

**Minutes of the HSE Directorate meeting
Thursday 27th October, 2016**

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

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

Apologies: P. Crowley

In attendance: B. Hyland (QAV), M. Corbett (Finance), M. Lordan Dunphy (QID), J. O'Sullivan and D. Purcell (Secretary)

Joined the Meeting: J. Curran and J. Browner (HBS)

Time & Location: Indigo Meeting Room, Dr. Steevens' Hospital, Dublin 8 at 3pm

Item	Discussion / Comments	Action
1	Letter of Determination	
	S. Mulvany briefed the meeting on the key messages in the Letter of Determination from the DoH. The challenges in the key areas for each Division were discussed in detail.	
2	Capital Plan 2017-2021	
	J. Curran and J. Browner joined the meeting for consideration of this item. The Summary document circulated prior to the meeting was considered in detail. Actions agreed: <ul style="list-style-type: none"> • Capital Team to look at implications if medical equipment allocation increased from €25m to €50m. • Capital Team to examine, with Service Divisions, the potential sale of property to generate capital income. • Capital Team to continue to engage with the DoH on the Capital Plan • Plan to be considered at the next Leadership Team National Service Plan meeting. • Capital Team to provide a report on the overall capital requirements over the next ten years. 	J. Carolan/ J. Curran/ J. Browner
3	ICT Capital Plan 2017	
	R. Corbridge presented the ICT Capital Plan 2017 circulated prior to the meeting, setting out the key elements of the Knowledge and Information Plan which will be delivered in 2017 through several programmes of work. Following discussion the actions below were agreed: <ul style="list-style-type: none"> • National Directors to review the list of projects in the ICT Capital Plan and engage, if necessary, with R. Corbridge. • R. Corbridge to finalise the Plan prior to consideration at the next Leadership Team National Service Plan meeting. 	National Directors R. Corbridge
4	National Service Plan 2017	
	P. Lynch spoke to the presentation on the development of the National Service Plan 2017 tabled at the meeting. It was noted that the draft Plan under consideration was the pre-Letter of Determination draft.	

	<p>Following detailed consideration the actions below were agreed:</p> <ul style="list-style-type: none"> • The next draft of the Plan is to be a shorter document more focused on the delivery of the Corporate Plan priorities in 2017. The 2013 National Service Plan to be used as the model. • P. Lynch to discuss this approach with the DoH. • The revised National Service Plan 2017 to be considered at special Leadership Team meetings on the 8th and 14th November 2016 commencing at 10am. 	<p>P. Lynch/ B. Hyland</p> <p>P. Lynch</p> <p>P. Lynch</p>
5	Performance and Accountability Framework 2017	
	<p>The draft Performance and Accountability Framework 2017 circulated prior to the meeting was considered in detail and the following actions were agreed:</p> <ul style="list-style-type: none"> • Draft Framework to be revised to reflect structures as they are. • J. Ryan to include accountability for the Change Programmes in the Framework. <p>Reputation Governance and Communications Stewardship</p> <p>P. Connors spoke to the discussion paper circulated prior to the meeting in relation to an additional dimension for a National Balanced Scorecard that can be used as part of the Performance & Accountability Framework for Communications and Reputation Management.</p> <ul style="list-style-type: none"> • Following discussion, it was agreed that P. Connors is to continue to engage with relevant National Directors to change communications and culture framework. 	<p>P. Lynch J. Ryan</p> <p>P. Connors</p>
6	Next Steps	
	<p>Further meetings to consider the revised Capital Plan 2017-2021, ICT Capital Plan 2017 and National Service Plan 2017 to be arranged for the 8th and 14th November 2016.</p>	<p>Secretary</p>

The meeting concluded at 6.45pm

Signed:

Date:

Tony O'Brien
Chairman