**Minute of the meeting of the**

**Board of the Health Service Executive**

**5th & 6th July 2006**

**Wednesday, 5th July 2006**

**Members present:** L. Downey (Chairman), N. Brennan, D. de Buitleir, P.J. Fitzpatrick, B. Drumm (CEO), M. Gaffney, J. Macrì, M. McLoone, M. Murphy, J. Murray & A. Scott.

**Apologies:** E. McCague

**Attendees:** A. Browne, T. Martin & C. Mellett.

**Joined the meeting:** C. Hartigan, B. Hyland, M. Lynott & L. McGuinness.

**Location / time:** HSE Offices, Dublin Road, Lacken, Kilkenny at 5pm.

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion / Comments</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Minutes of previous meeting</td>
<td>Subject to a textual amendment in relation to Item 13, the minutes were agreed.</td>
</tr>
</tbody>
</table>
| 2    | Matters arising from minutes | Re. Item 2 – Hospital data  
It was recognised that data which had been previously requested by specialty and consultant would be excessive. Data showing elective and emergency admissions by specialty / department will be sought instead.  
Re. Item 4 – Children's Hospital Report  
It was noted that the Report, along with the Board’s recommendations had been forwarded to the Tánaiste by the Chairman.  
The remainder of the action points arising from the previous meeting were dealt with under separate agenda items. |
| 3    | Presentation on National Shared Services | L. McGuinness joined the meeting for this item and provided a presentation, which outlined the operating model for National Shared Services, which is now moving from the planning phase to detailed design.  
The Board welcomed the presentation. Queries were raised regarding the timeframe for delivering shared services in the designated locations and the anticipate savings. There was a full discussion of the Shared Services programme and useful feedback was provided, which will be considered and incorporated into future planning. |
| 4    | Presentation on SPRi | M. Lynott & C. Hartigan attended the meeting for this item.  
It was decided that rather than a presentation in relation to SPRi being provided, an update would be given. It was noted that the NHS system had been considered in the design of the SPRi function.  
Regular meetings between SPRi and Management will be held to ensure alignment of purpose. A full presentation will be provided to the Board at a future meeting. |
| 5    | Presentation on Performance Measurement | C. Hartigan, B. Hyland & M. Lynott joined the meeting for this item and provided a presentation on the performance measurement function in the |
The presentation was followed by a detailed discussion. The Board welcomed the presentation and encouraged the development of the performance measurement framework and its early introduction.

- There was a brief discussion in relation to the development of the HSE’s vision. It was noted that work on this was continuing and that it was expected to be ready for consideration at the September Board meeting. It was also noted that the Corporate Plan would be re-examined in this context.

The meeting was adjourned at 7.45pm.

Thursday, 6th July 2006

Members present: L. Downey (Chairman), N. Brennan, D. de Buitleir, P.J. Fitzpatrick, B. Drumm (CEO), M. Gaffney, J. Macri, E. McCague, M. McLoone, M. Murphy, J. Murray & A. Scott.

Attendees: A. Browne, T. Finn, T. Martin, M. McDonald & C. Mellett.

Joined the meeting: M. Lynott, D. Lyons, & M. Scally.

Location / time: HSE Offices, Dublin Road, Lacken, Kilkenny at 8.30am.

CEO’s Report

- The CEO spoke to the report, which had been circulated prior to the meeting. The following items were noted in particular:
  
  **Expert Advisory Groups**
  It is expected that the EAGs and support staff will be appointed in September.

  **Pharmacy**
  The CEO commended the work undertaken by HSE officials to secure agreement with IPHA on the supply and pricing of drugs to the HSE. The focus of the negotiations will now transfer to wholesalers, followed by retailers.

  **Information meetings with members of the Oireachtas**
  It was noted that a schedule of meetings with members of the Oireachtas (every two months) had been agreed. The meetings will be facilitated by the Regional Health Office Directors.

  **Consultants’ Contract / Role of consultants in reform process**
  There was a verbal update on developments in relation to the consultants’ contract since the last Board meeting.

  It was noted that a number of consultant posts, which have been approved since January 2006 as Category 1 positions, had not been advertised to date. These included a number of applications for Category 2 consultant posts which were considered by the HSE since January and approved as Category 1 in line with the Board’s decision. It was decided to write to the hospitals in question advising of the need to advertise. If the posts are not required the funding can be re-assigned by the HSE to other critical areas of service delivery.

  A number of members and officials had attended a conference in Dublin Castle on the role of (medical) consultants in the reform of the health service. Members expressed their wish to see consultants involved in and actively engaged with the reform process. There was a general discussion of how best to include senior clinicians in the design and delivery of quality health services.

  It was agreed that the Board committee would continue to meet with a view to making a recommendation to the Board on proposals to facilitate
7 Employment Control Framework – Update

- M. McDonald provided an update on progress since the Framework was approved by the Board. There was a discussion of the Framework and the plans to extend it further.

8 Finance Report

- D. Lyons, Assistant National Director for Resource Management (Dublin / Mid-Leinster) attended for this item and outlined the high level messages in respect of financial data for May 2006.
- Efforts are continuing to secure additional funding for demand-led schemes and the commissioning of additional community beds to address A&E pressures.

9 Property Transactions

(a) Edward Street, Tralee, Co. Kerry
Lease of premises to accommodate community welfare officers, general medical services administration and maintenance department in place of leases in a number of locations in Tralee. It was agreed to approve the lease (€2.9m over duration of lease).
Decision number: HSE/Board/06.07/(11)/2006

(b) Ashtown Gate, Navan Road, Dublin 15
It was noted that the original intended use of the premises had been changed; it was now intended as the location for the new North Dublin out of hours GP service call centre, which is due to commence in September 2006. It was agreed to approve the lease for this purpose (€2.79m over duration of lease).
Decision number: HSE/Board/06.07/(12)/2006

10 IT Updates

- PPARS: A brief update had been circulated to members prior to the meeting. A full report will be provided at the September meeting.
- iSOFT: It was noted that the project was on plan. A full report will be provided at the September meeting.
- In relation to ICT generally in the HSE, it was noted that the process to fill the post of Director of ICT would commence immediately. Mr. Seán Hurley, Acting National Director for ICT has recently been appointed to the post of Head of Process & Operations.

11 Review of the Circumstances of the Taking Into Care of the (X) Children and the Child Care Act 1991

- The consideration of this review by the Board arose from a decision made at the Board meeting on 2nd June 2005. At that meeting, correspondence from the Tánaiste was considered and it was decided to undertake a review and report back to the Board.
- A. Browne outlined the details of the review.
- It was decided to accept the report and its recommendations. It was noted that PCCC are taking steps to implement the recommendations. The report will be forwarded to the Tánaiste, as requested in her letter of 16th May 2005.

12 Report of the Education, Research & Training Committee

- M. Scally, who drafted the report, joined the meeting for this item. Professor Michael Murphy, Chairman of the committee introduced the report.
- The report provided high-level policy recommendations to enact structures and processes for education, training and research to enable the HSE to meet its responsibilities under the Health Act 2004. The report was welcomed by members.
- The report highlights the need to develop and foster the
interdependencies between education and training and research and to secure effective working across and between Directorates. The report also identifies the importance of the development of strategic partnerships with the DoHC, Health Information & Quality Agency (HIQA), Department of Education and Science, the Higher Education Institutions, the Health Research Board and other relevant agencies.

- Subject to amendments suggested by members and some minor re-drafting, it was decided to adopt the report as an interim framework. The Board committee will continue to meet to finalise the set of policy recommendations.

13 Executive Committee on Medical Education, Research & Training

- Further to the discussion in relation to Item 12 above, it was noted that the CEO had established a Medical Education, Training & Research (METR) Committee, comprising officials from relevant directorates and chaired by Prof. M.X. Fitzgerald. Management responsibility has been assigned to T. Martin, National Director, Office of the CEO. The committee has a number of functions, including the development of the policy framework for medical education, training and research, to advise on the appropriate structure, governance arrangements and stakeholder linkages for METR, to examine and advise on the appropriate response to the Buttimer & Fottrell Reports and the Medical Practitioners Bill and to examine and develop the streamlining of the functions of the Postgraduate Medical and Dental Board into the HSE.

- This committee, on Medical Education, Training and Research, is separate to the Board’s committee but it is envisaged that it will liaise with the Board, as required, via the Board’s sub-committee.

- It was agreed that representation from the nursing profession be included in the membership of the committee.

National Director, Office of the CEO

14 Committees of the Board

Audit Committee

The Chair of the committee, Prof. Brennan, outlined the main areas discussed by the Audit Committee at its meeting on 29th June. These were (i) VFM, (ii) National Financial Regulations and (iii) Risk Management.

Remuneration Committee

The committee met on 21st June. The Chairman of the committee made recommendations to the Board in relation to the facilitation of self-assessment in fulfilment of the Board’s obligation to review its performance. This was supported by the Board.

15 Service Plan Monitoring Report May 2006

- The Service Plan Monitoring Report for May 2006 was noted.

16 Deputy CEO

- Legal advice received in relation to this matter was noted.

- It was agreed that a panel, made up of the postholders of National Director posts, would be formed, who could act as deputy CEO in the CEO’s absence. A Deputy CEO will be appointed, as required, following consultation between the Chairman and CEO. It is envisaged that a person in the position of deputy CEO would hold the post for a period up to but not exceeding one month.

- Proposed by M. Gaffney and seconded by D. de Buitleir.

Decision number: HSE/Board/06.07/(13)/2006

17 Schedule of meetings 2007

- A list of suggested dates were circulated. An amended set of dates will be circulated for agreement.

C. Mellett

18 Any Other Business

- Documentation for meetings

It was agreed that greater use should be made of electronic means of circulation (intranet / copying of documents to CD)
It was agreed that agendas should be in separate sections in future (e.g. for noting, decision, discussion etc.).

(b) Legal correspondence in relation to disciplinary proceedings for a consultant was briefly outlined. It was noted that responsibility for the investigation could be delegated by the CEO.

(c) Radiotherapy, St Luke’s Hospital
It was briefly mentioned that a request for approval of a contract for the provision of Linear Accelerator machines had been received from the Finance Director on the day of the meeting and was therefore not on the agenda. It was agreed that, while the HSE would be providing funding for this development, since the HSE would not be entering directly into the contract, Board approval was therefore not required. Legal advice to be sought if required.

The meeting concluded at 1.30pm and was followed by visits to St Luke’s Hospital, Kilkenny and the CareDoc (out of hours GP service) call centre in Carlow.

Signed: _______________________  Date: _______________________

Liam Downey
Chairperson