

Minutes of the
**Health Service Executive
Board meeting**

Thursday, 13th May, 2010

Members present: L. Downey (Chairman), B. Drumm (CEO), N. Brennan, P. Farrell, J. Fitzgerald, PJ Fitzpatrick, S. Langford, J. Lavelle, E. McCague, J. Mooney, D. Power and A. Scott

Apologies: None

Attendees: D. Purcell (Secretary)

Joined the meeting: L. McGuinness, S. McGrath, L. Woods, B. White, B. Gilroy, J. Carolan, S. Bresnan, P. de Freine, T. Finn, J. Conway and P. Doorley

Time & Location: HSE Offices, Adelaide Road, Dublin at 8.30 a.m.

Item	Discussion / Comments	Action
1	Minutes of the previous meeting	
	The minutes of Board meetings on the 31 st March 2010, 8 th April 2010, 23 rd April 2010 and 30 th April 2010 were approved.	
2	Matters arising from minutes & review of action points	
	The action points from the previous meetings, as circulated with the Board papers, were reviewed and noted. No matters were arising.	
3	Report from CEO	
	<p>The monthly report from the CEO was noted.</p> <p>The CEO made reference from his report to the health planning consultation workshop held on Thursday, 27th April 2010 at the Royal College of Physicians, Dublin. This workshop involved engagement with clinicians and senior managers as part of a consultation exercise in preparation for the next three-year HSE Corporate Plan for 2011 – 2013. The CEO also updated the Board on the progress of organisational changes under the integrated services programme, in particular the reconfiguration work ongoing in HSE south-east.</p> <p>Board members raised with the CEO concerns in relation to reports that St. Vincent's University Hospital Group had raised a charge on its public hospital to cover expenditure related to the private hospital and the deficiencies identified by the recent report of the Ombudsman for Children on the implementation of Children First guidelines. The CEO confirmed that since the establishment of the HSE new procedures had been put in place to protect State investments in voluntary organisations and that the HSE's Children and Families Social Services Division has since 2008 embarked on an intense programme of work to raise the standard and delivery of services around the country, in line with Children First, and this had been acknowledged by the Ombudsman in her report.</p>	

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4	Report from Committees	
	<p>Audit Committee Meeting – 27th April 2010: Professor N. Brennan, Chairman of the Committee, reported on the issues considered at the Audit Committee meeting on 27th April 2010. These included progress reports on the implementation of the recommendations in both the Torpey and Considine reports; progress with the amalgamation of subsidiary companies into the HSE; a draft new financial regulation governing the remittance of private fees from consultants when the ratio of public to private practice as provided under the Consultant Contract 2008 is exceeded; the letter of representation to be signed by the CEO to accompany the Annual Financial Statements; and the engagement between HSE management and the Departments of Health and Children and Finance to prepare to go to tender for a National Finance and Procurement System. The Committee also considered a report from Mazars on risk based ICT Audit planning and a report from the Internal Audit Directorate on audits conducted during quarter 1 2010 including the progress with the review of the administration of the SKILL programme. The Board requested that, in line with the note in the Statement of Internal Financial Controls in the Annual Financial Statements, this audit report would be finalised subject to minor amendments and circulated to Board members and provided to the Departments of Health & Children and Finance.</p> <p>Risk Committee Meeting - 6th May 2010: L. Mc Guinness was in attendance for this item.</p> <p>Professor A. Scott, Chairman of the Committee reported on the issues considered at the Risk Committee meeting on 6th May 2010. These included progress reports on the review, underway at management level, of the corporate Risk Register; the review of the operation of the Good Faith reporting policy; the Health Care Assurance Audit programme for 2010; and a draft guidance document on clinical accountability. The Committee also received an update on work of the Serious Incident Management Team (SIMT) and noted that the functions of the SIMT had been assigned to Dr. J. Devlin, Head of Quality, Safety and Risk.</p> <p>The Committee had also considered a letter dated 10th March 2010 from the Minister for Children and Youth Affairs which set out a number of key priorities for the HSE relating to child protection issues. These included deaths of children in care, publication of reports on child deaths in care, social work posts and weaknesses identified by the HSE and HIQA relating to foster care. L. Mc Guinness had attended the Risk Committee meeting to report on the actions taken by management on these priority issues and following the meeting she circulated a detailed briefing document on these matters to the Committee.</p> <p>The Board Chairman reported that he had been informed by the Chairman of HIQA that the Authority would be writing to the CEO in relation to foster care services.</p> <p>Following a discussion the Board expressed concerns in relation to the deficiencies identified in relation to foster care services and child protection services and requested assurances that any findings and recommendations made by HIQA be addressed appropriately.</p> <p>Prof Scott also reported that the Committee had initiated a process, led by committee member, J. Lavelle, to review and update the work plan and priority issues for the Committee in 2010.</p>	<p>Head of Internal Audit /CEO/S Mc Grath/</p> <p>CEO/L Mc Guinness</p>
5	Performance Report and Vote Report	

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	<p>Vote Expenditure Report - April 2010:</p> <p>L. McGuinness, B. Gilroy, S. McGrath, B. White, L. Woods and J. Carolan joined the meeting for consideration of this item.</p> <p>J. Carolan reported that, as a result of the industrial action by members of the IMPACT Trade Union, for the third consecutive month it has not been possible to prepare a performance report in respect of the delivery of the commitments in the National Service Plan (NSP) 2010. She circulated a paper at the meeting setting out the risks to the delivery of the NSP 2010 due to the absence of the required data to assess performance.</p> <p>L. Woods spoke to the April Vote return circulated prior to the meeting. He reported that the completeness of the vote return was affected by the industrial action. As a result the return has been prepared on the basis of cash issued to the HSE areas and included estimates of appropriations in aid collected directly by the Exchequer.</p> <p>He reported that the spending in first 4 months of the year, when compared to the same period in 2009, indicated that the underlying spend rate needs to be reduced to reflect the budgetary reductions for 2010.</p> <p>L. McGuinness reported on the key actions being taken within each of the 4 Regional Directors of Operations to maintain service levels within budget.</p> <p>The Board noted that, with the recent cessation of industrial action it is expected that more accurate financial data will be available for the next Vote return and management would undertake a comprehensive examination of the spend rates once this detailed financial data becomes available. A report will be provided at the next board meeting.</p>	L. Woods
6 HR Issues		
	<p>S. McGrath was in attendance for consideration of this item.</p> <p>6.1 Recommendations from the Labour Court on Industrial Action by IMPACT</p> <p>The Board noted and welcomed the recommendations from the Labour Relations Court on 5th May 2010 in relation to the dispute which arose in the context of concerns raised by the IMPACT Union with the proposed Public Service Agreement 2010 - 2014 (Croke Park Agreement).</p> <p>6.2 Health Sector Employment Control Framework 2010</p> <p>The Board noted the 2010 Employment Control Framework which had been notified by the Department of Health and Children to the HSE on 8th April 2010. S. McGrath briefed the Board on the arrangements for implementation and operation of the Employment Control Framework across the health services. He confirmed that the operation of the framework is devolved to the National Director Integrated Services Directorate (Performance and Financial Management) and the four Regions through the Regional Area Employment Monitoring Groups and the Corporate Employment Monitoring Group. Each Region and National Corporate area has been assigned a target reduction in employment levels in their areas, in order to deliver the 1,520 WTEs overall reduction required by the end of 2010. He also confirmed that there is no devolvement to the HSE to fill management/administration category posts.</p>	
7 Palliative Care Services		
	<p>L. McGuinness remained in attendance for this item and J. Conway joined the meeting for consideration of this item.</p>	

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	<p>L. McGuinness introduced this item and confirmed the continued implementation of the 2009 five year/medium term development framework for palliative care services is key to the future of palliative care services in Ireland. This five year framework sets out the actions and initiatives necessary to address the gaps in palliative service provision against the recommendations contained in the 2001 Report of the National Advisory Council for Palliative Care.</p> <p>J. Conway, HSE National Lead for Palliative Care Services presented the objectives and priority areas to be progressed during 2010. These include the implementation of recommendations in the Palliative Care Services five year - medium term development framework, implementation of the national minimum data set for palliative care services, development of paediatric palliative care services, development of a national plan for end of life care and the development of a risk register for palliative care. Specific priorities for 2010 in the area of palliative care services for children are the recruitment of a consultant post for palliative care services and the recruitment of an additional five outreach nurses.</p> <p>He reported that palliative care services in Ireland have developed considerably over the last number of years and in a recent evaluation of palliative care services in the European Union, Ireland ranked second in terms of palliative care service development.</p> <p>Following a discussion the Board noted the report.</p>	
8 Commercial & Support Services Directorate		
	<p>B. Gilroy was in attendance for consideration of this item and P. de Freine, S. Bresnan and T. Finn joined the meeting for consideration of these items.</p> <p>8.1 National Paediatric Hospital:</p> <p>P. de Freine spoke to the briefing paper which had been circulated on this matter prior to the meeting. He set out the roles and responsibilities of the National Paediatric Hospital Development Board, the National Paediatric Hospital Executive Office and the HSE in relation to the development of the new Children's Hospital of Ireland. He also briefed the Board on the capital costs associated with the new hospital and the ambulatory and urgent care centre in Tallaght and confirmed these are included in the HSE Capital Plan and the National Development Plan.</p> <p>B. Gilroy outlined the overall project schedule for completion and commissioning of the new hospital by end of 2014. He confirmed that there had been some slippage on certain targets within the schedule but that the overall target of operational readiness by end of 2014 was on track. The Board expressed concerns relating to the lines of accountability and responsibility for this project and the progress of the project. It was agreed that a further update would be provided in quarter 2 of 2011 to monitor progress.</p> <p>8.2 Commercial and Support Services Directorate (CSSD) project updates</p> <p>B. Gilroy outlined the purpose of the Commercial Services provided within his Directorate and updated the Board on the progress with the following projects within the Directorate:</p> <ul style="list-style-type: none"> • Implementation of the new system of service delivery for cold laboratory services; • Procurement arrangements for legal services, and, • The National Strategic Programme to manage support services 	B. Gilroy

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	<p>across the HSE, encompassing security, cleaning, catering, portering and laundering,</p> <p>He confirmed that the overall aim of these projects is to strike the right balance between in-house capability and out source service provision in line with the approach agreed within the context of the Public Service Agreement 2010 - 2014 ('Croke Park' Agreement).</p> <p>S. Bresnan outlined the model being used to procure legal services and reported that a preferred bidder was expected to be in place by quarter 4 2010. T. Finn spoke to the briefing paper on the commercial arrangements to procure and implement a regionalised CSSD service to meet current and future needs.</p> <p>Following a discussion the Board noted the update position on these projects.</p> <p>E. McCague left the meeting for the discussion on legal services to avoid any potential conflict of interests.</p>	
9	Healthcare Associated Infection (HCAI) and Antimicrobial Resistance (AMR)	
	<p>P. Doorley joined the meeting for discussion of this item and spoke to the briefing paper which had been circulated prior to the board meeting.</p> <p>He outlined the progress made in the area of infection control since the launch of the HSE "Say No to Infection" strategy in March 2007. He confirmed that MRSA rates had decreased by 29% to end of quarter 3 2009, C Difficile notifications had fallen since 2008 when this disease became a notifiable disease. There has been an overall 5% decrease in antibiotic use since 2007 and improved hand hygiene practices have increased across all hospitals.</p> <p>He then outlined the main areas of work for HCAI Group in 2010 and the action plan for the management of HCAI and AMR. He informed the Board that consideration is being given to making the management of HCAI a formal programme with a clinical lead within the Quality & Clinical Care Directorate.</p> <p>Following consideration of the progress report the Board welcomed the management focus on improvements in this critical area of service quality and noted the progress made.</p>	
10	Any Other Business	
	No matters were raised under this heading.	

The meeting concluded at 1.45pm

Signed:

Date:

Liam Downey
Chairman