

2nd July, 2002.

Do gach Comhalta den mBord

A Chara,

The Annual General Meeting of the Northern Area Health Board will be held in the **Boardroom, Northern Area Health Board, Swords Business Campus, Balheary Road, Swords, Co. Dublin at 5.00pm on Wednesday, 10th July, 2002.** This meeting will be followed by the monthly meeting of our Board.

Dinner has been arranged for 7.30pm.

Hereunder is the agenda for the AGM and Monthly Board Meeting

Mise, le meas,

M. Windle

PRIOMH FEIDHMEANNACH

AGM - CLAR

1. Chairpersons Address
2. Election of
 - a) Chairman
 - b) Vice Chairman
(see attached)
3. Membership of Standing Committees
 - a) Community Services and Continuing Care Committee
 - b) Acute Hospitals and Primary Care Committee

(Proposed membership in accordance with Report No 5/2000 and 6/2000 herewith)
4. Nominations for Membership of Finance and Property Committee (copy herewith)

Contd Over/ . . .

5. Protocol and Procedures Committee

6. Child Care Advisory Committee
7. Chief Executive's Address

2. **PROCEDURE FOR ELECTION OF CHAIRMAN
AND VICE-CHAIRMAN**

Extract from Standing Orders (2.1)

The procedure for the election of Chairman and Vice-Chairman shall be as follows:-

- (a) the proceedings shall begin by a member or members being proposed and seconded and no person who is not then proposed and seconded shall be a candidate ;
- (b) where there is only one candidate, such candidate shall be elected ;
- (c) where there are two or more than two candidates, a poll shall be taken ;
- (d) if at such poll a majority of the members present vote for any particular candidate, such candidate shall be elected;
- (e) if at such poll no candidate receives the votes of a majority of the members present, the candidate receiving the least number of votes shall be eliminated and, subject to the provisions of paragraph (g), one or more further polls (according as may be necessary) shall be taken ;
- (f) paragraphs (d) and (e) shall apply in relation to such further poll or polls ;
- (g) where there are only two candidates or where, as a result of one or more polls, all the candidates except two have been eliminated, the question as to which of such candidates shall be elected shall be put to the members present and whichever of such candidates receives the greater number of votes on such question shall be elected ;
- (h) if from an equality of votes given to two candidates a question arises as to which of such candidates is to be elected, the candidate whose name is drawn first by lot shall be elected. If from an equality of votes given to more than two candidates a question arises as to which of such candidates is to be eliminated, the matter shall be put to the members present to decide whether the candidate whose name is drawn first by lot, or the candidate whose name ultimately remains, shall be eliminated.

3. **Membership of Committees**

Section 2.28 to 2.32 inclusive of our Board's Standing Orders sets out the following in relation to Committee Membership and procedure :

- Number of members to be decided at commencement
- Term of office shall not exceed twelve months
- The Chairman is ex-officio member of every Committee
- Each Committee shall have a Chairman and Vice-Chairman
- Procedure for filling of vacancies
- Every Committee shall be governed by the Standing Orders of Health Board.

Report Nos 5/2000 and 6/2000 establishing the Community Services and Continuing Care Committee and the Acute Hospitals and Primary Care Committee were adopted by our Board in April, 2000.

The protocol on rotation, adopted in Report No 5/2000 and 6/2000, is as follows :-

Rotation

At the AGM, the last two members of the Committee shall rotate to head the list of the alternative Committee

The Committee will be appointed by the Board at its AGM

Membership Exchange

Where a member wishes to exchange membership with a colleague after appointment, said intention (by both members) should be notified to the Chief Executive eight clear days before the next scheduled meeting of the Board. The revised membership shall be an agenda item for ratification by the Board at that meeting.

I outline below current Standing Committee Membership, and proposed membership, in accordance with agreed rotation protocol.

Acute Hospital & Primary Care Standing Committee

*Current (as adapted by the Board
At A.G.M. on 19th July, 2001)*

Membership

Cllr Michael O'Donovan
Mrs Catherine Quinn
Dr Philip O'Connell
Cllr Dermot Murray
Ms Noeleen Harvey
Cllr E O'Brien

Proposed

Mr Paul Ledwidge
Cllr R Shortall, T.D.
Cllr Michael O'Donovan
Mrs Catherine Quinn
Dr Philip O'Connell
Cllr Dermot Murray

Mr Gerry McGuire
Cllr Anne Devitt
Dr Marie Laffoy

Ms Noeleen Harvey
Cllr Eamonn O'Brien
Mr Gerry McGuire

Observers: Ms Marie Hoban
Dr Bernard Murphy

Meetings held on 4th Thursday of each month

Community Services & Continuing Care Standing Committee

Mr Martin Cowley,
Dr James Reilly
Mr Larry Tuomey
Cllr Deirdre Heney
Cllr Liam Creaven
Mr Christy Burke
Dr D Fitzpatrick, T.D.
Mr Joe Fallon*
Cllr R Shortall, T.D.

Cllr Ann Devitt
Dr Marie Laffoy
Mr Martin Cowley
Dr James Reilly
Mr Larry Tuomey
Cllr Deirdre Heney
Mr Liam Creaven
Cllr Christy Burke
Dr D Fitzpatrick, T.D.

Observers: Ms Marie Hoban and Dr Bernard Murphy

* Being replaced on the NAHB by Mr Paul Ledwidge from July, 2002

Meetings held on the 4th Monday of each month

(Cllr Ann Devitt and Dr Marie Laffoy move from Acute Hospital & Primary Care to Community Services and Continuing Care, and Mr Joe Fallon and Dep Roisin Shortall move from Community Services to Acute Hospitals and Continuing Care)

Mr Joe Fallon is being replaced on our Board by Mr Paul Ledwidge from July, 2002

4. The Finance and Property Committee, Northern Area Health Board, has a total membership of 8, as follows :-

(a) A core group of 5 members, who shall serve their full 5-year term of office

1. Cllr A Devitt
2. Cllr C. Burke
3. Mr M Cowley
4. Ald I. Callely*
5. Cllr M.O'Donovan

Dep Callely's position on this committee is now vacant, and nominations are invited to fill this position.

(b) A group of 3 members who shall change every year, and be appointed at the Annual Meeting of our Board.

Current Members of Group (b) (as appointed at the Annual General Meeting, held on 19th July, 2001

1. Dr P.O'Connell
2. Cllr D. Murray
3. Cllr E. O'Brien

NOMINATION ARE INVITED FOR THE 3 PLACES ON GROUP (B)

If the number of nominations made exceed the number of places, the election for appointment of members to the Finance and Property Committee will take place at the following meeting of our Board. (Report no 20/2000, adapted by our Board on 18th May, 2000).

5. *Protocol and Procedures Committee*

Members of this Committee are appointed for their full 5-year term of office

6. *Child Care Advisory Committee*

In accordance with the directions of the Minister for Health and Children in relation to Child Care Advisory Committees, appointments to this Committee should be for a period not exceeding three years. Following consultation with the appropriate bodies, our Board at its meeting of 15th June, 2000, appointed members to this Committee for the period to **28th February, 2003**, (Report 25/2000 refers).

NORTHERN AREA HEALTH BOARD

Minutes of proceedings of monthly Board Meeting of the Northern Area Health Board held in the Boardroom NAHB Headquarters, Swords Business Campus Balheary Road, Swords, Co. Dublin On Wednesday, 10th July, 2002, at 5.00pm

Present

Cllr. C. Burke
Cllr. L. Creaven
Cllr. Anne Devitt
Ms. N. Harvey
Cllr. D. Heney
Dr. M. Laffoy
Mr. G. McGuire
Cllr. D. Murray
Cllr. E. O'Brien
Dr. P. O'Connell
Cllr. M. O'Donovan
Mrs. C. Quinn
Dr. J. Reilly
Deputy R. Shortall
Mr. L. Tuomey

Non-Voting Participants

Dr. B. Murphy

In the Chair

Deputy Dr. D. Fitzpatrick

Apologies

Mr. M. Crowley
Mr. P. Ledwidge

Officers in Attendance

Ms. Maureen Windle, Chief Executive
Mr. M. Walsh, Asst Chief Executive
Mr. J. Cahill, Asst Chief Executive
Ms. M. Kelly, Director of Human Resources
Ms. L. Mc Guinness, Director of Finance
Mr. S. McGrath, Acting Director of Communications
Ms. B. Kelly, Secretariat
Mr. E. Mathews, Director
Ms. J. Ebbs, Gen Manager, Operations
Ms. M. O'Sullivan, Secretariat
Mr. A. Mullen, Manager, Operations
Ms. D. Kelly, Secretariat
Mr. J. Murphy, Board Secretary

CHAIRMANS BUSINESS

1. Condolences

I am sure members will join with me in expressing sincere sympathy with those whose names have been included on the list of condolences, which has been circulated to members.

2. Schedule of Meetings/Visits

A copy of schedule of forthcoming meetings/visits has been circulated to all members.

Please note that no Board Meetings, Standing Committee Meetings or Visits have been scheduled for the month of August, 2002, as is common practice.

The next Monthly Meeting of our Board is scheduled for Thursday, 19th September, 2002 at 5.00pm

3. The official opening of both the 50 Community Unit for Older Persons at Lusk, and the Clonmethan Complex for persons with Intellectual Difficulties took place this week. These facilities are very welcome developments, in the provision of services in our Board's area.

I also welcome the launch of the Development Plan for the site at St. Brendan's, and the launch this afternoon of our Board's Safety Statement.

77/2002

MINUTES OF PROCEEDINGS OF SPECIAL BOARD MEETING

held on 18th June, 2002

On a proposal by Cllr C Burke and seconded by Cllr A Devitt, the minutes of the Special Board Meeting held on 18th June, 2002 were agreed.

78/2002

MINUTES OF PROCEEDINGS OF MONTHLY BOARD MEETING

held on 20th June, 2002.

On a proposal by Cllr A Devitt, seconded by Mr McGuire, the minutes of the Board Meeting held on 20th June, 2002 were agreed.

79/2002

MINUTES OF PROCEEDINGS OF SPECIAL BOARD MEETING

held on 25th June, 2002.

On a proposal by Cllr A Devitt, seconded by Cllr O'Donovan, the minutes of the Board Meeting held on 25th June, 2002 were agreed.

80/2002

MINUTES OF PROCEEDINGS OF SPECIAL BOARD MEETING
held on 5th July, 2002.

On a proposal by Cllr A Devitt, seconded by Cllr E O'Brien, the minutes of the Board Meeting held on 5th July, 2002 were agreed.

81/2002

QUESTIONS TO THE CHIEF EXECUTIVE

No Questions were presented.

82/2002

**CHIEF EXECUTIVE'S REPORT
SERVICE MATTERS**

Grants to Voluntary Organisations

Legislation

Section 26 of the Health act, 1970 states

“A Health Board maymake and carry out an arrangement with .. a body to provide services under the Health Acts, 1947 to 1970, for persons eligible for such services”

Overview

Our Board provide funding to a large number of voluntary organisations (approximately 230) who provide services for persons in our area, across all care groups. A list of organisations funded is included in our Board for 2001 is attached.

The range of services provided by Voluntary Organisations cover a broad spectrum, including advice and referral, counselling, rehabilitation, day care, respite care, home care and residential care.

The majority of monies paid to Voluntary Organisations are paid under Section 65 of the Health Act, 1947.

In addition, grants are also paid under Section 10 of the Child Care Act, from National Lottery Funding and other grants under the Department of Health & Children.

Payments made in 2001 are outlined below :-

- | | |
|------------------------------|-------------|
| • Section 65 Funding | €45,319,280 |
| • National Lottery Grants | €464,873 |
| • Section 10 – Child Welfare | €14,775,213 |
| • Dept of Health & Children | €366,562 |

- Other €65,494

A detailed list of payments made in 2001 (expressed in IR £), is attached.

The total amount paid out in grants to Voluntary Organisation in 2001 totalled €61m. In addition, in 2001 over 500,000 meals-on-wheels are provided, each meal subsidised by our Board at €1 per meal.

Also, in 2001, over 42,500 persons were assisted by Home-helps within our Board's area. The total paid to Home Help Organisations within our Board in 2001 was €7.4m (paid under Section 61 of the Health Act, 1970).

In summary, the total paid out by our Board for services provided by outside agencies in 2001 totalled approximately €69m. This does not include amounts paid out by ERHA to organisations listed in Schedule 11 of the Health Act, 1999, who also deliver services in our area including: –

- Beaumont Hospitals
- The Mater Hospital
- Rotunda Hospital
- The Children's Hospital, Temple Street
- Cappagh Orthopaedic Hospital,
- Incorporated Orthopaedic Hospital of Ireland, Clontarf
- Drug Treatment Centre, Pearse Street,
- St. Vincent's Hospital, Fairview,
- St. Mary's Hospital and Residential School, Baldoyle,
- Stewart's Hospital,
- St. Michael's House,
- Daughters of Charity of St. Vincent de Paul, Navan Road.

Our Board also entered into arrangement with a number of private nursing homes, to provide care on a contract basis for patients from our Board. A total of 496 contract beds are now being funded, with a further 600 people in receipt of subvention towards the cost of care in private homes.

Accountability

Our Board is committed to the development of a "Partnership" approach in our relationship with the Voluntary Organisations, which receive funding.

Regular meetings are held between General Managers and Directors of Service employed by our Board with the management of the various Voluntary Organisations funded by our Board, to ensure delivery of a quality service to residents in our Board's area.

Such meetings would include a service review, ensuring, from our Board's perspective, that the level of service provided in both quantitative and qualitative measures, are maintained.

Consideration is also given to service developments with the management of the Voluntary Organisations involved in the consultation process towards producing our

Boards Provider Plan. This may enable a Voluntary Organisation to deliver increased levels of service in line with our Board's Provider Plan and national Strategies, or to "once-off" funding, to meet exceptional needs (e.g. minor capital investment).

Grants paid are generally increased, taking into account non-pay inflation and pay awards granted under national pay agreements.

Large Voluntary Organisations generally receive grants on a monthly basis, with smaller organisations receiving their payments either quarterly, twice-yearly or annually. No organisation receives a payment without producing a Tax Clearance Certificate (i.e. Certificate of Tax Compliance). Annual audited accounts, showing how the Board's grant has been spent, must be produced, in order to ensure payment of any grant is maintained.

It is proposed to carry out a Value for money audit on a number of organisations in receipt of funding, during 2002.

Our Board is currently developing a template for "Service Agreements", which will outline the Organisations, and our Board's duties and responsibilities in relation to services being provided by Voluntary Organisations funded by our Board. This template will be brought to a future Finance & Property Committee meeting for consideration, on completion.

PRESS RELEASES/ CORRESPONDENCE

First Meeting of Primary Care Steering Group.

I have circulated with papers for this meeting, copy of press release, dated 27th June, 2002, from Mr Micheal Martin, TD, Minister for Health and Children. On the occasion of the first meeting of the Primary Care Steering Group, established under the Health Strategy, 2001-"Quality and Fairness- A Health System for You".

Commencement of National Treatment Purchase Fund

I have circulated with papers for this meeting, copy of press release, dated 27th June, 2002, from Mr Micheal Martin, TD, Minister for Health and Children, welcoming the commencement of the first patient treatments by the National Treatment Purchase Fund, which commenced in a number of Dublin private hospitals at the end of June 2002.

Recall of BCG vaccine

I have circulated with papers for this meeting, copy of press release, dated 27th June, 2002, from Mr Micheal Martin, TD, Minister for Health and Children, in relation to the recall of a single batch of BCG vaccine being recalled due to the possibility of reduced effectiveness.

There is no health threat to persons who received the vaccine from the batch concerned, other than the fact that they may not have received immunity from the vaccine.

Health Boards will arrange opportunity in the coming weeks, for those who received BCG vaccine from the catch concerned, to attend a clinic in order to establish whether

or not the vaccine was effective. If it emerges that the vaccine was ineffective, people will be offered re-vaccination.

Purchase of Orthodontic Treatment

I have circulated with papers for this meeting, copy of press release dated 28th June, 2002, from Mr Micheal Martin, T.D. Minister for Health and Children, announcing an allocation of €5m for the Purchase of Orthodontic Treatment, from the Treatment Purchase Fund.

Waiting List Initiative

I have circulated with papers for this meeting, copy of press release, dated 27th June, 2002, from Mr Micheal Martin, TD, Minister for Health and Children, allocating an additional 16 million euro under the Waiting List Initiative, and announcing a 5% reduction in hospital waiting lists for the first quarter of 2002.

Official Opening of Clonmethan

I have circulated with papers for this meeting copy of press release, dated 9th July, 2002, from Mr Tim O'Malley, TD Minister of State for Food Safety, Mental Health and Disability Services, at the official opening of Clonmethan, Oldtown, announcing approval to proceed with the planning and design process in respect of a similar facility, for a further 30 persons in Lusk.

Special Housing Aid for the Elderly Scheme

I have circulated with papers for this meeting, copy of correspondence from the Chairman of the Task Force on Special Housing Aid for the elderly, allocating a further €143,796 to our Board. This is in addition to €1,625,265 previously allocated, bringing the total allocation from the Department of the Environment & Local Government to €1,769,061.

Following discussions to which Cllr. Devitt, Dep. Shortall, Cllr [O'Brien](#), Cllr Burke, Dr Murphy and Dr Fitzpatrick contributed, and to which the Asst. Chief Executive responded, the report was noted.

83/2002

Report No F6/2002

Report from Finance and Property Committee Meeting held on 24th June, 2002.

On a proposal by Cllr Devitt, seconded by Dr Fitzpatrick, Report No F6/2002 was adapted. It was agreed to circulate all background documentation for this meeting to all Board members.

84/2002

Secta Report – Eastern Regional Health Authority

Development of Day Surgery and Day Medicine in the Northern Area Health Board

(Report No 31/2002 previously circulated by ERHA - copy of conclusions attached)

Following discussions to which Dr Reilly, Cllr Devitt, Cllr Heney, Cllr Burke, Mr McGuire, Cllr O'Brien and Cllr O'Donovan contributed, and to which the Asst Chief Executive responded, it was agreed to refer report No 31/2002, and a report on St. Josephs Hospital Raheny, to a Special Meeting of our Board, to be arranged for September 2002.

85/2002

PROGRESS REPORT FROM STANDING COMMITTEES

(a) *Community Services and Continuing Care Standing Committee*

On a proposal by Cllr Burke, seconded by Cllr Murray, the report from Community Services and Continuing Care Committee was agreed

(b) *Acute Hospitals and Primary Care Committee*

On a proposal by Mr McGuire, seconded by Cllr Devitt, the report from Acute Hospitals and Primary Care Committee was agreed.

86/2002

MOTIONS

- 8.1** On a proposal by Dep. Shortall seconded by Cllr Burke, and discussion to which Cllr Murray and Mrs Quinn contributed, the Chief Executive response (copy filed with official minute), to the following motion was noted.

Dep R Shortall

“That the Board provide funding for the Carmichael Centre to support its immediate refurbishment”.

Reply

Carmichael House is in the ownership of the Eastern Regional Health Authority and is used by the Carmichael Centre for Voluntary Organisations under a licence agreement. The Carmichael Centre commissioned a report on the condition of the buildings and works estimated at £1,059,000.00 (€1,344.652.60) were identified. Carmichael Centre organised the Project Team and sought funding from various state agencies to complete phase one works costing €454,684.41. This included a contribution from the Northern Area Health Board of €190,461 and Phase 1 is close to completion and is fully funded.

The tender for phase 11 is currently in progress. The cost is circa €750,000. Carmichael Centre have submitted a proposal to our

Board that they are in a position to source funding from the private sector who are willing to donate €500,000 if the State sector were to allocate €250,000. Our Board has made a submission to the Eastern Regional Health Authority regarding this proposal and is awaiting a decision.

- 8.2** The following motion was proposed by Dep. Shortall, and seconded by Mr McGuire.

Dep R Shortall

“That the Chief Executive outline the current policy in respect of long-term patients in psychiatric hospitals not being facilitated in the purchase of cigarettes and that arrangements be made to assist such patients who do not have regular visitors”.

Following a discussion to which Dep Shortall, Mr McGuire, Cllr Devitt, Cllr O’Brien, Cllr Burke, Cllr Murray, Dr. Laffoy, Cllr O’Donovan, Dr Reilly, and Dr Fitzpatrick contributed, and to which the Chief Executive and Asst Chief Executive responded the Chief Executives Response (Copy filed with official minute), was noted. It was agreed to bring a report and recommendations on this issue to the September meeting of our Board.

The meeting concluded at 7.00pm.

M.WINDLE
CHIEF EXECUTIVE

DEPUTY DR DERMOT FITZPATRICK
CHAIRMAN

10TH JULY, 2002