

Minutes of the Board of Directors Meeting held in the Boardroom of Our Lady's Children's Hospital Crumlin on Wednesday, 30th October, 2013 at 4.30pm.

Present

Mr. John Hennessy (Chairperson), 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, Councillor Michael O'Sullivan, Ms. Geraldine Regan, Dr. Sean Walsh & Mr. Paul White.

In Attendance

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

Apologies

Archbishop Diarmuid Martin, Mr. Turlough O'Sullivan & Mr. John Byrne.

Conflict of Interest

No declarations of conflict of interest were declared.

13.9.1 Draft Minutes

Draft minutes of meetings held on 25th September, 2013, having been circulated, **WERE APPROVED** and signed by the Chairperson.

Action: Approved

Redacted Minute

13.9.2 Matters Arising

Nil.

13.9.3 Chief Executive's Report

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

Mr. L. Birthistle spoke to:

13.9.3.1

Redacted Minute

13.9.3.2 National Paediatric Hospital

Mr. L. Birthistle advised that Group Board meetings have commenced. A detailed discussion took place in relation to the future planning application, work force planning, shared services and governance structures. Concern was expressed regarding the lack of communication with paediatric hospitals in relation to the project.

Action: L. Birthistle

13.9.3.3 Research

Mr. L. Birthistle informed the Board that a multi-disciplinary group of senior clinical staff has prepared a draft paper which is initially being considered by the Corporate Management Team. It will be brought to Board in November for discussion.

Mr. L. Birthistle further advised that Dr. R. Barrington, Chairperson of the National Children's Research Centre (NCRC) is undertaking a review of governance and has requested a nominee from the Hospital Board to become a member of this Review Group. Mr. P. White agreed to this nomination.

Action: L. Birthistle/P. White

13.9.3.4 Haematology-Oncology/Cardiac Units

Mr. L. Birthistle confirmed that pre-opening environmental screening is continuing in both Units.

13.9.3.5 Cardiac Catheterisation Laboratory

The Board were informed that a design plan has been finalized and a tender process will follow with a planned building commencement date of March, 2014.

Action: Noted

13.9.3.6

Redacted Minute

13.9.3.7 Public Relations

A public relations proposal, previously circulated, was discussed. The Chief Executive will activate opportunities identified in proposal and inform the Board of progress.

Action: L. Birthistle

13.9.3.8 Board Meetings

Mr. L. Birthistle proposed that the 2014 Board schedule be structured to allow time for consideration of major strategic issues. The Board unanimously **AGREED** to the establishment of six standard Board meetings with additional meetings of the Board taking place for specific topics. A schedule will be prepared for agreement at the next board meeting.

Action: L. Birthistle

13.9.3.9 Northern Ireland Paediatric Congenital Cardiac Surgery

It was noted that the hospital still awaits an announcement regarding the future of paediatric cardiac surgery in Northern Ireland. Mr. L. Birthistle advised that he is meeting with the Cardiac Department on Thursday, 31st October, 2013. The Board **AGREED** that the hospital is unable to continue in an open ended arrangement.

Action: L. Birthistle

13.9.3.10 SDU – Out-Patient/Inpatient/Day Case Care

Mr. L. Birthistle informed the Board that the three children's hospitals have completed an action plan seeking funding to run additional clinics on a Saturday and to outsource some OPD referrals.

Action: S. Hayden

Ms. Suzanne Allen spoke to:

13.9.3.11 EWTD

Ms. S. Allen updated the Board on recent NCHD industrial action which took place on 8th October, 2013. She advised that the HSE carried out a compliance audit. It was noted that the hospital has 70% full compliance and discussions are ongoing with non-compliant specialties to put plans in place to reach the EWTD Standard. This may include the recruitment of additional NCHDs. Difficulties being encountered filling current NCHD vacancies were advised to the Board.

13.9.3.12 Employment Controls

Ms. S. Allen reported that in light of the changeover to the SAP HR/Payroll system, the staffing Census/Employment Control report for July and August 2013 is based on the underlying calculation of average of basic pay and WTE movement during the months. The report demonstrates the trend of staffing levels. The old system of reporting was based on a snapshot of staffing at the particular date in time.

Action: Noted

Ms. Geraldine Regan spoke to:

13.9.3.13 HIQA/HSE Audits (PCHCAI)

The Board requested a detailed update for the next meeting.

Action: G. Regan

13.9.3.14 Safer Better Healthcare National Standards

Ms. G. Regan advised that governance arrangements are in place to carry out the required HIQA self-assessments in relation to the National Standards.

13.9.3.15 Sexual Assault Treatment Unit (SATU)

Ms. G. Regan informed the Board that the HSE requested the hospital to seek outline planning permission which is being funded by the HSE.

Action: G. Regan

Mr. Simon Moores spoke to:

13.9.3.16 Budget 2013

Mr. S. Moores reported that a meeting took place between the hospital and the HSE concerning two main budgetary issues; income legislation and Haddington Road Agreement. If both issues are resolved and providing no further deduction is applied, based on current expenditure levels the hospital would be trending towards a breakeven position.

13.9.3.17

Redacted Minute

13.9.3.18 Investment Plan

Mr. S. Moores made a presentation to the Board on the hospital investment plan for 2014/2015. The Board **APPROVED** the proposed plan which will now be presented to the Children's Medical & Research Foundation (CMRF).

Action: S. Moores

13.9.4 Finance Committee

Mr. J. Hennessy advised that no meeting has taken place since the last Board meeting.

Action: Noted

13.9.5 Audit & Non-Clinical Risk Committee

Mr. D. Devlin reported that meeting was held on 15th October, 2013, which was mainly focused on Internal Audit.

Action: Noted

13.9.6 Governance & Nominations Committee

Ms. P. McDonald reported that no meeting has taken place since the last Board meeting.

Action: Noted

13.9.7 Any Other Business

13.9.7.1

Redacted Minute

13.9.7.2 Staff Contract

Mr. L. Birthistle spoke to recent discussions regarding a contract of employment and future arrangements which was **APPROVED** by the Board.

13.9.7.3 Director of Finance

Mr. L. Birthistle announced to the Board the resignation of Mr. S. Moores as Director of Finance. The Board acknowledged the significant work undertaken by Mr. Moores. The Chief Executive and Deputy Chairman will pursue the option of working with St. James's Hospital to source a replacement which has been very successful in the past.

Action: J. Hennessy/L. Birthistle

There being no further business, the meeting then concluded.

Date of next meeting: Wednesday, 27th November, 2013, commencing at 4.30 p.m.