

Minutes of the meeting of the
Health Service Executive Board
7th June, 2007

- Members present:** L. Downey (Chair), D. de Buitleir, B. Drumm, (CEO), PJ. Fitzpatrick, M. Gaffney, J. Macri, E. McCague, A. Scott, M. McLoone and M. Murphy.
- Apologies:** N. Brennan and J. Murray
- Attendees:** T. Martin, J. O'Brien, L. McGuinness and D. Purcell (Board Secretary).
- Joined the meeting:** L. Woods, A. Doherty, M. McDonald, Dr. P. Doorley, T. Finn, K. Feeney (A&L Goodbody), E. Monro and M. Cherry (Grant Farrell Sparks), K. Sabra, Dr. O. O'Reilly and G. Reaney
- Time & Location:** HSE – EA Offices, Adelaide Road, Dublin at 8a.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 held on 3 rd May, 2007 were agreed.	
2	Matters arising from minutes	
	The action points from the previous meeting as circulated were reviewed. Re Item 7: T. Martin circulated a report providing the additional information requested in relation to the operation of the Regional Health Forums.	
3	CEOs Report	
	The CEO provided an update to the Board on the following items: Nurses industrial dispute The steps being taken following the resolution of the Nurses industrial dispute, to reduce the working hours to 37.5 per week The CEO also mentioned the feasibility study being conducted on reducing further the working hours on a cost neutral basis. The outcome of this study is expected to be available to the Commission which is being established to examine how the reduced working hours can be implemented. Children's Hospital Report. The CEO advised that the report from RKW was being finalised and that the correspondence received by Board members from the Chairman of the Board of Our Lady's Hospital Crumlin, had been referred to the HSE/Department of Health Working Group. It was noted that the Minister had signed the order establishing the Hospital Development Board. The CEO informed the Board that the Bed Capacity Review Report is expected to be finalised shortly and will be brought to the Board for consideration.	

4	Performance Monitoring Report April, 2007	
	<p>L. Woods, A. Doherty and M. McDonald joined the meeting for the discussion of this item and items 5 and 6.</p> <p>A. Doherty presented the summary highlights from the Performance Monitoring Report April 2007 which had been circulated prior to the meeting. It was noted that the report included NHO waiting lists in conjunction with the NTPF for the first time. Work on quality assuring and validating this data will continue for the remainder of the year. It was requested that the figures on waiting lists would include data trends month on month.</p>	A. Doherty
5	HR Report	
	<p>M. McDonald presented the HR Report which had been circulated prior to the meeting as part of the Performance Monitoring Report April 2007. This Report now includes staff on the payroll of Health Services agencies previously excluded from agreed reporting, such as the staff categories of Chaplains, student nurses. Excluding these new reports, there was an increase of 167 whole time equivalents in March 2007.</p> <p>M. Mc Donald informed the meeting that revised employment ceilings had issued to all senior managers who are to report back by 25th July, 2007 with proposals to give effect to the reduction in numbers required. The joint HSE/Departments of Health and Finance Monitoring Group on employment issues is aware of the variance from employment ceiling and ongoing discussions on resolving this matter are taking place.</p> <p>The Board requested Management to submit for consideration at the September Board meeting.</p> <ol style="list-style-type: none"> 1. A manpower plan to strategically manage the reduction required in the employment figures. 2. Report showing total numbers employed and their employment status (temporary, permanent, part time, locum etc.) 3. A report documenting work practices that may have a disproportionate impact on employment costs. 	M. Mc Donald
6	Finance Report	
	<p>L. Woods presented the Finance Report which had been circulated prior to the meeting as part of the Performance Monitoring Report April 2007.</p> <p>This Report showed revenue expenditure of €4.129bn against a year to date budget of €3.934bn. and that capital expenditure was €82.2m behind profile at the end of May 2007. This reflected a slower than anticipated draw down of capital for projects approved under the Capital Plan. Capital spending is expected to be on target by year end.</p> <p>L. Woods advised that revenue expenditure levels in April 2007 continued to be a cause of concern particularly expenditure by the National Hospitals Office.</p> <p>J. O'Brien advised that the excess expenditure in the hospitals budget was due mainly to increased activity levels and that an additional €100m had been allocated to the National Hospitals Office budget from contingency funding. In addition the NHO is</p>	

	<p>targeting efficiencies of a further €100 million to achieve breakeven by year end.</p> <p>The Board requested Management to seek to reduce expenditure through further efficiencies and to communicate and engage with the Department of Health and Children on the ongoing issues.</p>	CEO/Director of Finance
7	Estimates Process 2006	
	<p>A. Doherty spoke to the briefing note which had been circulated prior to the meeting setting out the up to date position in relation to the preparation of the Estimates for 2008.</p> <p>The Management process to complete the Estimates submission was ongoing and was expected to be completed by July 2007, at which stage a further briefing will be provided to the Board.</p> <p>The Board requested Management to carry out an exercise to develop an overall Budget using a zero based budget methodology.</p>	L. Woods
8	Corporate Plan/Transformation Programme – Update	
	<p>The Board noted the briefing paper circulated by A Doherty prior to the meeting.</p> <p>The Chairman informed the meeting of input received from Board Members. He suggested that the matter be dealt with by a subgroup of the Board which would report back to the Board. This suggestion was agreed.</p>	Chairman
9	Patient Private Property Accounts 2006 - Update	
	The Chairman advised the meeting that consideration of this item would have to be deferred until the July Board meeting as the final format for the Accounts had not been notified to the HSE by the Department of Health and Children.	
10	Co-location of Private Hospitals on Public Hospital Sites	
	<p>T. Finn, K. Feeney (Legal Advisor, A&L Goodbody), Eric Monro and Mark Cherry (from Farrell, Grant, Sparks) joined the meeting for discussion of this item. E. Monro provided a progress report to the Board on the evaluation of the Bids received.</p> <p>The Board noted that:</p> <ul style="list-style-type: none"> • the evaluation of the bids process was still ongoing with the Department/NDFA from a VFM perspective; • it was an appropriate juncture to provide a progress report for information purposes to the Minister/Government, and requested that an information memorandum would be prepared for use for this purpose; • when the above steps are satisfactorily completed, the Project team will issue provisional notification to the preferred bidders and complete the final evaluation process for companies which are preferred bidders on more than one site. <p>It is expected that this work will be completed and final recommendations for award of contracts will be available for the July Board meeting.</p>	J. O Brien

11	Approval of Contract for the supply of unlicensed medicines for both Community and Hospitals Pharmacies.	
	<p>K. Sabra joined the meeting for discussion of this item.</p> <p>He informed the Board that a tender process had been completed for a national contract for the provision of a service to supply unlicensed medicines to hospital pharmacies and community pharmacy contractors. This is a new service to be provided on a national basis.</p> <p>The recommendation to award the contract to the successful bidder was proposed by M. Gaffney, seconded by P.J. Fitzpatrick and approved by the Board. (Decision Number HSE Board 07.06. (10)/2007)</p>	
12	Chronic Disease Patient Support Project Group Report	
	<p>Dr. Pat Doorley and Dr. Orlaith O'Reilly joined the meeting for consideration of this item.</p> <p>Dr. O' Reilly spoke to the briefing note on this pilot project which had been circulated prior to the meeting. A feasibility study will be carried out on two sites, HSE South (Carlow/Kilkenny) and HSE Dublin North (Mater) to establish if a Chronic Disease patient support service is deliverable in Ireland and the outcomes of the pilot study will be evaluated by external expertise.</p> <p>Following discussion of the project the Board welcomed this initiative but recommended that the CEO should approve the implementation plan and the expertise to evaluate the project should be in place with the tender contract.</p> <p>The proposal to award the contract was proposed by M. Murphy and seconded by E. McCague and approved by the Board. (Decision Number HSE Board 07.06. (11)/2007)</p>	CEO/Dr. Doorley
13.	Acute Hospital Bed Utilisation Review.	
	It was agreed to defer the discussion of this item until the Bed Capacity Review Report is also available for discussion.	
14.	Disability Services and Implementation of the Disabilities Act 2005	
	<p>G. Reaney joined the meeting for the discussion of this item.</p> <p>He outlined the current provision of Disability Services by the HSE, the National Disability Strategy 2004, and the statutory responsibilities for the HSE under Part 2 of the Disability Act 2005 which was recently implemented.</p> <p>Following discussion the Board noted the significant challenges presented in the implementation of the legislation.</p>	
15.	Correspondence from the Minister and Department re HSE Draft Code of Governance.	
	<p>The correspondence from the Department and the Minister on the draft Code of Governance which had been circulated prior to the meeting was noted by the Board.</p> <p>T. Martin informed the Board that a management process was in place to consider the issues raised in the correspondence and that the Chair of the Audit Committee had agreed to work with management on this matter.</p>	

16.	Regulation of Consultant Appointments	
	<p>T. Martin informed the meeting of the interim arrangements in place for the regulation of Medical Consultant appointments.</p> <p>The CEO informed the Board of the Management decision to establish a project, as part of the Transformation Programme, to undertake an integrated planning review to be completed by end 2007. The appropriate integration of the functions formerly undertaken by Comhairle na nOspidéal will form part of this review. Pending the completion of the review the procedures currently in place for the regulation of Consultant appointments will continue.</p> <p>The Board requested Management to provide monthly reports on proposed Medical Consultant appointments (new and replacement posts) identifying the policy context and rationale for any approvals.</p>	T. Martin
17.	Reports from Board Committees.	
	<p>Report of the Risk Committee meeting on 6th June 2007 The Chair of the Risk Committee Professor Anne Scott reported to the Board on the issues discussed at the Risk Committee meeting held on 6th June, 2007. She mentioned in particular:</p> <ul style="list-style-type: none"> • the appointment of an external member to the Committee • the progress being made to develop a Risk Framework document • the establishment of a Patient Safety Commission by the Minister which had representation from the HSE. • That Dr. Mary Hynes, Asst. National Director NHO had made a presentation to the Committee on NHO priority areas for Quality and Risk Management. <p>Report of the Audit Committee meeting on 31st May, 2007 P.J. Fitzpatrick reported to the Board on the issues discussed at the Audit Committee meeting held on the 31st May, 2007. He mentioned in particular:</p> <ul style="list-style-type: none"> • the review of the audit process for the Annual Financial Statements 2006. • the Progress Report provided to the Committee on the amalgamation of the existing subsidiary companies. • the presentation on Governance Arrangements/Service Level Agreements Review Project in relation to grant aiding organisations through Section 38 and 39 of the Health Act 2004. • the progress report provided to the Committee on the development of a VFM strategy within the HSE. <p>Report of the Remuneration Committee meeting on 5th June, 2007 The Chair of the Remuneration Committee D. de Buitléir, reported to the Board on the issues discussed at the Remuneration Committee meeting held on 5th June, 2007. He mentioned in particular:</p> <ul style="list-style-type: none"> • arrangements to progress remaining senior management appointments. • the Performance Related Awards Scheme, • arrangements being made to conduct an evaluation of Board performance. 	
18	Any other business	

	The Board noted the correspondence from the Minister for Health and Children dated 9 th May 2007 in relation to the establishment of an independent non – statutory inquiry into the case of the late Mr. Peter McKenna and that L Mc Guinness National Director PCCC is liaising with officials in the Department to progress this matter.	L. Mc Guinness
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The meeting concluded at 3.50p.m.

Signed:

Date:

Liam Downey
Chairman
