



Minutes of Board of Directors Meeting (Public Board Meeting) held on Wednesday 10th October 2018 at 4 p.m.

Venue: Staff Canteen, Ground Floor, Nurses Home Building, University Hospital Galway.

Present

Non Executive Directors

Dr. John Killeen, Chairman (JK)
Gerry McManus (GMM)
Dariona Conlon (DC)
Dr. Brendan Day (BD)
Phyllis Mac Namara (PMN)
Dr. John Morris (JM)
Mary Dunne (MD)

Executive Members

Maurice Power, Chief Executive Officer (MP)
Pat Nash, Chief Clinical Director (PN)
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)

Apologies

Darina Kneafsey (DK)
Tom Canavan (TC)
Dr. Aislinne Freeman (AF)
Prof Ciarán Ó hÓgartaigh (COH)
Brian Thornton (BT)

Item	Discussions / Comments	Action
1.	<p>Apologies / Conflict of Interest Declarations / Minutes / Matters Arising</p> <p>Apologies: nil.</p> <p>Conflicts of Interest Declarations: no Declaration of Interest was made.</p> <p>Minutes The minutes of the meeting held on 12th September 2018 were approved on the proposal of Phyllis MacNamara and seconded by Dr. Brendan Day.</p> <p>The minutes of the Special Board Meeting to discuss the draft Saolta Group Strategy, held on 26th September 2018, were approved on the proposal of Dariona Conlon and seconded by Gerry Mc Manus.</p> <p>Matters Arising <u>Access for public patients in Galway to direct GP referral ultrasound services</u> The CEO has received a briefing from Dr. Morris & Dr. Day and will write to Tony Canavan, Chief Officer, CHO Area 2 in relation to same.</p> <p><u>Key Performance Indicators</u> The CEO advised the Board that a Dashboard is currently under development</p>	MP

	<p>that will provide written commentary in relation to KPIs that are in the red.</p> <p><u>Absenteeism</u> John Shaughnessy, Group Director of Human Resources will attend the November Board Meeting and provide the Board with a report on Absenteeism.</p> <p><u>Winter Plan</u> The CEO advised the Board that he is due to attend a meeting with the HSE on 11th October in relation to resources and funding for winter planning, to support a range of initiatives that will alleviate pressures throughout the coming winter period. He will update the Board further at the November meeting.</p> <p><u>Managed Clinical Networks (MCN)</u> Dr. Nash advised the Board that the configuration of the Managed Clinical Networks for Cancer and for Women & Children have been agreed. Dr. Nash is to provide the Board with a written briefing on the new structures.</p>	<p>MP</p> <p>PN</p>
2.	<p>Chairman's Update (verbal)</p>	
	<p>Dr. Killeen advised the Executive that the Board look forward to the implementation of the new Group Strategy 2019-2023. He thanked Dr. Pat Nash and Prof Ciarán Ó hÓgartaigh, Chair of the Board Strategy Committee for their work in developing and progressing the Strategy over the past few months.</p>	
3.	<p>Saolta Group Executives Report to the Board</p>	
	<p>The Saolta Group Executives Report (27/2018), circulated prior to the meeting, was taken as read. The following was discussed:</p> <p><u>Cervical Check</u> The CEO advised the Board that the HSE will be moving swiftly to implement all 50 recommendations arising from the recently published Scally Review on the Cervical Check Screening Programme. The government have also commissioned an independent external review which is being undertaken by the Royal College of Obstetricians & Gynaecologists (RCOG) UK.</p> <p><u>Estimates Process / Budget 2019</u> The CEO advised the Board that following the Government's recently announced Budget 2019, it is expected that the budget allocation for health services and the Saolta Group will be received at the end of November/early December.</p> <p><u>Options Appraisal for Acute Hospital Services in Galway</u> Dr. Pat Nash updated the Board on the Options Appraisal for Acute Hospitals Services in Galway. The project involves six work streams and engagement with stakeholders and planning workshops is ongoing. The project commenced in early July and is on target to be completed within the six months timeframe. The final report is due at the end of January 2019 and will provide the Group with options for the long term future planning of acute hospital services in Galway.</p>	

	<p><u>Waiting Lists</u></p> <p>Ann Cosgrove provided the Board with a verbal update on Waiting Lists across the Group. The Group has an ongoing focus on reducing waiting lists across all sites, through maximising existing capacity, engaging with the National Treatment Purchase Funding on insourcing and outsourcing initiatives, expanding capacity for a number of specialties, ongoing validation of waiting lists and transfer of activity between sites.</p> <p>A review of Theatre Services & Capacity has recently commenced which will look at the centralisation of waiting list for certain specialties and the movement of activity between sites.</p> <p>It was confirmed that the target is to have Consultants triage GP referral letters within one week of receipt, but there can be some variation with this.</p> <p><u>Consultants Appointments</u></p> <p>Discussion took place regarding the difficulties being experience in recruiting Consultants, which is due to a number of reasons, such as the geographical spread of the hospitals in the Saolta Group, delays with the national Consultant recruitment process, and the focus of new doctors to train in specialist areas.</p> <p>Dr. Nash advised the Board that approximately one third of all Consultants in the Group are locums.</p> <p>Dr. Nash recently met with Prof Frank Murray, Director, National Doctors Training & Planning Office and has advised him of the difficulties experienced by the Saolta Group in relation to recruiting consultants.</p>	
4.	<p>Update from Board Sub Committees</p>	
	<p><u>Board Audit Committee</u></p> <p>The minutes of the Board Audit Committee Meeting held on 11th June 2018 were taken as read. Tony Baynes provided a verbal update of the meeting held on 12th September 2018. Issues are ongoing in relation to internal audit data not matching Group data. The meeting regarding oversight of non-clinical and clinical risks scheduled for 2nd October was postponed and is to be rearranged.</p> <p>A proposal to re-appoint three external members to the Board Audit Committee will be brought to the Board for approval next month.</p> <p><u>Board Finance Committee</u></p> <p>The minutes of the meeting held on 9th July 2018 were taken as read. Gerry McManus provided a verbal update on the meeting held on 11th September 2018. Focus is on Agency Costs, Savings Plans and Biosimilars. Meetings are planned with the General Managers in Galway, Sligo & Letterkenny regarding their financial challenges. A meeting is to take place with the Group Director of Human Resources regarding agency staffing. The Group is on target to achieve the Savings Plan 2018.</p> <p><u>Board Quality & Patient Safety Committee</u></p> <p>The minutes of the meeting held on 4th July 2018 were taken as read. Dariona</p>	<p>TB</p> <p>68</p>

	<p>Conlon gave a verbal update on the meeting held on 19th September 2018. The Committee is due to visit each hospital site to meet with the General Managers and Patient Safety Managers. Dr. Pat Nash confirmed that a plan is in place to ensure that only Consultants who are on the Specialist Register are appointed.</p> <p><u>Board Strategic Manpower Planning Committee</u> Dr. John Morris provided a verbal update. The Committee is focusing on recruitment and retention of staff. The next meeting is scheduled for 11th October 2018 where the Terms of Reference will be reviewed. There may be a requirement to have an additional Non Executive Director appointed to the committee.</p> <p><u>Board Strategy Committee</u> Dr. Pat Nash provided a verbal update. The final version of the Group Strategy 2019-2023 has been submitted to the publisher for formatting, design and printing. It is expected to be ready in mid November. A three year Implementation Plan is included in the Strategy. A dashboard will be created and provided to the Board Strategy Committee quarterly, outlining progress with the implementation of the Strategy over the next three years.</p> <p>The Board and the Executive acknowledged the significant work that has gone into developing the Strategy and thanked all the staff involved for their valued input and hard work. Particular mention was given to Dr. Pat Nash, Jo Shortt, Colette Ansbro, Eamonn Kelly and Goda Faherty.</p>	
5.	Presentation on National Patient Experience Survey & Saolta Group Results	
	<p>Ms. Jean Kelly, Chief Director of Nursing & Midwifery presented to the Board on the National Patient Experience Survey 2017, outlining the structure of the survey, why it is undertaken, the findings, survey results and the implementation of a number of improvements.</p> <p>In 2017, the Saolta Group achieved the highest overall satisfaction rate of any Hospital Group in the country. The Chairman, on behalf of the Board, thanked Ms. Kelly, the Patient Council and Patient Experience Committees, and the Patient Advice & Liaison Officers (PALS Officers) for their hard work in implementing improvements over the past year.</p> <p>The 2018 survey was undertaken nationally during the month of May this year and the final results, by hospital and by Group, are due to be published in November. Preliminary indications are that the Saolta Group have performed very well again this year.</p> <p>The Board requested that the results of the 2018 Survey be posted on noticeboards throughout each hospital site, for staff, patients and visitors to see. Jean Kelly to arrange.</p> <p>A copy of the powerpoint presentation will be circulated to the Board Members.</p>	<p>JMK</p> <p>AMF</p>
6.	Saolta Group Annual Report 2017	
	The Saolta Group Annual Report 2017 was presented to the Board at the	

	<p>meeting.</p> <p>The Chairman, on behalf of the Board of Directors, thanked Ms. Ann Cosgrove and Ms. Anne Conroy for preparing the annual report and acknowledged the significant amount of time and effort that went into producing such a comprehensive report.</p>	
7.	Schedule of Meetings 2019	
	The approval of the 2019 Schedule of Meetings was postponed until the November meeting.	
8.	Any Other Business	
	<p><u>Flu Vaccine Campaign 2018/2019</u></p> <p>Jean Kelly informed the Board that the Saolta Flu Vaccine Campaign 2018/2019 was officially launched on 27th September. Saolta have partnered with UNICEF again this year, and for every flu vaccine given to a staff member, ten polio vaccines will be donated to UNICEF. To date, over 1,000 staff members have been vaccinated by the Peer Vaccinators across the Group. A considerable number have also been vaccinated by the Occupational Health Dept.</p> <p><u>Regional Health Forum</u></p> <p>The Chairman acknowledged the attendance of Cllr. Pádraig Conneely, Regional Health Forum Member at the Public Board Meeting and thanked him for attending.</p>	
9.	Date of Next Board Meeting	
	The next Board Meeting is scheduled to take place on 14 th November 2018 in Portiuncula University Hospital.	

The meeting concluded at 6 p.m.

Signed: 
Dr. John Killeen, Chairman

Date: 14/11/18

