

**Minutes of the HSE Directorate Meeting  
held on  
Tuesday 19<sup>th</sup> December, 2017**

**Directorate Members Present:** T. O'Brien (Chair) S. Mulvany, P. Crowley, D. Sullivan, J. Connaghan and R. Mannion

**Apologies:** None

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

**Joined the Meeting:** A. Gannon and C. Walker (Eversheds Sutherland)

**Time & Location:** Room 1.11, Dr. Steevens' Hospital, Dublin 8 at 1.30pm

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
<b>1</b>	<b>Presentation from Eversheds Sutherland on Learning from Culture in Financial Services Sector</b>	
	<p>A. Gannon and C. Walker joined the meeting for consideration of this item and presented their research in relation to the cultural and behavioural issues that need to be considered in the migration from one Board type (internal Directorate) to another model (external non-executive Board) as proposed in the Sláintecare Report.</p> <p>The issues previously raised in correspondence with the Minister for consideration and review in terms of the make-up of a new HSE Board were considered in detail and the Directorate members expressed their views on how they would see these issues being addressed.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> <li>Eversheds Sutherland to conclude research and provide a report on legal precedents where similar arrangements might have been made, for the Director General to submit to the Minister.</li> </ul>	
<b>2</b>	<b>Minutes of Directorate meeting on the 21<sup>st</sup> and 29<sup>th</sup> November and 6<sup>th</sup> December 2017</b>	
	<p>The minutes of the Directorate meeting on the 21<sup>st</sup> and 29<sup>th</sup> November and 6<sup>th</sup> December 2017 were approved.</p> <p><b>2.2 Actions/matters arising</b> Any matters arising were dealt with under the relevant agenda items.</p>	
<b>3</b>	<b>Chairman's Remarks and Directorate Members' Discussion</b>	
	A number of topical issues within Divisions were discussed. Arrangements for the publication of the HSE National Service Plan 2018 were reviewed.	
<b>4</b>	<b>Quality and Patient Safety</b>	
	<p>P. Crowley spoke to the proposal for the Directorate quality and safety agenda item tabled at the meeting.</p> <p>It was agreed that the items that would be included within the proposed Directorate quality and safety agenda item are; the experiences of care from service users and staff and a HSE Directorate Quality Dashboard, based on the National Quality Profile.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> <li>A facilitated discussion to develop the Quality and Patient Safety agenda to be arranged for January 2018.</li> </ul>	<b>Secretary/ P. Crowley</b>

5	<b>Monitoring of Performance – Performance and Escalation Report October 2017</b>	
	<p>J. Connaghan presented the report from the National Performance Oversight Group (NPOG) meeting on the 6<sup>th</sup> December 2017.</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>J. Connaghan reported that a National Service Plan 2018 briefing for CHO Chief Officers and Hospital Group CEOs will take place on Tuesday 12<sup>th</sup> December 2017.</p>	
6	<b>Reports from Directorate Committees</b>	
	<p><b>Audit Committee</b></p> <p><b>6.1 Report from Meeting on 11<sup>th</sup> December 2017</b> The paper circulated prior to the meeting outlining the matters discussed at the Audit Committee meeting on the 11<sup>th</sup> December 2017 was reviewed and noted. J. Connaghan reported in particular on the update on the monitoring of compliance with the Consultant's contract.</p> <p><b>6.2 Minutes of Meeting on 10<sup>th</sup> November 2017</b> The approved minutes of the Audit Committee meeting on the 10<sup>th</sup> November 2017 were noted.</p> <p><b>Risk Committee</b></p> <p><b>6.3 Report from Meeting 24<sup>th</sup> November 2017</b> The paper circulated prior to the meeting outlining the matters discussed at the Risk Committee meeting on the 24<sup>th</sup> November 2017 was reviewed and noted. The main focus of the meeting was engagement with HR and the consideration of the risk on the Corporate Risk Register relating to Staff Health and Safety. The Chair is to write to the Directorate setting out the Committee's views following the engagement with HR.</p> <p><b>6.4 Minutes of Meeting on 17<sup>th</sup> July 2017</b> The approved minutes of the Risk Committee meeting on the 17<sup>th</sup> July 2017 were noted.</p>	
6	<b>Approvals in accordance with the reserved functions of the Directorate</b>	
	<p><b>Health Business Services</b></p> <p><b>7.1 Contract Approval - National Contract for 6 in 1 Vaccine</b> Approval to award the National Contract for 6 in 1 Vaccine (Diphtheria, Tetanus, acellular Pertussis, Hepatitis B, Inactivated Polio Vaccine, Haemophilus Influenza Type B Conjugate) to the preferred bidder was proposed by S. Mulvany, seconded by J. Connaghan and agreed. <b>Directorate Decision No.19.12(85)2017</b></p> <p><b>Finance</b></p> <p><b>7.2 Patient Private Property Accounts 2016</b> S. Mulvany presented the Patient Private Property Accounts 2016 (PPP) circulated prior to the meeting. He confirmed that the Office of the Comptroller &amp; Auditor General had finalised their audit of the 2016 PPP Accounts which were reviewed by the Audit Committee on the 18<sup>th</sup> September and 11<sup>th</sup> December 2017 and are now recommended for adoption by the Directorate.</p> <p>The key audit findings and matters of emphasis expected to be included in the Audit Cert including, breaches of the control environment in relation to patient withdrawals and segregation of duties, were noted.</p> <p>In accordance with S. 18 of the Health (Repayment Scheme) Act 2006, adoption of Patient Private Property Accounts 2015 for submission to the C&amp;AG for final certification was proposed by S. Mulvany, seconded by D.</p>	

	<p>Sullivan and agreed. <b>Directorate Decision No.19.12(86)2017</b></p> <p><u>Action agreed:</u> The Director General and Chief Financial Officer were nominated to sign the Patient Private Property Accounts 2016.</p> <p><b>7.3 Special Legislative Accounts</b> S. Mulvany presented the Special Legislative Accounts 2016 as circulated prior to the meeting. He confirmed that the Office of the Comptroller &amp; Auditor General had finalised their audit of the 2016 accounts which had been viewed by the Audit Committee at its meetings on the 18<sup>th</sup> September and 11<sup>th</sup> December 2017. It was noted that there were no matters of emphasis in relation to these accounts to be included in the Audit Cert.</p> <p><b>7.3.1 Hepatitis C Insurance Scheme Accounts as regulated by the Hepatitis C Compensation Tribunal (amendment) Act, 2006</b> Following consideration, the approval of the Hepatitis C Insurance Scheme Account 2016 for signing by the Director General was proposed by S. Mulvany, seconded by P. Crowley and agreed. <b>Directorate Decision No.19.12(87)2017</b></p> <p><b>7.3.2 Long Stay Repayments Account as regulated by Section 18 of the Health Act 2006</b> Following consideration, approval of the Long Stay Repayments Account 2016 for signing by the Director General was proposed by S. Mulvany, seconded by P. Crowley and agreed. <b>Directorate Decision No.19.12(88)2017</b></p> <p><b>7.3.3 Long Stay Donations fund as regulated by Section 11 of the Health Act 2006</b> Following consideration, approval of the Long Stay Donations Fund Account 2016 for signing by the Director General was proposed by S. Mulvany, seconded by P. Crowley and agreed. <b>Directorate Decision No.19.12(89)2017</b></p> <p><b>Centre Programme</b></p> <p><b>7.4 New Ways of Working – Stage 1 Implementation</b> J. O’Sullivan spoke to the paper tabled at the meeting setting out the position in relation to the changes to the Corporate Management structure of the HSE which would now be shared with the DoH. It was noted that; on the 1<sup>st</sup> January 2018, the National Directors in Strategy &amp; Planning and Operations will take up their new roles reporting to the Chief Operations Officer and Chief Strategy &amp; Planning Officer respectively; and from January to March 2018, the design and transition to the new structures and ways of working for the National Centre will continue.</p>	<p>T. O’Brien S. Mulvany</p>
8	<p><b>Ministerial Correspondence</b></p>	
	<p><b>8.1 Letter re Nursing Recruitment and Retention Agreement dated 3<sup>rd</sup> November 2017</b> The letter from the Minister regarding the quarterly update report on implementation of the Nursing and Retention Agreement dated the 3<sup>rd</sup> November 2017 was discussed with R. Mannion and noted. R. Mannion to follow up on the actions arising from the correspondence.</p> <p><b>8.2 Letter re HIQA Investigation Maternal Death dated 3<sup>rd</sup> November 2017</b> The letter from the Minister regarding the investigation being undertaken by HIQA, at his request, under Section 9(2) of the Health Act 2007, into the safety, quality and standards of the relevant services following a maternal death was discussed. It was noted that a further letter regarding this investigation was expected from the Minister/HIQA.</p>	
9	<p><b>Disclosure of Interests – Ethics in Public Office Acts Requirements</b> The Secretary reported on the requirements for Directorate members under the</p>	

	Ethics in Public Office Acts.  The Director General reported on a specific matter that he will be disclosing in his statement of interests for 2017.	
<b>10</b>	<b>Any Other Business</b>	
	<b>Retrospective Garda Vetting</b> R. Mannion referred to recent correspondence circulated regarding requirements for retrospective Garda Vetting by the 31 <sup>st</sup> December 2017 of health service employees who come within the scope of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.	

The meeting concluded at 3.15pm

**Signed:**

**Date:**

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**Tony O'Brien**  
**Chairman**