

**Minutes of the HSE Directorate Meeting
held on
Tuesday 24th October, 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: None

Time & Location: Room 1.11, Dr. Steevens' Hospital, Dublin 8 at 11am

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	Minutes of Directorate meeting on the 24th August 2017	
	The minutes of the Directorate meeting on the 24 th August 2017 were approved. 1.2 Actions/matters arising Any matters arising were dealt with under the relevant agenda items.	
2	Chairman's Remarks and Directorate Members' Discussion	
	A number of topical issues within Divisions were discussed including issues emerging from recent Internal Audit reports.	
3	Reports from Directorate Committees	
	Audit Committee 3.1 Report from Meeting on 18th September 2017 The paper circulated prior to the meeting outlining the matters discussed at the Audit Committee meeting on the 18 th September 2017 was reviewed and noted. 3.2 Minutes of Meeting on 15th May 2017 The approved minutes of the Audit Committee meeting on the 15 th May 2017 were noted. Health Business Services Committee (HBS) 3.3 Report from Meeting 5th September 2017 The paper circulated prior to the meeting outlining the matters discussed at the HBS Committee meeting on the 5 th September 2017 was reviewed and noted. 3.4 Minutes of Meeting on 6th March 2017 The approved minutes of the Audit Committee meeting on the 6 th March 2017 were noted.	
4	Approvals in accordance with the reserved functions of the Directorate	
	4.1 Monitoring of Performance <u>Action agreed:</u> <ul style="list-style-type: none"> • Consideration to be given to the format of reports to the Directorate in relation to the monitoring of performance. Health Business Services 4.2 Capital Approval – Peamount Healthcare Campus, Newcastle, Co. Dublin Approval to award the capital contract for the construction of a 100-bed residential nursing facility and catering department, dispensary pharmacy, external works and other required services at Peamount Healthcare Campus to the preferred tenderer was proposed by D. Sullivan, seconded by P. Crowley and agreed. Directorate Decision No.24.10(70)2017	P. Lynch

	<p><u>Action agreed:</u></p> <ul style="list-style-type: none"> J. Carolan to clarify if the beds in the 100-bed residential nursing facility are new or replacement beds. <p>Centre Programme</p> <p>4.3 Preferred National Centre Operating Model</p> <p>J. O'Sullivan presented the paper circulated prior to the meeting in relation to the preferred National Centre Operating Model. He advised that engagement with the Team, Hospital Groups, CHOs and other key stakeholders is on-going. Planning for the detailed design of the model will now commence under the governance of the National Centre Transformation Programme Steering Committee.</p> <p>Following consideration, the Directorate approved the Operating Model as set out in the report.</p>	J. Carolan
5	Ministerial Correspondence – for Noting	
	<p>5.1 Letter re NCEC National Clinical Guideline No. 15 - Hepatitis C Screening dated 20th September 2017</p> <p>The letter from the Minister regarding the NCEC National Clinical Guideline No. 15 – Hepatitis C Screening dated the 20th September 2017 was noted.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> A note of the action taken with Ministerial correspondence will be reported to the Directorate for this item in future. 	Secretary
6	Establishment of Chief Clinical Officer Role - Job Description	
	<p>The job description circulated prior to the meeting was considered and noted.</p> <p><u>Action agreed:</u></p> <ul style="list-style-type: none"> The changes suggested at the meeting are to be included in the next iteration of the job description. 	J. O'Sullivan
7	Directorate Meetings Format	
	<p>The Secretary presented the briefing note circulated prior to the meeting on the operation of the Directorate which was reviewed and noted.</p> <p><u>Actions agreed:</u></p> <ul style="list-style-type: none"> Directorate meetings to take place following the second part of the Leadership Team meeting each month. Quality and Patient Safety to be a standing agenda item for Directorate meetings Discussion on Sláintecare Report to be included on the agenda for the November Directorate meeting. It was noted that D. Sullivan had been appointed as member of the DoH Sláintecare Programme Steering Group 	<p>Secretary</p> <p>Secretary</p> <p>D. Sullivan Agenda Item 21/11/17</p>
8	Any Other Business	
	No matters were raised under this item.	

The meeting concluded at 12.15pm

Signed:

Date:

Tony O'Brien
Chairman