

Board Meeting

**Board Room, Nurses Home, UHG
10 February 2015**

Present:

Non Executive Directors

Dr John Killeen, Interim Chair (JK)
Ms Phyllis MacNamara, Non Executive Director (PMN)
Ms Sharon Moohan, Non Executive Director (SM)
Mr Zubair Javeed, Non Executive Director (ZJ)
Dr Jim Browne, Non Executive Director (JB)
Dr Brendan Day, Non Executive Director (BD)
Mr Gerry McManus, Non Executive Director (GMM)

Executive Members

Mr Maurice Power, Acting Chief Executive Officer (MP)
Mr Tony Canavan, Group Chief Operating Officer (COO)
Dr Pat Nash, Group Clinical Director (PN)
Mr Tony Baynes, Acting /Chief Financial Officer (AB)
Mr John Shaughnessy, Group Director of Human Resources
Ms Jean Kelly, Acting / Group Director of Nursing and Midwifery (JMK)
Ms Fiona McHugh, Secretary, (FMH)

Apologies:

Mr Colam O'Neill, Non Executive Director (CON)
Mr Michael Moloney, Communications

Agenda Item	Discussions / Comments	Action
1.	Minutes of Board Meeting/ Declaration of Interest	
	Minutes of meeting of the 13/01/2015 were approved on the proposal of Ms Phyllis MacNamara and seconded by Mr Gerry Mc Manus. Conflict of Interest Declaration : No Declaration of Interest made	
	Matters Arising and Review of Action Points	
	Matters arising nil	
2.	Interim Chairman's update	
	<ul style="list-style-type: none"> The Chairman reported that Interviews for the appointment of a 	

	<p>substantive CEO took place on 30 January 2015 and no appointment made. The Executive will continue to operate with the current transition arrangements with Mr Power as Acting CEO. Mr Power advised the Board that he is meeting with Mr Liam Woods, National Director Acute Hospitals next week to discuss his appointment. The Board reiterated their full support to Maurice Power the Acting CEO.</p> <p>The Chairman reported that on 2 February he along with the CEO had the first of two meetings for 2015 with the Minister for Health. This was a very productive meeting and the Minister at this meeting agreed to meet the Board in Hawkins House. The Chair will advise the Board when this meeting is scheduled to take place.</p> <p>The Chairman briefed the Board on the Chairs proposed solution to legislate for the Group Boards and Groups within the current Health Service (Governance) Act 2013 and outlined the proposed structures put forward for consideration to the DOH and HSE. It was noted that there was agreement in principal by the key stakeholders. The next Chairs forum is scheduled to take place on the 16 February 2015. Dr Killeen agreed to keep the Board advised of progress.</p> <p>Terms of Reference for Board of Directors In light of the impending memorandum of agreement between the Groups, HSE and DOH new terms of reference for the Board (08/2015) will be required. The Chair requested Board Members to submit their views and comments to Fiona McHugh by 19 February.</p> <p>Schedule of Board Meetings 2015 The Board noted the schedule of Board meetings for 2015 and reporting schedule for Board meetings (09/2015).</p> <p>A discussion lead by Ms Sharon Moohan regarding visibility of the Board at all Hospitals was discussed.</p> <p>It was agreed that the Employee Engagement Road Shows where possible would coincide with Board Meeting. Mr Shaughnessy agreed to provide Employee Engagement road shows schedule for 2015 to a future Board Meeting.</p>	<p>JK</p> <p>All</p> <p>JS</p>
3.	Audit Committee Update	
	<p>The Audit committee Report (10/2015) circulated prior to the meeting was discussed in some detail.</p> <p>Mr Gerry McManus advised the Board that at the last audit committee meeting it was agreed by members, that the Finance Managers will be invited to attend future Audit Committees meetings with General Managers to discuss internal audit findings and recommendations relating to audits carried out in their respective areas.</p> <p>To strengthen the governance of the Audit Committee Mr Gerry McManus sought advice and formal approval to appoint an additional Non Executive Director from the Board and an External Member. This was endorsed by the Board.</p> <p>The Board acknowledged the significant work undertaken by the Audit Committee to date.</p>	GMM

4.	Chief Executive Officer	
	<p>Chief Executive Officer Report</p> <p>Mr Maurice Power spoke to his report (11/2015) as circulated and taken as read</p> <p>Areas of note</p> <p>The recent surge in Emergency Department attendances at all our Hospitals continues to be actively managed by the Senior Management Team. A member of the Executive participates on a daily teleconference with members of Special Delivery Unit and National Acute Hospitals Division. The Group continues to work in tandem with the SDU on a daily basis to progress initiatives and pathways of care to reduce the number of patients that are being maintained in our Emergency Department while they await beds.</p> <p>A Service Level Agreement setting out requirements and obligations of the service between the WHSCT and Saolta University Healthcare Group is near completion with the provision of 50 STEMI (pPCI) per annum to commence in April 2015.</p> <p>Members received the report noted the key areas of progress and ongoing issues.</p> <p>Mr Zubair Javeed requested the CEO report for 2015 include updates on the following</p> <ul style="list-style-type: none"> • Service reconfiguration • Emergency Department • Waiting Lists • Future Reform • Finance • Clinical Directorates • Maternity Services <p>Mr Maurice Power agreed to include noteworthy issues relevant to the Board as part of his report also</p> <p>This was endorsed by the Board.</p> <p>Performance Management Report</p> <p>The performance monitoring report (report no 12/2015) for December 2014 prepared by Tony Canavan circulated prior to the meeting was taken as read. Following a number of clarifications from Board Members addressed by the COO the members of the Board received the report.</p> <p>Associated Clinical Directors & Chief Academic Officer Arrangements</p> <p>The Chair deferred this item pending additional information.</p>	
5.	Saolta University Health Care Group Service Plan 2015	
	<p>Mr Tony Canavan presented the draft Saolta University Health Care Group Service Plan 2015 circulated prior to the meeting (report no 13/2015). Following consideration the Service Plan 2015 was approved on the</p>	

	<p>proposal of Mr Zubair Javeed and seconded by Mr Gerry McManus for publication.</p> <p>The service plan sets out the type and volume of services to be delivered by the Group for 2015 and the plan's objectives align with the NSP 2015.</p> <ul style="list-style-type: none"> Mr Tony Canavan to provide a quarterly update on progress against the service plan. 	TC
6.	Group Chief Clinical Director	
	<p>Dr Pat Nash spoke to his report as circulated and taken as read.</p> <p><u>Portiuncula Hospital Maternity Services</u> Dr Nash provided a detailed account of the Portiuncula Hospital review and advised the Board that following the preliminary review, a full review is being commissioned. The draft terms of reference for the review are been finalised and are currently being discussed with the families concerned. Dr Nash reported that he will be meeting with families concerned and that the Investigation Team is currently being established.</p> <p>The Board noted that the DOH/HSE has commended the Group on our handling of this issue. Dr Nash agreed to keep the Board informed of progress.</p> <p><u>Risk Register</u> A copy of the Group wide risk register circulated prior to the meeting was noted.</p> <p><u>Consultant Recruitment</u> A bespoke campaign for consultants on the Portiuncula and GUH sites is commencing to address the shortfall of Consultants across the Group.</p>	PN
7.	Director of Human Resources	
	<p>Mr John Shaughnessy provided a detailed update of the position of Human Resources related activity during 2014 with regard to progress on the Group's attendance Management Action Plan and Group's Human Resource Strategy. The contents of the report was noted and adopted by the Board.</p> <p>The Chair commended the significant improvement in absenteeism rate and the approach adopted by the Group.</p> <p>The Board noted the Future Leaders Succession Management Programme Conferring Ceremony is taking place on the 6 March 2015</p>	
8.	Chief Financial Officer Report	
	<p>Mr Anthony Baynes spoke to his report (06/2015) as circulated and taken as read.</p> <p><u>Budget 2015</u></p> <p>The budget allocation for 2015 has now been finalised at €637.6m. Overall the Group has received 97.1% of the 2014 final outturn. This represents a significant increase on the allocation of previous years (before taking into the once-off allocation of €50.5m at the end of 2014). However the Group faces a challenge of € 36.7m to achieve financial breakeven in 2015. The</p>	

	<p>main challenges and concerns include:</p> <ul style="list-style-type: none"> Assigned Medical Agency savings of € 11.9m Other agency savings of € 1.7m Additional Costs of €3m to meet future developments and commitments from 2014 Target procurement savings and engagement of National Procurement Anticipated further costs of €3m for Drugs and Medicines Cost pressures of €7 million in areas of Radiology Diagnostics Services, Laboratory, Waiting list reduction initiatives, delayed discharges, Maintenance etc. <p>Cost Containment Measures have been identified for targeted cost containment plans and progress of savings will be brought to future board meetings.</p> <p><u>Debt collection</u></p> <ul style="list-style-type: none"> A number of ongoing unresolved issues between the HSE and the Insurers are causing serious delays in the payment of insurance claims. A MOU between the HSE and the PHIs is expected in early 2015 which it is hoped will tackle the debt collection issues being experienced by hospitals. <p><u>ICT</u></p> <ul style="list-style-type: none"> Mr Richard Corbridge, CIO, HSE has accepted invitation to attend next Board Meeting. <p>Members received this report and noted the key areas of progress and ongoing issues and the Board agreed the following actions:</p> <ul style="list-style-type: none"> The Chair agreed to raise the issue of additional resources for the Group to meet procurement savings at the Chairs' Forum 	JK
9.	Any other Business	
	<p>The following updates were provided to Board Members.</p> <ul style="list-style-type: none"> Dr Jim Browne sought reassurance from the Executive Team that policies in regard to the employment of staff within the Group are being adhered to. Mr John Shaughnessy agreed to report back to the Board for the next meeting. Ownership of Merlin Park Imaging Centre transferred to Alliance Medical Diagnostic Imaging limited on the 1 January 2015 5 Year Strategy Plan first item for March Board Meeting The Chair requested a briefing paper on the equipment expenditure for the Radiotherapy Services at UHG for the next Board Meeting. Dr Day requested an update for the Next Board Meeting on the progress made in implementing the local recommendations of the HIQA report "on patient referral from GP to outpatients and radiology services including the National Standard for Patient Referral". Arrangements to address Letterkenny Symptomatic Breast Service outlined to Board Members. Oireachtas members and Regional Health Forum Members for the 	<p>JS</p> <p>TC</p> <p>TC</p> <p>PN</p> <p>MP</p>

	Galway and Roscommon area briefing taking place on 13 February. <ul style="list-style-type: none"> The production of Saolta Group 2014 Annual Report is underway and will be brought to April Board for sign off. 	TC
10.	Date of Next Meeting	
	10 March 2015 2-4 pm Boardroom Mayo General Hospital, Castlebar	

SIGNED DIRECTOR: _____

DATE: _____

Interim Chair of Board