

**Minutes**  
**HSE Directorate Meeting**  
**Held on Wednesday 6 March 2019 at 2:00 pm**  
**DG Meeting Room, Dr Stevens Hospital**

**Members Participating:** A O'Connor (Chairperson), D Sullivan, S Mulvany, L Woods, R Mannion, C Henry

**In Attendance:** J. O'Sullivan, Secretary

**Joined Meeting :** M Carton (item 1 only)

Item No.	Title of Paper Presented / Key Discussion Points	Agreed Action / Decision	Responsible	Due Date/ Review Date
1	<p><b>Directorate Quality Profile</b></p> <p>M. Carton joined the meeting and, along with C. Henry provided an update on work in relation to the development of the Directorate Quality Agenda since the last meeting including Test 4 of the Profile and Test 2 – Making Use of Existing patient Experience Data.</p>	<p>Following a discussion and question/answer session it was noted by the Directorate that significant progress is being made in developing the quality agenda and suggested areas for refinement including international benchmarks/comparisons.</p> <p>It was noted that while there may not be sufficient time for consideration of this level of detail each month, a quarterly comprehensive report would be useful.</p> <p>It was agreed that the team should seek to focus more on the people-element of quality for inclusion in the next test</p>	C. Henry	April 2019
2	<p><b>Agenda and Minutes</b></p> <p>The minutes of the following Directorate meetings were considered:</p> <p>Meeting 29 January 2019 (Monthly meeting)</p> <p>Meeting 5 February 2019 (Special meeting on Stáinteacare Implementation Plan)</p>	<p>The Directorate approved minutes of the meetings of 29 January 2019 and 5 February 2019 subject to minor amendments being made prior to signing.</p> <p>No conflicts of interest were declared</p>	Secretary	March 2019

3	<p><b>Chairperson's Remarks and Directorate Member's Discussion</b></p> <p>A O'Connor welcomed members to the meeting with a number of items being raised and discussed by members including: preparation for Brexit; International Women's Day, HSE Governance Legislation and the Establishment of the HSE Board.</p>	Chairperson
4	<p><b>Monitoring of Performance</b></p> <p>Report from National Oversight Group meeting 13 February 2019 on December 2018 data</p>	<p>The Directorate discussed and noted the content of the December 2019 Performance Reports</p> <p>L Woods</p> <p>March 2019</p>
5	<p><b>Approvals in Accordance with the reserved Functions of the Directorate</b></p>	
	<p><b>Property Transactions</b></p>	<p>The Directorate approved the following property transactions:</p>
	<p>Lease to Daughters of Charity to occupy a HSE property at 26 Littlepace Park, Clonee, Dublin 15 PRG Ref: E/L/1218/1739</p>	<p>Lease to Daughters of Charity at 26 Littlepace Park, Clonee on the Proposal of L Woods Seconded by R Mannion</p> <p>Decision No 06/03 (83) 2019</p>
	<p>Lease to Sunbeam House Services to occupy a HSE property at 19 Fastnet Courtyard, Marina Village, Arklow, Co. Wicklow (PRG Ref: E/L/0518/1915)</p>	<p>Lease to Sunbeam House Services at 19 Fastnet Courtyard, Arklow, on the Proposal of R Mannion Seconded by D Sullivan</p> <p>Decision No. 06/03 (84) 2019</p>
	<p>Lease to Sunbeam House Services to occupy a HSE property at Iona House, Corballis Demesne, Rathdrum, Co. Wicklow (PRG Ref: E/L/0518/1916)</p>	<p>Lease to Sunbeam House Services at Iona House, Corballis Demesne, Rathdrum on the Proposal of D Sullivan Seconded by S Mulvaney</p> <p>Decision No. 06/03 (85) 2019</p>
	<p>Lease to Stewarts Hospital to occupy a HSE property at 76 Aylmer Road, Newcastle, Co. Dublin (PRG Ref: E/L/1218/1936)</p>	<p>Lease to Stewarts Hospital at 76 Aylmer Road, Newcastle, Co. Dublin on the Proposal of L Woods Seconded by D Sullivan</p> <p>Decision No. 06/03 (86) 2019</p>
	<p>Lease to Stewarts Hospital to occupy a HSE property at 78 Aylmer Road, Newcastle, Co. Dublin (PRG Ref: E/L/1218/1936A)</p>	<p>Lease to Stewarts Hospital at 78 Aylmer Road, Newcastle, Co. Dublin on the Proposal of D Sullivan Seconded by R Mannion</p> <p>Decision No. 06/03 (87) 2019</p>

	<p>Lease to St. Patrick's Centre Ltd. to occupy a HSE property at Newtown, Kells, Co. Kilkenny (PRG Ref: SE/L/1117/1930)</p> <p>Lease to St John of Gods to occupy a HSE property at 27 Abbey Park, Clane, Co. Kildare (PRG Ref: E/L/1118/2024)</p> <p>Lease of Clinical Education Facility accommodation to UCC at Cork University Hospital (PRG Ref: S/L/0119/2151)</p> <p>Lease at Unit 629 Northwest Logistics Park, Ballycoolin, Dublin 15 in order to increase the HSE storage capacity for items that are at risk from a 'No Deal' Brexit (PRG Ref: E/L/0219/2165)</p>	<p>Lease to St. Patrick's Centre Ltd. at Newtown, Kells, Co. Kilkenny on the Proposal of S Mulvany Secoded by L Woods</p> <p>Lease to St John of Gods at 27 Abbey Park, Clane, on the Proposal of L Woods Secoded by R Mannion</p> <p>Lease of Clinical Education Facility accommodation to UCC at Cork University Hospital on the Proposal of L Woods Secoded by D.Sullivan</p> <p>Lease at Unit 629 Northwest Logistics Park, Dublin 15 on the Proposal of R Mannion Secoded by S Mulvany where the Directorate noted the requirement that this lease be pursued in advance of the formal decision arising from the unique set of circumstances pertaining and the urgency thereof</p>	<p>Decision No. 06/03 (88) 2019</p> <p>Decision No. 06/03 (89) 2019</p> <p>Decision No. 06/03 (90) 2019</p> <p>Decision No. 06/03 (91) 2019</p>	
6	<p><b>Audit Committee</b></p> <p>The Directorate considered the Minutes of Audit Committee Meeting held on 10 December 2018.</p> <p>An update was provided by L Woods in relation to the Audit Committee Meeting of 11 February 2019</p>	<p>The Directorate noted the minutes of the Audit Committee meeting of 10 December 2018</p>	<p>Secretary</p> <p>L Woods</p>	<p>March 2019</p>
7	<p><b>Risk Committee</b></p> <p>The Directorate considered the Report arising from the Risk Committee Review Workshop held on 7 December 2018 and for which a verbal update was provided at the previous meeting</p> <p>An update was provided by C Henry and J O'Sullivan in relation to the Risk Committee Meeting held on 25 January 2019</p>	<p>The Directorate noted the report of the Risk Committee Workshop of 7 December 2018</p>	<p>Secretary</p> <p>C Henry</p>	<p>March 2019</p>

8	<p><b>Open Disclosure – Chief Clinical Officer</b></p> <p>C. Henry provided an overview of the documentation circulated in advance in relation to:  Amended Open Disclosure Policy and Open Disclosure Governance and provided context and clarity in relation to the interim amended policy and the proposed governance which seeks to address issues raised in the Scally report and remove ambiguity of some language.</p>	<p>The Directorate approved the amended Open Disclosure Policy and Open Disclosure Governance subject to members making some suggested amendments in relation to governance which should be documented to the Secretary by Friday 8 March 2019</p>	C Henry Secretary	8 March 2019
9	<p><b>New Children's Hospital</b></p> <p>A O'Connor provided members with a verbal update regarding the review which has been commissioned from PWC in relation to the costs associated with the development of the new Children's Hospital and advised that Patrick Lynch, National Director, Quality Assurance and Verification is Chairing the Review Oversight Group</p>	<p>The Directorate noted the update in relation to the process associated with the review</p>	Chairperson	March 2019
10	<p><b>Brexit</b></p> <p>A O'Connor and D Sullivan provided the Directorate with a comprehensive update in relation to the detailed preparation work associated with Brexit and in particular to planning for a "No-deal" scenario including participation in a range of inter-agency groups as well as specific HSE planning</p>	<p>The Directorate noted the update in relation to the preparation for Brexit and re-affirmed its commitment to ensuring that all appropriate planning and engagement continues in line with agreed action plans recognising the importance of this work</p>	Chairperson D Sullivan	March 2019
11	<p><b>Establishment of HSE Board</b></p> <p>J O'Sullivan provided the Directorate with an update in relation to the progress of the governance legislation and the establishment of the HSE Board</p> <p>A O'Connor provided an overview of the agenda for the Induction Session arranged for 14 March where members of the Directorate will present a high level overview of the HSE and address topics requested by the incoming Board</p>	<p>The Directorate noted the update in relation to the establishment of the Board and it was agreed that members will provide material for inclusion in the presentation to Secretary by 8 March 2019</p>	J O'Sullivan All	8 March 2019

<p>12</p> <p><b>National Service Plan 2019</b></p> <p>D Sullivan provided an overview of current activity in relation to the on-going development of operational plans being developed to implement the 2019 NSP. Further clarification was provided by members in relation to their respective areas.</p>	<p>The Directorate noted progress in relation to the implementation of the NSP 2019 and agreed on the wording circulated in relation to the hierarchy of priorities in terms of the implementation of the plan which should be used in relevant documentation and correspondence</p>	<p>D Sullivan L Woods</p>	<p>March 2019</p>
<p>13</p> <p><b>Slaintecare Action Plan</b></p> <p>A O'Connor provided an update on the significant engagement that she has had with the Slaintecare Executive Director as well as outlining the engagement process that has been on-going between HSE Strategy and Planning with the Slaintecare Implementation Office. She advised that, while a number of HSE suggestions have been taken on Board in relation to actions contained in the draft plan, some concerns remain in relation to the scale of ambition of projects for completion during 2019. It was also noted that, while every effort will be made to provide HSE leads for the various work streams there will be a requirement to prioritise the actions to ensure that they receive appropriate attention.</p>	<p>The Directorate noted the update in relation to the Slaintecare Action Plan 2019 and the plans to have an engagement session with the Slaintecare Programme Implementation Office where future formal engagement structures can be discussed as well as the prioritisation process and nominations to lead on work streams. It was noted that the Action Plan 2019 is due for publication in late March.</p>	<p>Chairperson D Sullivan</p>	<p>March 2019</p>
<p>14</p> <p><b>Human Resources</b></p> <p><b>Medical Recruitment and Retention</b></p> <p>R Mannion presented an overview of the draft papers prepared by National HR in relation to Medical Recruitment and Retention which was requested by the Department of Health.</p> <p>There was a comprehensive discussion by members and they provided feedback and suggestions in relation to the work that is required to finalise the report prior to submission as a single document to the Department. Given the importance of the issues in the report there is a requirement for an executive summary and a cover letter to be drafted highlighting the key points, actions underway and what is required of the Department.</p>	<p>The Directorate noted the contents of the report on Medical Recruitment and Retention and agreed that it should be submitted to the Department of Health for consideration at the meeting on 14 March 2019 subject to a number of amendments and presentation issues which were discussed and agreed.</p>	<p>R Mannion</p>	<p>March 2019</p>

	<b>Nurses' Dispute Agreement</b> Members considered documentation arising from the recent nurses' dispute including the Labour Court Recommendations and noted potential risks and implications for the delivery of the financial elements of the NSP 2019 as well as the delivery of the wider reform agenda.	It was agreed that further consideration will be required by relevant members of the Directorate and relevant National Directors in relation to the proposed agreement and new contracts emanating from the agreement.		
15	<b>Report of the Independent Review Group established to examine the role of voluntary organisations in health and social care (Catherine Day Report)</b> The Directorate considered the recently published report and noted that an analysis of the recommendations with relevant owners was being prepared by the Office of the DG Operations	The Directorate noted the contents of the report and will further consider the implementation process once a more detailed analysis has been completed The analysis of recommendations will be circulated to Leadership Team	L Woods Secretary	March 2019
16	<b>Cervical Screening / Scally Implementation</b> A O'Connor and L Woods provided an update in relation to the implementation programme for the recommendation of the Scally report including the identification of Senior Responsible Owners for actions and the oversight governance and engagement with the Department on a range of issues including infrastructural capacity	The Directorate noted the update in relation to implementation of recommendations which will be periodically considered over the coming months	L Woods	April 2019
17	<b>Any Other Business</b> No matters were raised			
	The meeting concluded at 5:45 pm. The next meeting is scheduled for 26 March 2019			

Signed:



A O'Connor  
Chairperson

Date:

8/2/19