



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

Venue : Room 1, Education & Training Centre, Sligo University Hospital

Present

Non Executive Directors

Dr. John Killeen, Chairman (JK)
 Gerry McManus (GMM)
 Dariona Conlon (DC)
 Darina Kneafsey (DK)
 Dr. Brendan Day (BD)
 Brian Thornton (BT)
 Tom Canavan (TC)
 Mary Dunne (MD)
 Dr. Aislinne Freeman (AF)
 Phyllis Mac Namara (PMN)

Executive Members

Maurice Power, Chief Executive Officer (MP)
 Ann Cosgrove, Chief Operations Officer (AC)
 Jean Kelly, I/Chief DONM (JMK) (left meeting at 12.35pm)
 Pat Nash, Chief Clinical Director (PN) (left at 12.30pm)
 Tony Baynes, I/Chief Financial Officer (TB)

In Attendance

Grainne McCann, General Manager, SUH (GMC)
 Caitriona Meehan, Group Communications Manager (CM)
 Anne Marie Farrington, Board Secretary (AMF)

Apologies

Dr. John Morris (JM)

Item	Discussions / Comments	Action
1.	<p>Presentation by Grainne McCann, General Manager, SUH</p> <p>The General Manager of Sligo University Hospital, Grainne McCann, provided the Board with a comprehensive overview of Sligo University Hospital. The Chairman, on behalf of the Board, thanked Ms. McCann for attending the meeting and presenting. A copy of the powerpoint presentation is to be circulated to the Board Members.</p> <p>The Board Members questioned Ms McCann on her presentation and the following was confirmed:</p> <ul style="list-style-type: none"> – Savings have been achieved in waste and landfill costs. – There was a 1.8% increase in ED admission at SUH in January & February of this year. Audits have taken place into the reasons for the increase in ED Admissions. Findings have identified the need for more Community Intervention Teams, but have not identified inappropriate admissions. – SUH have a close working relationship with the Discharge Coordinators in the community and as a result delayed discharges are not a huge issue. – The proposed new Surgical/ED Block includes 144 replacement beds/single rooms, not new beds. 	AMF

2.	<p>Apologies /Conflict of Interest Declarations / Minutes / Matters Arising</p> <p>Apologies were noted from Dr. John Morris.</p> <p>Conflict of Interest Declarations: no Declarations of Interest was made.</p> <p>Minutes: the following addition is to be made to the draft minutes of the meeting held on 21st February 2018:</p> <p><i>The Board's responsibilities include the following:</i></p> <ul style="list-style-type: none"> – <i>Hold the Executive to account on the most up-to-date codes of governance, not just to the letter, but in the spirit of same; Strategic Planning, Staffing/HR Management and value for money for the Saolta Group.</i> <p>The minutes were then approved on the proposal of Phyllis Mac Namara and seconded by Gerry McManus.</p> <p>Matters Arising: nil.</p>	AMF
3.	<p>Chairman's Update (verbal)</p> <p>The Chairman updated the Board members as follows:</p> <p><u>Chairman's Meeting with Secretary General, Dept of Health</u> The Chairman advised the Board that he met with the Secretary General and conveyed the current position of the Board to him and listened to the objectives that the DOH would like to be given priority. The Secretary General conveyed his congratulations on the 2017 National Patient Experience Survey results.</p> <p><u>Recruitment of Consultants</u> Brief discussion took place around the delays and difficulties experienced by the Saolta Group in recruiting Consultants. It was agreed to review the process for the recruitment of Consultants and look at options to expedite the timelines.</p>	MP / JS
4.	<p>Saolta Group Executives Report</p> <p>The Saolta Group Executives Report (03/2018) circulated prior to the meeting was taken as read. The following issues were discussed.</p> <p><u>Bed Capacity 2018-2020</u> The report from the recent HSE Bed Capacity Review recommended 2,600 new beds across the acute hospitals. A detailed submission outlining the Saolta Groups bed capacity requirements for the next 3 years has been submitted to AHD. A response is awaited.</p> <p><u>Collaboration with CHO Area 1 & CHO Area 2</u> The CEO confirmed that he and Dr. Pat Nash met with Chief Officers of CHO Area 1 (Donegal, Sligo, Leitrim, West Cavan & Monaghan) and CHO Area 2 (Galway Roscommon & Mayo) to identify priority areas for joint</p>	

working going forward in relation to the HSE Older Persons Programme. The Board welcomed and encouraged this collaboration.

Garda Vetting

The Board and the Executive acknowledged the efforts of the General Managers and the HR Staff in each of the hospitals in relation to retrospective Garda Vetting. A small number is still outstanding and the HR Dept is continuing to follow-up on this.

Scheduled Care/ National Treatment Purchase Fund (NTPF)

The Board were advised that the NTPF have €55m funding available nationally to address waiting lists. This is for long waiters and the focus from a NTPF perspective is on high volume low complexity work. The Saolta Group will be submitting a proposal requesting funding to do in-house work.

The CEO advised the Board that the Group have agreed to pilot a new national Urology Referral Pathway Project for urology outpatients. A steering Group will be set up and project manager appointed.

ED Trolley Waits & Overcrowding

The Board and the Executives acknowledged the hard work and commitment of ED staff, Bed Management, Admissions, Night Staff, etc in dealing with the increase in ED admissions over the past week. An additional €5m in funding has been provided by the HSE nationally to the CHOs to help fund additional nursing home beds, home help packages, etc in order to free up beds in the hospitals.

Winter Vomiting Bug

The Board were advised that three wards in GUH have been closed to admission due to an outbreak of the Winter Vomiting Bug.

PUH Maternity Review

The Board were advised that the final report is expected to be received from the Review Team and issued to the families the week of 9th April. A detailed communication plan has been put in place. The CEO confirmed that he will provide an update to the Chairman as and when required.

Cardiac Cath Lab SUH

The Board queried the status of the Cardiac Catheterisation Laboratory submission for SUH which was endorsed by the Board in 2016. It was confirmed that the submission was sent to the Acute Hospitals Division and HSE National Estates in August 2017 and the Group are awaiting feedback. The Board were advised that the HSE have recently commenced a national review of Cardiac Cath Labs which is expected to take 18 months to complete and this may be the reason for the delay in a response from AHD in relation to the Saolta submission. In the meantime the Group will explore options to provide additional sessions at SUH in the existing modular temporary building.

PN

	<p><u>National Development Plan 2018-2027 (Project Ireland 2040)</u> The NDP 2018-2027 was recently launched by the Government and contains a number of specific capital projects for the Saolta Group. The Board questioned the Executive on their plans to progress these capital projects. The Board were advised that the National Capital Budget for 2018 has €150m less funding than in 2017. This will have a knock-on effect on the Saolta Groups capital projects. Ann Cosgrove to provide the Board with an update on the Group's Capital Projects at the next Board Meeting.</p>	AC
5.	<p>Agreement of Membership of Board Sub Committees</p> <p>The following membership of the Board Sub Committees was agreed:</p> <p><u>Board Audit Committee</u> Membership: Darina Kneafsey (Chair), Aislinne Freeman, Tony Baynes, Ann Cosgrove. The CFO Office will provide admin support for this committee. TB to make contact with the new chairperson to arrange the first meeting and review Terms of Reference.</p> <p><u>Board Finance Committee</u> Membership: Gerry McManus (Chair), Tom Canavan, Brian Thornton, Maurice Power, Tony Baynes. The CFO Office will provide admin support for this committee. TB to make contact with new chairperson, Gerry McManus, to arrange first meeting and review Terms of Reference.</p> <p><u>Board Quality & Patient Safety Committee</u> Membership: Dariona Conlon (Chair), Phyllis MacNamara, Mary Dunne, Brendan Day, Jean Kelly, Pat Nash & John McElhinney, Group Q&PS Manager. The Group Quality & Patient Safety Office will provide admin support for this committee. PN to make contact with the new chairperson, Dariona Conlon, to arrange first meeting and review Terms of Reference.</p> <p><u>Board Strategic Manpower Planning Committee</u> Membership: John Morris (Chair), John Killeen, John Shaughnessy (JS), Maurice Power. The Group HR Dept will provide admin support to this committee. John Shaughnessy, Group HR Director to make contact with new chairperson, John Morris, to arrange first meeting and review Terms of Reference.</p> <p><u>Board Strategic Planning Committee</u> The CEO advised the Board that the Group's Strategic Plan 2018-2023 is expected to be launched in May/June 2018. The Chairman and CEO will prepare the draft Terms of Reference for this sub-committee and bring them to a future Board Meeting.</p> <p><u>Board Corporate Governance Compliance Committee</u> The following Non-Executive Directors agreed to participate on this committee: Mary Dunne (Chair), Dariona Conlon, John Killeen. The</p>	TB TB PN JS MP & JK

	Chairman and CEO will prepare draft Terms of Reference for this subcommittee and bring them to a future Board Meeting.	MP & JK
6.	Green Initiatives and Healthy Eating Initiatives	
	<p><u>Green Initiatives</u> The Board were advised that considerable work is ongoing within the Group in relation to Environment and Green Initiatives. AC to provide report outlining these initiatives at the next Board Meeting.</p> <p>Grainne McCann advised the Board that SUH were recently named as the 2017 winners of the prestigious Pakman Award for Food Waste, in recognition of a number of recent quality improvement measures and innovative initiatives to reduce food waste at the hospital. This award was sponsored by the Department of Communications, Climate Action and Environment.</p>	AC
7.	Any Other Business	
	<p>Storm Emma The Board acknowledged the commitment and efforts of staff across the Group during the recent Storm Emma. The Board noted that staff across the Group went above and beyond to continue to deliver patient care during some very challenging days. Many staff travelled in very poor weather conditions, worked additional shifts and stayed overnight close to the hospitals to ensure that they were available to provide essential services. The Board noted the dedication, determination and resilience of staff during this period, many of whom had put the needs of the patients and service ahead of their own personal and family needs.</p> <p>The Board also acknowledged the support of the many other agencies during that time, including An Garda Síochána, the National Ambulance Service, the Defence Forces and Civil Defence.</p> <p>Note of thanks to be uploaded onto Saolta website, circulated to all staff and each General Manager for noting at their Hospital Management Team Meetings.</p> <p>Reception Desk UHG The Board requested to know the plans to reposition the Reception Desk in the Main Foyer at UHG. AC confirmed that plans are in place with the current catering company to reconfigure the shop and move the Reception Desk to the current location of the ATM machine.</p> <p>Volunteers at UHG The Board acknowledged the dedication and commitment of the Volunteers at UHG and thanked them for their efforts and time. It was noted that some of the volunteers have been volunteering for over ten years.</p>	CM & AMF

	<p>Protected Disclosures</p> <p>Brief discussion took place in relation to Protected Disclosures. The Board of Directors supports the HSE procedures on Protected Disclosures and wishes facilitate employees in making protected disclosures to the Saolta Group and to Board Members. Dariona Conlon to look at pathway for such disclosures.</p>	DC
8.	Date of Next Board Meeting	
	<p>The next Board Meeting is scheduled to take place on Wednesday 11th April 2018 in University Hospital Galway.</p> <p>The Board were advised that due to the upcoming publication of the PUH Maternity Review Report, the date of the next meeting may have to be changed. The Board were asked to provisionally hold Tuesday 17th April in their diary as a potential date and the Board Secretary will confirm.</p>	AMF
9.	Walkabout of Sligo University Hospital	
	<p>Following the meeting, Grainne McCann, General Manager brought some Board Members on a walkabout of Sligo University Hospital.</p>	

The meeting concluded at 1.10 p.m.

Signed: 
Dr. John Killeen, Chairman

Date: _____
11th April 2018