



Minutes of Board of Directors Meeting (Public Meeting) held on Wednesday 13th June 2018 at 2 p.m.

Venue: The Abbey Hotel, Roscommon.

Present

Non Executive Directors

Dr. John Killeen, Chairman (JK)
 Dr. Brendan Day (BD)
 Gerry McManus (GMM)
 Darina Kneafsey (DK)
 Phyllis Mac Namara (PMN)
 Prof Ciarán Ó hÓgartaigh (COH) (left at 4pm)
 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)
 Ann Cosgrove, Chief Operations Officer (AC)
 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)
 Mary Garvey, General Manager, RUH (MG)
 Elaine Dobell, Clinical Projects Manager (ED)
 Denis Minton, Finance Mgrn/Resources Director, RUH (DM)

Apologies

Pat Nash, Chief Clinical Director (PN)

Item	Discussions / Comments	Action
1.	Presentation by Mary Garvey, General Manager, RUH	
	The General Manager of Roscommon University Hospital, Mary Garvey, provided the Board with a comprehensive overview of Roscommon University Hospital. The Chairman, on behalf of the Board, thanked Ms. Garvey for attending the meeting and presenting. A copy of the powerpoint presentation is to be circulated to the Board Members.	AMF
	The Board Members questioned Ms Garvey on her presentation. Mary Garvey confirmed that she will provide an update to GPs on the access pathways to Roscommon Hospital.	MG
2.	Apologies / Conflict of Interest Declarations / Minutes / Matters Arising	
	Apologies were noted from Dr. Pat Nash.	
	Conflicts of Interest Declarations: no Declaration of Interest was made.	
	Minutes: the minutes of the last meeting held on 16 th May 2018 were approved on the proposal of Gerry McManus and seconded by Phyllis Mac Namara.	

	<p>Matters Arising</p> <p><u>General Data Protection Regulations (GDPR)</u> The Board requested written guidance in relation to their responsibilities under GDPR for the documentation they receive as Board Members. Ann Cosgrove to provide for next meeting.</p> <p><u>Procedure for making a Protected Disclosure to Board Members</u> The Chairman has written to the HSE Authorised Person for Protected Disclosures and is awaiting a response.</p> <p><u>State Claims Agency</u> The CEO advised the Board that he has written to the State Claims Agency and is awaiting a response.</p> <p><u>Options Appraisal for Acute Hospital Services in Galway</u> The CEO confirmed that the first meeting with the service provider is due to be held in early July and it is expected that the work will be completed before the year end.</p> <p><u>PUH Maternity Services Review Report</u> The CEO confirmed that he has written to the Acute Hospitals Division (AHD) in relation to the national implementation of the recommendations arising from the PUH Maternity Services Review Report. AHD will follow-up nationally and issue the recommendations to each Hospital Group for implementation across the country.</p> <p>The Board requested an update on the implementation of the report's recommendations across all the hospitals in the Saolta Group. The CEO confirmed that this would be provided at the next meeting.</p>	<p>AC</p> <p>PN</p>
3.	<p>Chairman's Update (verbal)</p>	
	<p>The Chairman extended the condolences of the Board to the family of Mr. Colam O'Neill, RIP, former Non Executive Director of the Saolta Group Board of Directors who passed away recently. <i>May He Rest In Peace.</i></p>	
4.	<p>Saolta Group Executives Report to the Board</p>	
	<p>The Saolta Group Executives Report (11/2018), circulated prior to the meeting, was taken as read. The following was discussed briefly:</p> <p><u>Medical Oncology Services UHG</u> The CEO advised the Board that there are some capacity and resources issues in treating medical oncology patients at UHG. The CEO and Chief Clinical Director are liaising with the National Cancer Control Programme (NCCP), Acute Hospitals Division, Management at GUH and Consultants to resolve this.</p> <p><u>Group Strategy 2018-2023</u> The CEO updated the Board on the revised timelines for completion and approval of the Saolta Strategy.</p>	

5.	<p>Update from Board Sub Committees</p>	
	<p>The minutes of the sub committees meetings will be circulated with the Board documentation going forward.</p> <p><u>Board Audit Committee</u> Darina Kneafsey provided a verbal update of the last meeting held on 13th June, where audit plans for 2018 and the implementation of outstanding audit recommendations were discussed. Dr. Killeen requested the Board Audit Committee provide a report for the next Board Meeting, highlighting the outstanding high risk audit recommendations. Darina Kneafsey to provide.</p> <p>The CEO gave assurance to the Board that the implementation of any outstanding audit recommendations would be actioned immediately. Tony Baynes & Ann Cosgrove to follow up.</p> <p>The CEO confirmed that both financial and non-financial controls are to be reviewed and overseen by the Board Audit Committee. The CFO is to provide the Board Audit Committee with information on the HSE Internal Control Assurance Process.</p> <p>The Terms of Reference for this subcommittee are to be reviewed at the next subcommittee meeting.</p> <p><u>Board Finance Committee</u> Gerry McManus provided a verbal update to the Board. The minutes of the committee meeting held on 9th April 2018 were circulated prior to the meeting. The focus is on agency costs and increase in WTEs. There has been an improvement in the use of biosimilars across the Group. The committee is to meet with the Hospital General Managers individually in relation to their budgets and performance. It was highlighted that the current IT systems for financial information are archaic and it is time consuming extracting information from them.</p> <p>The revised Terms of Reference for this committee was agreed by the Board, with the following amendment to be made under Membership;</p> <p><i>'The Board Finance Committee will be chaired by a Non Executive Director and will comprise of a majority of Non Executive Director members.'</i></p> <p><u>Board Quality & Patient Safety Committee</u> Darina Conlon provided a verbal update to the Board. The minutes of the first meeting held on 16th May 2018 were circulated prior to the meeting. The second meeting took place on 6th June where the risk registers, PUH report and the State Claims Agency were discussed. Dr. John Morris agreed to join the committee. Also, Mr. Fergal Hickey, Group Clinical Director for Quality & Safety has been invited to join the committee.</p> <p>The Terms of Reference have been revised and will be brought back to the</p>	<p>DK</p> <p>TB & AC</p> <p>TB</p> <p>DC</p>

	<p>July Board Meeting for approval.</p> <p><u>Board Strategic Manpower Planning Committee</u> The first meeting of this committee is scheduled for 28th June 2018.</p> <p><u>Board Strategic Planning Committee</u> The draft Terms of Reference were agreed and will be reviewed at the first meeting. Membership agreed as follows: Prof Ciarán Ó hÓgartaigh (Chair), Gerry McManus, Dr. John Killeen, Maurice Power & Dr. Pat Nash. First meeting to be arranged for early July and administrative support will be provided by the Group CEO's Office.</p>	
6.	Presentations	
	<p><u>Presentation on Patient Flow Improvement Project GUH (PFIP)</u> Elaine Dobell, Clinical Projects Manager attended the meeting and gave a presentation on the Patient Flow Improvement Project at Galway University Hospitals and outlined how it has benefited patients. The Board Chairman, on behalf of the Board, thanked Ms. Dobell for attending the meeting. A copy of the powerpoint presentation is to be circulated to the Board Members.</p> <p>The CEO advised that a proposal has been submitted to the Acute Hospitals Division seeking approval to undertake a similar project for Outpatients. The Board welcomed the Outpatients proposal and confirmed their support to the Executive. They requested that the CEO write formally to the National Director of AHD advising of this support.</p> <p><u>Presentation on Waste Management Proposal</u> Denis Minton, Finance Manager/Director of Resources at Portiuncula University Hospital attended the meeting and gave a presentation to the Board on a waste management proposal for PUH, outlining the cost savings and environment benefits that would be achieved if the proposal was approved. The Board welcomed the proposal and confirmed their support to the Executive. They requested that the CEO write formally to the National Director of AHD advising of this support.</p> <p>The Chairman, on behalf of the Board, thanked Mr. Minton for attending the meeting. A copy of the powerpoint presentation is to be circulated to the Board Members.</p>	<p>AMF</p> <p>MP</p> <p>MP</p> <p>AMF</p>
7.	Any Other Business	
	<p><u>Patient Advice and Liaison Service (PALS)</u> The Group Director of Nursing & Midwifery explained the role of the PALS Officers, which includes providing information, support and advice to patients and their families, and responding to any concerns raised. The Saolta Group will be the first Hospital Group in the country to have a PALS Officer on each hospital.</p> <p>Jean Kelly to provide GPs with contact details for PALS Officers.</p>	JMK

	<p><u>'End PJ Paralysis' Campaign</u> The Group DONM informed the Board about a new initiative at LUH and GUH called 'End PJ Paralysis' which encourages patients to get up out of bed and get dressed in their own clothes each day that they are in hospital. This can have a positive effect on their health and mobility, as walking less while in hospital can lead to a decline in mobility, especially in the elderly. It is hoped to roll this initiative out across the Group. Jean Kelly to provide Board Members with information on the 'End PJ Paralysis' Campaign.</p> <p><u>Collaboration between Saolta Group and NUIG</u> Prof Ciarán Ó hÓgartaigh provided the Board with a brief update on collaboration between NUIG and the Saolta Group. There is a strong history of collaboration in clinical, nursing and non-clinical areas including joint consultant appointments, education, training, research, internships, medical academies, school of nursing, health innovation hub, etc. He advised that NUIG are also keen to explore other collaborations in the future.</p> <p><u>Regional Health Forum</u> The Chairman acknowledged the attendance of Cllr. Tony Ward, Regional Health Forum Member at the Public Board Meeting and thanked him.</p>	JMK
8.	Date of Next Board Meeting	
	The next Board Meeting is scheduled to take place on 11 th July 2018.	

The meeting concluded at 4.30 p.m.

Signed: 
Dr. John Killeen, Chairman

Date: 11th July 2018

