

**Minutes of the HSE Directorate meeting  
Wednesday 18<sup>th</sup> June, 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:** T. Beegan

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

Item	Discussion / Comments	Action
<b>1</b>	<b>Minutes from previous meetings on the 20<sup>th</sup> May and 5<sup>th</sup> June 2014</b>	
	<p>The minutes of the Directorate meetings on the 20<sup>th</sup> May and 5<sup>th</sup> June 2014 were approved.</p> <p><u>Matters arising:</u> It was noted that the HSE bid to purchase Mount Carmel Hospital had been successful.</p>	
<b>2</b>	<b>Directorate Committees</b>	
	<p><b>2.1 Audit Committee meeting 9<sup>th</sup> June 2014</b> The minutes of the Audit Committee meeting on the 9<sup>th</sup> June 2014 circulated prior to the meeting were noted.</p> <p><b>2.1.1 Memo from CFO re 2013 AFS Audit &amp; Follow up items - Initial CFO Review</b> The CFO spoke to the briefing paper circulated prior to the meeting and provided an update on the audit status of the AFS and Appropriation Account 2013, the matters of emphasis in the audit cert, and issues arising during the audit that require additional focused attention. He confirmed progress on these matters will be monitored on an ongoing basis as part of the performance management and assurance processes.</p> <p><b>2.1.2 Memo from CFO re Review of System of Internal Financial Control and related Financial Governance Matters – Initial CFO Review</b> The memo from the CFO setting out the proposals to carry out an assessment of the HSE controls assurance process with a view to making improvements in the overall HSE financial governance arrangements was considered and endorsed.</p> <p><u>Action agreed:</u> The Directorate endorsed the actions in the memos to address the issues arising during the audit of the Annual Financial Statements 2013 and requested an update on these actions at the November Directorate meeting.</p>	<p><b>CFO</b></p> <p><b>Agenda Item 18/11/14</b></p>

	<p><b>2.2 Risk Committee – report from Chairman on meeting 9<sup>th</sup> June 2014 and overview of work programme to date</b></p> <p>T. Beegan, Chairman of the Risk Committee, joined the meeting for consideration of this item. He reported on the meetings of the Committee held to date, its work programme and agenda items to date including the areas of focus for the Committee to year end. These include:</p> <ul style="list-style-type: none"> <li>• Development of Divisional risk management plans and Corporate Risk Register</li> <li>• Engagement with State Claims Agency on the National Adverse Events Management System</li> <li>• Internal and external risk management assurance arrangements</li> <li>• Arrangements for receipt and implementation of recommendations from internal and external reports</li> </ul> <p><u>Action agreed:</u> The Directorate acknowledged the significant work being done by the Committee, thanked the Chairman. A workshop would be arranged with the Directorate and the Committee Chairman to consider and review organisation-wide risk management issues.</p> <p><b>2.3 Proposal to establish a new Directorate Committee - Health Business Services Committee</b></p> <p>The proposal circulated prior to the meeting in relation to the establishment of a Directorate Committee to oversee the performance of the functions assigned to Health Business Services was considered.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> <li>• Establishment of the Health Business Services Committee for a period of one year was proposed by the Director General, seconded by P. Healy and agreed. <b>Directorate Decision No.18.06(19)2014</b></li> <li>• Terms of Reference including finalised membership to be developed and submitted to the Directorate for approval</li> </ul>	<p>Secretary</p> <p>L. Woods Future Agenda Item</p>
<b>3</b>	<b>Performance Reporting</b>	
	<p><b>Performance Assurance Report – April 2014</b></p> <p>The key messages on service performance, quality and patient safety issues, employment and finance figures as reported in the April 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"> <li>• The Performance Assurance Report was approved for submission to the DoH. L. McGuinness and P. Connors to arrange publication.</li> </ul>	<p>L. McGuinness/ P. Connors</p>
<b>4</b>	<b>Patient Private Property Accounts 2013</b>	
	<p>S. Mulvany presented the draft Patient Private Property Accounts 2013 as circulated prior to the meeting. He confirmed that; the financial statements had been prepared in accordance with the Health (Repayments Scheme) Act 2006; a management action plan will be finalised with the external auditors by 30<sup>th</sup> June 2014 to address the key findings in the audit; the financial statements had been considered by the Audit Committee at its meeting on the 9<sup>th</sup></p>	

	<p>June 2014 and that the Audit Committee supported the recommendation to adopt the accounts.</p> <p>Adoption of the accounts for submission to the C&amp;AG for audit was proposed by S. Mulvany, seconded by P. Healy and agreed. <b>Directorate Decision No.18.06(20)2014</b></p> <p><u>Action agreed:</u> Subject to no material changes being required to the accounts as a result of the audit, the Director General and CFO were nominated to sign the final accounts when the audit has been completed by the C&amp;AG.</p> <p>S. Mulvany to discuss with P. Healy and bring a report on the issues raised during the audit to the September Directorate meeting.</p>	S. Mulvany/ P. Healy
<b>5</b>	<b>Proposal for Delisting of Reimbursable Drugs/Medicines</b>	
	<p>The briefing paper circulated prior to the meeting in relation to progress with delisting of reimbursable items was noted.</p> <p><u>Action agreed:</u> Drugs Committee Terms of Reference and membership were approved.</p> <p>A report on from the HSE Drugs Committee on delisting/reference pricing was requested for the July meeting.</p>	J. Hennessy Agenda Item 15/07/14
<b>6</b>	<b>Primary Care</b>	
	<p><b>6.1 Review of Island Services - Proposed Terms of Reference</b> The draft Terms of Reference were noted. National Directors to provide comments/feedback to J. Hennessy.</p> <p><b>6.2 Primary Care Centre Development</b> J. Hennessy spoke to the memo and guidance document on the development of Primary Care Centres circulated prior to the meeting. The proposals for revised arrangements for GP engagement were approved and the intention to readvertise seeking expressions of interest to develop Primary Care Centres was noted.</p> <p><u>Action agreed:</u> J. Hennessy to inform the Department of Health/Government of the proposals.</p>	All Members          J. Hennessy
<b>7</b>	<b>Proposals for Re-structuring the Quality &amp; Patient Safety Division</b>	
	Directorate members to review the proposals in detail and submit feedback to the Director General.	All Members
<b>8</b>	<b>Updates on Standing Items</b>	
	<p><b>8.1 System Reform Programme</b></p> <ul style="list-style-type: none"> <li>L. Kearns provided an update on the activities under the Programme. It was noted formal reporting to the Directorate would be put in place following the Steering Group meeting scheduled for the 24<sup>th</sup> June 2014.</li> <li>L. Kearns also provided an update on proposals for engagement with industry on ICT development; the establishment of the eHealth Ireland Committee and the transition of ICT into the Office of the CIO.</li> </ul>	

	<p><b>8.2 Finance Reform Programme</b> S. Mulvany reported that the business case has been submitted to DoH and DPER.</p> <p><b>8.3 Implementation of HRA</b> S. Mulvany updated on the implementation of the HRA reporting that site visits to most hospitals as part of the assurance process set out within the “Plan for Maximising Delivery of HRA €290m” have taken place.</p>	
<b>9</b>	<b>Any Other Business</b>	
	<p><b>9.1 DoH MAC/HSE Directorate Meeting 19<sup>th</sup> June 2014</b> Arrangements for the meeting on the 19<sup>th</sup> June 2014 were noted.</p> <p><b>9.2 Extension of NIMIS Contract</b> The briefing paper circulated by the CFO prior to the meeting in relation to the proposals for additional sites was noted. Proposal to be reviewed by the Leadership Team on the 8<sup>th</sup> July 2014.</p> <p><b>9.3 Infants with tracheostomies</b> – J. Hennessy reported that revised governance proposals relating to the arrangements between GPs and Consultants for treating these infants in the community are being developed with the QPS Division.</p> <p><u>Action agreed:</u> Revised proposals to be circulated to Directorate Members for review.</p>	<p><b>J. Hennessy/ P. Crowley</b></p>

The meeting concluded at 11.44am

Signed:

Date:

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Tony O'Brien  
Chairman

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