

## Board Meeting

Board Room, Portiuncula Hospital, Ballinasloe

13 April 2015

### Present:

#### Non Executive Directors

Dr John Killeen, Interim Chair (JK)  
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)

#### Executive Members

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

### Apologies:

Mr Zubair Javeed, Non Executive Director (ZJ)  
Mr Colam O Neill, Non Executive Director (CON)  
Dr Brendan Day, Non Executive Director (BD)  
Dr Jim Browne, Non Executive Director (JB)

### In attendance:

Mr Michael Moloney, Communications  
Ms Caitriona Meehan, Communications Manager

### Joined the meeting:

Mr Martin Molloy, ICT Manager, GUH  
Mr Richard Corbridge, CIO, HSE  
Ms Carol Murphy, Ernst & Young  
Mr Jon J Herries, Ernst & Young

Agenda Item	Discussions / Comments	Action
1.	<b>Minutes of Board Meeting/ Declaration of Interest</b>	
	Minutes of meeting of the 10/03/2015 were approved on the proposal of Ms Phyllis MacNamara and seconded by Ms Sharon Moohan.  <b>Conflict of Interest Declaration</b> : No Declaration of Interest made	
2.	<b>Matters Arising and Review of Action Points</b>	
	The action points were reviewed and an update was provided by the CEO regarding payment of associated clinical Directors and Chief Academic Officer.	
3.	<b>Interim Chairman's update</b>	
	<b><u>Chairman's Update</u></b>  • Chairman welcomed Ms Caitriona Meehan, recently appointed	

	<p>Communications Manager for the Group and wished her well in her new appointment which was endorsed by the Board.</p> <ul style="list-style-type: none"> <li>Chairman briefed the Board on the progress regarding Legal Status of Group Boards and advised that discussions are ongoing between the HSE National, Chairs Forum and DOH and the legal framework is near completion.</li> <li>The entitlement of the current Non Executives Directors to remain as Non Executive Directors once this Board is a Statutory Board was raised. The Chairman agreed to address at the next Chairs Forum to seek clarification on the future appointments of Non Executive Directors to Boards and the implications for the Non Executive Directors of this Board.</li> </ul> <p><b><u>Terms of Reference</u></b></p> <p>The Board were asked to consider the terms of reference for the Group Board Finance Committee for approval( 21/2015) .The terms of reference were accepted with the following amendments:</p> <ul style="list-style-type: none"> <li>- Revise to include teleconference facilities</li> <li>- Appoint an additional Non Executive Director from the Board</li> <li>- Appoint External Member to the Committee</li> <li>- Remove names and include titles only</li> </ul> <p><b><u>Board Development Day</u></b></p> <p>It was noted that the Board Development day is planned for the afternoon of the 11 November. The Board Members agreed to submit suggestions of agenda items to Fiona McHugh before the next meeting.</p> <p><b><u>Immediate Concerns for the Group</u></b></p> <p>The immediate concerns for the Group including Emergency Department and Waiting lists were discussed at length. It was agreed to include as agenda items for the Non Executive Directors meeting with the Minister for Health scheduled to take place on 18 May.</p>	<p>TB/ZJ</p> <p>All /FMH</p> <p>JK/MP</p>
4.	<p><b>Chief Executive Officer</b></p>	
	<p><b>Chief Executive Officer Report</b></p> <p>Mr Maurice Power presented his report (22/2015) as circulated and taken as read.</p> <p><b><u>Areas of note</u></b></p> <ul style="list-style-type: none"> <li>Contract of Employment awaited for CEO Appointment to the Group.</li> <li>The System Reform Steering Group is now established. Interviews between the Systems Reform Group, PcW and the Executive Council of Saolta have now commenced.</li> <li>Support sought from System Reform Group to support Directorate Governance Model for the Group.</li> <li>This year's annual conference will be hosted by the Group CEO Forum</li> <li>An SLA setting out requirements and obligations of the pPCI service between the WHSCT and Saolta is currently in preparation and well advanced.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Employment Engagement Road shows Schedule for Board Members</li> <li>• Emergency Departments continue to be busy across the Group, the situation at UHG is critical and there is a capacity need and represents the single largest risk in our hospital group. This is being addressed as a matter of urgency and communicated to the National Acute Hospital Division of our intent to increase capacity on the UHG site.</li> <li>• Emergency Department Task Force Report announced.</li> <li>• Plans to the National Hospitals Office aimed at achieving the 18 month target for Outpatients submitted and are awaiting feedback. A similar plan for inpatients will be required shortly.</li> <li>• Major network failure on UHG network resulting in loss of network access to all systems and services across the hospital and other networks including Clinical Science, CRF, PCCC. An external review has been commissioned, the terms of reference for this review are being finalised.</li> <li>• Progress on actions agreed at meeting on 27 February on Letterkenny Breast Cancer Services.</li> <li>• The following departments were recent winners at the Health Care Awards Ceremony <ul style="list-style-type: none"> <li>• SGH- Public Hospital of the year</li> <li>• SGH -Ophthalmology Department, for Changing the face of post-operative Ophthalmology procedures through best use of technology</li> <li>• SHG- Pre-Admission Clinic , Sligo Regional Hospital - mapping for Improvement through Nurse-led Assessment</li> </ul> </li> </ul> <p>Members received this report and noted the key areas of progress and ongoing issues and the Board agreed the following actions:</p> <ul style="list-style-type: none"> <li>• Carry out a risk assessment of all IT Networks for each hospital in the Group. <i>Action: Tony Baynes / Martin Molloy/ Richard Corbridge</i></li> <li>• Follow up with Liam Woods re status of ACD and COO payments</li> <li>• Seek CEO nominee on CAWT Management Board</li> <li>• Submit revised Communication Strategy to future Board meeting</li> <li>• Seek resources for internal audit office to provide assurance to the Board that we are compliant with Clinical Policies Procedures Protocol guidelines (PPG's).</li> </ul> <p>The Board reiterate their support to the CEO and his team.</p>	<p>TB MP MP TC  MP/PN</p>
5.	<b>Chief Clinical Director</b>	
	<p><b>Chief Clinical Director Report</b></p> <p>Dr Pat Nash presented his report (23/2015) as circulated and taken as read</p> <p><b><u>Areas of note</u></b></p> <ul style="list-style-type: none"> <li>• A steering group is being formed to oversee Group configuration and Integration</li> <li>• The Maternity Services Strategic Group continues to focus on the recommendations in the Independent review by Ernst &amp; Young. Progression of implementation of each of the recommendations is monitored at subsequent meetings. A further full formal report to the</li> </ul>	

	<p>Board is planned for Nov 2015.</p> <ul style="list-style-type: none"> <li>• Membership of the independent team to conduct the review of the maternity services at Portiuncula Hospital announced and Terms of reference finalised. First meeting planned for 22 April. This review is expected to take at least 5 months. To be assured the quality of care in the other 4 maternity units in the group, the same audit of cases (as PHB) is currently being undertaken.</li> <li>• Break down of current serious incident review by hospital and Clinical Directorate – 13 in total.</li> <li>• Serious Reportable events for Jan/ Feb – nil.</li> <li>• Breakdown of Incident and Near Miss Events Jan / Feb 2015.</li> <li>• Breakdown of formal complaints received by hospital noted.</li> <li>• Updated risk register for the Group noted.</li> <li>• Quality and Safety Framework is undergoing final re draft to reflect the evolving governance structures of the Saolta University Health Care Group and to incorporate additional governance related structures and processes.</li> <li>• Breakdown of number of Protection of Life During Pregnancy (POLDP) events reported to the National Offices as per protocol for Jan/Feb – nil</li> <li>• A full report on GP usage and access to Emergency Department in UHG being prepared.</li> </ul> <p>Members received this report and noted the key areas of progress and ongoing issues and the Board agreed the following actions:</p> <ul style="list-style-type: none"> <li>• Secure additional resources to support the Group quality and safety function.</li> <li>• Provide update on the feasibility of providing GP ultrasound service at GUH</li> <li>• Extend invitation to Grainne McCann to present the Projects awarded at the recent Health Care Awards at Public Board Meeting.</li> <li>• Report back to Board re progress of establishment of Project Management Team to deliver on Directorate Governance model for the Group.</li> </ul>	<p>MP/PN TB  MP PN/ TC</p>
6.	<b>Chief Financial Officer</b>	
	<p><b>Chief Financial Officer Report</b> Mr Tony Baynes presented his report (24/2015) as circulated and taken as read</p> <p><b><u>Areas of note</u></b></p> <ul style="list-style-type: none"> <li>• At the end of February the Group is forecasting a deficit of €25.9m against budget. This deficit does not take into account specific cost savings targeted for later in the year.</li> <li>• The Group is overspent by €4.7m (-4.5%) compared to budget at the end of February.</li> <li>• Payroll expenditure is over budget by €2.8m (3.4%).</li> <li>• Non pay expenditure (excluding flood related costs) in January has increased by €1m (6%) from prior year, but is broadly in line with the budget (positive variance of 1%).</li> <li>• A draft high level plan to the National Acute Hospital Division has been submitted that would support a breakeven position. We are awaiting further discussions on this with National Acute Hospital Division.</li> <li>• Pay Bill Control 2015 outlying new requirements in relation to pay roll</li> </ul>	

	<p>planning and management under the National Service plan 2015, was discussed.</p> <p>Members received this report and noted the key areas of progress and ongoing issues and the Board agreed the following actions:</p> <ul style="list-style-type: none"> <li>• Internal Audit to engage with Clinicians re outstanding claims.</li> </ul>	GMM
<b>7.</b>	<b>National and Group ICT Strategy</b>	
	<p>Mr Richard Corbridge CIO, HSE and Ms Carol Murphy Ernst &amp; Young presented the e-Health Ireland Strategy combined with the Groups ICT Strategy, a key priority for the Group. The presenters took the Board through the development of the strategy, staff engagement process, the challenges and key action points which will form the basis of an operational plan.</p> <p>Discussion regarding the focus of the ICT Strategy took place and the appointment of a CIO for Group. It was noted that Groups ICT strategy is in alignment with the HSE knowledge and Information Strategy and the Board fully supported the ambitions plan set out by the National CIO.</p>	
<b>8.</b>	<b>Saolta Health Care Group 5 Year Strategy Plan</b>	
	<p>Mr Tony Canavan, Chief Operating Officer presented the details of the first two of the six objectives outlined in the Saolta University Health Care Group 5 year strategy plan for the Boards consideration.</p> <ol style="list-style-type: none"> <li>1. Exceptional care for our patients</li> <li>2. Excel as a Hospital Group in our journey to becoming a trust</li> </ol> <p>As agreed at the March Board meeting , Mr Canavan to present Objective 3 and 4 of the Strategy Plan at the next Board Meeting</p>	TC
<b>9.</b>	<b>Any other Business</b>	
	<p>Following updates were provided to Board Members</p> <ul style="list-style-type: none"> <li>• Await the final report of the Letterkenny General Hospital Flood Investigation (5 August 2014).</li> <li>• Final report of Northgate Public Service and Saolta University Health Care Group submitted to the Director General for consideration.</li> <li>• Advertisement for the appointment of permanent consultant posts for Saolta University Health Care Group posted.</li> <li>• Patient Council to hold its first workshop on Monday 27 April</li> <li>• Monthly Mixed Gender Report received</li> <li>• Joint application by Saolta Group and NUI Galway to HRB to develop a national centre for Bio statistical research. The outcome of this bid will be known in June/ July.</li> <li>• Second GUH GP study day planned for 23 May</li> <li>• Joint Ministerial visit taking place on 15 April</li> </ul> <p><b><u>Condolences</u></b></p> <p>The Board extended sincere condolences to</p> <ul style="list-style-type: none"> <li>• Dr Cathy McHugh and family on the loss of her father Dr Pat McHugh</li> </ul>	

	Retired Consultant at Roscommon Hospital. May he R.I.P <ul style="list-style-type: none"> <li>Family and Colleagues of Ms Irene O Byrne, Smoking Cessation Officer at Galway University Hospital. May she R.I.P.</li> </ul>	
<b>10.</b>	<b>Date of Next Public Board Meeting</b>	
	Tuesday – 12 May 2015 9-11am, Clarion Hotel, Clarion Road, Sligo	

SIGNED DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**Interim Chair of Board**