

Minutes of the meeting of the
Health Service Executive Board
on
29th March, 2007

Members present: L. Downey (Chair), N. Brennan, D. de Buitleur, B. Drumm, (CEO), P.J. Fitzpatrick, M. Gaffney (joined meeting at item 3), J. Macri, E. McCague (joined meeting at item 5), M. McLoone, J. Murray, A. Scott, M. Murphy.

Attendees: T. Martin, L. McGuinness, J. O'Brien, D. Purcell (Board Secretary).

Joined the meeting: L. Woods, A. Waters (External Member of the Audit Committee), M Glynn, G. Lyons, M. Lynott

Time & Location: Killenard Hotel, Co. Laois at 10a.m.

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

Item	Discussion / Comments	Action
1	Minutes of previous meeting	
	The minutes of the meeting on 2 nd March, 2007 were agreed.	
2	Matters arising from minutes and review of progress on action points	
	<ul style="list-style-type: none"> • Nurses Pay Dispute <p>The Chairman informed the meeting that the talks on the Nurses' dispute were continuing under the National Implementation Body (NIB). The CEO confirmed that a meeting of the NIB had taken place on Tuesday 27th March 2007 and that the negotiation process was scheduled to continue until Friday 30th March 2007.</p> <ul style="list-style-type: none"> • Co location of Private Hospitals on Public Hospital Sites <p>It was noted a briefing paper on this matter had been circulated to Board Members following the Board Meeting on 2nd March 2007.</p> <p>J. O'Brien provided an up-to-date verbal report on the subject to the Board. He advised the meeting that two documents - the invitation to tender document and the project agreement - were being finalised and would be considered further at the Steering Group meeting scheduled for Friday 30th March. A number of issues remain to be finalised, particularly provisions on the Consultant Contract; service provision and governance and termination compensation.</p> <p>Extensive discussion took place on the governance arrangements required to allow the Board sign contracts at the appropriate stage. Following the discussion it was agreed that once the Steering Group has concluded its work a meeting of the Board will be arranged to consider the matter and the recommendations of Management.</p> <p>It was indicated by Management that a detailed briefing on the draft project agreement and invitation to tender documents will be provided by the HSE's solicitors at that meeting. It was also indicated that Management may consider the need to have a formal process audit undertaken.</p>	CEO
6	Consultant Contract Negotiations - Update	
	J. O' Brien advised that discussions were still ongoing and that a new	

	deadline of 17 th April, 2007 had been set by the Minister for conclusion of the negotiations.	
3	Annual Financial Statements 2006 and C&AG Audit Findings Report	
	<p>Liam Woods, A. Waters and M. Glynn joined the meeting for this item.</p> <p>The Chairman asked N. Brennan to introduce this item.</p> <p>N. Brennan advised the meeting that the Audit Committee had met on Tuesday, 27th March to consider the Annual Financial Statements 2006. Officials from the Comptroller and Auditor General's Office had attended this Audit Committee meeting as had the CEO.</p> <p>She reported that the Annual Financial Statements were discussed in detail by Audit Committee Members which had led to a few minor amendments.</p> <p>The Report by the Comptroller and Auditor General was considered and noted. N Brennan informed the meeting that there had been a high level of engagement between the HSE and the C&AG's Office throughout the process.</p> <p>L. Woods circulated the revised Annual Financial Statements 2006 and highlighted the changes made following consideration of the draft Annual Financial Statements by the Audit Committee.</p> <p>Related documents were also considered including the Statement of Board Members Responsibilities and the Statement by Board Members on the system of internal financial control. The draft letter of representation to the external auditors was circulated to Board members and approved</p> <p>Following the discussion, the Annual Financial Statements in respect of the year ending 31/12/2006 were adopted on the proposal of N. Brennan and seconded by P.J. Fitzpatrick. (Decision Number: HSE/Board/29.03/ (04)/2007).</p> <p>The Annual Financial Statements will be sent to the C&AG for audit certification and then to the Minister in accordance with Section 36 of the Health Act 2004</p> <p>The Chairman thanked the members of the Audit Committee for their considerable work and contribution to completion of the Annual Financial Statements.</p> <p>In relation to the Annual Report 2006 the Board Secretary informed the meeting that a first draft of the Annual Report for 2006 will be circulated to the Board Steering Committee on Friday, 30th March, 2007 for review. A revised draft incorporating the views/comments of the Steering Committee will be circulated to Board members on Thursday, 5th April 2007 for review. It is expected a further draft will be circulated to Board members for consideration at the Board meeting on 19th April, 2007.</p>	<p>Finance Directorate</p> <p>Board Secretary</p>
4	Finance Resource Allocation Report	
	<p>L. Woods made a presentation to the Board on the report entitled 'Promoting Performance Related Services', which was commissioned by the HSE to examine alternative ways to promote performance related services, including financial incentives and to obtain best value from the available resources.</p> <p>A letter from the Secretary General, Department of Health and</p>	

	<p>Children in relation to this report which had been circulated prior to the meeting was discussed and noted.</p> <p>L. Woods highlighted that the report proposes changes to the funding system in the HSE based on an assessment of the current HSE system as well as the experience of funding systems in other countries.</p> <p>He outlined the key next steps required by HSE Management to implement the recommendations in the report which include the development of a Project Management structure and various Directorate and cross-Directorate implementation programmes.</p> <p>The report was welcomed by the Board. In relation to implementation it was suggested that a phased implementation may be necessary because of the absence of an appropriate ICT infrastructure at present.</p> <p>It was requested that management would report to the Board twice a year to update it on the roll out strategy and the progress on the implementation plan.</p>	<p>Finance Directorate</p>
5	HSE Management Structures and Process for operational and strategic implementation	
	<p>G. Lyons and M. Lynott joined the meeting for discussion of this item.</p> <p>The CEO introduced this item and outlined the formal operating structure and management processes in place to deliver operational performance. These management processes are structured around fortnightly management team meetings and personal action planning processes for all senior executives.</p> <p>M. Lynott then made a presentation on the strategic management processes in place to deliver strategic reform in line with the transformation programme. She highlighted that the strategic management processes include the Leadership Team which comprises of the HSE Management Team and the Advisory Group. The Leadership Team has overall responsibility to deliver the transformation programme.</p> <p>It was noted that the Leadership Team is supported in delivering the transformation agenda by the Strategic Planning and Reform Support Unit</p> <p>Following discussion of these structures the Board requested that the Corporate Plan would be reviewed to better align the transformation agenda and the objectives in the Corporate Plan.</p> <p>The Board also requested further details on the Clinical Structures in place to deliver quality integrated clinical care and clinical audit processes.</p>	<p>CEO</p> <p>G Lyons</p>
	Any Other Business	
	No matters were raised under this heading	

The meeting concluded at 6.05p.m.

Signed:

Date:

Liam Downey

Chairman