

**Board Meeting**  
**Galway & Roscommon University Hospitals Group**  
 Tuesday, 21 May, 2013 at 08.30am  
 Boardroom, Portiuncula Hospital, Ballinasloe, Galway

**Members Present:**

Mr Noel Daly, Chair (ND)  
 Dr Jim Browne, Non Executive Director (JB)  
 Dr John Killeen, Non Executive Director (JK)  
 Ms Phyllis MacNamara, Non Executive Director (PMN)  
 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)

**Attendees:**

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

**Joined the meeting:**

Ms Mary Lane Heneghan, Chair, Cystic Fibrosis Galway  
 Ms Ann Cosgrove, General Manager Galway University Hospitals  
 Ms Chris Kane, Acting General Manager, Portiuncula Hospital

**Apologies:**

Dr Brendan Day, Non Executive Director (BD)  
 Mr Zubair Javeed, Non Executive Director (ZJ)

Agenda Item No	Discussions /Comments	Action
	Before opening the meeting members received a verbal update from Dr Pat Nash on the matters pertaining to the Clinical Inquiry into the Maternal Death and provided an update on the three different reviews, their timescales and emerging recommendations. Dr Pat Nash through the Board Subcommittee on Quality and Patient Safety will review all of the recommendations and oversee their implementation.	PN
<b>1.</b>	<b>Apologies/ Agenda/ Minutes</b>	
	The minutes of the Board meeting of the 23 April 2013 were approved on the proposal of Dr John Killeen, seconded by Dr Jim Browne and the action points reviewed and noted.	ND
<b>2.</b>	<b>Chairman update</b>	
	<b>Group Hospital Foundation</b> The Board considered a discussion led by Mr Noel Daly on the ongoing discussions / engagement regarding the establishment of a Group Foundation to	

	<p>allow for funding and philanthropic donations to support capital developments within the Group. It was agreed that Mr Noel Daly, Mr Bill Maher, Dr John Killeen and Mrs Phyllis MacNamara would shape the foundation. Following consideration Mr Noel Daly proposed that Mr Declan Kelly be appointed as a member of this Group seconded by Mr Bill Maher and agreed. Mr Noel Daly to further develop proposals and update members of the Board at next meeting.</p> <p><b>Public Board Meeting</b> The Board considered a discussion led by Mr Noel Daly on the arrangements for the upcoming Public Board meeting. It was agreed to hold the meeting at 17.30 on Tuesday 18 June in the “Staff Restaurant” on the UHG site. The Board requested that the required notice is published in advance of Board Meeting</p> <p><b>Invitation to Tender for Board Governance</b> Mr Maurice Power updated on progress with regard to the National tender for Board Governance and advised that a preferred supplier had emerged and will be appointed in the coming months.</p> <p><b>Launch of Healthy Ireland (33/2013)</b> Mr Noel Daly spoke to the recent Launch of Healthy Ireland (<i>hi</i>) circulated prior to the meeting. Mr Bill Maher advised the Board that Ms Colette Cowan kindly agreed to be Executive Sponsor for the project and will update the Board on any progress and actions that need to be taken. Approved by the Board.</p>	<p>ND</p> <p>FMH</p> <p>MP</p> <p>CC</p>
3.	<b>Chief Executive Officer (CEO)</b>	
	<p><b>CEO Report ( 34/2013)</b></p> <p>Mr Bill Maher 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"> <li>• The scoping and review of the existing maternity service has now commenced and Members will be kept advised of progress.</li> <li>• Giving the timing of the Board it was noted that this month’s Performance management report was not available for this meeting and will be issued for next Board meeting.</li> <li>• A major exercise to agree the Group name and brand will now commence and a discussion document will be brought to a future Board meeting for approval.</li> </ul> <p><b>Establishment of Hospital Groups and Framework for Smaller Hospitals</b></p> <p>Mr Bill Maher spoke to the recent announcement of the above reports (previously circulated) which was attended by the Group CEO, Group Clinical Director, Group Director of Nursing and Midwifery and Chief Financial Officer and advised the Board that Mayo, Letterkenny and Sligo will be joining the Group.</p> <ul style="list-style-type: none"> <li>• Following on from the announcement members of the Executive travelled to Mayo, Sligo and Letterkenny to provide each hospital with an understanding of Corporate Governance Arrangements and integration plans for the Group. The Board congratulated Mr Noel Daly on getting the Board this far and welcomed</li> </ul>	<p>WEM</p>

	<p>the additional hospitals to the Group and looked forward to working with them.</p> <ul style="list-style-type: none"> <li>• The Chairman has begun the process to identify three additional non Executive Directors and will forward nominations to the Minister for approval.</li> <li>• A Group integration Team will now be appointed to implement the integration of the seven hospitals in the Group with a 6 month timeframe and a Director of Integration will be appointed to manage the process. The Board considered the draft terms of reference for the Group Integration Team <b>(41/2013)</b> as circulated prior to the meeting. Following consideration these terms of reference were adopted by the Board.</li> <li>• To meet the criteria set out in the Higgins report, it recommended that the Group appoint a Chief Academic Officer (CAO) with remit for education, research and innovation across the Hospital Group. Mr Bill Maher and Dr Jim Browne to discuss the position of CAO and recruitment process.</li> <li>• <b>Draft Group Annual Report 2012 (35/2013)</b></li> </ul> <p>Mr Bill Maher presented the above report previously circulated for consideration and approval. The Board requested that this report be launched at the Public Board Meeting. Mr Noel Daly to launch the report.</p>	<p>ND</p> <p>WEM/PN</p> <p>WEM/JB</p> <p>ND</p>
<b>4.</b>	<b>Group Clinical Director</b>	
	<p><b>Group Clinical Director Report (36/2013)</b></p> <p>Dr Pat Nash 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"> <li>• Update of the major developments of the new Directorate Structure to encompass the additional hospitals of the Group.</li> <li>• A Pilot site for the new national assessment tool for the HIQA National Standards for Health Care.</li> <li>• Quality and Patient Safety Committee update</li> <li>• National Clinical Programmes site visits update</li> </ul>	<p>PN</p>
<b>6.</b>	<b>Group Director of Nursing and Midwifery ( GDoNM)</b>	
	<p>Group Director of Nursing and Midwifery Report (37/2013)</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"> <li>• National Interest in the groups Public and Patient user involvement (PPI) strategy and rewards received to date</li> <li>• Professional Council Implementation Plan update</li> <li>• Nursing and Midwifery Training update</li> <li>• Director of Nursing for Portiuncula appointed commencing at the end of the month</li> </ul>	<p>CC</p>

7.	<b>Chief Finance Officer (CFO)</b>	
	<p><b>Group Finance Report ( 38/2013)</b>  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"> <li>• Extrapolation of the current figures to year end shows a possible overspend of €20m however, when the income legislation and related potential income is generated, the deficit will reduce to €10m.</li> <li>• Progress on cost containment plans remain a challenge , although there has been good progress in cost containment plans generating estimated savings of circa €1m , pressures on non pay and income continually negate the savings generated from the plans</li> <li>• Outstanding patient debt remains a challenge for the Group and will be closely monitored over the coming months.</li> <li>• Allocation of funding for minor capital works received a total of €8.4m after a number of meetings and submissions. This was welcomed by the Board.</li> </ul> <p><b>Service Plan Update Quarter 1 (39/2013)</b>  Mr Maurice Power presented a summary of the service plan performance at end of quarter 1 as previously circulated and outlined the challenges in terms of financial performance, ICT strategic developments and Human Resource challenges particularly with recruitments and the emerging Croke Park 2 recommendations. The Board received this report and noted the key areas of progress and concern.</p> <p><b>Board Performance Evaluation Service (40/2013)</b>  Mr Maurice Power requested formal approval from the Board to commence tender for services as previously circulated to carry out Board Evaluation Review at end of year 2013. Approved by the Board.</p>	<p>MP</p> <p>MP</p> <p>MP</p>
8	<b>Cystic Fibrosis Outpatient Unit</b>	
	<p>Ms Mary Lane Heneghan, Chair, Cystic Fibrosis Galway and Ms Ann Cosgrove General Manager UHG presented to the Board the plan to deliver a modular build providing dedicated OPD facilities for Paediatric CF service adjacent to the existing Paediatric Unit on the UHG site. The Chair on behalf of the Board thanked Ms Mary Lane Heneghan for the generous donation to develop this service. This was seen as a very welcome development by the Board and was seen as an example of how to develop services jointly with the voluntary sector. Ms Ann Cosgrove to keep the Board advised of progress re planning permission and timescales.</p>	AC/WEM
9.	<b>General Manager Portiuncula Hospital Update</b>	
	<p>Ms Chris Kane presented to the Board, a comprehensive overview of Portiuncula Hospital. The Board passed on its thanks and appreciation to all staff at Portiuncula Hospital for all the work undertaken since 9 January 2012.</p>	

<b>10.</b>	<b>Any other Business</b>	
	<ul style="list-style-type: none"> <li>• The Board passed on its thanks to Portiuncula Hospital for hosting the Board meeting and for the staff's hospitality.</li> <li>• Mr Noel Daly informed the Board that he and Mr Bill Maher with Mr Jimmy Sheehan and Mr Joe O Donovan from the Galway Clinic signed a heads of agreement to jointly pursue initiatives which enable the delivery of a quality, safe, accessible and cost effective health care service across both public and private patients in the West of Ireland and this will be circulated to Board members for information.</li> <li>• Mr Noel Daly informed the Board that he will be communicating with the Directors in relation to the appointment of additional Board members.</li> <li>• Key Dates for Non Executive Directors circulated at meeting were noted.</li> <li>• The Chairman congratulated Ms Fiona McHugh on her appointment as Head of Corporate Development.</li> </ul>	<p>FMH</p> <p>ND</p> <p>FMH</p>
<b>11.</b>	<b>Date of Next Meeting</b>	
	Tuesday 18 June 2013 at 17.30, Staff Restaurant , Nurses Home , UHG	ND

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

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