

Minutes of the meeting of the
Health Service Executive Board
 on
1st November, 2007

- Members present:** L. Downey (Chair), D. de Buitleir, B. Drumm, (CEO), PJ. Fitzpatrick, M. Gaffney, M. McLoone, M. Murphy, E. McCague, A. Scott, N. Brennan, J. Macri and J. Murray.
- Attendees:** T. Martin, L. McGuinness, J. O'Brien and D. Purcell (Board Secretary).
- Joined the meeting:** L. Woods, M. McDonald, A. Doherty, C. Campbell, G. Crowley and E. Dunne.
- Time & Location:** HSE – Employers Agency Building, Adelaide Road at 8a.m.

The items are presented in the order in which they were discussed at the meeting.

Item	Discussion / Comments	Action
	The Chairman informed the meeting at the outset that Item No. 8 was for noting and did not require a formal Board decision.	
1	Minutes of previous meeting	
	The minutes of the meeting held on 4 th October, 2007 were agreed.	
2	Matters arising from minutes	
	The action points from the previous meeting were reviewed. It was noted that the briefing papers requested by the Board in relation to the National Paediatric Hospital; Communications and ambulance services had been circulated. J. O'Brien undertook to provide further information on the management of ambulance services including patient transport costs and ambulance response times. The Board requested that ambulance services would be included on a future agenda.	J. O'Brien
	The Board also requested that the Communications Strategy would be put on the agenda for the February 2008 meeting.	T. Martin
3	CEO's Report	
	The report from the CEO, which had been circulated prior to the meeting, was discussed.	
	The CEO informed the Board that, in accordance with the regulations establishing the Development Board of the National Paediatric Hospital, the final design brief for the hospital will require the approval of the HSE and the consent of the Minister.	
	In relation to the PA Consulting Bed capacity review the Board requested management to provide a paper on the issues involved, including work practice changes, to progress further towards the preferred health system identified in the review. The CEO said many of these issues were being addressed as part of the progress being made to re-configure services in the North East under the North East transformation project. It was agreed that a presentation would be provided to the Board on this transformation programme at a future Board meeting.	CEO/S Mulvaney
	Following the discussion the Board noted the report.	
4	Performance Monitoring Report September 2007	

	<p>A. Doherty, L. Woods and M. McDonald joined the meeting for discussion of this item and item 5.</p> <p>The September 07 monthly performance monitoring report (PMR) had been circulated prior to the meeting.</p> <p>Performance Summary Report A. Doherty presented the summary report, outlining at a national level the progress against planned activity, financial and HR data for September, 2007.</p> <p>Finance Report L. Woods reported to the Board on the financial situation to September 2007 as set out in the PMR. He advised that there had been significant expenditure reduction in the month of September arising from the cost containment measures in place, but that it is unlikely that expenditure in the service pillars can contract sufficiently in the final quarter to achieve breakeven.</p> <p>Following a discussion on activity levels and finances the Board noted that the majority of activity levels continued to exceed the targets set in the national service plan and expenditure on statutory drug schemes is significantly in excess of the budget. It was also noted that the management focus remains on achieving a breakeven position at year end but there may be a requirement for rebalancing within the Vote including the Health Repayment Scheme funds to achieve this objective.</p> <p>The Board requested management to provide a paper showing the relationship between expenditure excesses and activity target overruns.</p> <p>HR Report M. McDonald presented the employment figures to the end of August 2007. He advised the Board that formal approval from the DOHC of the additional posts put in place in line with the service developments in the service plan was expected shortly. Based on this approval, employment figures should be in compliance with the employment ceiling at an aggregated national level at the year end.</p> <p>Following the discussion on the HR data the Board noted the report and requested that the issue of HR manpower planning would be put on the agenda for the January 2008 meeting.</p>	<p>A. Doherty/L. Woods</p> <p>M. McDonald</p>
5	Draft Service Plan 2008	
	<p>A. Doherty presented the draft Service Plan 2008 which had been circulated prior to the meeting. She informed the Board that the service plan had been prepared on an existing level of service basis and in the context of the financial allocations notified as part of the pre-budget outlook. L. Woods then presented a summary of the pre-budget outlook for the HSE Vote.</p> <p>During the discussion Board members provided feedback/ input on the contents of the service plan which will be incorporated into a revised version. A final draft version of the service plan will be circulated to members for further consideration at the board meeting scheduled for the 15th November, 2007. The Board noted the Minister had requested the service plan to be submitted by 19th November, 2007.</p>	
6	Property Transaction	
	<p>C. Campbell joined the meeting for the consideration of this item. He spoke to the briefing paper that had been circulated prior to the meeting in relation to:</p> <ol style="list-style-type: none"> 1. Disposal of lands at St. Loman's Hospital, Mullingar, Co. Westmeath. 2. Disposal of HSE lands at Clonmel, Co. Tipperary. 	

	<p>It was noted that, in accordance with the HSE protocol on property transactions, these transactions required formal Board approval based on the value of the transactions.</p> <p>The disposal of lands at St. Loman's Hospital was proposed by M. Mc Loone and seconded by D. de Buitelir and agreed by the Board. (Board Decision No. 15.11 (19)/2007). The Board requested a briefing note on whether any of the remaining lands would potentially be considered for the Government Social and Affordable Housing Scheme.</p> <p>The disposal of the lands at Clonmel Co. Tipperary was proposed by PJ Fitzpatrick and seconded by A. Scott and agreed by the Board subject to appropriate profit sharing arrangements being made in the contract for sale with South Tipperary County Council if there is a change in the market value of the land in the event of rezoning. (Board Decision No. 15.11 (20)/2007).</p>	<p>B. Gilroy.</p> <p>B. Gilroy.</p>
7	Revisions to the framework for corporate and financial governance in the HSE.	
	<p>T. Martin introduced this item and D. Purcell spoke to the briefing paper which had been circulated prior to the meeting. This paper set out the revisions/updates it was proposed to make to the original framework document.</p> <p>Following a discussion approval for the revisions/updates was proposed by N. Brennan and seconded by J. Murray and agreed by the Board (Board Decision No. 15.11 (21)/2007). It was noted that the revised framework would now be submitted to the Minister for approval in accordance with the Health Act 2004. In addition the delegation order from the Board to the CEO will be updated to include the revisions approved.</p>	<p>Chairman.</p>
8	Risk Management Strategy.	
	<p>E. Dunne joined the meeting for consideration of this item.</p> <p>T. Martin reported on the process used to identify and prioritise the key risks within the HSE. Each Directorate had identified its key indicative risks for inclusion on the risk register and the management team prioritised these risks for presentation to the Board. E. Dunne outlined the controls/actions required to manage reporting on the risk register</p> <p>The Board provided feedback/input on the need to continue to populate the risk register and to ensure that the management of risk is embedded in an integrated and co-ordinated manner in the day to day workings of the HSE. The requirement for a clear risk escalation process up to the CEO/Board level for all risks was noted in particular.</p> <p>The Board noted the progress made and that the HSE Risk Committee will continue to engage with management on this work.</p>	
9	Report from the Consultant Appointments Units	
	<p>T. Martin introduced this report on proposed medical consultant appointments which had been circulated prior to the meeting. He informed the meeting that recommendations had been made for 28 posts for approval by the National Director including 6 additional posts and 20 replacement posts. Proceeding to advertising and recruitment of these posts will be influenced by ongoing consultant contract talks and the current budgetary constraints and recruitment pause.</p> <p>The issue of regional distribution of consultant posts was discussed in particular. T. Martin informed the Board that, in line with the recommendations from the consultant contract negotiations, an advisory committee is to be established to provide input on consultant appointments including on matters relating to geographical and specialty distribution.</p>	

	Following the discussion the Board noted the report.	
10	Management Framework for services provided by Non Statutory Sector/ Section 38 and 39 of the Health Act 2004	
	<p>G. Crowley joined the meeting for the discussion of this item. He spoke to the paper which had been circulated prior to the meeting setting out the management framework developed to enable the HSE to more effectively plan, manage and oversee the governance of funding arrangements with the voluntary/non statutory sector under sections 38 and 39 of the Health Act 2004.</p> <p>The Board noted the progress report provided and that the CEO had put in place a national steering group to ensure the consistent implementation of this framework.</p>	
11	The HSE National Intercultural Health Strategy 2007-2012	
	It was agreed to defer this item.	
12	Reports from Committees of the Board	
	<p>HSE Audit Committee. The chairperson of the Audit Committee N. Brennan reported to the Board on the issues discussed at the Audit Committee meeting held on the 25th October, 2007. The Committee had received a presentation from officials in the Comptroller and Auditor General Office on the Audit Plan 2007. A report on the budgeting practices in the HSE is planned by the C&AG in 2008. Other issues considered by the Committee included property transactions for Qtrs 2 and 3 and progress reports on reduction of bank accounts in the HSE, work on the statement of internal financial controls 2007 and a report from Internal Audit.</p> <p>The Audit Committee had also discussed correspondence from the Secretary General, Department of Health and Children dated 17th October, 2007 in relation to measures to improve the arrangements for in year financial management in the HSE.</p> <p>Remuneration Committee The Chair of the Remuneration Committee D. de Buitelir reported to the Board on the issues discussed at the Remuneration Committee meeting held on the 4th October, 2007. He mentioned in particular the Board review/evaluation project and succession planning.</p> <p>The reports from the Committees were noted.</p>	

The meeting concluded at 1.45p.m.

Signed:

Date:

Liam Downey
Chairman