

Minute of the meeting of the

Board of the Health Service Executive**1st September 2005**

Members present: L. Downey (Chairman), N. Brennan, D. de Buitleur, B. Drumm (CEO), P.J. Fitzpatrick, E. McCague & M. Murphy.

Apologies: M. Gaffney, M. McLoone, J. Murray & A. Scott.

Attendees: A. Browne, P. McLoughlin, T. Martin, C. Mellett.

Location / time: HSEEA, Adelaide Road at 9am.

The Chairman commenced the meeting by welcoming Prof. B. Drumm to the Board in his capacity as CEO of the HSE.

Item	Discussion / Comments	Action
1	Minutes of previous meeting	
	Agreed subject to minor drafting amendments as discussed at the meeting.	
2	Matters arising from minutes	
	<p>Re. Item 2 – CEO's Report Dealt with under Item 3 of today's agenda.</p> <p>Re. Item 3 – DoHC reorganisation and transition of functions to HSE The Chairman has written to the Tánaiste about this and has received an acknowledgement. Work is on-going.</p> <p>Re. Item 8 – Education, Training & Research Group has been established.</p>	
3	CEO's Report	
	<ul style="list-style-type: none"> ▪ Noted that format of CEO's report would be different from next month onwards. ▪ Prof. Drumm outlined his vision, goals and some of the key issues facing the HSE in the short and long term. His guiding principle is that all decisions at the HSE should be measured against what will deliver the best care for patients, within the resources available. The goal is to develop a top-class health service that guarantees equal access and this is achievable given the quality of the people within the HSE. The main priority is to simplify the system to make it easier for people to access services and easier for these services to be delivered. The Board agreed with the CEO's approach. ▪ The Board considered activity and A&E data, presented as part of the CEO's Report. ➤ P. McLoughlin to carry out further analysis of data, including identifying trends on a longer time frame. ▪ The design of the current organisational structure is being examined at present by CEO with external advice. Revised organisational design is expected for consideration at the next Board meeting. 	<p>Director, NHO</p> <p>CEO</p>

	<ul style="list-style-type: none"> ▪ Office accommodation requirements for HSE staff are being reviewed. Best use will be made of existing accommodation. Requirements will be reviewed when the transition from the old to new structures, including movement of staff, is complete. It was noted that the Dublin sub-office has moved from the Irish Life Mall to offices at Parkgate Street which were formerly occupied by HSE Shared Services. 	
4	Finance Report	
	<ul style="list-style-type: none"> ▪ L. Woods joined the meeting to present the Finance Report. ▪ The increased expenditure trend was sustained in July. ➤ The Board asked the Finance Director to ascertain the most likely financial outturn for 2005 and, in conjunction with the CEO and Management Team, produce a plan, as a matter of urgency, to address any projected deficit. The Board stressed the necessity to maintain expenditure within the voted expenditure. ➤ Figures to be provided to reflect position using vote and accrual systems. ▪ Importance of HSE prioritising and controlling the capital development budget was agreed. ▪ HSE Finance Directorate is working with DoHC re. estimates process for 2006. ▪ Employment figures being examined by CEO, Finance & HR Directorates. ➤ Letter to issue from CEO to all Directors regarding recruitment. 	<p>CEO / Finance Director</p> <p>Finance Director</p> <p>CEO</p>
5	PPARS	
	<ul style="list-style-type: none"> ▪ Briefing note from HR Director circulated. ▪ Noted that C&AG is currently drafting report on PPARS. ▪ Noted that CEO has established internal group to look at PPARS (Chaired by S. Hurley, National Director, ICT). ➤ Update to be provided at next meeting by CEO & Director ICT. 	CEO / ICT Director
6	Committees of the Board	
	<p><u>Audit Committee</u></p> <ul style="list-style-type: none"> ▪ Met on 30th August. ▪ Head of Internal Audit, Mr Michael Flynn, is due to take up post on 20th September. ▪ 2004 Accounts from former health boards and the other bodies dissolved and absorbed into the HSE must be approved by Board. C&AG deadline of 30th September – an extra Board meeting may be required to review and agree 2004 accounts. ▪ Work on suite of Governance documents ongoing. ➤ Draft documents to be circulated to Management Team by Director, Office of the CEO for their input. Final draft to be submitted to Board by Audit Committee. <p><u>Recruitment Committee</u></p> <ul style="list-style-type: none"> ▪ Positions of National Director of Finance and National Director of HR have been advertised and closing date has passed. Interviews to be undertaken by PAS next month. 	Director, Office of the CEO

7 Letter from Secretary General of DoHC to Chairman re. public private provision of hospital facilities		
	<ul style="list-style-type: none"> ▪ There was a substantial discussion of the letter and its implications. ➤ It was decided that the CEO, in conjunction with the Management Team, would write to the Secretary General seeking clarification on various aspects of the proposal with a view to a decision on the matter. 	CEO / Directors
8 Any other business		
	<p>The Chairman circulated correspondence as follows:</p> <ul style="list-style-type: none"> - letter dated 15.08.05 received from the Irish Nurses Organisation. - letter dated 25.07.05 from Prof. D. Fitzgerald, HRB, re. invitation to attend lecture. Board members to confirm availability. CEO to decide on management attendance. <p>The Board also discussed the role of Deputy Chief Executive. It was confirmed that the decision made at the Board meeting of January 1st 2005 did not create an ongoing permanent position of Deputy CEO. The intention was to provide, in accordance with Section 18 (3) of the Health Act 2004, only for specific periods when the CEO was temporarily absent.</p>	

The meeting concluded at 1.40pm.

Signed:

Date:

Liam Downey
Chairman