

Minute of the meeting of the  
**Board of the Health Service Executive**  
**Thursday, 11<sup>th</sup> February 2010**

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

**Apologies:** J. Lavelle.

**Attendees:** D. Purcell (Secretary).

**Joined the meeting:** L. McGuinness, S. McGrath, L. Woods, B. White, J. Carolan, B. Gilroy and P. Garland.

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

At the start of the meeting the Chairman informed the Board that the Minister had written to him on 8<sup>th</sup> February 2010 to inform him that she had appointed the following members to the Board in accordance with Section 11 (1) (a) of the Health Act 2004: **Ms. Sylva Langford, Mr. Joe Lavelle and Mr. John Fitzgerald.**

She had also reappointed the following members to the Board: **Professor Niamh Brennan and Dr. Dermot Power**

The term of office will be for the period ending 7<sup>th</sup> February 2015. On behalf of the Board the Chairman welcomed the new members.

Item	Discussion / Comments	Action
<b>1 Minutes of the previous meeting</b>		
	The minutes of the meeting held on the 14 <sup>th</sup> January 2010 as circulated were approved.	
<b>2 Matters arising from minutes</b>		
	The action points from the previous meeting were reviewed. As requested at the January, 2010 meeting a briefing report had been circulated on the Co-operation and Working Together programme (CAWT). The board requested that a presentation on this programme would be put on the agenda for a future meeting.	<b>Secretary to arrange</b>
<b>3 Report from CEO</b>		
	The CEO spoke to the monthly report to the Board.  He provided an update to the Board on the progress of the implementation of the integrated services programme in the Midwest area. He also spoke to the following issues addressed in his report - the progress on the implementation of primary care teams; the actions undertaken to address the increased attendances at A&E departments during January; the effect of the Health Sector trade unions campaign of industrial action which commenced on the 25 <sup>th</sup> January 2010; the High Court settlement which provides for a new contract for non-consultant hospital doctors to take effect from the 8 <sup>th</sup> February 2010; the ongoing management of the H1N1 Influenza Pandemic	

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	<p>and reported on the present position relating to the National Finance and Procurement System. The Board noted that an updated business case is being submitted to Department of Finance/CMOD and the project will then be reviewed in line with the current sanction arrangements for large scale ICT projects. The business case is to be circulated to the Audit Committee.</p> <p>The arrangements for processing applications under the Fair Deal Nursing Homes' Support Scheme were discussed and it was noted this matter would be considered at the March 2010 meeting as part of the agenda item on services for older persons.</p> <p>Following a discussion the report from the CEO was noted.</p>	<p>Secretary to circulate to next Audit committee Meeting.</p> <p>March Agenda item</p>
<b>4 Reports from Committees</b>		
	<p><b>Audit Committee meeting - Friday, 5<sup>th</sup> February, 2010</b></p> <p>PJ Fitzpatrick, who had acted as chairman for the meeting of the Audit Committee on Friday, 5<sup>th</sup> February 2010, reported on the items considered by the Committee at the meeting. These were: progress with the preparation of the 2009 Annual Financial Statements (AFS) and the report from the National Director of Internal Audit on internal audit matters including the internal audit reports for Quarter 4 2009. He reported that preparation of the AFS 2009 was in line with the timetable set to date but concerns had been expressed by management, that the current industrial action may affect the consolidation of the accounts at corporate level. In addition he reported the industrial action could adversely affect management of the Vote return. He confirmed that the Office of the Comptroller Auditor General has been advised of the potential IR difficulties with the preparation of the AFS and Vote reporting. The main issues considered under the report from the National Director of Internal Audit were the Quarter 4 audit reports, the internal audit work plan for 2010 and progress on the review of the administration of the skill programme. The committee had also received correspondence in relation to allegations of a potential conflict of interests for a member of the management team. The Chairman confirmed that an external person has been engaged by management to examine this matter.</p> <p><b>Risk Committee meeting – Tuesday, 2<sup>nd</sup> February, 2010</b></p> <p>Prof. A. Scott, Chairman of the Risk Committee, reported on the meeting of the committee held on Tuesday, 2<sup>nd</sup> February 2010. The committee had received an update report from management on the implementation of the recommendations in the HIQA report on Hygiene Quality Service Reviews 2008-2009 and progress on the implementation of the recommendations in three other HIQA reports:- circumstances surrounding provision of care to Rebecca O'Malley at Cork University Hospital and at the Mid-Western Regional Hospital, Limerick; the provision of pathology and symptomatic breast disease services to Ms A. at University Hospital Galway and the investigation into the quality and safety of services at the Mid-Western Regional Hospital, Ennis, Co Clare. Management had reported significant progress on the implementation of the recommendations in all three reports and that revised arrangements for future reporting on progress was being discussed with HIQA to ensure implementation and reporting is mainstreamed within the service delivery directorates.</p> <p>Following discussion the reports were noted.</p> <p><b>Committee membership</b></p> <p>The Chairman informed the Board that, following her re-appointment to the Board, Prof. N. Brennan had agreed to continue in her role as Chairman of</p>	<p>Chairman</p>



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	<ul style="list-style-type: none"> <li>• The acquisition under the Residential Institution Redress Scheme of a two-storey property at Iona, 6 Mount Vincent Terrace, O'Connell Avenue, Limerick which is currently being used for the provision of adult counselling services for victims of past abuse. Approval for the acquisition of the property was proposed by PJ Fitzpatrick, seconded by N. Brennan and agreed. <i>(HSE Board decision no. 11.02(3).2010).</i></li> <li>• Disposal of a freehold interest in a 2-storey detached property adjacent to the grounds of St. Finian's Hospital, Killarney. Approval for the disposal of the property was proposed by S. Langford, seconded by PJ Fitzpatrick and agreed. <i>(HSE Board decision no. 11.02(4).2010).</i></li> <li>• Grant of a lease of a site at Merlin Park Hospital to the Western Alzheimers Federation for the construction of an Alzheimers unit at Merlin Park to meet capacity requirements of patients with dementia / alzheimers. Proposed by P. Farrell, seconded by N. Brennan and agreed. <i>(HSE Board decision no. 11.02(5).2010).</i></li> <li>• The completion of the disposal of properties under a housing transfer scheme to the Mullingar Housing Association to facilitate the continuing transfer of (150) persons with intellectual disabilities currently in St. Peters and Lough Schever to community settings. Approval for the transfer was proposed by A. Scott, seconded by P. Farrell and agreed. <i>(HSE Board decision no. 11.02(6).2010).</i></li> </ul> <p>N. Brennan requested confirmation that no HSE employees were represented on the Mullingar Housing Association.</p> <p>The primary care property transactions were deferred for consideration to the March 2010 Board meeting.</p> <p><b>Contract approval</b></p> <ul style="list-style-type: none"> <li>• St. Mary's Elderly Care Unit, Mullingar - capital development proposal for the construction of a new 100 bed care of the elderly facility. B. Gilroy recommended that the contract for the construction works be placed with the preferred bidder in accordance with the outcome of the tender evaluation process. He confirmed that the tender price was within the overall allocation provided for this development in the HSE capital plan. Approval to place the contract with the preferred bidder was proposed by J. Fitzgerald, seconded by J. Mooney and agreed. <i>(HSE Board decision no. 11.02(7).2010).</i></li> </ul>	B. Gilroy
<b>7</b>	<b>Review of the Primary Care Infrastructure Programme</b>	
	Consideration of this item was deferred to the March 2010 meeting.	
<b>8</b>	<b>Implementation of the HR Strategy – Progress Report</b>	
	<p>S. McGrath remained in attendance for the consideration of this item and reported on the progress made to implement the Human Resource Strategy 2009 - 2014 since his last report to the Board in June 2009.</p> <p>He outlined in particular the changes in structures which have been made</p>	

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	<p>within the HR Directorate, both at corporate and regional level and outlined some of the key achievements to reduce costs within HR shared services, while increasing quality through national processing in areas such as the national recruitment service, the national personnel administration service and the national pensions management service. He confirmed that significant reductions in employee numbers and cost reductions in travel and subsistence, recruitment, and formal academic training had been achieved.</p> <p>He confirmed that the focus for 2010 will be on the employee engagement strategy, leadership development, succession and performance management including improved HR management information while supporting Service Managers with IR expertise. The process of standardisation of HR procedures and practices will continue in 2010.</p> <p>Following a discussion, the Board noted the progress being made on the implementation of the HR strategy.</p>	
<b>9</b>	<b>Children and Family Services – Progress Report</b>	
	<p>L. McGuinness remained in attendance and P. Garland joined the meeting for the consideration of this item.</p> <p>L. McGuinness introduced this item and updated the Board on the work of the Task Force for Children and Family Social Services which was prepared by the HSE in 2009 to ensure and support the consistent implementation and standardisation of the National Guidelines for the Protection and Welfare of Children (Children First). The report of the task force set out a users manual of best practice procedures for all HSE staff involved in child protection and welfare.</p> <p>P. Garland spoke to the report on Children and Family services circulated prior to the meeting. He reported to the Board on the key actions and projects to be progressed in 2010 within Children and Families Social Services to support parents to protect and safeguard their children. He confirmed 2010 will see progress on implementation of key projects including the HSE's Children and Family Task Force, Ryan Report Recommendations and Children First. He also reported that changes in structures, services and practices will take place during 2010 to provide more consistent, standardised services supported by accountable practitioners ensuring better outcomes for children.</p> <p>Following a discussion, the Board noted the programme of work for 2010 and welcomed, in particular, the appointment of Mr. Garland as the first Assistant National Director with lead responsibility for Children and Family Services with the HSE.</p>	
<b>10</b>	<b>Board Work Programme 2010</b>	
	<p>The work programme as circulated was noted. Board members were requested to provide any inputs on the work programme directly to the Secretary.</p>	<b>Board Members</b>
<b>11</b>	<b>Any Other Business</b>	
	<p>No issues were raised under this item.</p>	

The meeting concluded at 12.34pm

Signed: \_\_\_\_\_  
Liam Downey  
Chairman

Date: \_\_\_\_\_