

**Minutes of the HSE Directorate meeting
Tuesday, 27 January 2015**

Members present: T. O'Brien (Chairman), L. McGuinness, S. Mulvany, S. O'Keeffe, P. Healy, J. Hennessy, A. O'Connor and T. O'Connell.

Apologies: D. Purcell

In attendance L. Kearns and Jim O'Sullivan (Secretary)

Joined the Meeting: P. Cross

Time & Location: Room 1.11, Dr. Steevens' Hospital, Dublin 8 at 8.30 am

Item	Discussion / Comments	Action
1	Minutes from previous meeting on the 17th December 2014	
	<p>The minutes of the Directorate meeting on the 17 December 2014 were approved subject to one minor amendment.</p> <p><u>Matters arising:</u> No Matters were raised under this heading.</p>	
2	Report from Directorate Committees	
	<p>2.1 Audit Committee – Attendance of Chairman 2.1.1 Annual Report of Audit Committee The Chair of the Audit Committee, Peter Cross attended for this section of the meeting and presented on key items contained in the report previously circulated. The Directorate expressed its thanks to the Chair and the Audit Committee for their work during the year.</p> <p>2.1.2 Verbal Report of Meeting 26 January 2015 The Chair of the Audit Committee advised that there were no pressing issues arising from the meeting held on 26 January 2015 other than to note that Mr Stephen McGovern has joined the committee.</p> <p>2.1.3 Minutes of Meeting 8 December 2014 The minutes of the Audit Committee meeting held on 8 December 2014 were noted.</p> <p>2.2 Audit Committee – Related Matters 2.2.1 Letter of Understanding from C&AG on Appropriation Account 2014 S. Mulvany outlined some key points contained in the letter previously circulated. The contents were noted by the Directorate.</p> <p>2.2.2 Letter of Engagement from C&AG The contents of the Letter of Engagement were noted by the Directorate.</p> <p>2.2.3 Response to Management Letter 2013 S. Mulvany advised that this item was a work in progress and will be managed through the Leadership Team and through a 1:1 process. He also outlined current plans in relation to enhancing the Assurance Process and advised that nominees will be sought from the Division to a group to look at key issues arising from management letters. This was noted by the Directorate.</p> <p>2.2.4 Changes to Audit Committee under Health Service Executive (Financial Matters) Act 2014 S. Mulvany advised that clarification will be sought from Department of Health following consideration by P. Cross, D. Purcell and S. Mulvany. This was noted by the Directorate.</p>	

	<p>There was a discussion in relation to progress on concluding agreements with Section 38 & 39 Agencies. A concerted effort will be made over the next two months and the position will be reviewed at the end of March to consider any further actions and escalation required.</p> <p>2.2 Report from Risk Committee Meeting on 19th January 2015 S. O’Keeffe reported on the Risk Committee meeting on the 19th January 2015 and advised that the Annual Report for the Committee will be presented to a future meeting of the Directorate.</p> <p>The Directorate noted the intention to re-launch Good Faith Reporting and that clarification was being prepared in relation to the respective roles of P. Crowley and P. Lynch.</p> <p>2.3 Health Business Services Committee Membership The Directorate approved the addition of Pat Smyth to the membership of Health Business Services Committee to represent the interest of Tusla. This was proposed by J. Hennessy and seconded by L. McGuinness. <i>Directorate Decision No.13.01(01)2015</i></p>	
3	Performance Reporting	
	<p>3.1 Performance Assurance Report – November 2014 The Directorate considered key items from the November 2014 PAR including Urgent Colonoscopy in Waterford Regional Hospital and the 20,000 patients with an overdue status on the waiting list.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> • Performance Assurance Report to be sent to the DoH and published. <p>3.2 Briefing Paper on Role & Function of Executive Management Committee for Community Services L. McGuinness presented on the role and function of the committee which will become operational for January 2015. The Directorate endorsed the proposal noting that it cannot undermine the individual authority of managers across the system.</p> <p>3.3 Delayed Discharges & Emergency Departments T. O’Connell circulated documentation setting out trends in relation to Delayed Discharges and the effect that this is having on Emergency Departments. He highlighted areas that would help to improve operational management grip and advised that a paper is being finalised on this. He pointed to early findings from work on Tallaght Hospital as part of the Irish Healthcare Improvement Project especially in the areas of sub-optimal patient flow and also work that is on-going in relation to establishing the cost of reaching equilibrium in the system.</p> <p>L. McGuinness outlined key activity in relation to the work that she is leading on including expanded role of Community Intervention Teams and specific measures to address the issues arising in Our Lady of Lourdes Hospital.</p> <p>These were noted by the Directorate.</p>	
4	Issues arising from Care & Treatment provided in Aras Attracta - Update	
	<p>P. Healy provided an update in relation to progress since the report to Leadership Team on 13 January 2015. Work is progressing and the second meeting of the National task Force is planned. Support from HR, QAV and Communications will be vital for implementation. Meetings are on-going with Department of Health. The process associated with the confidential recipient is being finalised. This was noted by the Directorate.</p>	

5	Preparation for Meeting with Ministers Varadkar & Lynch on 29 January 2015	
	The Directorate noted the five key agenda items for the meeting with the Ministers on 29 January 2015.	
6	Any Other Business	
	<ul style="list-style-type: none"> • Corporate Plan: L. McGuinness advised on work on-going by the sub-committee and that National Directors will be engaged with. • Eculizumab: J. Hennessy outlined the position in relation to this drug and it will be considered at next Leadership Team meeting. 	

The meeting concluded at 10.40am

Signed:

Date:

 Tony O'Brien
 Chairman
