



Minutes of Board of Directors Meeting held on Wednesday 16th May 2018 at 2 p.m.

Venue : Boardroom, Ground Floor, Nurses Home Building, University Hospital Galway.

Present

Non Executive Directors

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

Executive Members

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

In Attendance

Caitriona Meehan, Group Communications Manager (CM)
 Anne Marie Farrington, Board Secretary (AMF)

Apologies

Prof Ciarán Ó hÓgartaigh (COH)
 Ann Cosgrove, Chief Operations Officer (AC)

Item	Discussions / Comments	Action
1.	<p>Apologies / Conflict of Interest Declarations / Minutes / Matters Arising</p> <p>Apologies were noted from Prof Ciarán Ó hÓgartaigh and Ann Cosgrove.</p> <p>Conflict of Interest Declarations: no Declarations of Interest was made.</p> <p>Minutes: the minutes of the last meeting held on 11th April 2018 were approved on the proposal of Dariona Conlon and seconded by Mary Dunne.</p> <p>Matters Arising <u>Radiation Oncology Build UHG</u> – the CEO advised that progress has been made and negotiations with the unions are at an advanced stage in relation to the relocation of the Adult Mental Health Unit from this current location to a new purpose built facility at UHG.</p> <p><u>ICT Update</u> – to be provided for June meeting.</p> <p><u>Recruitment of Consultants</u> – the Board noted and acknowledged the concerns of the Executive in relation to the ongoing delays in recruitment</p>	AC

	<p>of Consultants and supported the Executive in pursuing its own recruitment services for Consultants.</p> <p><u>Procedure for making a Protected Disclosure to Board Members</u> – the Chairperson agreed to write, on behalf of the Board, to the HSE Authorised Person for Protected Disclosures in relation to facilitating employees making protected disclosures to Board Members. MP & DC to draft letter.</p> <p>The CEO confirmed that the Saolta Group is not required to publish a report on the number of protected disclosures in its annual report. The HSE do this as the statutory employment body.</p>	<p>JK</p> <p>MP & DC</p>
2.	Chairman’s Update (verbal)	
	<p>The Chairman thanked the Executive, and in particular Dr. Pat Nash, Maurice Power, Elaine Dobell, James Keane General Manager of Portiuncula Hospital and Caitriona Meehan, Group Communications Manager for the work done regarding the publication of the PUH Maternity Services report.</p>	
3.	Saolta Group Executives Report to the Board	
	<p>The Saolta Group Executives Report (08/2018) circulated prior to the meeting was taken as read. The following issues were discussed:</p> <p><u>State Claims Agency</u> The Board requested that the Executive provide a monthly update from the State Claims Agency on legal cases, what stages they are at and the outcomes. Maurice Power, CEO to write to State Claims Agency to request same.</p> <p><u>Options Appraisal for Acute Hospital Services in Galway</u> Work is due to commence in the coming weeks and is due to be completed within six months.</p> <p><u>National Patient Flow Improvement Programme (NPFIP)</u> The CEO confirmed that the Group will establish an Innovation & Quality Improvement Function to support improvement processes, Lean Management initiatives & efficiencies across the Group. The CEO has approved an additional 1.5 WTEs, bringing this to 3 posts in total. The Board requested that a brief presentation be given at the next Board Meeting on the Patient Flow Project at GUH.</p> <p><u>Group Strategy 2018-2023</u> The Board were advised that the draft Group Strategy is due to be presented to the Executive Council on 30th May 2018 and to the Board on 13th June 2018. It was agreed that a copy of the draft Strategy would be forwarded to the Board for their information prior to the next Board meeting.</p> <p>The Board acknowledged the significant contribution of Prof Donal Reddan in progressing the changes in clinical governance structures over</p>	<p>MP</p> <p>PN</p> <p>MP & PN</p>

	the past number of years.	
4.	PUH Maternity Services Review Report	
	<p>Dr. Nash updated the Board on the background to the External Independent Clinical Review of Maternity Services at Portiuncula University Hospital, and the reports, findings and recommendations arising out of same.</p> <p>A copy of the PUH Maternity Services Review Quality Improvement Plan (09/2018), circulated prior to the meeting was discussed. It was confirmed to the Board that the recommendations arising for the review are being implemented in all maternity hospitals across the Saolta Group.</p> <p>A summary of the proposed Maternity Clinical Network for 'Galway Maternity Hospitals' (10/2018), circulated prior to the meeting was discussed.</p> <p>It was confirmed that Bereavement Midwives are being appointed to all Maternity Departments in the Saolta Group.</p>	
5.	Update from Board Sub Committees	
	<p>It was agreed that the minutes of all the Board Sub Committee Meetings would be circulated to the Board for information as they become available.</p> <p><u>Board Audit Committee</u> Darina Kneafsey provided a verbal update from the first meeting held on 16th May 2018 where Risk Register, Audit Work Plans and Implementation of Audit Findings were discussed. Darina Kneafsey to write to the CEO regarding the implementation of a number of outstanding recommendations of internal audit reports which were carried out over the past number of years.</p> <p><u>Board Finance Committee</u> Gerry McManus provided a verbal update to the Board. The use of biosimiliars was discussed briefly and highlighted a significant cost savings initiative. Changes were made to the Terms of Reference which are to be brought back to the Board for approval. The minutes of first meeting are to be forwarded to Board Secretary for circulation.</p> <p><u>Board Quality & Patient Safety Committee</u> First meeting scheduled for after Board Meeting on 16/05/18.</p> <p><u>Board Strategic Manpower Planning Committee</u> First meeting is planned for early June 2018.</p> <p><u>Board Strategic Planning Committee</u> The Chairman and CEO are to prepare draft Terms of Reference.</p>	<p>AMF</p> <p>DK</p> <p>GMM</p> <p>GMM & AMF</p> <p>MP & JK</p>

	<p><u>Board Corporate Governance Compliance Committee</u> It was agreed that this subcommittee would be set up if necessary at a later stage.</p>	
6.	Update on Green/Environmental & Healthy Eating Initiatives	
	<p>Presentation to be given to the Board outlining the Saolta Group's Healthy Ireland plans for 2018 and achievements to date.</p> <p>Presentation to be given at next Board Meeting regarding benefits of Pharmafilter Service at Portiuncula Hospital.</p>	<p>JMK</p> <p>MP</p>
7.	Any Other Business	
	<p><u>Regional Health Forum</u> The Board were given a brief update on the Regional Health Forum and requested to receive a copy of the RHF minutes and documentation after each RHF Meeting.</p> <p><u>Cervical Check</u> The CEO updated the Board on the issues raised nationally in relation to the National Cervical Cancer Screening Programme. A HSE Serious Incident Management Team has been set up to investigate and monitor the issue. The Government, through the DOH & HSE, has put supports in place for the women and families of those affected.</p> <p>Dr Day advised that GPs have not been notified with regards to which of their patients are affected and are receiving multiple queries, and requested that this be raised nationally. Maurice Power, CEO to raise nationally.</p> <p><u>New HSE Board</u> The CEO advised that the Minister has announced that he will be establishing a new independent Board for the HSE.</p> <p><u>New Interim Director General</u> The Board were advised that Mr. John Connaghan has been appointed as Interim Director General for the HSE, replacing Mr. Tony O'Brien who resigned on 11th May 2018.</p> <p><u>General Data Protection Regulations (GDPR)</u> Brief discussion took place regarding the new General Data Protection Regulations which come into effect on 25th May 2018. The Board requested an update on Group compliance with GDPR for the next Board Meeting.</p> <p><u>Delayed Discharges</u> The Board queried if delayed discharges can be accommodated in Merlin Park. Dr. Nash advised that this is not possible as the long stay units in Merlin Park come under the governance of the CHOs and not the Saolta Group.</p>	<p>CM & AMF</p> <p>MP</p> <p>AC</p>

8.	Date of Next Board Meeting	
	The next Board Meeting is scheduled to take place on 13 th June 2018.	

The meeting concluded at 4.30 p.m.

Signed: 
Dr. John Killeen, Chairman

Date: 13th June 2018

