

Minutes of the Board of Directors Meeting held in the Boardroom of Our Lady's Children's Hospital Crumlin on Wednesday, 31st July, 2013 at 4.30pm.

Present

Archbishop Diarmuid Martin (Chairman), Mr. John Hennessy, Mr. Lorcan Birthistle (Chief Executive), Sr. Anna Kennedy, Councillor Ruairi McGinley, Mr. Frank Magee, 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), & Ms. Noreen Johnson.

Apologies

Mr. John Byrne, Mr. David Devlin, Mr. John Healy, Ms. Geraldine Hickey, Ms. Mary Kelly, Councillor Michael O'Sullivan, Mr. Turlough O'Sullivan & Mr. Simon Moores.

Conflict of Interest

No conflict of interest was declared.

13.7.1 Draft Minutes

Draft minutes of meeting held on 26th June, 2013 having been circulated, **WERE APPROVED** & signed by the Chairman.

Action: Approved

13.7.2 Matters Arising

13.7.2.1 Incentivised Career Break Scheme

Councillor R. McGinley sought clarification concerning the refusal of all applications. Ms. S. Allen outlined the process followed by the Hospital in reviewing applications.

Action: Noted

13.7.3 Chief Executive's Report

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

Mr. L. Birthistle spoke to:

13.7.3.1 Endoscopy Contamination

The Chief Executive informed the Board regarding the recent endoscopy contamination incident and ensuing look back process. The Board requested clarification in relation to: cleaning procedures; validity of scopes; documentation of contamination incident & the look back process; identification of immediate actions following the incident and diagnostic decisions. A detailed discussion took place.

Redacted Minute

13.7.3.2 Public Relations

Recent media attention and the issue of the Hospital's PR strategy was discussed in detail. The Chief Executive will prepare a discussion document for the next Board meeting.

Action: L. Birthistle

13.7.3.3

Redacted Minute

13.7.3.4 Cardiac Unit Opening

The opening of the Cardiac Unit was discussed. The Chief Executive advised that the Consultant Cardiologist will speak to media advisors in relation to proposing a programme reflecting cardiac services from 1956 to the present day reflecting the new environment matching the quality of care provided.

Action: L. Birthistle

13.7.3.5 Risk Register

Due to time constraints, Risk Register, previously circulated, has been deferred to a future meeting of the Board.

Action: L. Birthistle

13.7.3.6 Research

Mr. L. Birthistle advised that a research review team is being established to advise the Board regarding a strategic approach to research in OLCHC. A report will be brought to Board which will form the basis of a five year research strategy for the hospital. The Board agreed that the Chief Executive should prepare a paper regarding the Board's strategic options regarding research.

Action: L. Birthistle

Ms. Suzanne Allen spoke to:

13.7.3.7 SAP HR & Payroll Project

Ms. S. Allen advised that the first fortnightly payroll following the implementation of SAP has been completed successfully. Work continues on the utilisation of additional hours implemented under the Haddington Road agreement. Clarification is being sought from the HSE in relation to a possible reduction in funding due to the potential to reduce staff numbers as a result.

Action: S. Allen

Ms. Sharon Hayden spoke to:

13.7.3.8 SDU Scheduled Care

Ms. S. Hayden reported that PA Consultancy visited the three paediatric hospitals on 4th & 5th July, 2013. The hospital is now working with an agreed action plan and the mobilisation of patients to the other paediatric hospitals, where additional capacity is available, has commenced.

The hospital's main challenges, in relation to ENT; Orthopaedics; Cardiac; Ophthalmology, still remain.

13.7.3.9 SDU Unscheduled Care

Ms. S. Hayden advised that the hospital met with the HSE recently in relation to Comstat & the uploading of Emergency Department Data to the system.

13.7.3.10 Out-Patients

Ms. Hayden informed the Board that SDU carried out a review in relation to out-patient waiting lists. Significant progress has been made concerning the validation & management of these waiting lists and Ms. Hayden confirmed that the hospital continues to focus on scheduling the longest patients waiting, balanced with clinical priority.

The Board discussed key statistics for July previously circulated. Additional statistics will be provided to the Board going forward.

A discussion took place regarding outpatient waiting times recently highlighted in the media.

Action: S. Hayden

Ms. Geraldine Regan spoke to:

13.7.3.11 HIQA Audit (PCHCAI)

Ms. G. Regan advised regarding the QIP following the HIQA Audit, previously circulated.

13.7.3.12 SATU

Ms. G. Regan confirmed that the business case for the location of a Children's SATU at OLCHC has been submitted to the HSE.

13.7.3.13 Child Protection

Ms. Regan confirmed that this Consultant post has been advertised, with a closing date of 8th August, 2013.

Action: G. Regan

Mr. Lorcan BIRTHISTLE spoke to:

13.7.3.14 Budget 2013

Mr. L. BIRTHISTLE noted that there is a growing challenge in getting the right number of patients into private insured beds, as a consequence of a decrease in patients presenting with private medical insurance. Discussion took place concerning the legislation which is due to be rolled out in January, 2014.

Redacted Minute

Mr. L. Birthistle advised that the introduction of the HR SAP Project will allow the hospital to manage headcount more effectively based on post numbers.

Action: S. Moores/L. Birthistle

13.7.4 Finance Committee

Mr. J. Hennessy advised that the next Finance Committee meeting will be held in September, 2013.

Action: Noted

13.7.5 Audit & Non-Clinical Risk Committee

Ms. P. McDonald advised that an Audit & Non-Clinical Risk Committee meeting will be scheduled for August, 2013.

Action: Noted

13.7.6 Resolution 1 - AIB

The following resolution was put to the Directors:

That the Hospital do accept the offer of an overdraft facility amounting to €2,856,951 until 30th September 2013 and increasing to €8,570,853 from 1st October 2013 until 31st December 2013 made by Allied Irish Banks, p.l.c. (the "Bank") subject to the terms and conditions referred to in the letter of sanction dated 28th June 2013 from the Bank to the Hospital and that each of **Lorcan Birthistle** and **Simon Moores** are hereby authorised to sign on behalf of the Hospital the letter of sanction and such other authorities, documents and instructions that the Bank shall require to be signed by the Hospital in connection with the facility.

The Resolution was **PASSED** unanimously and the Chairman proceeded to sign Resolution 1.

13.7.7 Resolution 2 – AGM

The following resolution to convene the Company's AGM was also put to the Directors.

That, in accordance with Section 11 of the Articles of Association, the 56th Annual General Meeting of the Company be convened on Wednesday, the 25th day of September, 2013, to take place in the Board Room of the Hospital, commencing at 6.30 p.m., and that the Secretary of the Company be instructed to give notice of the meeting to all members.

The Resolution was **PASSED** unanimously.

Action: P. McDonald

13.7.8 Governance & Nominations Committee

Ms. P. McDonald reported that the next Governance & Nominations meeting will be scheduled for October, 2013.

Action: T. O'Sullivan

13.7.9 Consultant Appointments

No appointments for approval.

13.7.10 Any Other Business

13.6.10.1 Governance

Mr. F. Magee spoke to hospital & governance perspectives in relation to research. Following discussion, it was agreed that a separate meeting of the Board will be held with a limited agenda. This meeting will be held on 26th August, 2013 at 8am in OLCHC. Members will forward to the Chief Executive two key issues specifically to be discussed at this additional meeting of the Board. Mr. L. Birthistle, together with two Board representatives, will prepare a paper for discussion.

There being no further business, the meeting then concluded.

Date of additional meeting of Board: Monday, 26th August, 2013 commencing at 8am.

Date of next Board meeting: Wednesday, 25th September, 2013, commencing at 4p.m.

Date of Annual General Meeting: Wednesday, 25th September 2013, commencing at 6.30 p.m.