



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## **HSE Performance and Delivery Committee Workshop /Meeting**

### **Minutes**

A meeting of the HSE Performance and Delivery Committee was held at 10am, on Friday 17<sup>th</sup> April via video conference

Committee Members Present: Tim Hynes (Chair) Brendan Lenihan, Sarah McLoughlin, Fergus Finlay, Louis Flynn, Regina Moran, Sarah Barry

Board Members Present: Ciarán Devane, Deirdre Madden, Fergus O'Kelly, Fiona Ross.

In attendance: Dean Sullivan (CSO), Terrie O' Neill (Planning Manager), Niamh Drew, Rebecca Kennedy, Amy Phillips

Apologies: Aogán Ó Feargháil, Yvonne Traynor

#### **1. Governance, Administration and Chairperson's Remarks**

The Chair welcomed both Committee and Board members to the meeting and set out the proposed approach to the workshop which was agreed.

The Chair took the opportunity to provide the members with his initial thinking in relation to emerging from COVID, with four stages of planning, namely: the Emergency Response period, Normal Restrictions phase, COVID Passport phase and Post-COVID phase.

It was agreed that this thinking would support the discussion of agenda item 3 at the meeting.

No conflict of interest was declared.

#### **2. Annual Report**

Dean Sullivan, (CSO) presented an overview of the proposed 2019 Annual Report noting that the preparation of an Annual Report by the HSE is a legislative requirement under the Health Act, 2004 (as amended) and that the 2004 Act requires the Annual Report to be adopted no later than 30 April each year, to be submitted to the Department within 21 days of adoption, and to be published within a further 21 days of submission.

Members noted the report is very similar in many respects to the 2018 report with some advance on 2018 in terms of the addition of a section on disclosure of risks and expressed some disappointment that the timelines were short for approving the report (while understanding we are all operating in exceptional circumstances). It was agreed that prior to the commencement of the 2020 annual report process, further early discussions should be had to improve the structure and content of the report which will reflect the challenges and learning from this year.

The members discussed the draft report in detail and provided feedback. The following comments were made (both during and prior to the meeting):

- Members would like Cervical Check reference to be brought forward in the document
- Members requested consideration be given to reducing the length of the report overall. The CSO explained that the document had already been reduced significantly in length
- Members requested changes to the People Strategy section in the Report
- Members requested that all of the HSE's principle risks be included in the document
- Members agreed brief biographical notes should be included in the main body or in the appendices of the Annual Report (for both Board and EMT members) to highlight relevant skills and competencies, and to identify any conflicts of interests

The Chair confirmed the approval of the Performance and Delivery Committee for the CSO to make further changes based on the feedback received from today's meeting and a further draft to then to be circulated for adoption by the Board on 24 April 2020, and in parallel be shared with ARC Committee members for feedback in advance of the Board meeting.

### **3. Workplan 2020**

The CSO advised that the CEO and some members of EMT had held preliminary discussions in relation to planning ahead for post COVID-19 recovery.

To frame discussion with the Committee CSO had prepared a presentation with the following headings:

- Ways of Working
- Service Impacts and Responses
- Workforce Impact and Response

- Enabling Service Impact and Responses

The Committee's discussions noted the following in relation to recovery planning:

- The need to identify what worked well and less well, in relation to the changes made for COVID-19
- The importance of the strength of the HSE's response to the current emergency in securing support for proposed actions in the recovery phase.
- The need to consider the strategic implications of the recovery response, for example, in relation to the Corporate Plan, Sláintecare etc.
- The need to ensure appropriate consideration of GP services in recovery planning
- The need to ensure appropriate consideration of nursing homes and associated governance arrangements in recovery planning
- The need to consider the potential to move more quickly towards a single tier health system, linked to Sláintecare
- The need to identify lessons learned, with a view to ensuring we are as well prepared as possible for a future pandemic.
- The need to consider the financial Implications of COVID -19 and its impact on the wider HSE financial position
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The Committee welcomed and thanked the CSO for his work and that of colleagues to date and agreed that more discussions and consideration for the post COVID-19 challenges is required by the Committee in the period following the current crisis.

#### 4. Any Other Business

No matters were raised under this item. The meeting concluded at 12:24pm.

Date of Next Meeting: Friday 22 May 2020 at 10am (tbc).

Signed: \_\_\_\_\_

Tim Hynes

Chairperson

24/4/2020

Date

