

Board Meeting

**Nurses Home, UHG, Galway
9 September 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
Mr James Keane, Group Medical Manpower
Mr John Shaughnessy, Group Director HR

Non Attendance :

Mr Colam O Neill, Non Executive Director (CON)

Agenda Item	Discussions / Comments	Action
1.	Apologies/ Minutes of Board Meeting/ Declaration of Interest	
	Minutes of meeting of the 9 th June and 7 th July were approved on the proposal of Gerry McManus and seconded by Sharon Moohan. Conflict of Interest Declaration: No Declaration of Interest made.	JK
2.	Matters Arising and Review of Action Points	
	The action points were reviewed and updates were provided by the CEO. The CEO advised the Board that he has not had an opportunity to bring the decision of the Board regarding the naming of the hospitals to the Executive Council. The next Executive Council meeting is scheduled for 28th September. Dr Browne reiterated the importance of inclusion of the name University and stressed again the rationale behind the Board's	

	decision. The CEO agreed to report back to the Board following meeting of the Executive Council.	
3.	Interim Chairman's update	
	<p>Board Development Day The Board considered the agenda for the Board development day circulated prior to the meeting and agreed the running order of proceedings. (45/2015)</p> <p>Public Board Meeting Public Board meeting of the 14th October noted, Chair and CEO to finalise agenda and running order of proceedings.</p> <p>Sligo Cath Laboratory Sligo Cat Lab representation acknowledged. (46/2015)</p> <p>The Board discussed the provision of permanent elective Cath Lab in Sligo Regional Hospital.</p> <p>Dr Nash agreed to provide an update on the progress of the 4 recommendations of the North West Cardiology Review Group Report for next Board meeting.</p> <p>Emergency Ward Accommodation UHG The Chair welcomed the 30 additional beds on UHG site and thanked all involved in getting this over the line.</p> <p>Statutory Basis for Group and Board The Chair advised the Board that he had sought clarity regarding the current status of this Board at a recent meeting with the DOH and updated the Board on this meeting.</p> <p>Dr Browne updated the Board on progress on the proposed legislation for the new Children's Hospital.</p> <p>Observers at Board Meeting Request for a Union Observers at Board Meetings – response by Chair noted (47/2015)</p>	<p>JK/MP</p> <p>JK/MP</p>
4.	Chief Executive Officer	
	<p>The Chief Executive Officer report (48/2015) circulated prior to meeting was taken as read.</p> <p>Unscheduled Care A discussion took place regarding the progress of the 30 additional beds for UHG Mr Power informed the Board that</p> <ul style="list-style-type: none"> Capital funding (€2.6m) and revenue costs (€2.2m) received. 	

	<ul style="list-style-type: none"> • The Group Management Team are actively managing the progression of the development. • Work is progressing on every level in line with required timeframes with extensive input from the services affected with ongoing discussions with IMPACT Union. • Procurement process shortened <p>Planned completion – 1st phase in December 2015 2nd phase - January 2016- Mid February 2016</p> <p>A discussion took place regarding winter planning 2015/2016</p> <ul style="list-style-type: none"> • Mr Power informed the Board that €5.5 million has been received to support winter pressures across the Group. • The CEO has been requested to present to National ED Task Force Oversight Group Meeting with Minister for Health on the 14th September and give a 15 minute presentation to include, (1) Update on additional capacity, (2) Update on Winter Planning and (3) Update on the target sites for the Group <p>The Board will be kept updated on further developments.</p> <p>Scheduled Care</p> <p>A discussion took place regarding the waiting list breaches. Mr Power informed the Board that</p> <ul style="list-style-type: none"> • For those patients awaiting specialist services we continue to look at all possible internal solutions to ensure that these patients will be scheduled and seen. • Other patients breaching the target are being offered an outsourced option that will include an out-patient appointment, potential in-patient stay and a further out-patient appointment. • There will be funding to support waiting list initiatives between now and the end of the year • Financial penalties will be applied from 1st September for non compliance with the 18 month maximum wait time. <p>Members received this report and noted the key areas of progress and ongoing issues and agreed the following actions:</p> <ul style="list-style-type: none"> • Bring decision of Board re naming of hospitals to next Executive Council meeting • Provide update on the functionality of GP OPD electronic referral system. <p>Urology Services</p> <p>Ms Moohan inquired of the status of the urology review. The Board were informed that the review is near completion and will be brought to the Executive Council first and then to the Board for approval in December.</p> <p>Service Plan 2015 Update Q1 –Q2 2015 Report (49/2015)</p> <p>Mr Power presented the above reported on progress to deliver Group service for 2015. The Board received this report and noted its contents.</p>	<p>PN</p> <p>MP</p> <p>MP</p> <p>MP</p> <p>MP</p> <p>MP</p>
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5.	Director of Human Resources	
	<p>Briefing on Retention of NCHD's</p> <p>As requested by the Board at a previous meeting the Director of HR presented the findings of the above report. The Board received this report with one addendum to report.</p>	JS
6.	Chief Clinical Director	
	<p>The Chief Clinical Directors report (51/2015) circulated prior to meeting was taken as read.</p> <p>Portiuncula Hospital Maternity Service Review</p> <p>Dr Nash as commissioner of the above report raised his concerns regarding the process that is being applied to the review and the stress caused to families and staff.</p> <p>The immediate concerns of the Board were discussed at length. The Board requested that the CEO escalate the concerns to the National Director Acute Services to seek his support in making all necessary resources available to ensure the timely completion of the individual reviews so that the overall process led by Prof. Walker can complete its work.</p> <p>Dr Nash went on to inform the Board that regular re-audits at the Maternity Unit at Portiuncula hospital have confirmed that there is no continuing patient safety concern arising from the issues identified last year.</p> <p>Saolta University Health Care Group Risk Register circulated prior to meeting was taken as read.</p> <p>Members received the above reports and noted the key areas of progress and ongoing issues and agreed the following actions:</p> <ul style="list-style-type: none"> • Co-opt External Member to Board Quality and Patient Safety Committee • Write to Acute Hospitals Division re concerns re PHB Maternity Review • Maternity Patient Safety Report to be made available to Board Members monthly. 	SM/GMcM MP PN
7.	Chief Financial Officer Report	
	<p>The Chief Financial Officer report (52/2015) circulated prior to meeting was taken as read.</p> <p>Following a number of clarifications from Board members addressed by Mr Baynes the Board received the report and agreed the following actions:</p> <ul style="list-style-type: none"> • Tony Baynes and Zubair Javeed to discuss the financial model for a managed equipment service. 	ZJ/TB

	<ul style="list-style-type: none"> Tender for Consultancy support to look at the Finance Function within the Group and recommend the activities to deliver financial management information/ business intelligence capability to the Group. <p>Outstanding Insurance Claims</p> <p>As requested at a recent Board meeting a list of top consultants with the highest outstanding insurance claims circulated at Board meeting noted.</p> <ul style="list-style-type: none"> The Board was informed that there has been an improvement in July but figures still remain unacceptably high. Consultants have been contacted to confirm their plans to manage outstanding insurance claims. 	TB
8.	Chief Operating Officer	
	<p>5 Year Strategy</p> <p>Objective 3 and 4 of high level action plan to deliver Group 5 year strategy (53/2015) circulated prior to meeting was taken as read.</p> <p>A significant piece of work was required to prepare this strategy and the Board acknowledged the work done by Mr Tony Canavan is preparing this report.</p> <p>Following a discussion regarding the Group 5 Year strategy it was agreed to hold its implementation until the Board have clarity regarding direction of the HSE and DOH.</p> <p>The Chair on behalf of the Board thanked Mr Canavan for his outstanding contribution to the Group and Board and wished him every success in his new role as Chief Officer, Community Health Area 2 (Galway, Mayo and Roscommon).</p> <p>Mr Maurice Power, CEO on behalf of the Executive thanked Mr Canavan for his support and expertise during his tenure and looked forward to working with him in his new role.</p>	
9.	Communications Manager	
	<p>Communications Update</p> <p>The communications briefing for Q3 – Q4 circulated prior to meeting was taken as read and the Board agreed the following actions:</p> <ul style="list-style-type: none"> Tender for external technical specialists to further develop and enhance the functionality and interactivity to the Saolta Website Link with NUIG Communications office re Official opening of Clinical Transitional Research Facility on 28th September 2015 	CM CM
10.	Any other Business	
	Following updates were provided to Board Members	

	<ul style="list-style-type: none"> • Progress has been made to restore Urology cover at Letterkenny General Hospital • In receipt of HSE estimates submission 2016 • Post of COO has been advertised on a temporary basis with interviews scheduled to take place this month. 	
11.	Date of Next Public Board Meeting	
	Wednesday – 14 October 2015 9-11am, Shearwater Hotel, Ballinasloe	

SIGNED DIRECTOR: _____
Interim Chair of Board

DATE: _____