

**Minutes of the HSE Directorate Meeting  
held on  
Tuesday 20<sup>th</sup> February, 2018**

**Members Present:** T. O'Brien (Chair), S. Mulvany, J. Connaghan, D. Sullivan and R. Mannion

**Apologies:** None

**In attendance** J. O'Sullivan and D. Purcell (Secretary)

**Joined the Meeting:** S. Ryan

**Time & Location:** Room 1.11, Dr. Steevens' Hospital, Dublin 8 at 11.15am

Items are presented here in the order in which they were discussed and are numbered according to the order they appeared on the agenda.

Item	Discussion / Comments	Action
<b>3</b>	<b>Reports from Directorate Committees</b>	
	<p><b>Risk Committee</b></p> <p><b>3.1 Report from S. Ryan, Chairperson, HSE Risk Committee</b> S. Ryan joined the meeting to report in relation to matters within the Committee's remit. She presented the Risk Committee Annual Report 2017 circulated prior to the meeting, outlining the areas of focus for the Committee and how it discharged its responsibilities in 2017 and summarising any advice/observations provided to the Directorate which was discussed.</p> <p>The Directorate welcomed the report and thanked S. Ryan, for the valuable work of the Committee.</p> <p>Following discussion, the Director General asked for the new Ways of Working to be reviewed by the Risk Committee.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> <li>• J. O'Sullivan to provide a report on how new Ways of Working will improve Risk Management to the Risk Committee at its next meeting.</li> </ul> <p><b>3.2 Report from Meeting on 29<sup>th</sup> January 2018</b> The paper circulated prior to the meeting outlining the matters discussed at the Risk Committee meeting on the 29<sup>th</sup> January 2018 was reviewed and noted.</p> <p><b>3.3 Minutes of Meeting on 24<sup>th</sup> November 2017</b> The approved minutes of the meeting on the 24<sup>th</sup> November 2017 circulated prior to the meeting were noted.</p>	<b>J. O'Sullivan</b>
<b>1</b>	<b>Minutes of Directorate meetings on the 16<sup>th</sup> and 23<sup>rd</sup> January 2018</b>	
	<p>The minutes of the Directorate meetings on the 16<sup>th</sup> and 23<sup>rd</sup> January 2018 were approved.</p> <p><b>1.2 Actions/matters arising</b> Any matters arising were dealt with under the relevant agenda items.</p>	
<b>2</b>	<b>Chairman's Remarks and Directorate Members' Discussion</b>	
	<p>A number of topical issues within Divisions were discussed. The Director General reported that P. Crowley's term of office as a Directorate member expired on the 31<sup>st</sup> January 2018 and that the Minister would hold his place for the Chief Clinical Officer, when appointed. It was noted that the process for the appointment of an interim Chief Clinical Officer had commenced.</p>	

	The Director General thanked P. Crowley for his valuable contribution during his term of office as a Directorate member.	
<b>4</b>	<b>Sláintecare Report Update</b>	
	D. Sullivan provided an update on his engagement with the DoH in relation to the implementation of the Sláintecare Report and the recently published Health Service Capacity Review in particular.	
<b>5</b>	<b>Monitoring of Performance – Report from National Performance Oversight Group Meeting 6<sup>th</sup> February 2018 (December 2017 Data)</b>	
	J. Connaghan presented the report from the National Performance Oversight Group (NPOG) meeting on the 6 <sup>th</sup> February 2018.  The key performance issues and the service issues that have been or remain in black or red escalation following the National Performance Oversight group (NPOG) meetings with National Directors were reviewed. The actions taken and the progress made to improve performance in the areas in escalation were noted	
<b>6</b>	<b>Approvals in accordance with the reserved functions of the Directorate</b>	
	<p><b>Health Business Services</b></p> <p><b>6.1 Property Transactions</b></p> <p><b>6.1.1 Lease to Kenagh Community Employment Group at Kenagh Health Centre, Keenagh, Co Longford</b> Approval to grant a ten-year lease to Kenagh Community Employment Group at Kenagh Health Centre, Co. Longford for the administration of the Kenagh Community Employment Project at a nominal rent was proposed by S. Mulvany, seconded by J. Connaghan and agreed. <b>Directorate Decision No.20.02(05)2018</b></p> <p><b>6.1.2 Lease to Ard Cúram at Listowel Community Hospital, Co Kerry – Alzheimer’s Day Centre development</b> Approval to grant a lease to Ard Cúram, an external service provider, at Listowel Community Hospital, Co. Kerry for 20 years at nominal rent, for the development of an Alzheimer's Day Care Centre was proposed by S. Mulvany, seconded by J. Connaghan and agreed. <b>Directorate Decision No.20.02(06)2018</b></p> <p>It was noted that the centre is to be built by Ard Curam, owned by the HSE on completion of the construction of the building, but leased back to Ard Curam as the service provider.</p> <p><b>6.1.3 Lease of GN Resound Building on Model Farm Road, Cork</b> Approval to enter into a 20-year lease at the GN Resound Building on Model Farm Road, Cork for HBS Procurement functions was proposed by R. Mannion, seconded by D. Sullivan and agreed. <b>Directorate Decision No.20.02(07)2018</b></p> <p><u>Actions agreed:</u></p> <ul style="list-style-type: none"> <li>• Report to be provided to the Directorate in six months on the achievement of funding from the release of rents to ensure the lease is cost neutral, as set out in the proposal circulated prior to the meeting.</li> <li>• Benefits realisation plan to be provided within two months</li> </ul> <p><b>Internal Audit</b></p> <p><b>6.2 Internal Audit Charter</b> The draft revised Charter of the Internal Audit Division circulated prior to the meeting was reviewed. It was noted that the revisions relate to the publication of the Code of Practice for the Governance of State Bodies and the revised Institute of Internal Auditors International Standards. Approval of the revised Internal Audit Charter was proposed by S. Mulvany, seconded by J. Connaghan and agreed. <b>Directorate Decision No.20.02(08)2018</b></p>	<p>J. Carolan Directorate Agenda Item September 2018</p> <p>J. Carolan Directorate Agenda Item April 2018</p>

	<p><b>6.3 Corporate Plan</b> D. Sullivan presented the draft letter to the DoH and appendix outlining the HSE Corporate Plan interim 2018 position circulated prior to the meeting.</p> <p>Adoption of the HSE Corporate Plan interim 2018 position in accordance with section 29 of the Health Act 2004 was proposed by D. Sullivan, seconded by S. Mulvany and agreed. <b>Directorate Decision No.20.02(09)2018</b></p>	
<b>7</b>	<b>Correspondence for Noting</b>	
	<p><b>7.1 Letter from Minister dated 26<sup>th</sup> January 2018 re National Service Plan 2018</b> The letter from the Minister dated 26<sup>th</sup> January 2018 in relation to the National Service Plan 2018 circulated prior to the meeting was reviewed.</p> <p>The Directorate noted that the letter that accompanied the NSP 2018 referred to in the Minister's letter was drafted in consultation with the DoH officials. In relation to the Ministerial requirement that the NSP 2018 be a standalone document, the Directorate noted that the December 2016 letter was taken into account and that clarification had been specifically discussed with the DoH in the process of finalising the submission letter for NSP 2018. The submission letter was specifically changed to reflect this requirement. Overall the Directorate was satisfied that the HSE had complied with Government policy in framing the NSP 2018. The detail in the submission letter reflected the legal requirement that the Directorate inform the Minister of any matter which it considers should be brought to the attention of the Minister in accordance with section 7 of the Health Service Executive (Governance) Act 2013.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> <li>• A Draft response to be prepared and circulated to the Directorate for review.</li> </ul> <p><b>7.2 Letter from the Office of the C&amp;AG dated 7<sup>th</sup> February 2018 re Audit of 2017 Accounts – Letter of Engagement</b> The letter from the Office of the C&amp;AG dated the 7<sup>th</sup> February 2018 in relation to the audit of 2017 Accounts circulated prior to the meeting was noted. Audit Committee to review the letter of engagement at its next meeting.</p>	Directorate Members
<b>8</b>	<b>Any Other Business</b>	
	No matters were raised under this item.	

The meeting concluded at 12.15pm

**Signed:**

**Date:**

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Tony O'Brien  
Chairman

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