

**Draft Minutes**  
**HSE Directorate Meeting**  
**Held on Thursday 21 June 2018 at 1:00 pm**

**In Attendance:** J. Connaghan (Chair), S. Mulvany, D. Sullivan, R. Mannion,

**Apologies:** A. O'Connor

**In attendance:** J. O'Sullivan (Corporate Secretary)

**Joined Meeting:** n/a

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 the following dates were approved: <ul style="list-style-type: none"> <li>• 30 April 2018</li> <li>• 18 May 2018</li> <li>• 29 May 2018</li> </ul>		Chairman / Secretary	
2	<b>Chairman's Remarks &amp; Directorate Members' Discussion</b>				

		<p>The following items were raised by the Chairman and discussed by Directorate members:</p> <p>Performance Achievement: Following a discussion it was agreed that consideration be given to establishing a process whereby personal objectives of senior leaders in the HSE are linked to the organisation's objectives and agreed each year with their manager</p> <p>Pay Scales for Hospital Group CEOs: R Mannion confirmed that standardised pay scales for Hospital Group CEO's has been sanctioned by DPER /DoH</p> <p>Other HR-related Issues: R. Mannion outlined work underway on Workforce Optimisation and Consultants not on Specialist Register</p>	<p>Paper to be prepared for September Directorate Meeting with regard to implementing for 2019</p> <p>Proceed to advertise current vacancies</p> <p>Link with Department of Health and provide regular updates to Directorate and Leadership Team</p>	<p>R Mannion</p> <p>R Mannion</p> <p>R. Mannion</p>	<p>September 2018</p> <p>Immediately</p> <p>On-going</p>
	2.1	<p>The Directorate considered recent correspondence from the Minister for Health in relation to the general scheme of the Bill to provide a Board for HSE along with supporting material</p> <p>Documents considered</p> <ul style="list-style-type: none"> <li>• Briefing Note on Corporate Governance</li> <li>• Advice from Eversheds Sutherland</li> </ul>	<p>Corporate Secretary to liaise with Department and share material for their consideration</p>	<p>Secretary</p>	<p>Immediately</p>
	2.2	<p>Proposal to establish Ireland East Hospital Group as a Directorate Committee</p> <ul style="list-style-type: none"> <li>• Briefing Note on Establishment of IEHG as a Directorate Committee</li> </ul>	<p>The matter to be considered further in the context of proposed legislation to ensure strategic coherence</p>	<p>Chairman / Secretary</p>	<p>September 2018</p>

	2.3	Reports from Directorate Committees			
	2.3.1	Audit Committee: In the absence of A. O'Connor the Secretary provided an update	Verbal updates in relation to both committees were noted		
	2.3.2	Risk Committee: D. Sullivan provided an update in relation to recent activity of the Risk Committee and the planned Joint Meeting of the Audit and Risk Committees			
	2.4	<b>Committee Membership</b>			
	2.4.1	<p>Audit Committee</p> <p>The appointment of John Connaghan as Director General on an interim basis on 11 May 2018 requires him to step down as a member of the Audit Committee for the duration of that assignment.</p> <p>Risk Committee</p>	<p>Directorate agreed that A. O'Connor in her role as interim DDG Operations would replace J. Connaghan as a member of the Audit Committee on the Proposal of D. Sullivan Seconded by R. Mannion</p> <p>Directorate agreed that C Henry in his role as interim CCO should become a member of the Risk Committee on the Proposal of R. Mannion Seconded by S. Mulvany</p>	<p>Secretary</p> <p>Decision No: 20/07(34)2018</p> <p>Decision No: 20/07(35)2018</p>	
3		<b>Approvals in Accordance with the reserved Functions of the Directorate</b>			

3.1	Contract Approval	<p>National Contract for Cylinder and Bulk Medical Gases (ref HSE 6621)</p> <p>Primary Care Reimbursement Services – Review of Personal Diagnostic, Monitoring and Delivery devices (ref HSE 6554)</p>	<p>Directorate approved the National Contract for Cylinder and Bulk Medical Gases (ref HSE 6621) on the Proposal of S. Mulvany Seconded by R. Mannion</p> <p>Directorate approved Primary Care Reimbursement Services – Review of Personal Diagnostic, Monitoring and Delivery devices (ref HSE 6554) on the Proposal of D. Sullivan Seconded by S. Mulvany</p>	<p>Secretary Decision No: 21/06(21)2018</p> <p>Decision No: 21/06(23)2018</p>	
3.2	Property Approval s	<ol style="list-style-type: none"> <li>1.W/A/0113/1032 _Freehold transfer of former Ref. NAS</li> <li>2. SE/L/0418/1514 _Lease_6 Loughboy Park Loughboy Kilkenny</li> <li>3. E/L/0518/1539_Lease_35 Esmonde Avenue Clane Co Kildare</li> <li>4. E/L/0518/1662_Lease_28 Hayfield Maynooth Co Kildare</li> <li>5. E/L/0816/1684_ Lease_Gleneskin Ballinagappa Rd Clane Co Kildare</li> <li>6. W/A/0717/1915_Lease Gaothe Saile Cappagh Rd Galway</li> <li>7. E/A/1017/1915_ Lease_19 Fastnet Courtyard Marina Village Arklow Co Wicklow</li> <li>8. E/A/1017/1916 Lease_Iona House Corballis Demesne Rathdrum Co Wicklow</li> </ol>	<p>Directorate approved the following property transactions</p> <p>W/A/0113/1032 _Freehold transfer of former Ref. NAS on the Proposal of D. Sullivan Seconded by S. Mulvany</p> <p>SE/L/0418/1514 _Lease_6 Loughboy Park Loughboy Kilkenny on the Proposal of R. Mannion Seconded by D. Sullivan</p> <p>E/L/0518/1539_Lease_35 Esmonde Avenue Clane Co Kildare on the Proposal of S. Mulvany Seconded by R. Mannion</p> <p>E/L/0518/1662_Lease_28 Hayfield Maynooth Co Kildare on the Proposal of D. Sullivan Seconded by S. Mulvany</p> <p>E/L/0816/1684_ Lease_Gleneskin Ballinagappa Rd Clane Co Kildare on the Proposal of R. Mannion Seconded by D. Sullivan</p> <p>W/A/0717/1915_Lease Gaothe Saile</p>	<p>Secretary Decision No. 21/06(24)2018</p> <p>Decision No. 21/06(25)2018</p> <p>Decision No. 21/06(26)2018</p> <p>Decision No. 21/06(27)2018</p> <p>Decision No. 21/06(28)2018</p> <p>Decision No.</p>	

		9 E/L/0218/2001_Renewal Lease to SJH at Hollybrook Lodge CNU Inchicore	<p>Cappagh Rd Galway on the Proposal of S. Mulvany Seconded by R. Mannion</p> <p>E/A/1017/1915_ Lease_19 Fastnet Courtyard Marina Village Arklow Co Wicklow on the Proposal of D. Sullivan Seconded by S. Mulvany</p> <p>E/A/1017/1916 Lease_Iona House Corballis Demesne Rathdrum Co Wicklow on the Proposal of R. Mannion Seconded by D. Sullivan</p> <p>E/L/0218/2001_Renewal Lease to SJH at Hollybrook Lodge CNU Inchicore on the Proposal of S. Mulvany Seconded by R. Mannion</p>	<p>21/06(29)2018</p> <p>Decision No. 21/06(30)2018</p> <p>Decision No. 21/06(31)2018</p> <p>Decision No. 21/06(32)2018</p>	
4	4.1 4.2	<p>The Directorate considered the following Monitoring and Performance reports</p> <ul style="list-style-type: none"> <li>Performance and Escalation Report</li> <li>HR Monitoring Report May 2018</li> </ul>	The performance and escalation reports for April 2018 and HR report for May 2018 were noted by the Directorate	Secretary	
5		Sláintecare Implementation	D. Sullivan provided a verbal update in relation to the development of the Sláintecare Implementation Plan by the Department of Health	D. Sullivan	
6		The Secretary provided an overview in relation to HSE Code of Governance and the requirements to update the code in line with recent organisational changes	Directorate agreed that a review of the code be undertaken	Secretary	
7		Ministerial Correspondence	Correspondence previously circulated to the Directorate and Leadership Team was noted	Secretary	
8		The Secretary raised the issue of the Directorate Workshop on Quality Improvement that was deferred in May 2018	It was agreed that the Workshop should be rescheduled in the Autumn under the sponsorship of the Chief Clinical Officer . The Agenda and format will be considered at the next meeting	Secretary	July 2018

9	Any Other Business	No items were raised			
	The meeting concluded at 3.00 pm. The next meeting is scheduled for 24 July 2018 at 2:00 pm				

Signed:

\_\_\_\_\_  
J. Connaghan  
Chairman

Date: