

**Minutes of the HSE Directorate Meeting
held on
Monday 11th and Tuesday 26th September, 2017**

Directorate Members Present:	T. O'Brien (Chair) S. Mulvany**, P. Crowley**, D. Sullivan, J. Connaghan and R. Mannion
Members of Leadership Team present:	J. Carolan, P. Connors, J. Coffey*, R. Corbridge*, P. Healy, J. Hennessy**, L. Woods*, A. O'Connor, M. Flynn, Á. Carroll, D. McCallion, S. O'Keeffe** and J. Ryan.
Apologies:	*11 th September 2017: R. Corbridge, P. Lynch, L. Woods, J. Coffey **26 th September 2017: P. Crowley, S. O'Keeffe, J. Hennessy, P. Lynch, S. Mulvany and D. Purcell
In attendance	J. O'Sullivan and D. Purcell** (Secretary) A. Fitzgerald (11/09/17 only)
Joined the Meeting:	11 th September 2017: None 26 th September 2017: B. Murphy (Primary Care) and R. O'Sullivan (Finance) (by teleconference)
Time & Location:	11 th September 2017: Boardroom, Ground Floor, Nurses Home, University Hospital Limerick at 12.30pm 26 th September 2017: Indigo Room, Dr. Steevens' Hospital, Dublin 8 at 2pm

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	Directorate Members' Discussion	
	<p>The Chairman welcomed J. Connaghan, D. Sullivan and R. Mannion as newly appointed Directorate members. He thanked A. O'Connor, L. Woods, J. Hennessy, P. Healy and S. O'Keeffe for their valuable contribution during their term of office as Directorate members.</p> <p>A number of topical issues within Divisions were discussed including; the memo regarding new meeting arrangements; nurse recruitment and the decision by a pharmaceutical company to appeal the HSE Leadership Team's decision not to reimburse a Muscular Dystrophy drug to the High Court.</p>	
2	Approvals in accordance with the reserved functions of the Directorate	
	<p>Committee Membership</p> <p>2.1 Risk Committee The Director General reported that due to recent changes in the membership of the Directorate, S. O'Keeffe's term of office as a Directorate member has come to an end and thus has to be replaced as the Directorate member on the Risk Committee.</p> <p>Approval to appoint D. Sullivan as the Directorate member on the Risk Committee for three years was proposed by Director General, seconded by S. Mulvany and agreed. Directorate Decision No.11.09(61)2017</p> <p>2.2 Audit Committee The Director General reported that due to recent changes in the membership of the Directorate, A. O'Connor's term of office as a Directorate member has come to an end and thus has to be replaced as the Directorate member on the Audit Committee.</p> <p>Approval to appoint J. Connaghan as the Directorate member on the Audit Committee for three years was proposed by Director General, seconded by P. Crowley and agreed. Directorate Decision No.11.09(62)2017</p>	

Health Business Services

J. Carolan joined the meeting for consideration of these items.

2.3 Property Transactions

2.3.1 Lease of Avonree Hostel, Kilrush, Co. Clare, to Mental Health Ireland

Approval to grant the lease of Avonree Hostel, Kilrush, Co. Clare to Mental Health Ireland for five years at a nominal rate was proposed by S. Mulvany, seconded by P. Crowley and agreed. *Directorate Decision No.11.09(63)2017*

2.3.2 Lease Acquisition - Nr.2 Heuston South Quarter, Dublin 8

The option as outlined in the paper circulated prior to the meeting of procuring a single lease of 2HSQ, in conjunction with a full accommodation analysis by HBS of the various Divisions was considered. The Directorate recommended that this option be explored by HBS. It was noted that Directorate approval of the commercial terms of the lease will be required.

2.3.3 Lease of Block 10a Park West Business Park, Nangor Road, Dublin 12

Approval to lease Block 10a Park West Business Park, Nangor Road, Dublin 12 for the HSE Leadership Academy was proposed by R. Mannion, seconded by P. Crowley and agreed. *Directorate Decision No.11.09(64)2017*

2.3.4 Lease of a property at Griffinstown, Kinnegad, Co. Westmeath to the Muiriosa Foundation Ltd

Approval to grant a lease at nominal rent to the Muiriosa Foundation Ltd. for their occupancy of a property at Griffinstown, Kinnegad, Co. Westmeath was proposed by D. Sullivan, seconded by S. Mulvany and agreed. *Directorate Decision No.11.09(65)2017*

2.3.5 Lease of a property at Annagarvey, Tullamore, Co. Offaly to the Muiriosa Foundation Ltd for their occupancy

Approval to grant a lease at nominal rent to the Muiriosa Foundation Ltd. for their occupancy of a property at Annagarvey, Tullamore, Co. Offaly was proposed by D. Sullivan, seconded by S. Mulvany and agreed. *Directorate Decision No.11.09(66)2017*

2.3.6 Leases (x2) to UCC of space at Cork City North West PCC & Paediatric Unit Cork University Hospital

2.3.6.1 Lease at Paediatric Department CUH to UCC for Paediatric Research

It was noted that the services provided by UCC are necessary and required by the HSE.

Subject to confirmation from the Hospital Group CEO that he is satisfied that this is the best priority use of the space, approval to grant a lease to UCC, at nominal rent, of part of the new Paediatrics Unit at CUH for academic & research accommodation specific to Paediatrics was proposed by P. Crowley, seconded by D. Sullivan and agreed. *Directorate Decision No.11.09(67)2017*

2.3.6.2 Lease at PCC Cork City North West St Mary's Health Campus, Gurrabraher, Cork

It was noted that the services provided by UCC are necessary and required by the HSE.

Subject to confirmation from the CHO Chief Officer that he is satisfied that this is the best priority use of the space,

	<p>approval to grant a lease to UCC of space in the Cork City North West Primary Care Centre, St. Mary's Health Campus, Gurrabraher, Cork for educational, health and dental activities was proposed by P. Crowley, seconded by D. Sullivan and agreed. Directorate Decision No.11.09(68)2017</p> <p>2.4 Contract Approvals</p> <p>2.4.1 Provision of SAP Managed Services</p> <p>Approval to award the single supplier framework agreement for the provision of SAP managed services for all of the systems covered under the existing managed services contract to the preferred tenderer was proposed by S. Mulvany, seconded by J. Connaghan and agreed. Directorate Decision No.11.09(69)2017</p>	
Leadership Team Members Joined the Meeting		
3	Welcome and Introduction from CEO, UL Hospitals Group and Chief Officer, CHO 3	
	<p>C. Cowan, CEO UL Hospitals Group and B. Gloster, Chief Officer CHO 3, joined the meeting</p> <p>The Hospital Group CEO and Chief Officer made presentations setting out the progress to date to establish the Hospitals Group and Community Healthcare Organisation and on all operational aspects of acute and non-acute health services in their areas of responsibility.</p>	
4	Minutes of Directorate Meeting on the 18th July 2017	
	<p>The minutes of the Directorate meeting on the 18th July 2017 were approved subject to a minor textual change at Item 8.1.</p> <p><u>Matters arising</u></p> <ul style="list-style-type: none"> Any matters arising were dealt with under relevant agenda items. <p>4.2 Actions arising from previous meetings</p> <p>The Secretary reported on work/engagement with Divisions to ensure actions are completed. National Directors to review actions and provide written updates as appropriate for the next Directorate meeting.</p>	
5	Chairman's Remarks	
	<p>Directorate Membership</p> <ul style="list-style-type: none"> The Director General thanked A. O'Connor, L. Woods, J. Hennessy, P. Healy and S. O'Keeffe for their valuable contribution during their term of office on the Directorate and its Committees. The Director General briefed the meeting on the following Directorate Committee appointments: <ul style="list-style-type: none"> T. O'Higgins as Audit Committee Chair J. Connaghan as Directorate member on the Audit Committee D. Sullivan as Directorate member on the Risk Committee <p>Sláintecare Report</p> <ul style="list-style-type: none"> In light of the recommendation in the report regarding the establishment of a non-executive Board the Director General advised that he will be re-establishing the distinction between the Directorate and Leadership Team meetings. The Director General informed the meeting that the DoH had advised that DPER has sanctioned payment of fees for 2017 for Chairpersons and members of Hospital Group Boards and that he had written to the DoH in relation to the arrangements required in this regard. <p>Compliance Unit</p> <ul style="list-style-type: none"> It was noted that B. Purcell is due to retire shortly as Head of the Compliance Unit and that J. Cregan will be reassigned to this role. 	
6	Ministerial Correspondence – for Noting	
	<p>6.1 Letter dated 27th July 2017 re Directorate Membership</p> <p>6.2 Letter dated 31st August 2017 re Directorate Membership</p>	

9	<p>Actions/matters arising</p> <p>The actions from previous meetings circulated prior to the meeting were reviewed and noted.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> National Directors to review actions and provide written updates as appropriate to clear actions by the 29th September 2017. <p>9.1 Action arising from June 2017 Directorate Meeting Nivolumab (Opdivo) in combination with Ipilimumab – for the treatment of advanced unresectable or metastatic melanoma. J. Coffey presented the additional information provided since consideration of this item was deferred from the June Directorate meeting.</p> <p>Following consideration the Leadership Team supported the Drugs Committee recommendation to reimburse Nivolumab (Opdivo) in combination with Ipilimumab – for the treatment of advanced unresectable or metastatic melanoma</p>	National Directors
10	<p>Quality, Safety and Risk Matters</p>	
	<p>Divisional Risk Registers</p> <p>10.1 Social Care</p> <p>P. Healy presented the Social Care Divisional Risk Register circulated prior to the meeting which was reviewed and noted.</p>	
11	<p>Key Strategic Priorities (cntd.)</p>	
	<p>Finance</p> <p>11.1 System of Health Accounts 2016 Submission</p> <p>R. O’Sullivan joined the meeting for consideration of this item. She presented the submission circulated prior to the meeting which was noted.</p> <p>Emergency Management and National Ambulance Service</p> <p>11.2 Pre-Hospital Emergency Care KPI Framework</p> <p>D. McCallion presented the paper circulated prior to the meeting outlining the recommendations of the Key Performance Indicators (KPIs) Steering Group, on the introduction of a KPI Framework for Pre-Hospital Care Services in the areas of response times, patient outcomes and patient experience.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> Following consideration the Leadership Team supported the development of an implementation and communications plan and engagement with the DoH. The requirement to align with future governance was noted. Update on Pre-Hospital Emergency Care KPI Framework to be provided at a future meeting. NAS Clinical Director to be invited to a future meeting. <p>11.3 National Ambulance Service Organisational Design Report</p> <p>D. McCallion spoke to the briefing note and presented the final NAS Organisational Design Report circulated prior to the meeting which was reviewed.</p> <p>Following consideration the Leadership Team approved the implementation of the report.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> L. Woods to progress to the next stage of formal discussions with DoH & DPER on implementation. <p>11.4 Draft Mass Casualty Incident Policy</p> <p>D. McCallion presented the update on the draft Mass Casualty Incident Policy circulated prior to the meeting which was reviewed and noted.</p>	<p>D. McCallion/ L. Woods</p> <p>L. Woods Future Agenda Item</p> <p>L. Woods Future Agenda Item</p> <p>L. Woods</p>

	<p>of determination 2017</p> <p>13.11 Memo from Director General re Values in Action Survey</p> <p>13.12 Memo from Director General re NIMIS issues</p> <p>13.13 Letter from DoH re Funding of Nursing Agreement</p> <p>13.14 Notice to the HSE re Public Service Reform</p> <p>13.15 Leadership Team Breakfast Meeting with Judith Glaser 14/09/17</p> <p>13.16 Emergency Management Exercises 2017 Schedule (Invitation to Observe) - Updated Schedule</p> <p>13.17 Memo from National Director QAV re KRA Update June 2017</p> <p>13.18 Appointment of Mr. Tom O'Higgins as Chair HSE Audit Committee</p> <p>13.19 HSE Patient Forum 27 09 17 - Attendance by Director General (Request for Leadership Team Views)</p> <p>13.20 Memo from DG re Appointment of CAWT DG & Reassignment of Responsibility for the National Ambulance Service</p> <p>13.21 National Quality Profile Q2 2017</p> <p>13.22 Notification of Event: Fourth Global Forum on Human Resources for Health 13-17/11/17</p> <p>13.23 Update from Mr. John Hennessy National Director, Primary Care on Primary Care Centres</p> <p>13.24 QID Publication: Improvement: Knowledge and Skills Guide</p>	
14	Any Other Business	
	No matters were raised under this item.	

The meeting concluded at 3.30pm

Signed:

Date:

Tony O'Brien
Chairman