



Minutes

National Open Disclosure Steering Committee Meeting

Held on Tuesday 30th April 2019 at 11am – 1pm

Location: Brunel Building, 4th Floor, Room 403

In attendance	Dr. Philip Crowley, Eileen Ruddin, Margaret Brennan, Cathal O'Keeffe, Anne Marie Kiernan, Martin Dunne, Deirdre Mulligan, Mary Samuel, Cornelia Stuart, JP Nolan, Bernadette O'Reilly, Angela Tysall, Karen Reynolds, Kelly McDyer, Teleconference: Dr. Susan Kent, Colette Cowan, Caoimhe Gleeson		
Apologies	Professor Ann O'Doherty, Professor Frank Murray, Stephen Teap	Chair	Dr. Philip Crowley
#	Item and discussion	Agreed Action / Decision	Responsible
1	Welcome and Apologies PC welcomed and thanked all members for attending, apologies were noted.		
2	National Open Disclosure Steering Committee Terms of Reference Attendees reviewed and discussed the Terms of Reference (as approved by HSE Directorate Team).	<ul style="list-style-type: none"> • Open Disclosure office to update TOR as per feedback from Committee members • KMcD to circulate updated TOR • Open Disclosure office to request Clinical Lead Representative via CCO • Open Disclosure office to request representative from CCO office • JP Nolan to follow up on Chief Officer representative 	AT / KR / KMcD/JPN
3	National Open Disclosure Office AT provided an update on the current status of the National Open Disclosure office. <ul style="list-style-type: none"> - Governance arrangements for the National OD Office and programme discussed (as per draft Organogram). - Current status re-staffing & recruitment 	<ul style="list-style-type: none"> • Organogram for the National Office to be updated further in line with the HSE Accountability Framework <ul style="list-style-type: none"> - M. Brennan to email suggested edits to OD office 	AT / KR
4	National Open Disclosure Programme Operational Planning 2019 AT informed the group that the national OD office has a significant operations plan for 2019 which includes meeting the Dr. Scally report recommendations and HSE service plan OD priorities/ (OD Ops plan circulated to the group in advance of meeting).	<ul style="list-style-type: none"> • Members asked to review operational plan ahead of next meeting, • AT to provide updated status report at next meeting# 	All

5	<p>National Open Disclosure Policy</p> <p>AT provided an update on the status of revised policy and communications plan.</p>	<ul style="list-style-type: none"> PC / AT to contact Paul Connors to identify link person for open disclosure within HSE communications team 	PC / AT
6	<p>Correspondence (for noting/action)</p> <ul style="list-style-type: none"> - CCO Open Disclosure update to JHC 3/4/19 (See summary briefing document) - Patient Safety Bill (Letter from CCO 8/3/19) 	<p>Due to time constraints correspondence circulated prior to today's meeting to be reviewed at next meeting.</p>	
7	<p>AOB</p> <p>Proposed dates for next meetings discussed.</p>	<ul style="list-style-type: none"> Open Disclosure office to circulate proposed dates for future meetings 	
<p>Next meeting: Wednesday 12th June 2019</p>			