

**Minutes of the HSE Directorate Meeting  
held on  
Thursday 29<sup>th</sup> March, 2018**

**Members Present:** T. O'Brien (Chair), S. Mulvany and D. Sullivan  
**Apologies:** R. Mannion and J. Connaghan  
**In attendance** J. O'Sullivan and D. Purcell (Secretary)  
**Joined the Meeting:** T. O'Higgins  
**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
1	<p><b>Reports from Directorate Committees</b></p> <p><b>Audit Committee</b></p> <p><b>1.1 Report from T. O'Higgins, Chairperson, HSE Audit Committee</b>  T. O Higgins joined the meeting to report in relation to matters within the Committee's remit. He presented the Audit 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.</p> <p>The Directorate welcomed the report and thanked T. O'Higgins, for the valuable work of the Committee. It was noted that a copy of the report was provided to the Minister in accordance with the provisions of the Health Act 2004.</p> <p><b>1.2 Report from Audit Committee meeting on 26<sup>th</sup> March 2018</b>  The paper circulated prior to the meeting outlining the matters discussed at the Audit Committee meeting on the 26<sup>th</sup> March, 2018 was reviewed and noted.</p> <p>T. O'Higgins reported that the C&amp;AG official had attended the Audit Committee meeting on 26<sup>th</sup> March 2018. The C&amp;AG officials confirmed the audit work was progressing satisfactorily and expected that the audit would be concluded as planned on 15<sup>th</sup> May, 2018.</p> <p>T. O'Higgins reported on the updates provided by the C&amp;AG in relation to the audit approach to grants to outside organisations, the accounting treatment of the assets and liabilities regarding the public private partnership for primary care centres, rebates from pharmaceutical manufactures, employment pay band disclosures and management override of controls. The audit is focused on reviewing the effectiveness of controls over grants to service providers and HSE's monitoring of service arrangements and procurement issues although no new concerns have emerged.</p> <p>The Director noted a final update from the C&amp;AG officials on the progress of the audit will be provided to the Audit Committee at the meeting on 23<sup>rd</sup> April 2018.</p> <p><b>1.3 Minutes of Meeting on 26<sup>th</sup> February 2017</b>  The approved minutes of the meeting on the 26<sup>th</sup> February 2018 circulated prior to the meeting were noted.</p>	<p><b>S. Mulvany</b></p>

	<p><b>1.4 Finance</b></p> <p><b>Adoption of the HSE Annual Financial Statements 2017 in accordance with section 36(4) of the Health Act, 2004.</b></p> <p>CFO presented the assurance report circulated prior to the meeting on the 2017 Annual Financial Statements which outlined the key accounting issues and judgements arising in the preparation of the AFS for the year ended 31 December 2017. He recommended to the Directorate that the adoption of the Annual Financial Statements is in order.</p> <p>T. O'Higgins reported on the consideration of the draft Annual Financial Statements (AFS) 2017 by the Audit Committee at its meeting on the 26<sup>th</sup> March 2018. He reported that the Committee had reviewed the draft Annual Financial Statements 2017, Accounting Policies and notes to the accounts; draft Chairman's Statement on the System of Internal Financial Controls (SIFC); draft Directorate Members' Report; draft Statement of Directors' Responsibilities and draft Operating and Financial Review (OFR).</p> <p>He reported that the Audit Committee supported the CFO's recommendation for the AFS to be submitted to the C&amp;AG for audit. He also acknowledged the work of the Audit Committee and Finance Team.</p> <p>Following a review of the draft accounts (including the draft SIFC and OFR and related documents) by the Directorate, and based on the recommendation of the CFO, adoption of the AFS 2017 for submission for audit was proposed by D Sullivan seconded by S Mulvany and agreed. <b>Directorate Decision No.14.03(21)2017</b></p> <p>It was noted that the audit of the AFS is ongoing and is not expected to conclude until mid-May. In the event that material changes to the AFS arise on audit, the amended AFS will be brought to the attention of the Audit Committee and the Directorate for re-adoption and re-signing.</p> <p><b>Actions agreed:</b></p> <ul style="list-style-type: none"> <li>• The accounts will be submitted to the C&amp;AG for audit and the Minister for Health in accordance with the Health Act 2004</li> <li>• The Director General and Chief Financial Officer were nominated to sign the final AFS 2017 subject to any audit adjustments which may arise after approval not being material.</li> <li>• The Audit Committee will review again the CFO's material accounting issues and judgements and the draft accounts and SIFC, at its meeting in April 2018.</li> </ul>	
2	<p><b>Minutes of Directorate meetings on the 20<sup>th</sup> February 2018</b></p>	
	<p>The minutes of the Directorate meetings on the 20<sup>th</sup> February 2018 were approved.</p> <p><b>2.1 Actions/matters arising</b> Any matters arising were dealt with under the relevant agenda items.</p>	
3	<p><b>Chairman's Remarks and Directorate Members' Discussion</b></p>	
	<p>Chairman informed members of the Directorate of his decision to not to seek an extension of his employment contract beyond its expiry date in July 2018. He also informed members that the Chair of Ireland East Hospital Group had written to HSE requesting that the Board would be formally established as a committee of the Directorate. A proposal will be brought to the Directorate for consideration at the next meeting.</p>	<p><b>Secretary</b></p>
5	<p><b>Sláintecare Report Update</b></p>	
	<p>D. Sullivan provided an update on his engagement with the DoH in relation to the implementation of the Sláintecare Report. He informed the Directorate that the Sláintecare Executive lead is currently being interviewed by the Public Appointment Services (PAS).</p>	<p><b>Chairman</b></p>

	<p><b><u>Action agreed</u></b> Chairman to request a meeting with the Minister and Secretary General to review progress with the implementation programme for Sláintecare.</p>	
6	<p><b>Monitoring of Performance – Report from National Performance Oversight Group Meeting 6<sup>th</sup> March 2018 (January 2018 Data)</b></p> <p><b>6.1 Report from National Performance Oversight Group meeting on the 6<sup>th</sup> March 2018.</b> The monthly report from the NPOG meeting was presented by J Connaghan.</p> <p>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</p> <p><b>6.2 HR Monitoring Report</b> January HR Monitoring Report noted</p> <p><b><u>Action Agreed</u></b> J. Connaghan and R. Mannion to review February’s report at next meeting.</p>	<p><b>J. Connaghan R. Mannion</b></p>
4	<p><b>Approvals in accordance with the reserved functions of the Directorate</b></p> <p><b>Health Business Services</b></p> <p><b>4.1 Property Transactions</b></p> <p><b>4.1.1 Leasehold Solution for Outpatients Department, Ennis, Co. Clare for UL Hospitals</b> Approval to enter into a leasehold agreement to provide a suitable Outpatients Department for use by University of Limerick Hospitals at Westpoint, Kilrush Road, Ennis, Co. Clare was proposed by D. Sullivan, seconded by S. Mulvany and agreed. <b>Directorate Decision No.29.03(10)2018</b></p> <p><b><u>Action Agreed</u></b> The Directorate noted the Acute Hospital Division will have to assign additional funding to the University of Limerick Hospital Group for this property transaction. L. Woods to confirm funding process to the Leadership Team.</p> <p><b>4.1.2 Grant of lease to Muiriosa Foundation Ltd for their occupancy of the Kolbe Centre, St. Fintan’s, Portlaoise, Co. Laois. Ref: M/L/0317/1522</b> Approval to grant a 20-year lease to Muiriosa Foundation Ltd at the Kolbe Centre, St. Fintan’s, Portlaoise, Co. Laois, at a nominal rent, was proposed by CFO and seconded by D. Sullivan and agreed. <b>Directorate Decision No.29.03(11)2018</b></p> <p><b>Lease to Muiriosa Foundation Ltd to occupy a HSE property at Ballycolin, Geashill, Tullamore, Co. Offaly. PRG Ref: M/L/0218/1995</b> Approval to grant a 10-year lease at nominal rent to Muiriosa Foundation Ltd. at Ballycolin, Geashill, Tullamore, Co Offaly for the provision of ID Services was proposed by CFO and seconded by D. Sullivan and agreed. <b>Directorate Decision No.29.03(12)2018</b></p> <p><b>Proposed Grant of lease to Muiriosa Foundation Ltd for their Occupancy of property at Ashe Road, Irishtown, Mullingar, Co. Westmeath. PRG Ref: M/L/0817/1884</b> Approval to grant a for 10-year lease at nominal rent to Muiriosa Foundation Ltd. at Ashe Road, Irishtown, Mullingar, Co. Westmeath was proposed by S. Mulvany and seconded by D. Sullivan and agreed. <b>Directorate Decision No.29.03(13)2018</b></p>	<p><b>J. Carolan</b></p>

	<p><b>4.1.3 To Award Contract for CUH Radiation Therapy Major Medical Equipment</b>  Approval to award the contract to the preferred supplier to supply and install the major medical equipment. (Capital Contract) and a 10 year comprehensive service and maintenance plan.(Revenue Contract) was proposed by S. Mulvany and seconded by D. Sullivan and agreed.  <b>Directorate Decision No.29.03(14)2018</b></p> <p><b><u>Action Agreed</u></b>  The Directorate noted that L.Woods and J. Coffey had been requested by the Leadership Team to confirm source of funding for the Revenue Contract.</p> <p><b>4.1.4 CAR -Provision of Additional Inpatient Accommodation, Temporary Modular Build (40 Beds) at South Tipperary General Hospital (STGH) Clonmel, Co. Tipperary.</b>  Approval of the contract at South Tipperary General Hospital for a Temporary modular inpatient accommodation was proposed by Chairman and seconded by S. Mulvany and agreed.  <b>Directorate Decision No.29.03(15)2018</b></p> <p><b><u>Action Agreed</u></b>  The Directorate noted that L. Woods/D. McCallion to confirm to the Leadership Team that funding will be provided under the capacity review report finding.</p>	<b>L. Woods</b>
<b>7</b>	<b>Correspondence for Noting</b>	
	<p><b>7.1</b> Letter from DoH to Risk Committee Chair re HCAI/AMR dated 8<sup>th</sup> March 2018 was noted.</p>	
<b>8</b>	<b>Any Other Business</b>	
	<p>No matters were raised under this item.</p>	

The meeting concluded at 1.30pm.

**Signed:**

**Date:**

\_\_\_\_\_  
**Tony O'Brien**  
**Chairman**

\_\_\_\_\_