

Board Meeting
West /North West Hospitals Group
Tuesday, 1 July 2014 08.30
Board Room, Sligo Regional Hospital, Sligo

Present:

Dr John Killeen, Interim Chair (JK)
 Mr Bill Maher, Group CEO (WEM)
 Dr Jim Browne, Non Executive Director (JB)
 Mr Gerry McManus, Non Executive Director (GMM)
 Ms Phyllis MacNamara, Non Executive Director (PMN)
 Dr Brendan Day, Non Executive Director (BD)
 Mr Colam O Neill, Non Executive Director (CON)
 Ms Colette Cowan, Group Director of Nursing and Midwifery (CC)
 Mr Maurice Power, Chief Financial Officer (MP)
 Mr Tony Canavan, Group Chief Operating Officer (COO)
 Ms Fiona McHugh, Secretary, (FMH)

Joined the Meeting:

Mr Michael Moloney, Communications
 Mr Martin Crotty, Managing Director and Branding Consultant, BFK
 Mr Aiden Kenny, Design Director, BFK
 Prof Frank Sullivan, Consultant Radiotherapist, GUH
 Ms Judith Davitt, CNM3, Infection Prevention & Control Services, GUH
 Ms Margaret Flannery, Arts Director, GUH Arts Trust

Apologies:

Ms Sharon Moohan, Non Executive Director (SM)
 Mr Zubair Javeed, Non Executive Director (ZJ)
 Dr Pat Nash, Group Clinical Director (PN)

Agenda Item	Discussions /Comment	Action
	At the outset of the meeting Dr John Killeen placed on record that the Non Executive Directors present had a short meeting regarding the resignation of the Chairman at which they discussed the implications.	
1	Minutes of Board meetings / Declaration of Interest	
	Minutes of Board meeting of the 13 May 2014 were approved on the proposal of Ms Phyllis MacNamara and seconded by Dr Brendan Day. The action points were reviewed and updates were provided by Dr Brendan Day in relation to the actions agreed between GP's in the Galway area and the Group. Minutes of Extraordinary Board Meeting held on 16 June 2014 were approved on the proposal of Dr Jim Browne and seconded by Mr Gerry McManus. The action points were reviewed and updates were provided by the CEO regarding the appointment of a Chairman to the Group and the Maternity Service National Review. Conflict of Interest Declaration: No Declaration of interest made.	
2.	Interim Chairman's Update	

	<p>The Chairman reported that discussions are ongoing with the HSE regarding the Group's CEO secondment.</p> <p>Dr Jim Browne reported on the matters discussed at the meeting of the Group Chairs held on the 30 June 2014. An invitation has been extended to Dr Killeen to attend future meetings.</p> <p>Public Relations / Inquiry minutes of meeting December 2012 The Board noted the responses to media queries by both the DOH and Group regarding minutes of Board meeting of 21 December 2012.</p> <p>Mr Bill Maher clarified that the Secretary General gave advice but did not arrange discussions nor did he participate in them. Consequently he was not involved in negotiations of fees. Furthermore no services were procured by the Group and no fees were paid by the Group to Q4.</p>	
3.	Patient Safety Committee	
	<p>The Patient Safety Committee update was deferred until the Board meeting of the 2 September due to the unavoidable absence of Ms Sharon Moohan, Chair of Patient Safety Committee.</p> <p>Dr Browne requested that future Patient Safety Committee Reports (32/2014) include a breakdown of risk rating by Hospital as well as Directorate.</p>	SM/PN
4.	Strategic Manpower Committee	
	<p>A report from the Strategic Manpower Committee Report (33/2014) circulated prior to the meeting taken as read adopted by the Board.</p> <p>A discussion took place to consider the appointment of a Deputy Chief Executive Officer and following discussion the CEO and Interim Chair agreed to explore the options and report back on progress at the next Board meeting.</p> <p>Mr Zubair Javeed commended the Leadership Development Programme approach adopted by the Group.</p>	JK/WEM
5.	Audit Committee	
	<p>A report from the Audit Committee Report (34/2014) as circulated and taken as read was adopted by the Board.</p> <p>The Chair acknowledged the significant work undertaken by the Audit Committee and the cooperation of the HSE.</p> <p>Mr Gerry MacManus agreed to Chair the Audit Committee in and acting capacity and this was endorsed by the Board.</p>	GMM
6.	Chief Executive Officer	
	<p>Mr Bill Maher spoke to his report (35/2014) as circulated and taken as read and provided progress updates on the various actions to meet the Group Priorities for 2014.</p> <p>The Board noted that following a procurement process, contract had been awarded to Ernst and Young to develop a Business Strategy which outlines the direction that the WNWHG will take over the coming five years. The Board considered and approved the appointee of Mr Zubair Javeed and Dr John Killeen to sit on the steering group to develop this strategic plan.</p>	TC

	<p>The Chair on behalf of the Board congratulated the CEO on a very successful “mini summit” held on the 27 June with Key National Stakeholders and speakers from the Foundation Trust System in the UK to discuss the current challenges and also help shape legislation to manage the transition from Groups to Trust.</p> <p>The following appendices to report 35/2014 were noted by the Board</p> <ul style="list-style-type: none"> • Performance Assurance Review Meeting of the 23 May 2014 • Acute Hospitals Divisional Risk Register <p>Members received the report and noted the key areas of progress and concern.</p> <p>Mr Bill Maher spoke to his paper (36/2014) on the CEO Awards an essential component of our strategic development and journey towards Trust. The Board approved the proposed format for this event with one amendment that the CEO be replaced by Ms Phyllis MacNamara as a panel judge.</p>	WEM
7.	Chief Financial Officer	
	<p>Mr Maurice Power spoke to his report (37/2014) as circulated and taken as read. Members received the report and noted the key areas of progress and concern.</p> <ul style="list-style-type: none"> • The report shows current financial position for 7 hospitals of 21.4m over budget end of May and remains a significant challenge for Group. • Following meeting of the National Team the main priority for the Group is to achieve 2% reduction of 2013 gross expenditure. The Senior Executive Management Team has responsibility for implementing plans to ensure that the maximum expenditure targets are not exceeded and monthly reports will be made available to the Board. <p>A discussion took place regarding the considerable increasing spend on agency and Mr Power took the Board through the key issues. The Chair recommended that the Group await the national approach to employment of agency staff and in particular the 3 month limit to medical agency arrangements. This approach was endorsed by the Board.</p> <p>Mr Power informed the Board Members that tenders have gone out to procure consultancy support to carry out an independent assurance on the current status with the implementation of the recommendations pertaining to the Savita Halappanavar case with a view to presenting the report findings to the Public Board meeting on the 4 November 2014. This was endorsed by the Board.</p>	MP MP
8.	Chief Director of Nursing and Midwifery	
	<p>Ms Colette Cowan spoke to her report (38/2014) as circulated and taken as read and confirmed that a report on mixed Gender Ward Usage and Bed Days used will now be presented to the Board Monthly. This was seen as a welcome development by the Board.</p> <p>Ms Cowan updated the Board on the progress regarding</p> <ul style="list-style-type: none"> • Public Patient involvement and thanked Ms Phyllis MacNamara and Mr Gerry McManus for their assistance with the process of interviewing applicants for our Patient Council (100). • Plans for the development of our future build for Centre for Leadership Learning and Innovation (CLLI) and next steps. It was agreed that any further revisions to the draft brochure (CLLI Fund Raising for Innovation) circulated at the meeting would be submitted by Board members to Ms Colette Cowan. • Ms Judith Davitt CNM3 Infection Prevention & Control Services provided hand 	CC

	<p>hygiene training to Board Members.</p> <ul style="list-style-type: none"> The Board considered a discussion regarding the development of both the Foundation and the Friends of the Hospitals and the next steps to be identified. It was agreed to add as an agenda item to next Board Meeting. 	JK
9.	Value Base Care and Measuring Patient Outcomes	
	<p>The Group Director of Nursing and Midwifery introduced this item. (39/2014) Prof Frank Sullivan presented to the Board his proposal to pilot radiation management of prostate cancer following an opportunity to attend the DG leadership event and learn from Professor Bob Kaplan on value care for patients. The Board welcomed the pilot and thanked Prof Sullivan for bringing to the Boards attention.</p>	
10.	Branding Identity and Name	
	<p>The Chairman introduced this item, reporting that developing a Branding Strategy is one of our key priorities and an essential component of our strategic development and journey towards Trust. Mr Martin Crotty and Mr Aiden Kenny BMF reported on the process followed to prepare the Brand Identity. Subject to the inclusions of the revisions suggested by Non Executive Members and finalization of proofing and design it was agreed to add this as an agenda item to the next Board meeting for consideration and next steps. The concern of the Non Executive Directors about incurring significant cost in this area at a time when expenditure generally is being curtailed was noted. Agreed to prepare a report to the Board outlining the cost to implement the Brand across the Group.</p>	TC/MP
11.	Galway University Hospitals Arts Trust	
	<p>Ms Margaret Flannery delivered a presentation outlining the work of the Galway University Hospitals Arts Trust and projects completed to date.</p> <p>Ms Phyllis MacNamara on behalf of the Board thanked Ms Flannery for her attendance and impressive presentation and agreed to keep the Board updated on any progress and actions that need to be taken.</p>	PMN
12.	Correspondence for information /noting	
	Health Service Budgeting and Service Planning 2015 noted.	
13.	Any Other Business	
	Nil	
14.	Date of next Meeting	
	Monday 28 July at 2pm , Board Room , Roscommon Hospital, Roscommon	

SIGNED DIRECTOR: _____
Interim Chair of Board

DATE: _____