

Board Meeting
West /North West Hospitals Group
 Thursday 13 March 2014 08.30 -12.00
 Board Room, Portiuncula Hospital, Ballinasloe, Galway

Present:

Mr Noel Daly, Chair (ND)
 Mr Bill Maher, Group CEO (WEM)
 Dr John Killeen, Non Executive Director (JK)
 Mr Zubair Javeed, Non Executive Director (ZJ)
 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, Chief Director of Nursing and Midwifery (CC)
 Mr Maurice Power, Chief Financial Officer (MP)
 Ms Fiona McHugh, Secretary, (FMH)

Joined the meeting:

Prof Geraldine McCarthy Chair of South/South West Hospital Group
 Ms Nora Geary, Corporate Secretary, University College Cork
 Ms Chris Kane, General Manager, Portiuncula Hospital
 Mr Tom Daly, Director General, CAWT
 Ms Bernie McCrory, Chief Officer CAWT
 Ms Paula Keon, Senior Research Officer and CAWT Secretariat
 Mr Tony O Gorman, Maintenance Manager, GUH (Future Leaders Programme)
 Ms Pauline Burke, Occupational Therapist Manager, GUH (Future Leaders Programme)

Apologies:

Dr Jim Browne, Non Executive Director (JB)
 Dr Pat Nash, Chief Clinical Director (PN)

Item No.	Discussions /Comments	Action
	<p>The Chair welcomed Prof Geraldine McCarthy Chair of South/South West Hospital Group and Ms Nora Geary, Corporate Secretary, University College Cork to the meeting and looked forward to working with them on the journey to Trust Status which was endorsed by the CEO.</p> <p>The Chair also welcomed Mr Tom Daly, Director General, Ms. Bernie McCrory, Chief Officer and Ms Paula Keon, Senior Research Officer from CAWT and looked forward to working with CAWT in the development of a number of Cross Border initiatives.</p>	
1.	Minutes of Board Meeting on the 18 February and Matter Arising	
	<p>Minutes of Board Meeting 18 February 2014 approved on the proposal of Mr Gerry McManus, seconded by Mr Zubair Javeed.</p> <ul style="list-style-type: none"> The Board noted progress regarding preparation of the submission to the DOH 	ND/WEM

	<p>and HSE highlighting the benefits and justification for a Unitary Board Structure.</p> <ul style="list-style-type: none"> The GDoNM reported back to the Board on query raised regarding mixed sex wards on the UHG site. A policy is in place regarding use of mixed sex areas which relates only to specialised areas. The GDoNM has requested a review and policy update. 	
2.	Chairman Update	
	<p>Establishment of Groups The Chair reported on the matters raised at an emergency meeting of the Chairs of the 7 Groups and informed the Board that Mr Gerry O' Dwyer has been appointed as Interim CEO of the South/South West Hospital Group, Mr Tony O'Connell is to take up appointment on 24 March 2014 as CEO, of Dublin North East Hospitals Group. No announcement has yet been made regarding the other two CEO positions.</p> <p>Executive Management Team Walkabouts The Chair provided the Board with feedback following his recent visit to Portiuncula Hospital with Dr Paul Naughton, Group Perioperative Clinical Director and Ms Geraldine Gaffney Group Women and Children's Clinical Director Ms Colette Cowan as Executive Lead and Ms Phyllis MacNamara as Sponsor were commended for initiating this development as it demonstrated to him as Chair of the Board the commitment of the Executive Management Team to Quality and Safety for Patients, Staff and the Public.</p> <p>Sligo General Hospital The Chair provided the Board with feedback following his recent visit to Sligo Regional Hospital with Mr Gerry McManus.</p> <p>Partnership and Innovation The Chair briefed the Board on his recent visit to Sanofi, Gilford, UK a subsidiary of global pharmaceutical company.</p> <p>Primary Care Centre The Chair updated members of the Board on the information evening held on 4 March to discuss the Groups proposal to build a Primary Care Centre on the Mayo General Hospital site. This meeting was chaired by Dr Brendan Day and was well attended by the GP's in the area.</p>	ND/WEM
3.	GP Referral Process	
	<p>Consistent with the HIQA report "On patient referral from GP to outpatients and Radiology Services including the National Standard for Patient Referral," Dr Brendan Day presented to the Board the current referral process from GP to the Hospital and outlined the specific challenges faced.</p> <p>Following Dr Day's presentation the Board discussed the GP referral process in detail.</p> <p>Ms Colette Cowan and Mr Bill Maher updated the Board on the progress made to date in implementing the local recommendations from the above report.</p> <p>Ms Colette Cowan agreed to take the recommendations to the newly formed</p>	CC

	<p>Steering Group for WNWHG OPD Reconfiguration and provide a detailed update on progress on the implementation of the recommendations at a future Board meeting.</p> <p>Prof Geraldine McCarthy suggested that this was a good opportunity for the SAHG and WNWHG to work together to optimise outcomes. This was seen as a welcome development and Ms Nora Geary agreed to contact Ms Colette Cowan to share her experience in this field</p> <p>Ms Fiona McHugh agreed to circulate the above report to Board Members</p>	FMH
4.	Chief Executive Officer (CEO)	
	<p>Group Chief Executive Officer Report No 12/2014</p> <p>Mr Bill Maher spoke to the CEO report circulated prior to the meeting and taken as read (12/2014) and drew the Boards attention to the following</p> <ul style="list-style-type: none"> • We will now progress on with our own maternity review as a priority particularly the governance issues and the public engagement and this will be discussed in more detail at our next Board Meeting in light of the Portlaoise report. • Dr Pat Nash will now incorporate the recommendations from the Portlaoise Report with the implementation of the recommendations of the other 3 reviews. • Minister of Health Dr James Reilly recent visit to Letterkenny to open the Emergency Department / Acute Medical Assessment Unit and MRI unit damaged in the flood on July 26 2013 at letterkenny Hospital was very well received. • Impact of the delay in the Publication of the "Flood Management Strategy". Much discussion ensued. The CEO raised concerns regarding Estates input into the Press Conference. The Board acknowledged that it was in the best interest of the Board to publish the "Flood Management Strategy" and Mr Bill Maher to finalise timeframe for Publication with Estates. • Progress against a range of the 2014 Groups Priorities since the last Board meeting. • Intention to launch the 2013 Annual Report at our public Meeting on 13 May <p>The members of the Board received this report and noted the key areas of progress and concern and formally</p> <ul style="list-style-type: none"> • Thanked the Minister for opening the Emergency Department / Acute Medical Assessment Unit and MRI unit. • Noted tenders have gone out for external consultant support to develop a branding strategy for the Group • Congratulated Nominees for reaching the finals of HealthCare Awards 2014 <p>Performance Management Report No 13/2014</p> <p>The Performance Monitoring Report for January 2014 prepared by Mr Tony Canavan COO circulated prior to meeting was taken as read. Following a number of clarifications from Board Members addressed by the CEO the members of the Board received the report.</p>	WEM

	<p>Following request from Mr Zubair Javeed it was agreed to include ED admissions as part of Performance Report.</p> <p>Following request from the Board Members it was agreed to write to Mr Ian Carter, National Director Acute Hospitals and Mr Thomas Byrne Chief Financial Officer to bring to their attention the potential deficit position of €54m for year-end 2014 for the Group.</p>	<p>TC</p> <p>MP/WEM/ZJ</p>
5.	West / North West Hospitals Group Service Plan 2014	
	<p>The Board received a copy of the West North West Hospitals Group Service Plan (Report No 14/2014) for consideration and approval which has been subjected to review by the Director General Acute Services who has confirmed that the plan's objectives align with the National Service Plan. Mr Tony Canavan presented a summary of services to be delivered by the Group. He advised the Board that he would be communicating with staff to develop operational plans at each site and will report on a quarterly basis to the Board.</p> <p>Following consideration the Service Plan was approved by the Board for publication proposed by Mr Zubair Javeed and seconded by Mr John Killeen. Mr Tony Canavan agreed to coordinate full launch and media coverage around the service plan.</p> <p>A discussion lead by Mr Zubair Javeed took place in relation to the service plan v money follows the patient. It was agreed that Mr Maurice Power and Mr Tony Canavan would develop a MFTP report to inform the Board of the Group's Performance with respect to MFTP.</p>	<p>TC</p> <p>TC</p> <p>TC/MP</p>
6.	Chief Clinical Director (CCD)	
	<p>Ms Colette Cowan on behalf of Dr Nash spoke to the Clinical Directors Report (15/2014) as previously circulated and taken as read and drew the Boards attention to the following:</p> <ul style="list-style-type: none"> • 15 of the 19 Associated Clinical Directors have been appointed and interviews are taking place in the coming weeks for remaining 4 posts. • Clinical leads for each speciality will be advertised in the coming weeks. • A development programme for the Clinical Directors is being progressed. • The RCPI have agreed to support the Medical Directorate with a Quality and Leadership Programme as a MDT pilot. • The Quality and Patient Safety Framework is underway will be discussed in more detail at a future Board Meeting. • Update on Q Pulse expansion roll out. • Progress against a range of the 2014 Groups Priorities since the last Board meeting. <p>The members of the Board received the CCD report and noted the key areas of progress and concern.</p> <p>Q Pulse procurement proposed by Dr John Killeen and seconded by Ms Sharon Moohan was approved to upgrade Q Pulse across the Group.</p> <p>The Group wide activity and monitoring report (16/2014) circulated prior to the meeting taken as read noted by Board Members.</p>	<p>PN</p>

7.	Chief Financial Officer	
	<p>Chief Financial Officer Report</p> <p>Mr Maurice Power spoke to the CFO report (17/2014) circulated prior to the meeting and taken as read and drew the Boards attention to the following</p> <ul style="list-style-type: none"> • End of January 2014 the Group is over budget by €4.8m (-9.6%). Adjusting for flood expenditure of €0.3m, the deficit is reduced to €4.5m (-9.0%). • Adjusting for flood expenditure, the accounts show a negative variance of €2m (3.7%) with January 2013. • A serious financial situation is emerging with regard to medical agency and our inability to recruit consultants. If the current trend continues we expect agency costs to be €20m for 2014 unless there is some national approach and solution reached to combat the movement of doctors to agency. • Progress against a range of the 2014 Groups Priorities since the last Board meeting. • Update on progress against ICT projects <p>The members of the Board received this report and noted the key areas of progress and concern and formally requested that the CEO and Chair feedback the concerns of the Board regarding agency staff to Mr Tony O'Brien, Director General, HSE and Mr Ambrose McLoughlin, Secretary General, DOH.</p>	WEM/ND
8.	Patient Story	
	MOB and her family joined the meeting and presented her experience of the maternity service at Portiuncula Hospital. The Board thanked the family for sharing their positive experience with the Board.	CC
9.	Audit Committee Report	
	A report from the Chair of the Audit Committee circulated prior to the meeting taken as read was adopted. (18/2014). The Board endorsed Mr Dominic Molloy as a member of the Audit Committee.	JK
10.	Cross Border Initiatives	
	<p>Mr Tom Daly, Director General and Ms. Bernie McCrory, Chief Officer from CAWT presented a comprehensive overview of the cross border initiatives currently in place across the acute hospital service.</p> <p>The Chair on behalf of the Board thanked CAWT for their impressive presentation and looks forward to working with CAWT in the development of appropriate governance arrangements and high level plan to take these forward. Mr Bill Maher agreed to keep the Board updated on developments at future Board meetings.</p>	WEM
11.	Any other Business	
	Ms Colette Cowan shared with the Board Members an account of a patient's recent experience in the Emergency Department in UHG and outlined a number of opportunities for improvement. It was agreed that this is such an important issue that it deserves protected time at the next Board Meeting.	CC/PN

	<p>Ms Geraldine McCarthy took the opportunity to thank the Board for inviting her to attend the meeting and looked forward to both Boards working together to meet the challenges as we move to Trust status.</p> <p>The Board passed on its thanks to Portiuncula hospital for hosting the Board Meeting.</p>	
12.	Date of Next Meeting	
	Tuesday 15 April , Board Room , Letterkenny Hospital, Donegal 08.30 – 11.30	ND

SIGNED: _____
Chair of Board

DATE: _____