan. • Group Annual Report 2012 production underway and will be brought to the May Board meeting for sign off, with the intention to launch at our Public Board Meeting on 18 June. • Launch of Patient and Public Involvement Strategy 19 April was a great success and congratulated Ms Colette Cowan and her Team on a very successful day. <p>Mission Statement (26/2013) Mr Bill Maher spoke to Group Mission and Value Statement circulated prior to the meeting. Following consideration the mission statement was approved by the Board. Mr Bill Maher and Ms Fiona McHugh to circulate to all hospital departments.</p> <p>Issue 10 Group Newsletter (27/2013) Mr Bill Maher referred to the newsletter as previously circulated and would welcome the member's feedback on additional items that could be included.</p> <p>Maternity and Gynaecology Service Review Proposal (Verbal) Mr Bill Maher spoke to the provision of Maternity and Gynaecology services as part of the ongoing strategy and further reconfiguration of the Group. He emphasised the sensitivities around this issue. Following full consideration the Board requested a scoping exercise be undertaken to define current service provision, outline international best practice and identifying options for the delivery of service in the future and to present this scoping exercise to a future Board meeting to agree the Strategic direction of the Maternity and Gynaecology services.</p> <p>Dr Jim Browne requested a list of all services that could be considered for rationalisation.</p>	<p>WEM</p> <p>WEM/FMH</p> <p>All</p> <p>WEM</p> <p>MP</p>
4.	Chief Operating Officer (COO)	
	<p>Group Performance Report (28/2013) Ms Fiona McHugh presented a summary of the Group March Performance Report and outlined the key service delivery messages.</p> <p>Following discussion the March Performance report was accepted. The Board requested further metrics on absenteeism and agency costs to be included in April Performance Report.</p>	TC
5.	Group Clinical Director	
	<p>Group Clinical Director Report (29/2013) Dr Pat Nash presented a summary of his report as previously circulated, which was</p>	

	<p>considered and approved by the Board and briefed the Board on some of the key issues outlined in his report:</p> <ul style="list-style-type: none"> • In preparation for possible Group enlargement, governance options are being reviewed on how the Clinical Directorate will function across the Group. A final plan will be brought to the Board in the coming months • The first meeting of the Group Quality and Patient Safety Committee was held and the Group Quality and Patient Safety Programme is near completion and will be brought to the May Board meeting for consideration and approval. • Launch of Quality and Safety Management System 10 April 2013 to support the new governance structure for the Group and the appointment of an interim Quality and Patient Safety Manager. 	
6.	Group Director of Nursing and Midwifery (GDoNM)	
	<p>Group Director of Nursing and Midwifery Report (30/2013)</p> <p>Ms Colette Cowan presented a summary of her report as previously circulated, which was considered and approved by the Board and briefed the Board on some of the key issues outlined in her report:</p> <ul style="list-style-type: none"> • The Nursing Governance Structure is now agreed and a new system of accountability commenced. • Launch of Nursing & Midwifery Strategy (2013-2018), Public Patient User Involvement Strategy and Annual Plan for Nursing and Midwifery 2012. This was very well attended and Ms Cowan on behalf of Nursing thanked Dr John Killeen and Ms Phyllis MacNamara for attending. • The National Quality and Safety Department and National Advocacy Unit visited the Group and have expressed an interest in working with the Group and supporting the development of the Public Patient User Involvement Strategy. This was seen as a very welcome development by the Board. 	
7.	Chief Finance Officer (CFO)	
	<p>Group Finance Report (31/2013)</p> <p>Mr Maurice Power presented a summary of his report as previously circulated, which was considered and approved by the Board and briefed the Board on some of the key issues outlined in his report:</p> <ul style="list-style-type: none"> • At the end of March the Group is showing an overspend year to date of € 3.4 million. • The Group are currently predicting a €10-15m overspend , however a number of measures such as additional income , projection for impact of new legislation and delivery of cost plans need to be factored in and these will be closely monitored. <p>Group Finance Proposal (32/2013)</p> <p>Mr Maurice Power requested formal approval from the Board to proceed with the implementation of a Group Finance Proposal as previously circulated. The Board approved implementation.</p> <p>The Board considered a discussion led by Dr John Killeen on responsibilities for internal audit and best practice. It was the Boards view that best practice is to</p>	MP

	transfer internal audit function and its resources to the Group. Mr Maurice Power to write to Mr Tony O Brien to discuss approach.	MP
8	Galway Clinic current relationship and further partnership	
	Mr Jimmy Sheehan, Executive Director and Founder of the Galway Clinic and Mr Joe O Donovan, CEO presented to the Board the "current relationship and future relationship between the Group and Galway Clinic" The Chair on behalf of the Board thanked both gentlemen for their attendance and presentation, which provided the building blocks for the Galway Clinic to interact with the Public System and provided a platform to develop services in the West. This was seen as a very welcome development by the Board and Mr Bill Maher and Mr Joe O Donovan agreed to submit to the Board a draft proposal on agreed levels of partnership and service delivery between the two Groups.	WEM
9.	General Manager Galway University Hospital Update	
	Ms Ann Cosgrove presented to the Board, a comprehensive overview of Galway University Hospital. The Board passed on its thanks and appreciation to all staff at Galway University Hospital for all the work undertaken in the last 18 months. The Board welcomed the recent infrastructural developments planned for all four sites as part of the Group Estate Committee Strategy plan. The Board requested a similar update from the General Manager, Portiuncula Hospital at the May Board Meeting.	
10.	Any other Business	
	<ul style="list-style-type: none"> • Agreed Mr Bill Maher CEO as designated spokesperson for the Group. • A meeting took place with Mr Noel Daly, Mr Bill Maher, Dr Jim Browne and Mr Tom Joyce arising from this meeting it was agreed the Group should establish a Group Foundation, with a working title of "Group Foundation". Proposals to come back to future meetings. • Mr Noel Daly sought the Boards advice in the selection of 3 additional Board members in advance of the announcement of Prof Higgins Report. • Key Dates for Non Executive Directors circulated at meeting noted. 	ND/WEM
11.	Date of Next Meeting	
	Tuesday 21 May 2013 at 08.30, Board Room , Portiuncula Hospital, Ballinasloe	ND

SIGNED DIRECTOR: _____
Chair of Board

DATE: _____