

## Minutes of the HSE Directorate meeting

Tuesday 29<sup>th</sup> April, 2014

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

**Apologies:** None

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

**Joined the Meeting:** B. O'Brien, J. O'Sullivan, J. Fleming, C. O'Regan, T. Joyce and L. Woods

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

Item	Discussion / Comments	Action
<b>1</b>	<b>Haddington Road Agreement – Stage 3 Implementation Plan</b>	
	<p>B. O'Brien and J. O'Sullivan were in attendance for consideration of this item.</p> <p>L. McGuinness presented the draft HRA Stage 3 Implementation Plan setting out detailed implementation plans across each service Division. The Directorate considered the Implementation Plan in detail and the following actions were agreed:</p> <ul style="list-style-type: none"> <li>• L. McGuinness to continue to engage with relevant National Directors to finalise this phase of implementation and submit to DoH by close of business.</li> <li>• B. O'Brien to write to Directorate members in relation to engagement with the Unions on next phase of implementation.</li> </ul>	<p style="text-align: right;"><b>L. McGuinness</b></p> <p style="text-align: right;"><b>B. O'Brien</b></p>
<b>2</b>	<b>Minutes from previous meeting on the 31<sup>st</sup> March 2014</b>	
	The minutes of the Directorate meeting on the 31 <sup>st</sup> March 2014 were approved.	
<b>3</b>	<b>Reports from Directorate Committees</b>	
	<p><b>3.1 Risk Committee meeting 7<sup>th</sup> April 2014</b> S. O'Keeffe provided a verbal report on issues considered at the meeting which included briefings from the National Director Acute Hospitals on risk management arrangements within the Division, HR in relation to risk management arrangements in the HR Occupational Health and Safety Function, QPS taking on the coordination of the Corporate Risk Register, review of QPS Audit Plan and discussion of Occupational Health &amp; Safety.</p> <p><b>3.2 Audit Committee meeting 23<sup>rd</sup> April 2014</b> L. McGuinness provided a verbal report on the matters considered at the meeting. The main issues considered included the ongoing engagement with the officials from C&amp;AG on the audit of the Annual Financial Statements 2013; review of relevant sections of the Annual Report 2013 - the Operating and Financial Review, Directorate Members' Report and the Statement on Internal Financial Control; and the report from the National Director, Internal Audit.</p> <p><u>Action agreed:</u> Minutes from both meetings will be circulated to the Directorate when finalised.</p>	<b>Secretary</b>

4	<p><b>Update on Standing Items</b></p>	
	<p><b>4.1 System Reform Programme</b>  L. Kearns provided a verbal update and reported that there had been good feedback to the session on the 15<sup>th</sup> April 2014 and that the benefits realisation workshops were ongoing. The Directorate noted that the first meeting of the System Reform Steering Group would take place on the 27<sup>th</sup> May 2014.</p> <p><u>Action agreed:</u>  L. Kearns to arrange periodic reporting to the Directorate from the Steering Group on the reform programme.</p> <p><b>4.2 Finance Reform Programme</b>  It was noted that the finance system business case is near to finalisation for submission to Department of Finance/CMOD</p>	<p><b>L. Kearns/ Secretary</b></p>
5	<p><b>Items for Approval/Decision – in accordance with the reserved functions of the Directorate</b></p>	
	<p><b>HSE Annual Report 2013 – adoption in accordance with section 37 of the Health Act 2004</b>  L. McGuinness presented the draft Annual Report 2013 circulated prior to the meeting and mentioned the items which have yet to be finalised.</p> <p>Subject to the inclusion of any drafting changes suggested by members and finalisation and proofing of design layouts, adoption of the Annual Report was proposed by P. Healy, seconded by S. O’Keeffe and agreed.  <b>Directorate Decision No.29.04(14)2014</b></p> <p>L. McGuinness to finalise and arrange for the report to be submitted to the Minister for Health by 20<sup>th</sup> May 2014 in accordance with the statutory timelines set out in the Health act 2004.</p>	<p><b>L. McGuinness</b></p>
6	<p><b>Performance Reporting</b></p>	
	<p><b>6.1 Performance Assurance Report – February 2014</b>  L. McGuinness/T. Byrne presented the key messages on service performance, employment and finances in the February 2014 report.</p> <p>L. McGuinness reported on the key issues to be addressed arising from the April National Planning and Performance Assurance Group meeting including the financial variance, particularly in the acute hospital division, quality and patient safety measures, increased expenditure on agency and completion of service level arrangements with Section 38 organisations.</p> <p>T. Byrne presented the financial overview and provided the financial performance analysis by Division and reported on finalisation of cost containments plans.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> <li>• Reporting on implementation of cost containment plans and HRA is being captured for first quarter and included in the March report.</li> <li>• Following consideration, the Performance Assurance Report was approved for publication. L. McGuinness to arrange publication with P. Connors.</li> </ul> <p><b>6.2 Change to Process for Approval of Performance Assurance Report</b>  In order to facilitate earlier availability of monthly reports it was agreed that arrangements would be made for Directorate consideration and approval of monthly Performance Assurance Reports to follow immediately after the monthly Leadership Team meetings.</p>	<p><b>L. McGuinness</b></p> <p><b>L. McGuinness</b></p>

<b>7</b>	<b>Directorate Development Programme</b>	
	<p>B. O'Brien, J. Fleming, C. O'Regan and T. Joyce joined the meeting for consideration of this item and presented details of the leadership development programme to actively support the Directorate members to deliver on their demanding leadership roles. The programme will be provided by the RCSI in line with the National Director Competency Framework already established.</p> <p><u>Action agreed:</u> Follow up contact will be made by HR/RCSI with National Directors individually to arrange participation in the programme.</p>	
<b>8</b>	<b>Adoption of National Ambulance Service Strategy</b>	
	<p>The National Ambulance Service Strategy as circulated was presented by L. McGuinness. Following consideration, adoption of the Strategy was proposed by L. McGuinness, seconded by T. Byrne and agreed.</p> <p><b>Directorate Decision No.29.04(15)2014</b></p>	
<b>9</b>	<b>Quality &amp; Patient Safety Division: Reorganisation of Resources</b>	
	<p>P. Crowley joined the meeting for consideration of this item. The proposal to re-organise work streams currently within the QPS Division as presented by the Director General and the feedback provided by National Directors prior to the meeting was considered in detail.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> <li>• The proposal was approved in principle. Director General and P. Crowley to finalise the re-organised work streams incorporating as appropriate the feedback provided.</li> <li>• A further report would be considered at the next meeting.</li> </ul>	<p><b>DG/P. Crowley</b></p> <p><b>Agenda Item 20/05/14</b></p>
<b>10</b>	<b>Property Transaction</b>	
	<p>L. Woods joined the meeting for consideration of this item and spoke to the paper setting out proposed land transfers from HSE to the Grangegorman Development Agency in the context of the ongoing progression and development of the Grangegorman site.</p> <p>Approval to proceed with the transfer to the GDA of freehold title of the lands for the Primary School, Broadstone Gate and playing fields on the basis set out in the paper submitted was proposed by L. McGuinness, seconded by J. Hennessy and agreed.</p> <p><b>Directorate Decision No.29.04(16)2014</b></p>	
<b>11</b>	<b>Any Other Business</b>	
	<p>L. Kearns mentioned the approval for recruitment of a Chief Information Officer had been received and the process is underway. The job description for this post is to be circulated.</p>	<b>L. Kearns</b>

The meeting concluded at 12.45pm

Signed:

Date:

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Tony O'Brien  
Chairman

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