

## **Minutes of the Board of Directors Meeting held in the Boardroom of Our Lady's Children's Hospital Crumlin on Wednesday, 24<sup>th</sup> April, 2013 at 4.30pm.**

*Some items have been redacted in line with the Freedom of Information Acts 1997 & 2003*

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### **Present**

Mr. John Hennessy (Chairperson), Mr. Lorcan Birthistle (Chief Executive), Mr. John Byrne, Mr. David Devlin, Mr. John Healy, Ms. Geraldine Hickey, Councillor Ruairi McGinley, Mr. Frank Magee, Councillor Michael O'Sullivan, Mr. Turlough O'Sullivan, Ms. Geraldine Regan, Dr. Sean Walsh & Mr. Paul White.

### **In Attendance**

Ms. Suzanne Allen, Dr. Billy Casey, Dr. Colm Costigan, Ms. Sharon Hayden, Ms. Pamela McDonald (Company Secretary), Mr. Simon Moores & Ms. Noreen Johnson.

Ms. Anne Marie Kiernan, Mr. Francis Murphy & Ms. Brenda Ryan in attendance for item 13.4.3.1. only.

### **Apologies**

Archbishop Diarmuid Martin, Ms. Mary Kelly & Sr. Anna Kennedy.

### **Cardiac/Haematology-Oncology Projects**

The board members toured the new Cardiac inpatient build and the new Haematology/Oncology inpatient facility and build. The Board welcomed the progress made to date and the very significant improvement in the environment for inpatients, family & staff.

### **Conflict of Interest**

No declarations of conflict of interest were declared.

#### **13.4.1 Draft Minutes**

Draft minutes of meeting held on 27<sup>th</sup> February, 2013 having been circulated, **WERE APPROVED** and signed by the Chairperson.

**Action: Approved**

#### **13.4.2 Matters Arising**

N/A

#### **13.4.3 Chief Executive's Report**

Chief Executive's Report for April, 2013 was presented to the meeting by Mr. Birthistle & the Corporate Management Team:

##### **13.4.3.1 Clinical/Non-Clinical/Complaints Annual Report 2012**

Ms. AM. Kiernan, Clinical Risk Manager; Mr. F. Murphy, Quality & Patient Safety Manager & Ms. B. Ryan, Patient Advocacy/Corporate Services Manager attended the meeting & spoke to the Clinical/Non-Clinical/Complaints Annual Report 2012 previously circulated. Discussion then took place concerning the capturing of incident reporting and levels achieved.

**Action: Noted**

#### **Mr. L. Birthistle spoke to:**

##### **13.4.3.2 Redacted**

#### **13.4.3.3 National Paediatric Hospital**

A meeting of the 3 paediatric hospital Chairs/Deputy & Chief Executives together with the HSE & Department of Health took place on 16<sup>th</sup> April, 2013 to introduce Dr. Jim Browne as Chair of the Children's Hospital Group. Dr. Browne will visit the hospital on Friday, 26<sup>th</sup> April, 2013. A detailed discussion then took place concerning model of care planning.

**Action: Noted**

#### **Ms. Suzanne Allen spoke to:**

##### **13.4.3.4 EWTB**

Ms. Allen provided an update to the Board concerning a meeting which took place with the EWTB National Implementation Group earlier today. The Board will be kept informed of progress towards compliance.

##### **13.4.3.5 Creche**

Ms. Allen outlined the background to the decision regarding the closure of the staff crèche which will take place at end of June, 2013.

**Action: Noted**

#### **Mr. L. Birthistle spoke to:**

##### **13.4.3.6 Anaesthetic Staffing**

Mr. Birthistle spoke to Anaesthetic Staffing Deficits Report, previously circulated. The hospital is gradually moving towards the international standard to have Intensivists in the Intensive Care Unit. In looking to the nearest UK comparison site, OLCHC has significant anaesthetic staffing deficits. This has been identified by the independent Meridian, DNV & Great Ormond Street Reports. There are posts currently awaiting to be filled, however, the backup supports must be put in place in tandem. Following a detailed discussion, the Board reiterated their duty of care to the patients & staff. Councillor McGinley requested that his disagreement in relation to the requirement for increased anaesthetic staffing be recorded. Meridian & DNV Reports will be forwarded to all Board members, together with comparison data from the UK and relevant staffing levels from 2006. The Board asked the Chief Executive to prioritise this matter and proceed to implement the recommendations as soon as possible.

**Action: L. Birthistle/S. Allen**

#### **Ms. S. Hayden spoke to:**

##### **13.4.3.7 SDU**

Ms. Hayden reported that the hospital continues to work on managing the 20 week target which remains challenging.

##### **13.4.3.8 MRI**

The hospital is actively working on a proposal regarding increased access to MRI which is presenting as a significant area of risk.

**Action: Noted**

**Ms. Geraldine Regan spoke to:**

**13.4.3.9 Quality/Risk/Standards**

Ms. Regan advised the Board that the hospital has been notified of 2 HSE audits. Audit team will conduct a site visit on 20<sup>th</sup> May, 2013. Mr. Healy requested that the scope/terms of reference be provided to the Board.

Ms. Regan referenced Appendix 3 – Self Assessment & Quality Improvement Programme 2013 & advised that interviews have taken place for a Medication Safety Officer.

**Action: G. Regan**

**Mr. Simon Moores spoke to:**

**13.4.3.10 Budget 2013**

Mr. Moores & Mr. Birthistle advised the Board that the revenue allocation for 2013 remains unchanged, confirmed by correspondence received from the HSE, previously circulated. The Board requested the Chief Executive to reiterate to the HSE that Board questions remain unanswered.

**13.4.3.11 Cost Containment 2013**

Significant work is being undertaken in relation to cost containment which will be discussed in detail with the Board Finance Committee.

**Action: S. Moores/L. Birthistle**

**13.4.4 Finance Committee**

Chairman of the Finance Committee, Mr. Hennessy, reported that as no meeting has taken place since the last Board meeting, there was no update from the Committee.

**Action: Noted**

**13.4.5 Audit Committee**

Chairman of the Audit Committee, Mr. Devlin provided an update on Audit Committee meeting which took place on 19<sup>th</sup> April, 2013. Topics discussed included corporate governance proposals, presentation from the Chief Executive concerning the Corporate Risk Register and evolution of the Audit & Non Clinical Risk Committee terms of reference.

**Action: Noted**

**13.4.6 Governance Committee**

Chairman of the Governance Committee, Mr. O'Sullivan advised that following the circulation of comprehensive terms of reference at the previous board meeting, he proposed two directors, ex-officio, Mr. John Healy & Ms. Geraldine Hickey be appointed to the hospital Clinical Governance Committee. This was unanimously **AGREED**. The Board also thanked Ms. P. McDonald, Company Secretary, for her major contribution to the work on the Governance update.

Mr. O'Sullivan advised that the Governance Committee will also put in place a Governance Manual to be followed by a complete review of the Articles of Association & Memorandum of Understand.

**Action: Agreed**

**13.4.7 Consultant Appointments**

No appointments for approval.

**13.4.8 Any Other Business**

No business for discussion.

There being no further business, the meeting then concluded.  
Date of next meeting: Wednesday, 29<sup>th</sup> May, 2013, commencing at 4.30 p.m.