

Minutes
HSE Directorate Meeting
Held on Tuesday 16 October 2018 at 1:00pm
DG Meeting Room & Indigo Room, Dr Steevens Hospital

Members Present: J. Connaghan (Chair), R. Mannion, A. O'Connor, D. Sullivan, S. Mulvany

In Attendance: C. Henry, J. O'Sullivan, Secretary,

Joined Meeting: P. Crowley, P. Lynch, J. Martin, M. Flynn, J. Fitzsimons, M. Carton, G. Moore (Item 10 Workshop)

Item No.	Sub Item No.	Title of Paper Presented / Key Discussion Points	Agreed Action / Decision	Responsible	Due Date/ Review Date
1		<p>Minutes of Special Directorate Meetings held on 13 September 2018 were considered</p> <p>Minutes of Directorate Meetings held on 18 September 2018 were considered</p> <p>There were no matters arising not covered by the agenda</p>	<p>The Directorate approved the minutes of the meetings on 13 September 2018 (subject to a minor amendment) and 18 September 2018.</p> <p>No conflicts of interest were declared by members.</p>	Secretary	
2		<p>Chairman's Remarks & Directorate Members' Discussion</p> <p>The Chair welcomed members to the meeting and advised that the agenda for the afternoon includes a Workshop on Quality. He advised that P. Crowley, P. Lynch and members of the Measuring for Improvement Team would be facilitating the workshop in the Indigo Room.</p> <p>The Chair also provided an update in relation to progress on Cervical Screening including on-going work on Scally Recommendations and Laboratory Contracts. The Directorate will be kept apprised of developments.</p> <p>Following on from discussions earlier at leadership Team, a discussion took place in relation to a paper circulated to the Directorate by S. Mulvany in relation to Initial Financial Parameters Underpinning NSP 2019 and how these would be applied via the governance process proposed by the Strategy & Planning National</p>		<p>Secretary</p> <p>J. Connaghan</p> <p>S. Mulvany / D. Sullivan</p>	October 2018

		Directors. It was agreed that an updated paper would be prepared setting out the process to be followed in relation to the NSP 2019 Workup including the Governance Process and Workplan. It was decided to hold a Special Directorate meeting at 5:00 pm on 17 October 2018 to consider and agree the approach.		
3		Approvals in accordance with the reserved functions of the Directorate		
	3.1	Contract Approval i. Approval of Tender and contract award for construction of new Renal Dialysis unit in Tallaght University Hospital ii Approval of Design and Build tender and contract award for the construction of a 60 Bed Ward Block in University Hospital Limerick I/O 61003283.	i. Directorate approved tender and contract award for Renal Dialysis Unit, Tallaght (Ref: 003) on the Proposal of R. Mannion Seconded by A. O'Connor ii. Deferred	Secretary Decision No: 16/10(51)2018
	3.2	Property Transactions i. Proposed renewal of a lease from the HSE to Rehab Care for their occupancy of Loughloe House, Athlone, Co. Westmeath. PRG Ref: M/L/0912/981 ii. Lease of two modular Orthopaedic Theatres at Merlin Park University Hospital site with option to purchase at the end of the lease. A Licence to build is proposed to allow for the construction of the modular units on the campus. PRG Ref: W/L_Lic/0518/2046 iii. Grant of lease by the HSE to Tusla, formalising their occupancy of part of St. Fintan's, Portlaoise, Co. Laois. PRG Ref: M/L/0818/2072T	i. Directorate approved lease renewal for Loughloe House, Athlone (Ref: M/L/0912/981) on the Proposal of S. Mulvany Seconded by R. Mannion ii. Deferred iii. Directorate approved lease to Tusla in St Fintan's Portlaoise (Ref: M/L/0818/2072T) on the Proposal of S. Mulvany Seconded by R. Mannion	Decision No: 16/10(54)2018 Decision No: 16/10(52)2018

	3.3	<p>iv. Acquisition of Freehold Interest of Roxtown House, Old Clare Street, Limerick MW/A/0918/2109</p> <p>Contract Approval Requests</p> <p>i. 10109 – CAR - Tender for Blood Sciences for University of Limerick Hospitals</p>	<p>iv. Directorate approved Acquisition of Freehold Interest of Roxtown House, Limerick (Ref: MW/A/0918/2109) on the Proposal of A. O'Connor Seconded by R. Mannion</p> <p>Directorate approved the CAR - Tender for Blood Sciences for UL Hospitals (Ref: 10109) on Proposal of R. Mannion Seconded by D. Sullivan.</p> <p>It was agreed to look at this contract from the perspective of an overall pathology plan and to validate the associated savings on an on-going basis</p>	<p>Decision No: 16/10(53)2018</p> <p>Decision No: 16/10(55)2018</p>	
4	4.1 4.2	<p>Monitoring of Performance</p> <p>4.1 Performance and Escalation Report August 2018</p> <p>4.2 HR Monitoring Report</p>	The Directorate discussed and noted the content of the August 2018 performance reports.	Secretary	October 2018
5		<p>Sláintecare Update</p> <p>D. Sullivan provided a verbal update in relation to Sláintecare</p>	The Directorate noted that a half-day joint workshop between HSE Leadership Team and the Department of Health Management Board is scheduled to take place on 23 October 2018. This is an integral part of the process of developing a detailed Action Plan for Sláintecare implementation.	D. Sullivan	October 2018
6		<p>Audit Committee</p> <p>The approved minutes of the HSE Audit Committee held on 25 June 2018 were considered.</p> <p>The Secretary also provided an update in relation to the meeting of the Audit Committee held on 24 September 2018 and advised of key items covered at the meeting</p>	Directorate noted the minutes of the HSE Audit Committee held on 25 June 2018.	Secretary	October 2018

		including: Financial Update; Budget Setting Process Briefing; Tax Update; Internal Audit Report and Assessment; Specialist Medical Register; Procurement National Distribution Centre.			
7		<p>Risk Committee</p> <p>The approved minutes of the HSE Risk Committee held on 19 July 2018 were considered.</p> <p>The Secretary also provided an update in relation to the meeting of the Audit Committee held on 27 September 2018 and advised on key items covered in the meeting including: Update on Board Appointments; Scally Report; QAV Report; Risk Register Update; Healthcare Audit; Open Disclosure.</p> <p>The main focus of the meeting was on Risk Relating to Disability Services and a particular focus on the Report of the National Independent Review Panel on the “Amy Case”.</p>	<p>Directorate noted the minutes of the HSE Audit Committee held on 19 July 2018 were considered.</p> <p>It was also noted that the Risk Committee will write to the AND Disability Operations seeking further clarification in relation to risk-related issues that arose at the meeting and will consider these further prior to deciding if further action is required.</p> <p>It was also noted that the Chair of the Risk Committee will be writing to the Directorate in relation to the recent Scally Report on Cervical Screening and the NIRP Report on the “Amy” Case.</p> <p>It was noted that a development programme should be considered for HSE managers attending before Risk, Audit and other important committees.</p>	Secretary	October 2018
8		<p>Health Business Services Committee</p> <p>Members discussed the role and function of the Health Business Services Committee in the context of overall governance and in the light of significant developments in HBS-related areas</p>	Directorate agreed that the HBS Committee fulfils a useful role in terms of governance. It was agreed that A. O’Connor as the incoming Chair of the Committee would lead a review of the Terms of Reference to ensure that they maximise the benefit of the committee	A. O’Connor	November 2018

9		Any Other Business	No items were raised		
10		<p>Directorate Quality Workshop</p> <p>The Directorate meeting moved to the Indigo Room which was set out in a workshop format.</p> <p>P. Crowley welcomed members and introduced members of the Quality Improvement Division, Measuring for Improvement Team. He outlined the agenda for the afternoon and the planning process undertaken in preparation for the event.</p> <p>The main purpose is:</p> <ul style="list-style-type: none"> • To support the HSE in developing a Quality Agenda fit for its use and the requirements of the incoming Board; • To identify what information will best fulfil this requirement including both quantitative and qualitative information; • To support the Directorate in providing leadership on quality in the HSE. <p>The planned outputs are:</p> <ul style="list-style-type: none"> • An agreed plan to develop a Directorate/Board Quality Profile; • An agreed approach to capture patient and staff perspective. <p>Members of the team presented on various aspects of the agenda and there was an opportunity for members to participate in the discussion which formed part of the first steps in developing a new approach to quality.</p>	<p>Following a participative workshop with Directorate members facilitated by QID the following was decided that the Directorate will test and evaluate a Quality Profile covering the seven dimensions of quality. It will also test and evaluate four qualitative projects on patient and staff experience. In addition it was agreed that Quality will, in future form the first substantial agenda item at Directorate meetings.</p> <p>While the Directorate Quality process will be separate from the NPOG process, there will be a link and escalation process from NPOG.</p> <p>It was agreed that QID will establish a project group to support this work and that A. O'Connor and C. Henry will act as key points of contact.</p>		

		It was recognised that this will be an iterative process that will develop and evolve over the coming months.			
	The meeting concluded at 5:30pm. The next scheduled meeting is on 20 November 2018				

Signed:

J. Connaghan
Chairman Date: