

Public Board Meeting
West /North West Hospitals Group
Tuesday, 17th September 2013 2.00 pm – 5.00 pm
Mount Errigal Hotel, Letterkenny, Co Donegal

Members Present:

Mr Noel Daly, Chair (ND)
Mr Bill Maher, Group CEO (WEM)
Dr John Killeen, Non Executive Director (JK)
Dr Jim Browne, Non Executive Director (JB)
Ms Phyllis MacNamara, Non Executive Director (PMN)
Dr Brendan Day, Non Executive Director (BD)
Ms Sharon Moohan, Non Executive Director (SM)
Mr Gerry McManus, Non Executive Director (GMM)
Mr Colam O Neill, Non Executive Director (CON)
Ms Colette Cowan, Group Director of Nursing and Midwifery (CC)
Dr Pat Nash, Group Clinical Director (PN)
Mr Maurice Power, Chief Financial Officer (MP)
Ms Fiona McHugh, Secretary, (FMH)

Attendees:

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

Joined the meeting:

Mr Tony O Brien, Director General, Health Service Directorate
Mr Sean Murphy, General Manager, Letterkenny General Hospital
Mr Brian Cullen, Cullen Payne Architects

Apologies:

Mr Zubair Javeed, Non Executive Director (ZJ)

| Agenda Item No | Discussions /Comments | Action |
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| | <p>Before opening the meeting Mr Noel Daly as Chair of the Board addressed the public and thanked them for attending the meeting which was re-scheduled to Donegal after the recent flooding at Letterkenny General Hospital (LGH).</p> <p>The Chair opened the meeting by welcoming; Ms Sharon Moohan, Mr Gerry McManus and Mr Colam O Neill the newly appointed Non Executive Directors to the Board and looked forward to working with them on developing the West/North West Hospitals Group, which was endorsed by the CEO.</p> <p>The Chair also welcomed the three additional Hospitals (Mayo General Hospital, Sligo Regional Hospital and Letterkenny General Hospitals to the expanded Group which was endorsed by the CEO. The Chair informed the Board that the October Board meeting will be held in Mayo and the December meeting in Sligo.</p> | |

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| 1. | Apologies/ Agenda/ Minutes The minutes of the Board meeting of the 18 June 2013 were approved on the proposal of Dr John Killeen, seconded by Dr Jim Browne and the action points reviewed and noted. Arising from the minutes the Chair raised two items: HSD Invitation to Tender for Board Governance Mr Power advised the Board that Ernst and Young were awarded the contract by the Health Service Directorate to identify a programme of work to review existing Board Governance, identify recommendations based on best practice and prepare a road map for new Groups on transition to Trust Status. Mr Power will keep members advised of progress. Branding The creation of a new identity for Hospital Groups is critical to their future success and Mr Power advised the Board that we are soon to go to procurement to develop our brand and discussions with the Health Service Directorate are ongoing. Mr Power will keep members advised of progress. | |
| 2. | Chairman update | |
| | Board Committees The Board considered and approved the appointees to the following standing committees as outlined by Mr Noel Daly <ul style="list-style-type: none"> • Mr Gerry McManus as a member of Audit Committee • Ms Sharon Moohan as a member of the Quality and Patient Safety Committee • Mr Colam O Neill as a member of the Finance Committee. • Mr John Cregan, Director of Regional Health Office, Dublin & Mid Leinster as an advisor to the Audit Committee • Mr Paddy Doherty, Town Clerk, Letterkenny County Council as a member of the Audit Committee. Agreed the memberships of the committees and terms of reference would be finalised at next Board Meeting. The Chair congratulated Dr Jim Browne; Chair of the Children's Hospital Group Board on the announcement of Ms Eilish Hardiman as CEO and wished his Board every success as they embark on the journey to enhance childcare in Ireland. It was noted that Dr Browne would remain a member of this Board. This was welcomed by the Board. Group Hospital Foundation Mr Noel Daly advised the Board that an informal meeting regarding how the Foundation might work took place on the 27 June, however due to the recent events at Letterkenny Hospital further consultation with existing organisations has yet to take place. Agreed that CEO and Chair will prepare a discussion/consultative paper for Board for the December Board meeting. | MP MP ND/WEM |

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| | <p>Clinical Research Facility /Translational Research Facility(CRF/TRF)</p> <p>Mr Daly informed the Board that the Clinical Research Facility /Translational Research Facility (CRF/TRF) development commenced on the UHG site. This facility is a joint venture between Galway University Hospitals (GUH) National University of Ireland, Galway (NUIG) and Health Research Board (HRB). Dr. Browne highlighted the significance of this facility in relation to research and paid tribute to Mr Maher CEO and Ms Ann Cosgrove General Manager, GUH for their leadership in its development so far.</p> <p>Mr Maher agreed to keep members advised of progress.</p> <p>Letterkenny Flooding</p> <p>Mr Noel Daly thanked the various bodies that had responded to the Letterkenny Flood and advised the Board that this would be covered in more detail.</p> | WEM |
| 3. | Chief Executive Officer (CEO) | |
| | <p>CEO Report (50/2013)</p> <p>Mr Bill Maher presented a summary of his report as previously circulated, and drew the Boards attentions to some of the key issues:</p> <ul style="list-style-type: none"> • As per the Higgins Report six groups have been identified and the process of appointing Chairs for the four new Groups is now in progress and soon to be announced by the Minister. • The Health Service Directorate Organisational Structure as part of the overall Health Reform Programme is now in place. (Report No 51/2013) • Welcomed the Secretary General's decision that normal procurement rules would be abated to restore services to Letterkenny General Hospital following the recent flooding and formally thanked him and the Minister for Health for their contribution and support to Letterkenny and the leadership role they played. • Overall Emergency Department Trolley waits have improved. However, the recent closure of Letterkenny Emergency Department for three weeks put additional pressure on Sligo Regional Hospital and GUH. • Overall the Group continues to make progress on scheduled care waiting list reduction, however progress is slower than anticipated and remains a significant challenge to the Group and it was noted that Letterkenny ,Sligo and Galway are at risk of non delivery and the Board will be kept advised of progress. • A second Future Leader's Programme is scheduled to take place in November. <p>The members of the Board received the CEO Report (50/2013) and formally noted that Mr Maher as CEO was issued a Scheme of Delegation Authority (No.30/13) as part of the Health Service Directorate transformation programmes (Report No 52/2013)</p> <p>The Board approved the recommendation of the CEO to appoint a Deputy CEO as an additional Senior Management Resource to the Group (Report No. 53/2013).</p> <p>The Board noted the one day conference to be held on the 27 November as part of the Groups' ongoing development. (Report No. 54/3013)</p> | WEM |

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| 4. | Group Clinical Director | |
| | <p>Group Clinical Director Report (55/2013)</p> <p>Dr Pat Nash presented a summary of his report as previously circulated and asked the Board to note the following:</p> <ul style="list-style-type: none"> • Restructuring of Clinical Directorates has been initiated with the appointment of the 4 Group Wide Clinical Directors before next board meeting. • The post of Chief Academic Officer has been advertised as an interim post for one year. • Appointment of John McElhinney Group Quality and Safety Manager. This is the first Group Appointment for the West/ North West Hospitals Group and will significantly strengthen the quality and safety arrangements of the Board and Executive Council. • Await the HIQA report in to the maternal death at UHG and advised the Board on receipt of report, the recommendations will be integrated into the current action plan and will be discussed at the Patient Safety Committee. • The first Board Patient Safety Committee took place and the membership and terms of reference will be finalised at next Board Meeting. <p>The members of the Board received the Clinical Directors Report and formally noted the job description for the post of Chief Academic Officer (Report No 56/2013) as part of the implementation of the Higgins Report.</p> | PN |
| 5. | Group Director of Nursing and Midwifery (GDoNM) | |
| | <p>Group Director of Nursing and Midwifery Report (57/2013)</p> <p>Ms Colette Cowan presented a summary of her report as previously circulated and asked the Board to note the following:</p> <ul style="list-style-type: none"> • As GDoNM formally welcomed Nursing, Midwifery and Support Services from the three additional hospitals to the Group and looked forward to working together on replicating good practice and learning from each site. • To acknowledge that not one patient or staff member was injured or put at risk in the immediate aftermath of the Letterkenny flooding and this is a tremendous achievement and credit to all staff concerned. • To note the Patient Story • Progress on Nursing and Midwifery Strategy • To observe the display banners of the Executive Management Team who are promoting “Hand Washing” and “bare below the elbows” infection control standards. The Board welcomed this initiative and looked forward to receiving future awareness campaigns as part of the Norovirus Prevention Strategy. • Report on ongoing Developments of Healthy Ireland (58/2013) • Report on going developments of Project Echo (59/2013) • Report on Cross Border Working (60/2013) <p>The members of the Board received the Group Director of Nursing and Midwifery report and her recommendations (44/2013)</p> | CC |

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| 6. | Chief Finance Officer (CFO) | |
| | <p>Group Finance Report (61/2013)</p> <p>Mr Maurice Power presented the Finance Report as previously circulated and advised the Board that the information is inclusive of the 7 hospitals.</p> <p>Key areas highlighted:</p> <ul style="list-style-type: none"> • At the end of July the Group is over budget by €17.5m. The actual month figure shows an overspend of € 4.9m on budget. This would reduce the Groups deficit % down to 4.5%. • Group Forecast figures is showing an estimated overspend of €43m. Allowing for the income legislation and ECF will reduce the deficit to €26m. The deficit is further impacted by the additional cost pressures resulting from the Haddington Road Agreement of €2 million. <p>The Board considered a discussion led by Dr Jim Browne regarding the financial impact of Haddington Road agreement. Mr Maurice Power advised the Board that a piece of work is currently in progress to calculate potential savings by the each Hospital and agreed to update the Board at the next Board meeting.</p> <p>The members of the Board received the Chief Financial Officers Report (61/2013)</p> | MP |
| 7. | Chief Operating Officer (62/2013) | |
| | <p>Mr Tony Canavan presented the Group Performance Management Report (62/2013) as previously circulated and advised the Board that the information for this report is based on Galway Roscommon and Portiuncula data only and that future reports will incorporate Mayo, Letterkenny and Sligo.</p> <p>The Board considered a discussion led by Dr Brendan Day regarding GP diagnostic referrals. It was noted that a GP Liaison meeting is taking place on 10 October to review pathways and Dr Nash agreed to report back at the next Board meeting.</p> <p>The members of the Board received the Group Performance Management Report (62/2013) and acknowledged that future reports will incorporate all hospitals in the Group.</p> | TC PN |
| 8. | Letterkenny Flooding | |
| | Mr Sean Murphy, General Manager, LGH presented to the Board an overview of the events that occurred on 26 th July, the extent of the damage, and the hospitals and Groups response to the flooding and provided an update on the progress of the Recovery Steering Group in relation to the re provision of the Emergency and Radiology Department . | |
| 9. | Board Briefing on Letterkenny Flood Friday 26 July 2013 | |
| | Mr Bill Maher CEO, and Mr Brian Cullen, Cullen Payne Architects presented to the Board an overview on the Major Rebuild Programme underway and outlined the areas for rebuild ,costs involved, and timescales. Mr Bill Maher assured the Board that the new buildings will be restored in line with current standards in patient care, resulting in improvements in a number of areas. | |

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| | <p>Mr Bill Maher to keep the Board advised of progress.</p> <p>Mr Noel Daly on behalf of the Board thanked the various bodies that had responded to the crisis.</p> <p>The Board passed on its thanks and appreciation to all staff for maintaining service delivery through this difficult time and asked the Group Clinical Director, CEO and Group Director of Nursing and Midwifery to pass this message through the normal communication channels.</p> <p>Mr Tony O'Brien, Director General of the HSE who joined the meeting acknowledged the significant work already undertaken. He noted the response of Letterkenny Hospital and The Group. He also noted the significant rebuild programme and assured the Board and the General Public of the continued support of the HSE in prioritising the restoration of full services at Letterkenny General Hospital.</p> | WEM |
| 9. | Any Other Business | |
| | Before concluding the meeting, the Chair afforded Cllr. Ciaran Brogan, as a member of the HSE Forum the opportunity to address the Board. Cllr. Brogan paid tribute to all staff that had gone over and above the call of duty to get vital services up and running again at the Hospital and welcomed the integration of Letterkenny into the Group. Cllr. Brogan thanked the Board, the CEO and all the team for their response to the biggest disaster the state has seen in the Acute Sector. He also paid tribute to the community at large and all the agencies that responded so magnificently during the crisis. | |
| 12. | Date of Next Meeting | |
| | Tuesday 22 October 2013 at 09.00 , Mayo General Hospital | |

SIGNED DIRECTOR:

Chair of Board

DATE: _____