

## Minutes of the HSE Directorate meeting

**Tuesday 18<sup>th</sup> February, 2014**

**Members present:** T. O'Brien (Chairman), L. McGuinness, S. Mulvany, S. O'Keeffe, P. Healy, I. Carter and T. Byrne\*.  
(\* joined by teleconference)

**Apologies:** J. Hennessy

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

**Joined the Meeting:** L. Woods (by video conference) and E. O'Raw

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

Item	Discussion / Comments	Action
<b>1</b>	<b>Minutes from Meeting on 21<sup>st</sup> January 2014</b>	
	Minutes of the meeting on the 21 <sup>st</sup> January 2014 were agreed. There were no matters arising.	
<b>2</b>	<b>Reports from Directorate Committees</b>	
	<p><b>2.1 Audit Committee meeting 27<sup>th</sup> January 2014</b> The minutes of the Audit Committee meeting as circulated prior to the meeting were noted. L. McGuinness reported on the key issues discussed at the Committee meeting and mentioned in particular the presentations provided by Internal Audit and Finance. The Directorate noted that T. O'Higgins had to resign from the Audit Committee on health grounds. His valuable contribution to the Committee since his appointment was recognised</p> <p><b>2.2 Risk Committee meeting 3<sup>rd</sup> February 2014</b> S. O'Keeffe reported on the meeting of the Risk Committee and mentioned in particular the presentation provided by the National Ambulance Service and the discussion on the Corporate Risk Register.</p> <p>The reports from the Directorate Committees were noted.</p>	
<b>3</b>	<b>Performance Reporting</b>	
	<p><b>Performance Assurance Report – December 2013</b> L. McGuinness/T. Byrne presented the key messages on service performance, employment and finances in the December 2013 report. The changes included, in relation to Cancer Control and Finance sections, were noted.</p> <p><u>Action agreed:</u> Following consideration, the Performance Assurance Report was approved for submission to the Department of Health and publication.</p>	<b>L. McGuinness/ P. Connors</b>
<b>4</b>	<b>Items for Approval/Decision – in accordance with the reserved functions of the Directorate</b>	
	L. Woods joined the meeting for consideration of this item and spoke to the briefing papers circulated prior to the meeting.	

<p><b>4.1 Property Transactions</b></p> <ul style="list-style-type: none"> <li>• Approval of a 99 year lease of the property at Nazareth House Campus, Church Hill, Sligo from the Sisters of Nazareth at a nominal rent was proposed by S. Mulvany, seconded by L. McGuinness and agreed. <i>Directorate Decision No.18.02(04)2014</i></li> <li>• Approval of a lease for 7 years, at nominal rent, to the ICS for the provision and occupation of a Daffodil Centre at the UHL, Dooradoyle, Limerick, the centre to be funded entirely by the ICS, was proposed by S. O’Keeffe, seconded by S. Mulvany and agreed. <i>Directorate Decision No.18.02(05)2014</i></li> <li>• Approval of the disposal of lands to rear of 11-20 Grangegorman Villas, formerly St. Brendan’s Hospital (Area C Grangegorman) and the development of access license was proposed by S. Mulvany, seconded by L. McGuinness and agreed. <i>Directorate Decision No.18.02(06)2014</i></li> </ul> <p><b>4.2 Contract Approvals</b></p> <p><b>4.2.1 Provision of Fuel Card Services</b> The awarding of the contract for the provision of fuel card services to the preferred bidder was proposed by S. O’Keeffe seconded by P. Healy and agreed. <i>Directorate Decision No.18.02(07)2014</i></p> <p><b>4.2.2 Provision of Legal Services</b> E. O’Raw joined the meeting for consideration of this item and spoke to the briefing paper circulated in advance presenting a review of the contract performance to date and the recommendations for the extension the proposal for the extension of the current contract.</p> <p>Following consideration of the recommendation for a contract extension approval was proposed by L. McGuinness, seconded by P. Healy and agreed. <i>Directorate Decision No.18.02(08)2014</i></p> <p><u>Action agreed:</u> The Office of Legal Services will now engage with National Directors to develop proposals for consideration on a future legal services model to increase efficiencies, reduce costs and better match the needs of the organisation.</p> <p><b>4.3 Shared Services Strategy</b> L. Woods presented the draft Health Business Strategy (HBS) 2014-2016 and reported on the consultations both internally and externally that had been undertaken to develop the strategy, including the feedback provided by the Leadership Team at its meeting on the 11<sup>th</sup> February 2014.</p> <p>Following consideration, adoption of the Strategy was proposed by L. McGuinness seconded by P. Healy and agreed. <i>Directorate Decision No.18.02(09)2014</i></p> <p><u>Actions agreed:</u></p> <ul style="list-style-type: none"> <li>• L. Woods to provide a paper on the governance group for consideration at a future Directorate meeting</li> <li>• L. Woods, L. Kearns and T. Byrne to look at governance structure implementation plan for consideration by the Directorate.</li> </ul>	<p>E. O’Raw/ National Directors</p> <p>L. Woods</p> <p>L. Woods/ L. Kearns/ T. Byrne</p>
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	<p><b>4.4 ISA Review</b></p> <p>P. Healy spoke to the briefing papers tabled at the meeting and reported on the engagement with the DoH on the recommended approach to the arrangements for the organisation of community based services and the associated governance and management arrangements.</p> <p>The Report was approved for implementation and is to be sent to the Minister.</p> <p>National Directors to provide any final comments directly to P. Healy.</p>	
<b>5</b>	<b>Update on Standing Items</b>	
	<p><b>5.1 System Reform Programme</b></p> <p>L. Kearns provided an update on the work of his team and reported that the overall scope of the work programme would be finalised in early March. He reported that the resource pool both internally and externally was being examined and a reporting mechanism into the Reform Board in the DoH is being developed.</p> <p><b>5.2 Finance Reform Programme</b></p> <p>T. Byrne reported that good progress is being made and that a progress report had been provided to DEPR on 10<sup>th</sup> February 2014. He also updated the meeting on the re-organisation at senior level within the Finance Division; V. Plant, D. Lyons and R. O’Sullivan appointed as Assistant CFOs and M. Cronin appointed as Head of National Pricing Office.</p>	
<b>6</b>	<b>Any Other Business</b>	
	It was noted that the Section 38 report by L. McGuinness had been finalised and issued.	

The meeting concluded at 11.05am

Signed:

Date:

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 Tony O’Brien  
 Chairman