

Minute of the meeting of the

**Health Service Executive
Board Meeting****11th January, 2007****Members present:** L. Downey (Chairman), D. de Buitelir, B. Drumm (CEO), M. Gaffney, E. McCague, M. Murphy, M. McLoone and J. Murray.**Apologies:** N.Brennan, P.J. Fitzpatrick, J. Macri and A. Scott.**Attendees:** T. Martin, J. O'Brien, A. Browne, M. McDonald, Dara Purcell (Board Secretary)**Joined the meeting:** F O Leary, A Doherty L McGuinness, L. Stronge, P. Smith, A. Fleming (Accenture) B. Gilroy, M. Lynott, A. Condon and G. Barry**Time & Location:** HSE – Employers Agency Building, Adelaide Road at 8 a.m.

The Chairperson opened the meeting by congratulating Michael Murphy on his appointment as President of University College Cork.

The items are presented in the order in which they were discussed

Item	Discussion / Comments	Action
1	Minutes of the previous meeting	
	The minutes of the meeting on 7 th December 2006 were agreed as circulated.	
2	Matters arising from minutes and review of progress on action points	
	<p>Re item 2. The paper circulated by A Browne on Complex Discharge Units was discussed and noted. A Browne agreed to bring a paper to February Board meeting on Services for Older Persons</p> <p>Re item 8 The briefing note from D. McCallion, Head of ICT relating to the ownership of the Patient Administration System would be circulated after the meeting.</p> <p>Re item 14 J. O'Brien gave an update on the discussions that were ongoing with the Department of Health and Children in relation to the implementation of the Radiation Oncology Report.</p>	Jan 07/01 PCCC Directorate
3	CEO's Report	CEO

	<p>The CEO spoke to the report that had been circulated prior to the meeting. The following items were noted in particular.</p> <p>Clinicians in Management An action plan setting out the next steps on how health professionals can become more directly involved in management and reform of the health service is currently being devised by the Clinicians in Management Working Group.</p> <p>Pharmacy A notice has been published requesting public submissions on issues relating to the review of the provision of pharmaceutical wholesale and distribution services.</p> <p>It was agreed that the long term strategy to be developed for the Pharmaceutical Sector should be on the Board agenda in March.</p> <p>Mental Health Services for Adolescents Arrangements are being put in place by the HSE to implement the changes introduced in the new Mental Health Act which recognises 16 and 17 year olds as children.</p> <p>Hospital Activity Data The overall positive performance in relation to A&E figures for the last number of months compared to last year was welcomed by Members.</p> <p>Consultants' contract It was agreed to defer consideration of this issue until the end of the meeting.</p>	<p>Jan07/02 Head of Pharmaceutical Unit</p>
4 Finance Report		
	<p>Liam Woods joined meeting and circulated a paper setting out the actual outturn on the Vote at 31 December 2006 as submitted to the Department of Finance.</p> <p>He then outlined the key issues as follows:</p> <ul style="list-style-type: none"> • A balanced outturn for the 2006 Vote had been achieved. • An estimated €323m will be returned to the Exchequer in relation to the Health Repayment Scheme. • The anticipated capital surplus of €106m will be used to compensate for the over-estimation of Appropriations-in-Aid of €69m, and to fund minor capital expended during the course of 2006 amounting to €35m. <p>It was noted that the trend in capital spending has been rising month on month in 2006 which indicates full expenditure of capital monies might be achieved in 2007. The capital surplus in 2006 is due in part to late notification of project approvals.</p> <p>It was requested that an analysis would be carried out on the estimation of the Appropriations-in-Aid.</p> <p>L. Woods advised the meeting that a Finance Resource Allocation Model based on International Best Practice was being developed. This will come to the Board when completed.</p>	<p>Jan 07/03 Finance Directorate</p> <p>Jan 07/04 Finance Directorate</p>
5 HR Update		
	<p>F. O Leary joined the meeting for this item.</p>	

	<p>M. Mc Donald spoke to the HR report which had been circulated prior to the meeting. The following items were noted in particular</p> <ul style="list-style-type: none"> (1) Growth in employment since HSE establishment reflects the additional posts approved and funded in the 2005 and 2006 National Service Plans, and additional posts approved and funded but not explicitly provided for in the Service Plans. (2) The employment control framework for clerical and administrative staff being operated during 2006 is more rigorous than that applicable in respect of all other grades. A reduction of 2.48% in corporate staffing levels has been achieved since 31st December 2005 despite significant additional administrative functions being absorbed into the HSE (3) The overall level of attrition at 2,354 represents 3.27% of the HSE workforce of 71,842. The level of attrition was significantly below industry norms and no significant change in that level is expected. <p>The low rate of attrition was noted. The proposal to have an independent review conducted to assess appropriate staffing levels for the Clerical/Admin, Nursing, Medical and other categories was welcomed. The outcomes from these reviews will facilitate the development of a long term manpower plan.</p> <p>Following detail discussion the Board noted the report.</p>	
6	HR Employment Control Framework for 2007	
	<p>The paper on the Employment Control Framework and the letter from the Secretary General Department of Health and Children dated 20th December 2006 giving approval for an increase of 10,450 in the overall employment ceiling was discussed in detail. The adjustment is based on inclusion of additional staff arising from the 2005 and 2006 service developments, inclusion of staff not previously included in census, takeovers and subsumed agencies and approved service developments for which no ceiling adjustments was granted.</p> <p>It was noted that the employment ceiling now approved is 108,000 effective from 1 January 2007 subject to a reduction to 107,000 at end 2007. This overall increase in approved employment levels was welcomed but it was noted that managing employment numbers within this ceiling is going to be challenging.</p> <p>It was requested that Employment Control figures would come to the Board on a regular basis and could include information on permanent/temporary numbers.</p> <p>The Employment Control Framework for 2007 was proposed by M Gaffney seconded by M. McLoone and approved by the Board (Decision number: HSE/Board/11.1 (1)/2007).</p>	
8	National Shared Services Deployment Strategy	
	<p>L. McGuinness, Leo Stronge, Peter Smith and Andrew Fleming (from Accenture) joined the meeting.</p> <p>L. McGuinness and Andrew Fleming gave a presentation on the work done on the National Shared Service Transformation Programme which was being developed on a phased basis. The outcome of Phase 2 was a recommendation that optimal deployment and implementation plan for Shared Services at this stage would be through the Functional Directorates.</p>	

	<p>The Board welcomed the presentation and supported the proposed deployment strategy through the Functional Directorates.</p> <p>It requested that further information on the implementation plan including assumptions risks and timeframes would be brought to the February Board meeting.</p>	Jan 07/05 NSS Directorate
9	<p>National Shared Services</p> <p>a) Legal Services</p> <p>a) Human Resources Business Solution</p>	
	<p>E. McCague left the meeting for the discussion on the Legal Services item.</p> <p>The briefing paper circulated prior to the meeting setting out proposals to tender for legal services was noted.</p> <p>The briefing paper circulated prior to the meeting giving an update on the work of the Human Resource Business Solutions group was noted The final report of this Group is due for completion by the end of June 2007</p>	
7	Draft Service Plan 2007 (including the Capital Plan)	
	<p>A Doherty joined the meeting for this item.</p> <p>It was agreed that item 12 – Service Plan Monthly Monitoring report would be discussed with this item.</p> <p>The draft Service Plan was discussed in detail. Members welcomed the fact that the Service Plan has evolved into a useful tool in service monitoring.</p> <p>It was noted that a change is required to the Service Plan to reflect the deployment strategy for Shared Services.</p> <p>A number of other suggested changes were made by members and it was agreed that Ann Doherty would amend the Service Plan to reflect these changes.</p> <p>It was requested that the Capital Development Plan including minor capital allocations would be put on the agenda for the February meeting.</p> <p>The adoption of the Service Plan (including the Capital Plan) was proposed by M Gaffney, seconded by J. Murray and agreed by the Board (Decision number: HSE/Board/11.1(2)/2007).</p>	Jan 07/06 Estates Directorate
13	Service Plan Monitoring Reports – November 2006 – Discussed with item 7 and noted.	
10	Board Work Schedule 2007	
	<p>The Board Work Schedule for 2007 was noted.</p> <p>It was agreed that individual members would submit any comments on the work schedule to the Board Secretary.</p>	
11	Board Members obligations under the Ethics legislation.	

	<p>The Board Secretary informed members they are required to submit statements of interest to the Standards in Public Office and the Chairman by 31st January 2007 in accordance with the Ethics Acts 1995 and 2002.</p> <p>The Chairman will sent out the relevant documentation to the Board members</p>	
12	Committees of the Board	
	<p>1.Audit Committee – The minute of the meeting on 30th November 2006 was noted</p> <p>2.Remuneration Committee – It was noted that a meeting of this committee would take place after the Board meeting.</p> <p>3.Risk Committee - The minutes of meetings on 4th October 2006 and 9th November 2006 were noted.</p> <p>M McLoone provided an update on the meeting of the Committee held on 10th January 2007. It is intended that the Risk Management Framework would be submitted to the Board for consideration at the February meeting.</p> <p>4.Education, Training & Research - No meeting of the Committee had taken place since the last Board meeting.</p> <p>It was noted that this Committee intended to hold a joint meeting with the HSE Medical Education Training and Research Committee in February.</p>	<p>Jan 07/07 National Director Office of the CEO</p>
	Any other business	
	<p>National Paediatric Hospital.</p> <p>B. Gilroy joined meeting.</p> <p>The CEO informed the meeting that the Board of Crumlin Hospital has decided to no longer participate in the plan for the new National Paediatric Hospital. He has discussed this with the Minister for Health and Children.</p> <p>The meeting adjourned for lunch at 1.00p.m.and resumed at 1.30p.m. to discuss the developments in relation to the Consultants Contract Negotiations.</p> <p>Consultants Contract Negotiations.</p> <p>M Lynott, A. Condon and G. Barry joined the meeting for this item.</p> <p>A. Condon circulated the proposed new contract tabled by HSE to the talks on 9th November, 2006.</p> <p>The Chairman informed the meeting that the purpose of the discussion was to further develop the HSE position on the issue of flexibility for private practice in public hospitals as set out in its letter dated 13th December, 2006 and then to advise the Chairman of the talks on the position.</p> <p>The issue of flexibility for private practice in public hospitals and particularly flexibility for consultants to practice in private hospitals co-located on sites with public hospitals was discussed in detail.</p> <p>The outcome of the discussion was</p> <ul style="list-style-type: none"> • Support for the principle of flexibility, in new contractual 	

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	<p>arrangements for consultants to treat private patients in co-located sites and private patients in public hospitals subject to appropriate performance measurement and controls to ensure patients are treated in accordance with clinical need.</p> <ul style="list-style-type: none">• The details of the flexibility and performance measurement arrangements would be developed by Management and agreed with the Department of Health and Children and the Board to ensure a common position. <p>The Board Committee on the Consultant Contract Negotiations was authorised to act on behalf of the full Board and to be available to interact with management and provide support/approval as necessary.</p>	
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The meeting concluded at 4.30pm

Signed:

Date:

Liam Downey
Chairman