

Board Meeting

Nurses Home, UHG, Galway
7 July 2015

Present:

Non Executive Directors

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

Executive Members

Mr Maurice Power, CEO (MP)
Dr Pat Nash, Group Clinical Director (PN)
Mr Tony Canavan, COO (TC)
Mr Tony Baynes, A/Chief Financial Officer (AB)
Ms Jean Kelly, A/ Group Director of Nursing and Midwifery (JMK)
Ms Fiona McHugh, Secretary, (FMH)

Apologies:

Nil

In attendance:

Ms Caitriona Meehan, Communications Manager
Mr Michael Moloney , Communications

Apologies :

Mr Colam O Neill, Non Executive Director (CON)

Agenda Item	Discussions / Comments	Action
1.	Apologies/ Minutes of Board Meeting/ Declaration of Interest	
	<p>Apologies</p> <p>The Chair advised that he is meeting with Colam O Neill to discuss Board attendance</p> <p>Minutes of Board meeting 9 June 2015</p> <p>Minutes of meeting of the 9/06/2015 item number 5 “<i>The Board considered a discussion lead by Dr Browne regarding the exclusion of University in the Hospital title agreed by the Executive Council. Following a lengthy</i></p>	

	<p><i>discussion the Chair tabled a vote of the Non Executive Directors in respect of inclusion of University in the Hospital title. The motion was carried to include University in the Hospital title.”</i></p> <p>Dr Browne stated that he had an issue with the wording of the above and it didn't accurately reflect that a decision was taken – following a protracted discussion it was agreed to defer the signing of the minutes until the CEO had the opportunity to bring back the decision of the Board regarding the naming of hospitals to the Executive Council. The Board requested the CEO to revert with a proposal for naming of hospitals to the Board.</p> <p>Conflict of Interest Declaration: No Declaration of Interest made.</p>	
2.	Matters Arising and Review of Action Points	
	Nil	
3.	Interim Chairman's update	
	<p>Statutory Basis for Group and Board</p> <p>The Chairman informed the Board that the Group Chairs Forum has engaged with Mason Hayes funded by the Mater Hospital to review the first draft of the Memorandum of Association (MAU) and believes that there is a viable solution to fit all the Groups subject to agreement with the DOH and HSE.</p> <ul style="list-style-type: none"> • The Chair agreed to keep Board Members updated on progress • The Chair agreed to share the MAU with the Executive of the Board. <p>Due to the time spent on agenda 1 and 3 the Chair proposed that reports were taken as read and specific questions raised by the Board would be addressed. This approach was endorsed by the Board</p>	JK JK
4.	Audit Committee Update	
	<p>The Audit Committee report (38/2015) circulated prior to meeting was taken as read. The report was adopted by the Board.</p> <p>Dr Killeen conveyed the thanks of the Board to the Audit Committee for the significant work undertaken to date.</p>	GMM
5.	Chief Executive Officer	
	<p>The Chief Executive Officer report (38/2015) circulated prior to meeting was taken as read.</p> <p>Members received this report and noted the key areas of progress and ongoing issues.</p> <p>Unscheduled Care</p> <p>A discussion took place regarding the progress of the 30 additional beds for UHG to deal with the capacity issues facing UHG's ED on a daily basis.</p> <p>Mr Power informed the Board that the above project has been included in the HSE 2015 Capital Programme and the approved capital budget for this is €2.20m. He acknowledged the considerable effort by Ms Angela Fitzgerald and Dr Colm Henry had made to date to progress this project.</p>	

	<p>The Executive took the Board through the key concerns:</p> <ol style="list-style-type: none"> 1. Timescale for commissioning of unit 2. Nurse Recruitment 3. Industrial Relations 4. Revenue Funding <p>The concerns raised by the Executive Team were discussed in significant detail and the Board agreed the following actions :</p> <ol style="list-style-type: none"> 1. Dr Pat Nash to brief the Minister of Health on his visit to UHG on Friday 10 July 2015 2. The Chair on behalf of the Board to write to the Director General seeking his support to ensure that the : <ul style="list-style-type: none"> • 30 beds can be commissioned in the shortest possible timeframe • Necessary revenue funding will be available to open the beds • Progress with the recruitment of nursing staff <p>GUH Network Outage: A discussion took place regarding the progress of the serious incident review commissioned by Dr Nash. Dr Nash and Mr Maurice Power took the Board through the process to date.</p> <p>The Chair recommended that a similar review was conducted for Hospitals within the Group. This approach was endorsed by the Board</p>	<p>PN JK</p> <p>MP/TB</p>
6.	<p>Group Director of Nursing and Midwifery Report</p>	
	<p>The Group Director of Nursing and Midwifery report (40/2015) circulated prior to meeting was taken as read.</p> <p>Members received this report and noted the key areas of progress and ongoing issues.</p> <p>Portlaoise Report</p> <ul style="list-style-type: none"> • Proposal outlining the requirements for the Group in respect of the Appointment of Director of Midwifery on each hospital within the Group submitted to National Director for Acute Services. Await response <p>Overcrowding in the Emergency Department</p> <ul style="list-style-type: none"> • Overcrowding in the Emergency Department remains a serious risk issue in GUH and PHB. 1300 patients checked into the ED over in the week of June 22nd. The risk issues remain the same for nursing management that is the availability of staff to care for patients on trolleys. There continues to be a high proportion of frail elderly patients nursed on trolleys. Their nutritional needs and pressure area care remain challenging for staff to deliver on when patients are nursed on trolleys. <p>Recruitment and Retention of Staff</p> <ul style="list-style-type: none"> • The Nursing graduates of 2015 are being offered permanent contracts. However this will not address the deficit in nursing the highest in GUH with a total of 35 (not including specialties) and Ms Kelly advised the Board that Nursing Management continue to engage with Local and National Human Resource Department to recruit and retain nursing staff. 	

	<ul style="list-style-type: none"> • Caring Behavior Assurance System (CBAS-I©) is being introduced into 9 wards across the Group and a stakeholder governance group has been set up to oversee this. • The patient experience committee continues to meet. Patient experience committee report April 2014-March 2015 noted • Joint Saolta –NUI Galway Group to develop new and strengthen established International Health Partnerships in developing countries endorsed by Executive Council noted. 	
7.	Chief Financial Officer	
	<p>Chief Financial Officer Report</p> <p>The Chief Financial Officer report (41/2015) circulated prior to meeting was taken as read.</p> <p>Members received this report and noted the key areas of progress and ongoing issues.</p> <ul style="list-style-type: none"> • Following a recent performance meeting with the National Team the Group have been assigned a target of reducing the deficit to €9 m. • One of the key areas for the Group is debt and Mr Baynes took the Board through the key issues in relation to (a) Submitted Debt (b) Unsubmitted debt (c) Unsubmitted debt awaiting consultant action <p>A discussion took place regarding unsubmitted debt awaiting consultant action. The Chair requested a breakdown of the top 10 consultants with outstanding insurance claims. Dr Nash and Mr Baynes agreed to provide this information at the next Board meeting.</p>	PN/TB
8.	Chief Operating Officer	
	<p>Service Plan 2015 Update (Performance Report)</p> <p>The report (42/2015) circulated prior to meeting was taken as read.</p> <p>Mr Canavan clarified performance issues raised against the backdrop of 2015 Service Plan.</p> <p>Members received this report and noted the key areas of progress and ongoing issues:</p> <ul style="list-style-type: none"> • Following a recent performance meeting with the National Team the Group have been directed to outsource Outpatients to the private sector to meet the interim target for outpatient wait times. <p>A discussion took place regarding referral from GP's to OPD clinics. It was proposed that GP's could be contacted and asked to review their referrals to confirm if they were still required. Mr Canavan agreed to follow up.</p> <p>5 Year Strategy</p> <p>Objective 3 and 4 of high level action plan to deliver Group 5 year strategy deferred to September Board Meeting.</p>	TC TC

	<p>Human Resource Absenteeism Update</p> <p>The report (44/2015) circulated prior to meeting was taken as read.</p> <p>Mr Canavan agreed to provide a breakdown of absenteeism for by category of staff for long term and short term absenteeism by Hospital</p>	TC
9.	Any other Business	
	<p>Arts Trust</p> <p>Following a request from Ms Phyllis MacNamara the Board supported the concept of expanding the role of the Arts Director of GUH to a Group role. This was seen as a welcome development by the Board and Mr Canavan agreed to check locally with the other hospitals and report back to the Board.</p> <p>The Chair thanked everyone for their contribution to the Board Meeting and wished everyone a safe and good summer.</p>	TC
11.	Date of Next Public Board Meeting	
	Wednesday – 9 September 2015 4-6pm, Board Room, Nurses Home, UHG	

SIGNED DIRECTOR: _____

DATE: _____

Interim Chair of Board