

**Minutes of the HSE Directorate meeting
Tuesday 10th March, 2016**

Directorate Members Present: T. O'Brien (Chairman), P. Healy, S. Mulvany, J. Hennessy, L. Woods S. O'Keeffe, A. O'Connor and P. Crowley

Members of Leadership Team present: D. McCallion, P. Lynch, M. Flynn, J. Coffey, J. Carolan, P. Connors and R. Corbridge.

Apologies: Á. Carroll and R. Mannion

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

Joined the Meeting: M. Dolan, F. Thompson and K. Morrissey

Time & Location: Boardroom, Dr. Steevens' Hospital, Dublin 8 at 9am

Item	Discussion / Comments	Action
1	Approvals in accordance with the reserved functions of the Directorate	
	<p>Committee Membership</p> <p>1.1 Risk Committee The appointment of R. Ryan to the HSE Risk Committee was proposed by T. O'Brien, seconded by S. O'Keeffe and agreed. <i>Directorate Decision No.10.03(12)2016</i></p>	
2	Reports from Directorate Committees	
	<p>2.1 Audit Committee Meeting 17th February 2016 A. O'Connor provided a verbal report of the matters considered at the Audit Committee meeting on the 17th February 2016. The main items considered at the meeting were; the preparation of the Annual Financial Statements 2015; the report on the annual review of internal financial controls and a review of Procurement controls.</p> <p>2.2 Risk Committee Meeting 19th February 2016 D. Purcell reported on the matters considered at the Risk Committee meeting on the 19th February 2016, including; the oversight role proposed for the Committee in relation to the National Independent Review Panel; Corporate Risk Register; Confidential Recipient Report 2015; the HSE Accountability Framework; Healthcare Audit; Safety Incident Management (including implementation of NIMS); oversight of implementation of HIQA recommendations; Health Business Services Divisional Risk Management Plan; and the Occupational Health and Safety Function Workplan 2016.</p> <p>2.2.1 Approved Minutes 7th December 2015 The minutes of the Risk Committee meeting on the 7th December 2015 circulate prior to the meeting were noted.</p> <p><u>Action agreed:</u> Approved Minutes of the Audit Committee and Risk Committee meetings to be circulated to the Directorate when approved.</p>	
3	Ministerial Correspondence for Noting	
	<p>3.1 Letter re the National Maternity Strategy dated 8th February 2016 The Minister's letter of the 8th February 2016 regarding the implementation of the National Maternity Strategy was noted.</p> <p>L. Woods presented the HSE action plan for the implementation of the Strategy circulated prior to the meeting and confirmed that there is a multi-annual commitment to fund implementation of the Strategy. The Strategy will be delivered through a new National Women and Infants' Health Programme</p>	

	(NWIHP), which will lead the management, organisation and delivery of maternity, gynaecology and neonatal services within HSE. Recruitment for the Head of the National Maternity Office is underway.	
4	Directorate Members' Discussion	
	The Directorate members discussed the IPHA negotiations scheduled for the end of March. The negotiating team will be led by the DoH. DPER will also be attending. The HSE team is being led by J. Hennessy, A. Hoey, M. Barry, T. Delaney and S. Flanagan.	
Leadership Team Members Join the Meeting		
5	Minutes of Directorate meetings on the 9th February 2016	
	The minutes of the Directorate meetings on the 9 th February 2016 were approved subject to a correction to item 10.2. <u>Matters arising</u> Item 9.1.3 Protected Disclosures - P. Lynch reported that named individuals at NAS, CHO and Hospital Group levels with responsibility for Protected Disclosures had yet to be identified by National Directors. Other matters arising were dealt with under relevant agenda items	
6	Chairman's Remarks	
	No specific issues were raised by the Chairman.	
7	Performance Reporting	
	<p>7.1 Performance Report January 2016 P. Lynch presented the January 2016 Performance Report outlining the key performance issues in month and the service issues that have been or remain in black escalation following the National Performance Oversight group (NPOG) meetings with National Directors. The actions taken and the progress made to improve performance in the areas in escalation as set out in the Performance report were reviewed in detail.</p> <p>The following was noted:</p> <ul style="list-style-type: none"> • Signing of Service Level Agreements with Section 38 and 39 agencies. Most community services within the top 100 have signed SLAs in place. Hospitals have derogations in place to the end of March 2016. • Appointment of a Clinical Lead for Endoscopy was noted. • The new format of the Performance Report and new escalation levels in the Accountability Framework. • The areas of improvement and overall performance highlighted by P. Crowley. <p><u>Actions agreed:</u></p> <ul style="list-style-type: none"> • National Directors to provide key performance messages on the totality of health system for inclusion in the Performance Report. • P. Connors to review message for February Performance Report • Half yearly Directorate meetings to discuss overall performance to be arranged, first to be in April/May. • Secretary to seek views on timing of strategic meetings and their format within the next six weeks. • Following consideration, the January 2016 Performance Reports were approved for submission to the DoH prior to publication. <p>7.2 Finance - Resource Management 7.2.1 Income and Expenditure Performance - January 2016 Report S. Mulvany presented the report on January 2016 Income and Expenditure performance which was discussed in detail. Following consideration the summary actions set out in the report were agreed.</p> <p><u>Action agreed:</u></p>	<p>National Directors</p> <p>P. Connors</p> <p>P. Lynch</p> <p>Secretary</p> <p>P. Lynch/P. Connors</p>

	<p>2016</p> <p>7.4 Human Resources/Workforce The National HR report circulated prior to the meeting was noted and the new format was welcomed. Discussion of the report did not take place in the absence of R. Mannion.</p>	
8	Quality, Safety and Risk Matters	
	<p>8.1 Quality Assurance and Verification</p> <p>8.1.1 DoH MAC/HSE Leadership Team Meeting Themes 2016 The list of themes for DoH MAC/HSE Leadership Team meetings in 2016 circulated prior to the meeting was reviewed.</p> <p><u>Actions agreed:</u> P. Lynch to update list based on feedback provided at the meeting.</p> <p>8.1.2 Nationally Led Cross-cutting Areas from the National Service Plan 2016 P. Lynch spoke to the paper tabled at the meeting summarising the nationally led cross-cutting areas from the National Service Plan 2016 which will be kept under review at DoH MAC/HSE Leadership Team Performance Review meetings during 2016.</p> <p><u>Action agreed:</u> P. Lynch to send a revised draft paper, based on the inputs provided at the meeting, to P. O'Mahony, DoH for discussion at the DoH MAC/Leadership Team meeting on the 16th March 2016.</p> <p>8.1.3 Draft Incident Report January 2016 (National Incident Management System) P. Lynch presented the draft National Incident Management System Summary Report for January 2016 circulated prior to the meeting which is the first national analysis of incidents reported in January 2016 on the National Incident Management System (NIMS) across the Health Service. It was noted that until there is greater confidence about the levels of reporting, higher numbers of incidents reported by individual service areas should not be interpreted as these services having higher numbers of safety incidents. P. Lynch reported that Phase 2 implementation of NIMS is now well advanced with one of the key deliverables on completion, being, increased reporting of incidents. The report was welcomed and considered in details.</p> <p>8.2 Regulators</p> <p>8.2.1 HIQA Portlaoise Report – Implementation Plan Progress Report The Implementation Plan Progress Report up to 29th February 2016 was noted and approved for submission to the DoH oversight group. No issues were escalated for Directorate consideration.</p>	<p>P. Lynch</p> <p>P. Lynch</p>
9	Key Strategic Priorities	
	<p>9.1 System Reform Group - Report from the Leadership Team Reform Meeting 23rd February 2016 The draft minutes of the Leadership Team Reform meeting on the 23rd February 2016 circulated prior to the meeting were noted.</p> <p><u>Action agreed:</u> L. Woods to provide revised text for the minute in relation to item 3.2 Saolta Governance Exercise.</p> <p>9.2 Primary Care - Drugs Committee Recommendations J. Hennessy and J. Coffey spoke to the briefing paper circulated prior to the meeting providing clarifications arising from the consideration of the reimbursement application for Ibrutinib at the Directorate meeting on the 9th February 2016. The paper which outlined the broader Service Plan provisions and assumptions in relation to medicines in 2016, and the additional costs anticipated from; existing (already approved) drugs in 2016; and other new drugs</p>	<p>L. Woods</p>

	<p>coming on stream in 2016, particularly those in the High Tech/Oncology areas was considered in detail.</p> <p><u>Action agreed:</u> J. Hennessy/J. Coffey to consider, in consultation with a medical ethicist, the impact/opportunity costs involved in funding Ibrutinib, and to provide a further report at the April meeting.</p> <p>9.3 Clinical Strategy & Programmes – Epilepsy Model of Care Gap Analysis This item was deferred in the absence of Á. Carroll</p>	<p>J. Hennessy/ J. Coffey</p>
10	Executive Accountability - Significant Operational Issues by Division	
	<p>10.1 NIMIS Contract Change and Extension F. Thompson and K. Morrissey joined the meeting for consideration of this item. S. Mulvany presented the update on the implementation of the National Integrated Medical Imaging System (NIMIS) circulated prior to the meeting. He mentioned in particular the unimplemented sites; Enterprise software licence requirement; extension of the contract term and the proposed costs.</p> <p>Following consideration, the proposal to amend and extend the NIMIS contract was proposed by S. Mulvany, seconded by L. Woods and agreed. Directorate Decision No. 10.03(13)2016</p>	
11	Items Previously circulated for Noting	
	<p>The following correspondence previously circulated was noted:</p> <p>11.1 HSE Legal Activity Report 11.2 Memo from Patrick Lynch, National Director QAV re Healthcare Audit Programme 2016 11.3 Memo from Patrick Lynch, National Director QAV re Healthcare Audit Annual Report 2015 11.4 Memo from Dr. Philip Crowley, National Director QID re 'Foundations for Quality Improvement' Education and Training Programme 11.5 Quality Improvement Bulletin January 2016 11.6 Out-of-Hospital Cardiac Arrest Register Annual Report 2014 11.7 Invitation to Meeting for Leadership Team with Dr. Michael Gardam re 'Leading Change in a Complex World' 11.8 Memo from Director General re Section 38 and 39 Agencies' Funding and Service Level Arrangements</p>	
10	Any Other Business	
	No matters were raised under this item.	

The meeting concluded at 1.10pm

Signed:

Date:

Tony O'Brien
Chairman