

Board Meeting
West /North West Hospitals Group
Tuesday, 2 September 2014 08.30
Board Room, Mayo General Hospital, Castlebar

Present:

Dr John Killeen, Interim Chair (JK)
 Dr Jim Browne, Non Executive Director (JB)
 Mr Gerry McManus, Non Executive Director (GMM)
 Ms Phyllis MacNamara, Non Executive Director (PMN)
 Ms Sharon Moohan, Non Executive Director (SM)
 Dr Brendan Day, Non Executive Director (BD)
 Mr Colam O'Neill, Non Executive Director (CON)

In attendance:

Mr Bill Maher, Group CEO (WEM)
 Ms Colette Cowan, Group Director of Nursing and Midwifery (CC)
 Dr Pat Nash, Group Clinical Director (PN)
 Mr Maurice Power, Chief Financial Officer (MP)
 Mr Tony Canavan, Group Chief Operating Officer (COO)
 Mr Ray Mitchell, Assistant National Director, HSE (RM)
 Mr Michael Moloney, Communications
 Ms Fiona McHugh, Secretary, (FMH)

Joined the Meeting:

Prof Timothy O'Brien, Dean of College of Medicine, Nursing and Health Sciences, NUI, Galway
 Mr Sean Cleary, Managing Director, Cleary's Loss Assessors & Insurance Service

Apologies:

Mr Zubair Javeed, Non Executive Director (ZJ)

| Agenda Item | Discussions /Comment | Action |
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| | At the outset of the meeting Dr John Killeen advised that the Non Executive Directors present had a short meeting prior to the Board meeting and they had noted that he would continue as interim Chair until a Chairperson was appointed and that the Board had offered him their full commitment and support. | |
| 1 | Minutes of Board meetings / Declaration of Interest / Apologies | |
| | <p>Minutes of Board meeting of the 28 July were approved on the proposal of Ms Sharon Moohan and seconded by Phyllis MacNamara.</p> <p>The action points were reviewed and updates were provided by the CEO and Chair in relation to the appointment of the Acting CEO.</p> <p>The Group CEO informed the Board that Ms Colette Cowan had been appointed Acting CEO for the Group. The Chair on behalf of the Board congratulated Ms Cowan on her appointment and wished her every success in her new role.</p> <p>Conflict of Interest Declaration: No Declaration of interest made.</p> | |

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| 2. | Interim Chairman's Update | |
| | <ul style="list-style-type: none"> The Chairman reported that discussions are ongoing regarding finalising the next steps for the Foundation and will update the Board at next meeting. The Chairman reported that the Secretary General of the DOH, Dr Ambrose McLoughlin, is moving to a new role supporting the implementation of the Healthy Ireland initiative. The Board acknowledged his support to the Group and wished him well in his new role. | |
| 3. | Patient Safety Committee | |
| | The Patient Safety Committee Report (32/2014) was presented to the Board by Ms Sharon Moohan (deferred from the last Board meeting) and was discussed in some detail. The contents of the report were noted and adopted by the Board. | SM/PN |
| 4. | Chief Executive Officer | |
| | <p>CEO Report (46/2014)</p> <p>The CEO presented his report and highlighted the following issues;</p> <ul style="list-style-type: none"> He thanked Ms Mary Lane Heneghan for her fund raising efforts in promoting and progressing the Cystic Fibrosis OPD Development on the UHG site which was opened by an Taoiseach on the 28 July 2014. The first suspected case of EBOLA which occurred in LGH was found to be negative. The Board offered its condolences to the members of his family. Following a procurement process E&Y have been appointed to provide consultancy support for the development of the Groups ICT strategy. Progress continues regarding the second annual conference and the CEO awards, it was noted that both events are sponsored. <p>Letterkenny Flood</p> <p>The Board raised concerns in relation to the recent flooding at Letterkenny Hospital and the fact that this was the third flood in as many years. They expressed concern for patient and staff safety and inquired about the solutions for the proposed drainage on the site. The Board thanked Letterkenny Hospital for their immediate response and restoration of services in a very short time and noted the good work done to date by HSE Estates in reducing risk on the site. However, following considerable discussion on the matter the Board recommended that the Chair write to the relevant bodies (HSE Estates and Local Authority) urging them to expedite the plan of action to manage this risk and implement a sustainable engineering solution as quickly as possible so that there would not be a reoccurrence in the future.</p> <p>Members received the report and noted the key areas of progress and ongoing work.</p> <p>Performance Management Report (47/2014)</p> <p>The Board received the report and noted the key areas of progress and concern.</p> <p>The Board discussed the outputs of the Performance Management report and requested that the report be modified to include</p> <ul style="list-style-type: none"> Absenteeism for each site and grade of staff | <p>WEM</p> <p>JK</p> <p>TC</p> |

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| | <ul style="list-style-type: none"> • Separation of agency cost from pay budget to better reflect areas of concern • The Board acknowledged that KPI's are nationally set but asked to include firm plans for service performance configuration within the Group. <p>Media Strategy for Q3 and Q4 (48/2014)</p> <p>The Board received the report and noted the key areas of progress and concern.</p> <p>The Board discussed the forthcoming activities as part of the Groups Communication Plan and noted that there is a substantial staff resource deficit to be addressed to execute the communication strategy. The Board requested the CEO to examine the matter and advise them on how the matter might be progressed.</p> | WEM |
| 5. | Chief Financial Officer Report | |
| | <p>Mr Maurice Power spoke to his report (49/2014) as circulated and taken as read The report shows current financial position for 7 hospitals of €30.2m over budget and remains a significant challenge for Group. He outlined the actions being taken to manage the deficit which includes tackling high cost spend areas such as drugs agency costs, overtime medical surgical supplies and reducing debt levels.</p> <p>The Board expressed serious concerns in the slowness in collecting money from Health Insurance Companies and more specifically the slowness of claims awaiting consultant signature/action. The Board acknowledged the great work been done by the majority of Consultants within the Group and asked for details in relation to those that have outstanding claims.</p> <p>The CFO will follow up with the Clinical Director on this matter.</p> <p>The Board reiterated its concerns regarding agency costs and requested that these costs be separated from pay costs.</p> <p>Members received the report and noted the key areas of progress and ongoing issues.</p> | MP/PN |
| 6. | Chief Clinical Director Report | |
| | <p>Dr Pat Nash spoke to his report (50/2014) as circulated and taken as read Members received the report and noted the key areas of progress and concern.</p> <p>Dr Nash outlined his reconfiguration structure in the Clinical area and advised the Board that he will be following up with a more detailed report on the organisational reconfiguration at a future Board meeting.</p> <p>The Board inquired of the progress regarding reconfiguration of clinical services across the Group and offered Dr Nash their full support on this project and process as this is important part of the restructure going forward.</p> <p>The Board discussed the difficulty with NCHDS recruitment and retention and noted Dr. Nash's concerns about resulting risks to patient safety. In addition the major costs with dependency on agency for NCHD recruitment were discussed.</p> | PN |
| 7. | Vision for the College of Medicine, Nursing and Health Sciences in the context of the External Environment | |
| | Presentation by Prof Timothy O'Brien outlining progress made in the restructuring / reorganization of the College of Medicine, Nursing and Health Sciences at NUIG, its vision for the future and collaborative approach between different disciplines in | |

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| | medical fields and with the Hospital Group. The Board welcomed these developments and offered their support to Prof O' Brien. | |
| 8. | Value at Risk Assessment | |
| | <p>Following on from the Letterkenny Flood in July 2013 the Board had requested that the assessor appointed to the project to address the Board on the potential risks for other sites in the Group.</p> <p>The Board acknowledged the advice given regarding the need for an assets register and that the assets are properly evaluated for insurance purposes with appropriate mechanisms to keep this in place.</p> <p>The Board noted that the HSE Estates still manages the sites and therefore the assets accordingly.</p> | |
| 9. | Correspondence for information /noting | |
| | <ul style="list-style-type: none"> Department of Health Annual Report 2013 noted | |
| 10. | Any Other Business | |
| | <p>The following updates were provided to the Board Members;</p> <ul style="list-style-type: none"> The filling of the position of Chairperson for the Group. Launch of Group Patient Council took place on 5 August and will be covered in more detail in the next Group DONM report Board Development Day planned for 8 October to discuss and finalise the Groups five year strategy and the Board will be joined by Mr Michael Dowling CEO, North shore Long Island. (International Buddy) and Tony O Connell National Director Acute Hospitals. Consistent with the HIQA report on patient referral from GP to outpatients and Radiology Services Ms Colette Cowan informed the Board that the National Standard for Patient Referral was approved and will be implemented shortly. This was welcomed by the Board. Work continues on the development of the Centre for Learning and Innovation The first of 7 employment engagement road shows with staff to promote the workings of the Group and Board follows this Board meeting. | CC |
| 11. | Date of next Meeting | |
| | Public Board Meeting Tuesday 4 November 17.00 Staff Restaurant UHG, Galway | |

SIGNED DIRECTOR: _____
Interim Chair of Board

DATE: _____