



Minutes of Board of Directors Meeting held on Wednesday 11th April 2018 at 10 a.m.

Venue : Boardroom, Ground Floor, Nurses Home Building, U.H.G.

Present

Non Executive Directors

- Dr. John Killeen, Chairman (JK)
- Dr. Brendan Day (BD)
- Gerry McManus (GMM) (left at 12.15pm)
- Darina Kneafsey (DK)
- Phyllis Mac Namara (PMN)
- Prof Ciarán Ó hÓgartaigh (COH) (left at 12.15pm)
- Tom Canavan (TC)
- Brian Thornton (BT)
- Dariona Conlon (DC)
- Mary Dunne (MD)
- Dr. John Morris (JM) (left at 12.40pm)

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)
- Pat Nash, Chief Clinical Director (PN) (arrived at 10.55am)

In Attendance

- John Connaghan, Deputy Director General HSE (left at 11.20am)
- Chris Kane, General Manager, GUH (CK) (left at 11.20am)
- Caitriona Meehan, Group Communications Manager (CM)
- Anne Marie Farrington, Board Secretary (AMF)

Apologies

- Dr. Aislinne Freeman (AF)

| Item | Discussions / Comments | Action |
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| | <p>The Chairman opened the meeting by welcoming the following:</p> <ul style="list-style-type: none"> – Professor Ciarán Ó hÓgartaigh, newly appointed Board member and President of NUI Galway to his first Board Meeting – John Connaghan, Deputy Director General / Chief Operations Officer, HSE – Chris Kane, General Manager, Galway University Hospitals | |
| 1. | Presentation by Chris Kane, General Manager, GUH | |
| | <p>The General Manager of Galway University Hospitals, Chris Kane, provided the Board with a comprehensive overview of GUH. The Chairman, on behalf of the Board, thanked Ms. Kane for attending the meeting and presenting. A copy of the presentation was circulated to the Board Members at the meeting.</p> <p>The Board Members questioned Ms. Kane on her presentation and the following was noted:</p> <ul style="list-style-type: none"> – The current Oncology Day Ward (ODW) facility in UHG is not able to | AMF |

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| | <p>meet demand. Patient flow process improvements and review of space configuration are being looked at to improve services. A new ODW facility with increased capacity is required.</p> <ul style="list-style-type: none"> – The ongoing delay in the relocation of the Adult Mental Health services, from its current location to the new purpose built facility in UHG, is causing a knock on delay with the progression of the enabling works for the new Radiation Oncology Building at UHG. This DDG was asked for his assistance in resolving this issue as a matter of urgency. – The new 75 Bed Ward Block at UHG is a replacement ward block with services transferring from existing wards to the new block. Funding was received to reopen two of the old wards with a final additional capacity of 56 beds to the hospital. – The ED Dept at UHG remained busy during the winter period due to flu outbreaks and a surge in admission of elderly patients. – As part of the National Bed Capacity Review, the Group have submitted their requirements for additional beds and related infrastructure over the next three years. – National approval has been received to extend Phase II of the GE Patient Flow Improvement Project to the Saolta Group. – The importance of investing in primary care as part of the upcoming negotiations for a new GP Contract, and its impact on acute services was highlighted to the DDG by John Morris. – AC to review waiting list times and data available from National Treatment Purchase Fund and advise GPs through GP Liaison Committee – High level summary of ICT Projects across the Group and their timelines to be provided to the Board. <p>The Deputy Director General confirmed his support for the new Saolta Clinical Directorate Governance model and the proposed review of the delays in recruiting of Consultants. He acknowledged the many positive developments taking place in GUH and the many challenges the hospital faces.</p> | <p>AC</p> <p>MP & AC</p> |
| 2. | <p>Apologies / Conflict of Interest Declarations / Minutes / Matters Arising</p> | |
| | <p>Apologies were noted from Dr. Aislinne Freeman.</p> <p>Conflict of Interest Declarations: no Declarations of Interest was made.</p> <p>Minutes: the minutes of the last meeting held on 14th March 2018 were approved on the proposal of Brendan Day and seconded by Mary Dunne.</p> | |

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| | <p>Matters Arising <u>Recruitment of Consultants</u> Review of process for the recruitment of Consultants to be progressed.</p> <p><u>Procedure for making Protected Disclosures to Board Members</u> Discussion took place regarding facilitating employees and volunteers in making protected disclosures to Board Members. It was acknowledged that the HSE have a procedure in place for staff members making a Protected Disclosure, and have also appointed a 'Confidential Recipient', independent of the HSE, to whom a person can make a complaint or raise concerns about the care being provided to vulnerable persons by the HSE. It was proposed that the Chair of the Board Audit Committee be the nominated Board Member for receiving disclosures and that a three person Board committee will deal with them.</p> <p>Maurice Power & Dariona Conlon agreed to meet separately to review this proposal in the context of the HSE Protected Disclosures Policy.</p> <p>Section 22 of Protected Disclosures Act 2014 requires that all public bodies shall publish a report on protected disclosures in their annual report. The HSE already publish an annual report on Protected Disclosures. Ann Cosgrove to advise the Board if the Saolta Group are required to publish same in our annual report.</p> | <p>MP</p> <p>MP & DC</p> <p>AC</p> |
| 3. | <p>Chairman's Update (verbal)</p> | |
| | <p>The Chairman had no update since the last meeting.</p> | |
| 4. | <p>Saolta Group Executives Report</p> | |
| | <p>The Saolta Group Executives Report (05/2018) circulated prior to the meeting was taken as read. The following issues were discussed.</p> <p><u>Ministerial Briefing on Geographic Alignment of Hospital Groups and CHOs</u> The CEO advised that Board that he attended a meeting with the Minister on 23rd March where the proposed alignment of Hospital Groups and CHO's was discussed. A public consultation process will take place. Link for the public consultant process to be circulated to Board Members.</p> <p><u>Official Opening of new 75 Bed Ward Block at UHG</u> The CEO advised the Board that An Taoiseach, Leo Varadkar, will Officially Open the new 75 Bed Ward Block at UHG on 12th April 2018.</p> <p><u>Options Appraisal</u> The CEO advised that following a second tendering process, a decision has been made regarding the successful company to carry out the Options Appraisal for Acute Hospitals Services in Galway. The successful company will be officially notified in due course.</p> <p><u>Saolta Strategic Plan 2018-2023</u> Draft plan currently being finalised. It will be brought firstly to new Board</p> | <p>AMF</p> |

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| | <p>Strategic Planning Committee for consideration, and then to the June Board Meeting for approval.</p> <p><u>PUH Maternity Review</u> The Board were advised that the final report is expected to be received this week. It will then have to go for legal advice and translation before being circulated to the families and the HSE. It is expected that the report will be published at the end of April. A communications plan is in place. A proposal is currently being drafted to have joint clinical governance and oversight of Maternity Services at UHG and PUH. This will require further discussion between the relevant senior maternity clinicians and managers in both hospitals.</p> <p>The Board requested to know how many of the cases involved in the PUH Review have issued legal proceedings. Pat Nash to advise at next meeting.</p> <p><u>Waiting Lists</u> The Board requested information on progress in relation to meeting Waiting Lists targets. Ann Cosgrove to provide.</p> <p><u>Integrated Governance Project</u> The Chairman thanked Dr. Pat Nash for his presentation to the DDG this morning in relation to the Groups Integrated Governance Project. Copy of presentation to be circulated to Board.</p> | <p>PN</p> <p>AC</p> <p>AMF</p> |
| 5. | <p>Update from Board Sub Committees</p> | |
| | <p><u>Board Audit Committee</u> Preliminary meeting held 5th April 2018. External membership to be reviewed. First meeting to be held in May. The Institute of Public Administration (IPA) to provide training day.</p> <p><u>Board Finance Committee</u> First meeting held on 9th April 2018 where Executives provided an overview of the Saolta Group finances. The Terms of Reference were amended and will be brought to next Board Meeting for approval. First report from Board Finance Committee to be provided at next Board meeting.</p> <p><u>Board Quality & Patient Safety Committee</u> No update as first meeting not scheduled yet.</p> <p><u>Board Strategic Manpower Planning Committee</u> No update as first meeting not scheduled yet.</p> <p><u>Board Strategic Planning Committee</u> The Chairman and CEO are to prepare draft Terms of Reference for the proposed new Board Strategic Planning Committee and bring to a future Board Meeting. Prof Ciarán Ó hÓgartaigh agreed to chair this committee and Gerry McManus agreed to be a member.</p> | <p>GMM</p> <p>GMM & TB</p> <p>JK/MP</p> |

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| 6. | Update on Capital Projects across the Group | |
| | The Update on Capital Projects across the Group (Report No. 06/2018) circulated prior to the meeting was taken as read. Ann Cosgrove to review the report in the context of providing additional information against known timelines. | AC |
| 7. | Update on Green/Environmental Initiatives across the Saolta Group | |
| | The Update on Green/Environmental Initiatives across the Group (Report No. 07/2018) circulated prior to the meeting was taken as read. | |
| 8. | Healthy Eating Initiatives | |
| | An update on Health Eating Initiatives was included in the Green/Environment Report (Report No. 07/2018). The Group have many Health Eating Initiatives in progress, including the introduction of a vending machine policy, calorie posting and 'Free Fruit Friday'. | |
| 9. | Any Other Business | |
| | Reception Desk UHG It was confirmed that the repositioning of the Reception Desk in the Main Foyer at UHG is tied in with the reconfiguration of the shop area. Tony Baynes to provide Phyllis MacNamara with a copy of the design/plan for new reception desk. Condolences The Chairman extended the condolences of the Board to the following: - The family and colleagues of Caroline Ginnelly, Assistant Staff Officer, Medical Records Department, Mayo University Hospital. May She Rest In Peace. - Dr. Ruth Gilmore, Consultant Haematologist on the recent passing of her father. May He Rest In Peace. - Brian Thornton, Board Member on the recent passing of his mother. May She Rest In Peace. | TB |
| 10. | Date of Next Board Meeting | |
| | The next Board Meeting is scheduled to take place on Wednesday 16 th May 2018. | |
| 11. | Walkabout of University Hospital Galway | |
| | The walkabout was postponed. | |

The meeting concluded at 1.15 p.m.

Signed: 
Dr. John Killeen, Chairman

Date: 16th May 2018

