

Minutes
HSE Directorate Meeting
Held on Tuesday 24 July 2018 at 2:30 pm
DG Meeting Room, Dr Steevens Hospital

Members Present: J. Connaghan (Chair), D. Sullivan, R. Mannion, A. O'Connor **Apologies:** S. Mulvany
In Attendance: J. O'Sullivan, Secretary **Joined Meeting:** Dr C. Henry, Dr P. Crowley (Item 11 only)

| Item No. | Sub Item No. | Title of Paper Presented / Key Discussion Points | Agreed Action / Decision | Responsible | Due Date/ Review Date |
|----------|---|---|---|----------------------|-----------------------|
| 1 | 1.1 | Minutes of Directorate Meetings held on 21 June 2018 were considered | Directorate approved minutes subject to an amendment re attendees | Chairman / Secretary | |
| | 1.2 | There were no matters arising not covered by the agenda | | | |
| 2 | Chairman's Remarks & Directorate Members' Discussion | | | | |
| | | <p>The following items were raised by the Chairman and discussed by Directorate members:</p> <ul style="list-style-type: none"> • Governance and process in HSE and Department of Health in relation to CervicalCheck / Scally Scoping Inquiry • Finance Profile / Consultancy Spending – Cost containment planning and expenditure to be kept under review • Value Improvement Programme – Requirement to demonstrate progress • Forsa Notification of action re CHO Network Implementation <p>R. Mannion requested that issues in relation to Internal Audit Report on Regularisation and Garda</p> | | Chairman/Members | |

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| | | Vetting be considered under the Audit Committee and Risk Committee agenda items Secretary raised the membership and Chair of the Health Business Services Committee | Directorate agreed that the Secretary would engage with National Director HBS in relation to a review of membership and appointment of a Chair and will report back to Directorate | Secretary | July 2018 |
| 3 | Approvals in Accordance with the reserved Functions of the Directorate | | | | |
| | 3.1 | Contract Approvals 1. Ref : HSE6530 - Renal Equipment & Consumables for South West Hospital Group 2. Ref: HSE2627 - Supply of Refined Petroleum Products (RPP) to the HSE (Contract Change Approval) | Directorate approved Renal Equipment & Consumables for South/South West Hospital Group (Ref: HSE6530) on the Proposal of R. Mannion Seconded by D. Sullivan Directorate approved Contract Change Refined Petroleum Products (Ref: HSE2627) on the Proposal of A. O'Connor Seconded by D. Sullivan | Secretary Decision No: 24/07(36)2018 Decision No: 24/07(37)2018 | |
| | 3.2 | Property Approvals 1. PRG Ref: E/L/0518/1295 – Lease Extension - Old Dispensary, Kilcullen, Co Kildare 2. PRG Ref: SE/D/0618/1535 -Disposal of land at rear of Kincora Hostel. Sion Road, Kilkenny | Directorate approved the Lease Extension - Old Dispensary, Kilcullen, Co Kildare, (PRG Ref: E/L/0518/1295) on the proposal of R. Mannion seconded by A. O'Connor Directorate approved the disposal of land at rear of Kincora Hostel, Sion Road, Kilkenny (PRG Ref: SE/D/0618/1535) on the proposal of D. Sullivan seconded by R. Mannion | Secretary Decision No. 24/07(38)2018 Decision No. 24/07(39)2018 | |

| Monitoring of Performance | | | | | |
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| 4 | | The Directorate considered the following Monitoring and Performance reports | The performance and escalation reports for May 2018 and HR report for June 2018 were noted by the Directorate | Secretary | |
| | 4.1 | <ul style="list-style-type: none"> Performance and Escalation Report May 2018 | | | |
| | 4.2 | <ul style="list-style-type: none"> HR Monitoring Report June 2018 | | | |
| 5 | | Sláintecare Implementation | Directorate noted the verbal update provided by D. Sullivan on the recent appointments in relation to implementation | D. Sullivan | |
| 6 | 6.1 | <p>Bank Mandate</p> <p>The Directorate considered the following documents in relation to the HSE Bank Mandate:</p> <p>A. Briefing Note B. Composite Mandate C. Bank Resolution</p> | Directorate agreed to the revised composition of the mandate on the proposal of A. O'Connor seconded by R. Mannion | Secretary Decision No. 24/07(40)2018 | |
| 7 | | <p>Joint Audit and Risk Committee Meeting</p> <p>D. Sullivan and Secretary provided an update in relation to the Joint Meeting on 19 July 2018</p> | Directorate noted the update in relation to the Joint Meeting of the Audit & Risk Committees of 19 July 2018 | D. Sullivan Secretary | |
| 8 | | <p>Audit Committee</p> | Directorate noted the minutes of the committee Meeting of 21 May 2018 and the update provided in relation to the meeting of 25 June 2018 | Secretary | |
| | 8.1 | The Directorate considered the Minutes of Audit Committee Meeting 21 May 2018 | | A. O'Connor | |
| | 8.2 | <p>A. O'Connor provided a verbal update in relation to the meeting of 25 June 2018</p> <p>R. Mannion provided a verbal update in relation to the</p> | Directorate noted the update in relation to the | R. Mannion | |

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| | | Internal Audit Report on staff regularisation which was followed by a discussion | issue and the process whereby staff will be advised in relation to overpayments and requested to repay the amount | | |
| 9 | | <p>Risk Committee</p> <p>D. Sullivan provided a verbal update in relation to the Risk Committee Meeting on 19 July 2018 which focused on Disabilities</p> <p>Appointment to HSE Risk Committee Directorate considered a proposal to appoint Ms Anne Carrigy and her credentials to fulfil the role.</p> <p>R. Mannion provided a verbal update in relation to Garda Vetting for non-staff members which was followed by a discussion</p> | <p>Directorate noted the update in relation to the Risk Committee meeting of 19 July 2018</p> <p>Directorate agreed that Anne Carrigy be appointed as a member of the Risk Committee on the Proposal of R. Mannion Seconded by A. O'Connor</p> <p>Directorate noted the update in relation to the issue and it was agreed that a proposal be drafted for consideration at Leadership Team in relation to a business case for resources to manage the Garda Vetting process for non-staff members</p> | <p>Secretary</p> <p>Decision No. 24/07(41)2018</p> <p>R. Mannion</p> | <p>September 2018</p> |
| 10 | | Ministerial Correspondence | Correspondence previously circulated to the Directorate and Leadership Team was noted | Secretary | |
| 11 | 11.1 11.2 | <p>Directorate Workshop on Setting a Quality and Patient Safety Agenda</p> <p>P. Crowley presented documentation in relation to the proposed workshop for the Directorate focused on setting a quality and patient safety agenda</p> <ul style="list-style-type: none"> • Briefing note • Proposed Agenda for Directorate Quality and Patient Safety Agenda Workshop 18 September 2018 | Directorate agreed with the proposed agenda and approach for the workshop on 18 September 2018. The Quality Improvement Division will liaise with the Secretary to finalise arrangements | Secretary P. Crowley | September 2018 |

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| | 11.3 | <ul style="list-style-type: none"> Guidance Document | | | |
| 12 | | Any Other Business | No items were raised | | |
| | The meeting concluded at 3:45 pm. The next meeting is scheduled for 18 September 2018 at 2:00 pm | | | | |

Signed:

 J. Connaghan
 Chairman

Date: