

**Minutes of the HSE Directorate meeting  
Tuesday, 18<sup>th</sup> November 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** P. Crowley, J. Coffey, L. Kearns and D. Purcell (Secretary)

**Joined the Meeting:** L. Woods and B. Hyland

**Time & Location:** Room 1.11, Dr. Steevens' Hospital, Dublin 8 at 9.30am

<b>Item</b>	<b>Discussion / Comments</b>	<b>Action</b>
<b>1</b>	<b>Minutes from previous meeting on the 22<sup>nd</sup> October 2014</b> The minutes of the Directorate meeting on the 22 <sup>nd</sup> October 2014 were approved.  <u>Matters arising:</u> No Matters were raised under this heading.	
<b>2</b>	<b>Report from Directorate Committees</b> <b>Risk Committee Meeting 4<sup>th</sup> November 2014</b> S. O'Keeffe reported on the meeting of the Risk Committee held on the 4 <sup>th</sup> November 2014. The issues reported on related to; National Adverse Event Management System; processes related to the identification, measurement, assessment and management of risk in the HSE; Corporate Risk Register; Q3 2014 QPSA Audits: Learning and Outcomes; operation of the Good Faith Reporting policy; Mental Health Divisional Risk Management Plans and the Quality and Patient Safety Enablement Programme.  <u>Action agreed:</u> <ul style="list-style-type: none"> <li>Correspondence from the Committee Chairman to the Director General is to be circulated to the Directorate.</li> <li>A special meeting of the Leadership Team to be arranged for consider the final version of the Corporate Risk Register.</li> </ul>	<b>Secretary</b> <b>Secretary</b>
<b>3</b>	<b>Performance Reporting</b> <b>Performance Assurance Report – September 2014</b> The key messages on service performance, quality and patient safety issues, employment and finance figures, as reported in the September 2014 performance assurance report, were presented by L. McGuinness and S. Mulvany and considered by Divisional Area.  <u>Action agreed:</u> <ul style="list-style-type: none"> <li>Performance Assurance Report to be sent to the DoH and published.</li> </ul>	<b>L. McGuinness/ P. Connors to arrange</b>
<b>4</b>	<b>Adoption of the HSE National Service Plan 2015 (NSP)</b> B. Hyland joined the meeting for consideration of this item.  The final draft of the NSP 2015 including the ICT Plan 2015 and Capital Plan 2015-2019 was presented by L. McGuinness and considered in detail.  L. McGuinness reported on the updates/revisions made to the draft National Service Plan (NSP) 2015 following the Leadership Team meeting on the 14 <sup>th</sup> November 2014 and engagement both at official and Ministerial levels.	

	<p>Adoption of the HSE National Service Plan 2015 (including the Capital Plan 2015-2019 and the ICT Plan 2015) in accordance with section 31 of the Health Act 2004 was proposed by L. McGuinness, seconded by T. O'Brien and approved. <b>Directorate Decision No.18.11(33)2014</b></p> <p>The key pointes in relation to the ICT and Capital Plans are to be included in the cover letter from the Director General to the Secretary General.</p> <p>L. McGuinness/T. O'Brien were authorised to finalise any further technical and textual content in the plan prior to submission, however if there are any material changes these must be approved by the Directorate.</p>	
<b>5</b>	<b>For Approval/Decision in accordance with the reserved functions of the Directorate</b>	
	<p>L. Woods joined the meeting for consideration of these items</p> <p><b>5.1 Property Transaction</b> Approval to proceed with a land swap with Mayo County Council in relation to HSE land at Knockaphunta, Castlebar and a Mayo County Council site at Westport, Co Mayo was proposed by J. Hennessy, seconded by P. Healy and agreed. <b>Directorate Decision No.18.11(34)2014</b></p> <p><b>5.2 Contract Approvals</b> <b>5.2.1 Tender for Blood Sciences at Cork University Hospital and Kerry General Hospital</b> Approval to award the contract for a managed service for Blood Science at CUH and KGH to meet service demands for Laboratory Medicine to the preferred bidder was proposed by A. O'Connor, seconded by J. Hennessy and agreed. <b>Directorate Decision No.18.11(35)2014</b></p> <p><b>5.2.2 Construction of a 75 Bed Ward Block at University Hospital Galway</b> Subject to no new costs being incurred, approval to award a contract for the construction of a 75 Bed Ward Block at University Hospital Galway to the preferred bidder in accordance with the outcome of the MEAT tender assessment process, in which the firm ranked first in order of merit with the most points awarded was proposed by T. O'Connell, seconded by S. O'Keeffe and agreed. <b>Directorate Decision No.18.11(36)2014</b></p>	
<b>8</b>	<b>Any Other Business</b>	
	J. Hennessy informed the meeting that an invitation to tender for additional primary care centres (70 sites) were to be issued the following week.	

The meeting concluded at 12.00pm

Signed:

Date:

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Tony O'Brien  
Chairman