

**Minutes of the HSE Directorate meeting
Tuesday 15th July, 2014**

Members present: T. O'Brien (Chairman), L. McGuinness, S. Mulvany, S. O'Keeffe, P. Healy, J. Hennessy T. O'Connell and A. O'Connor.

Apologies: None

In attendance L. Kearns and D. Purcell (Secretary)

Joined the Meeting: L. Woods and J. Curran

Time & Location: Room 1.11, Dr. Steevens' Hospital, Dublin 8 at 10.30am

Item	Discussion / Comments	Action
1	Minutes from previous meetings on the 18th and 26th June 2014	
	<p>The minutes of the Directorate meetings on the 18th and 26th June 2014 were approved.</p> <p><u>Matters arising:</u> No Matters were raised under this heading.</p>	
2	Directorate Committee	
	<p>Health Business Service Committee Meeting 8th July 2014 L. McGuinness reported on the first meeting of the Health Business Services (HBS) Committee which took place on the 8th July 2014. It was noted that the Committee Terms of Reference will be updated and finalised at the next meeting and referred back to the Directorate for approval; additional nominees for appointment to the Committee were agreed (Damien McCallion ISA lead and Gerry O'Dwyer as Hospital Group CEO lead). The Committee had reviewed the draft Memorandum of Understanding (MoU) and Service Level Agreement between the HSE and the Office for Government Procurement and would continue to engage with OGP to finalise the MOU for approval. The committee had also reviewed the report on the Review of the HBS Recruitment Process. A report with a recommendation from the Committee will be presented to the Directorate for approval.</p>	<p>Future Agenda Item</p> <p>Future Agenda Item</p>
3	Performance Reporting	
	<p>3.1 Performance Assurance Report – May 2014 The key messages on service performance, quality and patient safety issues, employment and finance figures, as reported in the May 2014 performance assurance report, were presented by L. McGuinness and S. Mulvany and considered in detail.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> • The Performance Assurance Report was approved for submission to the DoH and publication. L. McGuinness to agree arrangements for publication with P. Connors. <p>3.2 Financial Projections to year end The CFO reported that the projections to year end based on data for</p>	<p>L. McGuinness/ P. Connors</p>

	<p>the first five months of 2014 are being finalised in tandem with assessment of performance in the same period. It was noted that the scale of the risk and challenge in achieving financial breakeven by year end is extremely significant as predicted in the NSP 2014, in an environment aiming to maximise efficiencies and ensure we maintain sustainable levels of service with quality and patient care at the core.</p> <p><u>Actions agreed:</u></p> <ul style="list-style-type: none"> • CFO to finalise end of year projections and circulate to Directorate • DG to inform Minister of projected end of year financial position. • CFO to engage with DoH officials on initial control actions in relation to the key risks in the projections. <p>Implementation of the HRA</p> <p>NDs reported on the progress with delivery of savings under the HRA implementation plans. It was noted that some issues in relation to skill mix in Social Care, Primary Care and Mental Health had been raised by trade unions.</p> <p><u>Action agreed:</u></p> <p>CFO to engage with NDs to review delivery of savings targets set out in the HRA Implementation Plan and CFO to report back to the next meeting.</p> <p>3.3 NSP 2014 Savings targets for drugs and medicines – reference pricing and additional delisting</p> <p>J. Hennessy presented the paper circulated prior to the meeting setting out the reductions in drug costs arising from agreements with the drugs industry, and the list of drugs that have gone through the reference pricing process to date. It was noted that the HSE Drugs Committee is considering a number of drugs for delisting with savings scheduled for Q4 2014.</p> <p><u>Action agreed:</u></p> <p>J. Hennessy to report progress with the delivery of NSP savings targets for drugs/medicines at the October 2014 meeting.</p> <p>3.4 Estimates Process 2015</p> <p>L. McGuinness presented the update on the Estimates process for 2015 circulated prior to the meeting. It was noted that before the estimates will be finalised, P. Crowley and Á. Carroll are conducting a risk assessment based on the Corporate Risk Register.</p> <p>Following consideration of the briefing paper it was noted that the COO and CFO will continue to engage with National Directors on a one-to-one basis and DoH/DPER to finalise estimates 2015.</p>	<p>CFO DG CFO</p> <p>National Directors Agenda Item 17/09/14</p> <p>J. Hennessy Agenda Item 14/10/14</p>
4	<p>For Approval/Decision in accordance with the reserved functions of the Directorate</p>	
	<p>4.3 Extension to NIMIS Contract</p> <p>S. Mulvany spoke to the briefing paper circulated prior to the meeting. He set out the changes proposed to the original NIMIS contract, including the roll out of NIMIS in six additional hospital sites and the associated costs. Following consideration of the briefing note the change request to the NIMIS contract was proposed by P.</p>	

	<p>Healy, seconded by L. McGuinness and agreed. <i>Directorate Decision No.15.07(21)2014</i></p> <p>L. Woods and J. Curran joined the meeting and presented the following contract/property transactions for approval.</p> <p>4.1 Contract Approval Approval to award the contract for Refined Fuel Oil Products to the preferred tenderer was proposed by S. Mulvany, seconded by S. O’Keeffe and agreed. <i>Directorate Decision No.15.07(22)2014</i></p> <p>4.2 Property Transactions</p> <ul style="list-style-type: none"> • Approval of the purchase of the premises 16-23 Bow Lane West, Dublin 8 and Brookfield Clinic, 2-4 Brookfield Road, Dublin 8 (National Paediatric Hospital) was deferred pending clarity on the funding arrangements being made by St. James’s Hospital for the purchase of the property. Liam Woods to bring a paper to a future meeting. • Transfer of lands at Newcastle Hospital, Co Wicklow, to the Minister for Education and Skills for the construction of a new special needs school Discussion of this transaction was deferred pending engagement between L. Woods and P. Healy. • Approval for a further 5 year lease at nominal rent of Florence House, Enniscorthy, by the HSE from Respond Voluntary Housing Association was proposed by S. O’Keeffe, seconded by J. Hennessy and agreed. <i>Directorate Decision No.15.07(23)2014</i> 	<p>Future Agenda Item</p> <p>Future Agenda Item</p>
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	<p>5.1 Updates on Standing Items</p> <p>5.1.1 System Reform Programme L. Kearns provided an update on the System Reform Programme mentioning in particular that a notification was published on e- tender for ICT Strategy; the progress with CIO recruitment; capital funding in 2015/2016 for ICT and engagement underway on capital funding overall for ICT. It was noted that the next Steering Group meeting is to take place on the 22nd July 2014.</p> <p>5.1.2 Finance Reform Programme CFO spoke to the status report circulated prior to the meeting. He mentioned in particular the HSE (CFO/HBS/ICT) engagement with DPER on the Business Plan. He reported that a notification was published on the e-tenders website providing notice of the HSE’s intent to carry out market engagement to finalise the procurement strategy for a new integrated financial management system. CFO also updated on the restructuring of staff resources and the internal competition for Assistant CFO for Operational Excellence to be recruited as part of the move from regional structures to a national structure.</p> <p>5.1.3 Implementation of HRA Discussed under item 3 above.</p>	

	<p>5.2 Correspondence from Minister for Health The two letters circulated prior to the meeting were noted. 5.2.1 Letter dated 26th June 2014 re next steps for health service reform; 5.2.2 Letter dated 26th June 2014 re HIQA Investigation into Services at Portlaoise Hospital – it was noted that arrangements for support services required by families affected are being made by hospital managers/RDPIs.</p>	
6	Any Other Business	
	Arrangements for the meeting with the new Minister for Health the following day were discussed and noted.	

The meeting concluded at 12.15pm

Signed:

Date:

Tony O'Brien
Chairman