



Minutes of Board of Directors Meeting held on Wednesday 14th November 2018 at 10 a.m.

Venue: Administration Boardroom, Ground Floor, Portiuncula University Hospital.

Present

Non Executive Directors

Dr. John Killeen, Chairman (JK)
 Dr. Aislinne Freeman (AF)
 Gerry McManus (GMM)
 Darina Kneafsey (DK)
 Dariona Conlon (DC)
 Brian Thornton (BT) (left at 12.35pm)
 Tom Canavan (TC)
 Dr. Brendan Day (BD)
 Mary Dunne (MD)
 Dr. John Morris (JM) (left at 12.50pm)

Executive Members

Maurice Power, Chief Executive Officer (MP)
 Ann Cosgrove, Chief Operations Officer (AC)
 Tony Baynes, I/Chief Financial Officer (TB)
 Jean Kelly, I/Chief DONM (JMK)
 Pat Nash, Chief Clinical Director (PN)

In Attendance

Caitriona Meehan, Group Communications Manager (CM)
 Anne Marie Farrington, Board Secretary (AMF)
 Vincent Jordan, ICT Delivery Director, HSE (left at 10.45am)
 James Keane, General Manager, PUH (left at 11.15am)

Apologies

Prof Ciarán Ó hÓgartaigh (COH)
 Phyllis Mac Namara (PMN)

Item	Discussions / Comments	Action
1.	Presentations	
	<p><u>Saolta Digital Maturity Assessment</u> Mr. Vincent Jordan, ICT Delivery Director for Acute Hospitals and Ms Ann Cosgrove, COO gave a presentation on Saolta Digital Maturity Assessment, providing the Board with an overview of the Groups digital technology infrastructure and capabilities; priorities projects underway and long term plans. It was noted that the Group eHealth Director post remains vacant following two unsuccessful recruitment campaigns. This post is essential to lead on the delivery of eHealth across the Group.</p> <p>The Chairman, on behalf of the Board, thanked Mr. Jordan for attending the meeting and presenting. A copy of the powerpoint presentation is to be circulated to the Board Members.</p>	AMF
	<p><u>Portiuncula University Hospital</u> The General Manager of Portiuncula University Hospital, Mr. James Keane, provided the Board with an overview of Portiuncula University Hospital. The Chairman, on behalf of the Board, thanked Mr Keane for attending the meeting and presenting, and for facilitating a walkabout of the hospital afterwards. A copy of the powerpoint presentation is to be circulated to the Board Members.</p>	AMF


	<p><u>Sláintecare Implementation Strategy</u> The presentation on the Sláintecare Implementation Strategy was deferred to the next meeting.</p>	
2.	<p>Apologies, Conflicts of Interest, Minutes, Actions Log & Matters Arising</p> <p>Apologies: were noted from Prof Ciarán Ó hÓgartaigh and Phyllis MacNamara.</p> <p>Conflict of Interest Declarations: no Declarations of Interest were made.</p> <p>Minutes: the minutes of the last meeting held on 10th October 2018 were approved on the proposal of Mary Dunne and seconded by Dr. John Morris.</p> <p>Matters Arising</p> <p><u>Community Ultrasound Scanning for Primary Care</u> The CEO confirmed that a meeting is scheduled to take place in December with the Chief Officer, Community Healthcare West to progress GP access to community ultrasound. Dr. Day thanked the CEO for his efforts in resolving this community issue.</p> <p><u>Absenteeism</u> John Shaughnessy, Group Director of HR will attend the December Board Meeting and provide the Board with an update on Absenteeism. The CEO confirmed that the national formula for calculating absenteeism rates has changed and that part of the increase relates to the calculation methodology.</p> <p><u>Fixed Assets Register</u> The CFO provided a verbal update on the Fixed Assets Register. There are currently two systems in place across the Group, the old Western Health Board system and the old North-Western Health Board system. A new financial system is due to come on stream in the coming 1-2 years, and it will include a Fixed Assets Register, which will assist with ensuring the full recording of fixed assets.</p> <p><u>Winter Planning</u> The CEO advised that the Group Executives, along with their colleagues in CHO Area 1 and Community Healthcare West, met with the HSE on 11th October 2018 and presented on the proposed winter planning initiatives. €10m has been approved nationally for winter planning this year, and the Group is awaiting notification regarding our funding allocation from this.</p> <p>It was noted that the large number of delayed discharges across the Group is having a negative impact on trolley waiting times. There are currently 61 patients occupying beds across the Group's six hospitals that are fit for discharge.</p> <p><u>Estimates / Budget 2019</u> The CEO advised the Board that the Group expect to receive notification of their funding allocation for 2019 in late December. The HSE is expected to have a deficit forecast in 2019 and a share of this will be apportioned to the</p>	

	<p>Saolta Group.</p> <p><u>National Patient Experience Survey</u> The Saolta Group has performed very well in the results of the NPES 2018. The Group has achieved the highest overall Hospital Group rating again this year.</p> <p><u>Protected Disclosures</u> The CEO advised the Board that the HSE Authorised Person for Protected Disclosures has confirmed, that current Protected Disclosures legislation and guidance provides a number of pathways, external to the employer, for making a protected disclosure, and therefore there is no requirement for Board Members to set up a separate process for receiving disclosures.</p> <p><u>Board Documentation</u> The Board Secretary advised that several options are being explored in respect of providing Board documentation via a portal.</p> <p><u>Managed Clinical Networks (MCN)</u> Dr. Pat Nash advised that Board that the configuration for the two new Managed Clinical Networks has been agreed. The Clinical Director posts for the new networks will be advertised before Christmas.</p>	
3.	Chairman's Update - Verbal	
	The Chairman advised the Board that the interviews for the Group CEO position are not expected to take place until January 2019.	
4.	Saolta Group Executives Report to the Board	
	<p>The Saolta Group Executives Report (32/2018), circulated prior to the meeting, was taken as read. The following was discussed briefly:</p> <ul style="list-style-type: none"> - The CEO confirmed that changes are being made to the Executives Report. A dashboard will be included in the coming months which will highlight KPIs that are in red and provide commentary on what is being doing to improve them. - A new section providing an update on the work of the Communications Department will be included. 	
5.	Update from Board Sub Committees	
	<p><u>Board Audit Committee</u> Darina Kneafsey provided a verbal update on the last meeting held on 12th September 2018. Outstanding audits prior to 2016 have now been closed. The Terms of Reference are in the process of being updated, with a meeting due to take place on 16/11/18 to progress same.</p> <p>The CEO advised that the Group currently only have one Group Audit & Compliance Officer and requested that the Board Audit Committee examine if this resource is sufficient to support the ongoing compliance work across the Group.</p>	DK

	<p>Discussion took place regarding the process to appoint external members to the Board Audit Committee. The CEO confirmed that previous Board of Director's term of office expired in October 2016, and that in order to have continuity on the important work of Audit & Compliance, the three current external members of the Board Audit Committee agreed to continue in their roles, while the DOH undertook the process of appointing a new Board of Directors.</p> <p>It was agreed by the Board to extend the appointment of the three external members to the end of December 2018, to allow the Board Audit Committee to consider the appointment process. The CEO is to issue a letter extending the appointments up to 31/12/18.</p> <p><u>Board Finance Committee</u> Gerry McManus provided a verbal update to the Board. The committee is continuing to meet with the Hospital General Managers & Finance Managers individually in relation to their budgets and performance. These meetings will continue in 2019.</p> <p><u>Board Quality & Patient Safety Committee</u> The minutes of the meeting held on 19th September 2018, circulated prior to the meeting, were taken as read. Darina Conlon provided a verbal update of the last meeting held on 7th November 2018.</p> <p><u>Board Strategic Manpower Planning Committee</u> Dr. John Morris provided a verbal update of the last meeting held on 11th October 2018. The committee is focusing on attracting staff, staff retention and feedback from exit interviews. He advised that the draft minutes of the first meeting held on 28/06/18, which have already been circulated to the Board, have been approved. Ms Mary Dunne was nominated to sit on the Board Strategic Manpower Planning Committee and agreed.</p> <p><u>Board Strategy Committee</u> Dr. Pat Nash provided a verbal update to the Board. The final version of the strategy has been submitted to the publishers for design, formatting and printing. It is expected to be launched in December.</p>	MP
6.	Schedule of Board Meetings 2019	
	The proposed Schedule of Board Meetings for 2019 was agreed.	
7.	Any Other Business	
	<p><u>Clinical Trials</u> Dr. Nash updated the Board on an administrative issue regarding Clinical Trials in UHG and will keep the Board informed.</p> <p><u>Options Appraisal for Acute Hospital Services in Galway</u> The CEO advised that a he will provide a verbal update in relation to the Options Appraisal at the next Board Meeting.</p>	

8.	Date of Next Board Meeting	
	The next Board Meeting is scheduled to take place on Tuesday 11 th December 2018 in Galway.	

The meeting concluded at 1 p.m.

Signed: 
Dr. John Killeen, Chairman

Date: 11/12/18

