

Minutes of the Board of Directors Meeting held in the Boardroom of Our Lady's Children's Hospital Crumlin on Wednesday, 29th January, 2014 at 4.30pm.

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

Present

Archbishop Diarmuid Martin (Chairperson), Mr. John Hennessy, Mr. Lorcan Birthistle (Chief Executive), Mr. David Devlin, Mr. John Healy, Ms. Geraldine Hickey, Ms. Mary Kelly, Sr. Anna Kennedy, Councillor Ruairi McGinley, Mr. Frank Magee, Mr. Turlough O'Sullivan, Ms. Geraldine Regan, Dr. Sean Walsh & Mr. Paul White

In Attendance

Dr. Colm Costigan, Ms. Sharon Hayden, Mr. John Cotter, Dr. Billy Casey, Ms. Pamela McDonald & Ms. Noreen Johnson

Apologies

Mr. John Byrne & Councillor Michael O'Sullivan

Conflict of Interest

No declarations of conflict of interest were declared.

14.1.1 Draft Minutes

Draft minutes of meeting held on 11th December, 2013, having been circulated, **WERE APPROVED** and signed by the Chairperson.

Action: Approved

14.1.2 Matters Arising

13.11.3

Mr. L. Birthistle confirmed that letter has issued to Dr. Jim Browne agreeing, in principle, to progress possible governance arrangements for the group board and the future children's hospital as a single structure.

Action: Noted

14.1.3 Chief Executive's Report

Mr. L. Birthistle spoke to:

14.1.3.1 Redacted

14.1.3.2 Children's Hospital Group Board (CHGB)

Mr. L. Birthistle advised that a group management structure is being proposed by the CHGB Chief Executive for approval by the three hospital Boards and the Children's Hospital Group Board. Three group posts have been proposed: Finance, Operations & Nursing. Applications will initially be limited to staff of the three paediatric hospitals. No backfilling of posts or new funding has been allowed for.

The three paediatric Chief Executives will meet with the CHGB Chief Executive to draw up a collaborative agreement outlining the working arrangements during the transition period.

The Board briefly considered the statement issued by the Department of Health on 28th January, 2014, advising of the locations of two satellite centres in Tallaght & Blanchardstown.

Action: L. Birthistle

14.1.3.3 Section 38 Agencies

Correspondence from the HSE in relation to Annual Compliance Statement 2013, previously circulated, was reviewed. It was noted that confirmation of willingness to sign up to the Compliance Statement process is required by 31st January, 2014; signed Compliance Statement and audited financial statements for 2013 by 31st May, 2014 & full compliance to be achieved by 31st December, 2014. The Annual Compliance Statement will be reviewed at the next meetings of the Governance Committee and Audit & Non-Clinical Risk Committee. The Board proposed that the Board Chair and Audit & Non-Clinical Risk Chair sign a letter to the HSE indicating the Board's willingness to sign up to the Compliance Statement process.

Mr. D. Devlin provided a brief summary of meetings which have taken place with KPMG concerning an audit of the management of public sector pay policy compliance to provide assurance to the Board, which has now been completed. Draft report has issued and has been reviewed by Mr. D. Devlin. Initial indications verify that there are no unexplained exceptions although some follow up work by the hospital is required to address such exceptions.

Mr. D. Devlin also advised, for noting, that the audit undertaken by KPMG was not put out to tender due to proximity of audit tender process & time pressure for completion of the review.

Mr. J. Hennessy further advised that business cases for exceptions were submitted to the HSE on 10th January, 2014.

Action: D. Devlin, T. O'Sullivan

14.1.3.4 Hospital Development

Mr. L. Birthistle advised that the hospital is planning to undertake a complete redesign of the Out-patient Department and reconfiguration of one ward to allow for dedicated GI accommodation.

Action: Noted

14.1.3.5 Redacted

14.1.3.6 **Redacted**

14.1.3.7 **Redacted**

14.1.3.8 **Redacted**

14.1.3.9 **EWTD/NCHD**

Mr. L. Birthistle advised that the business case for additional NCHDs and other staff required to achieve HSE standards and work towards EWTD compliance was submitted to the HSE in December 2013. However, challenges remain in relation to NCHD recruitment and, of 8 vacancies in December; the hospital currently still has 4 vacancies. The impact of these unfilled vacancies has resulted in some service reconfigurations on a temporary basis.

A report will be prepared to be presented to the Board on the challenges for the Hospital, both now and in the future, concerning NCHD recruitment.

Action: L. Birthistle

Ms. S. Hayden spoke to:

14.1.3.10 **Special Delivery Unit – Scheduled Care**

Ms. S. Hayden noted that the hospital received written commitment from the HSE of financial support for the management of patients on the inpatient/day case waiting and OPD waiting list at the end of November 2013, which allowed for extra theatre & clinic lists to be undertaken, both in house and outsourced. The hospital awaits the full year end report from the SDU.

Brief discussion took place regarding the closure of Mount Carmel Hospital where patients have been outsourced under SDU. Ms. Geraldine Hickey left the meeting for this discussion.

14.1.3.11 **Special Delivery Unit – Unscheduled Care**

Ms. S. Hayden advised the Board that December & January have shown breaches to both the 6 hour and 9 hour targets in the Emergency Department. These pressures have significantly impacted upon the hospital's scheduled activity which results in the cancellation of elective patients further impacting on the management of the waiting lists.

14.1.3.12 Special Delivery Unit – Out-Patients

The hospital has yet to receive the year end OPD report from SDU. It was recognised and accepted by the HSE that the OPD 1 year target would be breached in Cardiac in both this hospital and Temple Street Children's University Hospital. All other OPD areas achieved the 1 year target.

Action: L. Birthistle

Ms. G. Regan spoke to:

14.1.3.13 OLCCH Quality Plan 2013

2013 Quality Plan update, previously circulated to the Board, was noted. 2014 Quality Plan is currently being prepared.

14.1.3.14 Safe Surgery

The Board requested an update from the Safe Surgery Committee.

Action: L. Birthistle

Councillor Ruairi McGinley left the meeting.

Mr. J. Cotter spoke to:

14.1.3.15 Budget 2013/2014

Mr. J. Cotter reported that the revenue allocation for 2013 increased to €120.130m representing an increase of €3.9m in December. The hospital produced a positive budget variance of €74K resulting in breakeven status for year end. The Board acknowledged the dedication of staff during one of the most difficult years and wished to express their thanks to staff.

A 2014 preliminary allocation of €113.102m has been received. When compared to 2013's budget, adjusted to discount once-off SDU waiting list funding, this represents a significant decrease of €5.868m (4.9%) in allocation year on year which will provide the hospital with significant challenges in 2014 and a robust cost containment plan will be required.

The reported financial performance for the month of December resulted in a positive budget variance of €1.157m, with in month expenditure of €12.360m. The positive variance was driven by an increase in allocation in the month.

Further discussions will take place with the HSE concerning the 2014 revenue allocation. A meeting of the Finance Committee will be arranged to discuss the final revenue allocation and this matter will be brought to the Board for specific discussion.

Action: J. Cotter

14.1.4 Finance Committee

Mr. J. Hennessy advised that no meeting has taken place since the last Board meeting. Meeting to be scheduled following finalisation of 2014 revenue allocation.

Action: J. Hennessy

14.1.5 Audit & Non-Clinical Risk Committee

Mr. D. Devlin advised that no meeting has taken place since the last Board meeting. Next meeting is scheduled for 11th February, 2014.

Action: Noted

14.1.6 Governance Committee

Mr. T. O'Sullivan advised that no meeting has taken place since the last Board meeting. Meeting is being arranged for 10th February, 2014.

Action: Noted

14.1.7 Any Other Business

14.1.7.1 CMRF

Mr. P. White provided an update on the governance of the CMRF and advised the Board of the information available on the CMRF website.

Action: Noted

14.1.7.2 Public Relations

The Board agreed that an appropriate process should be entered into in order to identify external public relations advice for the hospital and the Board.

Action: L. Birthistle

There being no further business, the meeting then concluded.
Date of next meeting: Wednesday, 26th February, 2014, commencing at 4.30 p.m.