

11th July, 2003.

Do gach Comhalta den mBord

A Chara,

The Annual General Meeting of the Northern Area Health Board will be held in the **Boardroom, Northern Area Health Board, Swords Business Campus, Balheary Road, Swords, Co. Dublin at 5.00pm on Thursday, 17th July, 2003.** This meeting will be followed by the monthly meeting of our Board.

Dinner has been arranged for 7.30pm.

Hereunder is the agenda for the AGM and Monthly Board Meeting

Mise, le meas,

M. Windle

PRIOMH FEIDHMEANNACH

AGM - CLAR

1. Chairpersons Address
2. Election of
 - a) Chairman
 - b) Vice Chairman
(see attached)
3. Membership of Standing Committees
 - a) Community Services and Continuing Care Committee
 - b) Acute Hospitals and Primary Care Committee

(Proposed membership in accordance with Report No 5/2000 and 6/2000 herewith)
4. Nominations for Membership of Finance and Property Committee (copy herewith)

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5. Protocol and Procedures Committee

6. Child Care Advisory Committee
7. Chief Executive's Address

Chairman's Address

2. **PROCEDURE FOR ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

Extract from Standing Orders (2.1)

The procedure for the election of Chairman and Vice-Chairman shall be as follows:-

- (a) the proceedings shall begin by a member or members being proposed and seconded and no person who is not then proposed and seconded shall be a candidate ;
- (b) where there is only one candidate, such candidate shall be elected ;
- (c) where there are two or more than two candidates, a poll shall be taken ;
- (d) if at such poll a majority of the members present vote for any particular candidate, such candidate shall be elected;
- (e) if at such poll no candidate receives the votes of a majority of the members present, the candidate receiving the least number of votes shall be eliminated and, subject to the provisions of paragraph (g), one or more further polls (according as may be necessary) shall be taken ;
- (f) paragraphs (d) and (e) shall apply in relation to such further poll or polls ;
- (g) where there are only two candidates or where, as a result of one or more polls, all the candidates except two have been eliminated, the question as to which of such candidates shall be elected shall be put to the members present and whichever of such candidates receives the greater number of votes on such question shall be elected ;
- (h) if from an equality of votes given to two candidates a question arises as to which of such candidates is to be elected, the candidate whose name is drawn first by lot shall be elected. If from an equality of votes given to more than two candidates a question arises as to which of such candidates is to be eliminated, the matter shall be put to the members present to decide whether the candidate whose name is drawn first by lot, or the candidate whose name ultimately remains, shall be eliminated.

3. **Membership of Committees**

Section 2.28 to 2.32 inclusive of our Board's Standing Orders sets out the following in relation to Committee Membership and procedure :

- Number of members to be decided at commencement
- Term of office shall not exceed twelve months
- The Chairman is ex-officio member of every Committee
- Each Committee shall have a Chairman and Vice-Chairman
- Procedure for filling of vacancies
- Every Committee shall be governed by the Standing Orders of Health Board.

Report Nos 5/2000 and 6/2000 establishing the Community Services and Continuing Care Committee and the Acute Hospitals and Primary Care Committee were adopted by our Board in April, 2000.

The protocol on rotation, adopted in Report No 5/2000 and 6/2000, is as follows :-

Rotation

At the AGM, the last two members of the Committee shall rotate to head the list of the alternative Committee

The Committee will be appointed by the Board at its AGM

Membership Exchange

Where a member wishes to exchange membership with a colleague after appointment, said intention (by both members) should be notified to the Chief Executive eight clear days before the next scheduled meeting of the Board. The revised membership shall be an agenda item for ratification by the Board at that meeting.

I outline below current Standing Committee Membership, and proposed membership, in accordance with agreed rotation protocol.

Acute Hospital & Primary Care Standing Committee

*Current (as adapted by the Board
At A.G.M. on 10th July, 2002)*

Membership

Dr Marie Laffoy
Cllr Anne Devitt.
Cllr Michael O'Donovan
Mrs Catherine Quinn
Dr Philip O'Connell
Cllr Dermot Murray
Ms Noeleen Harvey
Cllr Eamonn O'Brien
Mr Gerry McGuire

Proposed

Cllr Christy Burke
Dr D Fitzpatrick, T.D.
Dr Marie Laffoy
Cllr Anne Devitt
Cllr Michael O'Donovan
Mrs Catherine Quinn
Dr Philip O'Donnell
Cllr Dermot Murray
Ms Noeleen Harvey

Observers: Ms Marie Hoban
Dr Bernard Murphy

Meetings held on 4th Thursday of each month

Community Services & Continuing Care Standing Committee

Cllr John Stafford
Cllr Roisin Shortall, T.D.
Mr Paul Ledwidge
Mr Martin Cowley
Dr James Reilly
Mr Larry Tuomey
Cllr Deirdre Heney
Cllr Liam Creaven
Cllr Christy Burke
Dr D Fitzpatrick, T.D.

Cllr Eamonn O'Brien
Cllr Gerry McGuire
Cllr Roisin Shortall, T.D.
Cllr John Stafford
Mr Paul Ledwidge
Mr Martin Cowley
Dr James Reilly
Mr Larry Tuomey
Cllr Deirdre Heney
Cllr Liam Creaven

Observers: Ms Marie Hoban and Dr Bernard Murphy

Meetings held on the 4th Monday of each month

(Cllr Eamonn O'Brien and Cllr Gerry McGuire move from Acute Hospital & Primary Care to Community Services and Continuing Care, and Cllr Christy Burke and Deputy Dr D Fitzpatrick move from Community Services and Continuing Care to Acute Hospitals and Primary Care)

4. **The Finance and Property Committee, Northern Area Health Board, has a total membership of 8, as follows :-**

(a) A core group of 5 members, who shall serve their full 5-year term of office

1. Cllr A Devitt
2. Cllr C. Burke
3. Mr M Cowley
4. Cllr D, Heney
5. Cllr M.O'Donovan

(b) A group of 3 members who shall change every year, and be appointed at the Annual Meeting of our Board.

Current Members of Group (b) (as appointed at the Annual General Meeting, held on 10th July, 2002.

1. Dr P.O'Connell
2. Cllr D. Murray
3. Cllr E. O'Brien

NOMINATION ARE INVITED FOR THE 3 PLACES ON GROUP (B)

If the number of nominations made exceed the number of places, the election for appointment of members to the Finance and Property Committee will take place at the following meeting of our Board. (Report no 20/2000, adapted by our Board on 18th May, 2000).

NORTHERN AREA HEALTH BOARD

PROTOCOL AND PROCEDURES COMMITTEE

Members of this Committee are appointed for their full 5-year term of office

1. Cllr G. McGuire
2. Cllr C. Burke
3. Cllr E. O'Brien
4. Mr. M. Cowley
5. Cllr D. Heney
6. Cllr A. Devitt
7. Dr. P.O'Connell

NORTHERN AREA HEALTH BOARD

CHILD CARE ADVISORY COMMITTEE

In accordance with the directions of the Minister for Health and Children in relation to Child Care Advisory Committees, appointments to this Committee should be for a period not exceeding three years. Following consultation with the appropriate bodies, our Board at its meeting of 15th June, 2000, appointed members to this Committee for a period of three years.

The current membership of the Child Care Advisory Committee is

Cllr Eamonn O'Brien
Cllr Christy Burke
Cllr Deirdre Heney

NOMINATION ARE INVITED FOR MEMBERSHIP OF THE NORTHERN AREA HEALTH BOARD CHILD CARE ADVISORY COMMITTEE

If the number of nominations made exceed the number of places, the election for appointment of members to the Child Care Advisory Committee will take place at the following meeting of our Board. (Report no 20/2000, adapted by our Board on 18th May, 2000).

NORTHERN AREA HEALTH BOARD

Minutes of proceedings of Annual General Meeting of the Northern Area Health Board held in the Boardroom, NAHB Headquarters, Swords Business Campus, Balheary Road, Swords, Co. Dublin

On Thursday 17th July, 2003, at 5.00pm

Present

Cllr. C. Burke
Cllr. L. Creaven
Ms. N. Harvey
Cllr. D. Heney
Mr P. Ledwidge
Cllr. G. McGuire
Cllr. D. Murray
Cllr. E. O'Brien
Cllr. M. O'Donovan

In the Chair

Deputy Dr D. Fitzpatrick

Apologies

Mr. M. Cowley
Mrs. C. Quinn
Dr. J. Reilly

Officers in Attendance

Ms M. Windle, Chief Executive
Mr. M. Walsh, Asst Chief Executive
Mr. J. Cahill, Asst Chief Executive
Mr P. Dunne, Asst Chief Executive
Ms A. Kerrigan, Asst Chief Executive
Ms. M. Kelly, Director of Human Resources
Mr J. Murphy, Board Secretary

Other Officers in Attendance

Mr G. Hanley, Operations
Ms. J. Ebbs, Operations
Ms. B. Kelly, Secretariat

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CHAIRPERSONS ADDRESS

Chief Executive, management team, members of staff present and fellow Board members.

It has been my great pleasure to serve as Chairman of this Board during the past year following my election to the position last July.

As my year in office comes to a close a communications process is underway throughout all the health boards around the country and the ERHA to brief staff on the radical structural changes planned to take place in the way our health services are managed.

While there is considerable debate and discussion going on about the details of the changes I think most people will agree that after 30 years the health services and our health board system is in need of reform.

Health board members have played an important role in representing the interests of the public over the years and I know that you all have a view on how best the voice of all public representatives can be heard in relation to the new health service management structures.

I am looking forward to working on producing a submission to the Minister outlining our views.

As you are all aware being a public representative is not always an easy task and the past 12 months have been challenging for the Board in terms of the financial resources available to it. The downturn in the economy midway through 2002 required that some development initiatives had to be slowed down or deferred.

Nevertheless while focusing on value for money the Board managed to realise considerable increases in activity and the expansion of patient services in a number of key areas.

Construction of the new €6m hospital building at James Connolly Memorial Hospital, Blanchardstown has been completed on time and within budget. The new facility will be a great step forward for health services in the hospital's catchment area of Dublin North West, North Kildare and South County Meath.

I am very much looking forward to the opening of Ashtown Gate Orthodontic Unit on Monday by An Taoiseach Bertie Ahern. The Department of Health and Children allocated €64,000 for this Unit and fitting out and equipping was completed earlier this year. Services at the Unit commenced on May 3rd last and there are approximately 500 patients currently being treated.

I am also very pleased that work is now underway on a major refurbishment and extension of Cabra Health Centre costing €1.36m. This development will provide high quality primary care facilities for both clients and staff of the Centre.

When completed this development will enable core members of the primary care team in Cabra to operate from one location for the first time. The commencement of this work is a great boost to the local community and to the staff who will benefit from an enhanced working environment.

During the past 12 months the Laragh Counselling Service officially opened its new accommodation at Prospect House, Glasnevin. This is a very important service, which provides an extensive therapeutic programme to adults who have been sexually abused in institutions or elsewhere in their youth or childhood. The new accommodation will greatly assist Laragh Counselling in further developing this service.

Recently certificates were presented to participants of the Industrial and Occupational Therapy Programme in St. Brendan's Hospital. The presentation also marked the occasion of the closure of the Service and the move to Community Based Rehabilitation Services.

The transfer of these services from St. Brendan's Hospital to EVE Ltd represents a great leap forward for all involved and shifts the focus from an institutional setting to a community-based service.

Early this year the Board launched the "People Living in Finglas and their Health" report, which indicated that eight out of ten people in the area were satisfied with the services provided by their GPs.

A lot of good work has been carried out by the Board in the area of Primary Care and I believe that it is very important that this work will continue over the next year and under the new health care structures when they begin to operate.

In particular over the next 12 months I would like to see further improvements in the uptake rates of primary immunisations. Progress in this area will have slowed due to the effects of the public health doctors dispute but every effort should now be made to achieve a rise in the uptake rates.

Over the next 12 months we will see the formation of the new Health Services Executive and Hospitals Office in shadow form and the commencement of a large range of projects concerned with the new Health Services Reform Programme.

It will be our responsibility to continue to represent the public and to work with the staff of the NAHB helping to ensure that quality services continue to be provided while the healthcare system gears up for structural change.

I am very confident that my fellow Board members will rise to this challenge and that the Board's staff will continue to adhere to the highest standards of service as they prepare for the changes that are ahead.

Finally, I would like to thank my fellow Board members for their assistance and co-operation over the past 12 months and the Chief Executive, the management team and all the staff for their full support at all times.

Thank you to everyone and my good wishes to all for the coming year.

2.(a) ELECTION OF CHAIRMAN

Dep. Dr. Fitzpatrick was proposed by Cllr. Creaven and seconded by Cllr Burke.

As there were no other nominations, Dep. Dr. Fitzpatrick was deemed elected, and he then assumed the Chair.

Dr Fitzpatrick thanked his proposer and seconder, and the members for their continued support.

2.(b) ELECTION OF VICE CHAIRMAN

Cllr L. Creaven was proposed by Cllr. Heney, and seconded by Cllr Murray. As there were no other nominations, Cllr Creaven was deemed elected Vice Chairman. The Chief Executive congratulated Dr Fitzpatrick and Cllr Creaven on their re-election and looked forward to continuing working with them both.

3. MEMBERSHIP OF STANDING COMMITTEES

On a proposal by Mr McGuire, seconded by Cllr Burke, the membership of the Standing Committees, as outlined, in accordance with the agreed proposal on rotation, were agreed.

Membership of Standing Committees for the year 2003/4

(a) Community Services and Continuing Care Standing Committee

Cllr Eamonn O'Brien
Cllr Gerry McGuire
Cllr Roisin Shortall, T.D.
Cllr John Stafford
Mr Paul Ledwidge
Mr Martin Cowley
Dr James Reilly
Mr Larry Tuomey
Cllr Deirdre Heney
Cllr Liam Creaven

Observers

Ms. Marie Hoban
Dr. Bernard Murphy

(b) Acute Hospital and Primary Care Standing Committee

Cllr Christy Burke
Dr D Fitzpatrick, T.D.
Dr Marie Laffoy
Cllr Anne Devitt
Cllr Michael O'Donovan
Mrs Catherine Quinn
Ms Dr Philip O'Connell
Cllr Dermot Murray
Ms Noeleen Harvey

Observers

Ms Marie Hoban
Dr Bernard Murphy

4. MEMBERSHIP OF FINANCE AND PROPERTY COMMITTEE

The Finance and Property Committee consists of 8 Members, as follows: -

(a) A core group of 5 members, who shall serve their full 5-year term of office

1. Cllr A Devitt
2. Cllr C. Burke
3. Mr M Cowley
4. Ms D. Heney
5. Cllr M.O'Donovan

(b) On a proposal by Cllr McGuire, seconded by Cllr O'Brien it was agreed to appoint the following to group (b), who shall serve 1 year.

- 1) Cllr D. Murray
- 2) Cllr E. O'Brien
- 3) Mr P. Ledwidge

5. PROTOCOL AND PROCEDURES COMMITTEE

Members of this Committee are appointed for their full 5-year term of office

6. CHILD CARE ADVISORY COMMITTEE

On a proposal by Cllr McGuire, seconded by Cllr O'Donovan , the following were nominated to the Northern Area Health Board Child Care Advisory Committee

- 1) Cllr E. O'Brien
- 2) Cllr D. Heney
- 3) Cllr C. Burke

7. CHIEF EXECUTIVES ADDRESS

As circulated.

The Meeting concluded at 6.00p.m.

M. WINDLE
CHIEF EXECUTIVE

17th July, 2003.

CHAIRMAN