



Tallaght Hospital Board Meeting
Robert Graves Postgraduate Centre
Tallaght Hospital
23rd May 2016
07:30-10:30

Present:

Non-Executive Directors

Mr. Michael Scanlan, Chairman (MS)
 Ms. Anna Lee (AL)
 Mr. Liam Dowdall (LD)
 Dr. Jim Kiely (JK)
 Prof. Patricia Barker (PB)
 Archdeacon David Pierpoint (DP)
 Prof. Kathy Monks (KM)
 Mr. David Seaman (DAS)
 Prof. Richard Reilly (RR)

Executive Directors

Mr. David Slevin (DS)
 Ms. Hilary Daly (HD)
 Dr. Daragh Fahey (DF)
 Ms. Lucy Nugent (LN)
 Mr. John O'Connell (JOC)
 Mr. Dermot Carter (DC)

Apologies

Mrs. Mairéad Shields (MHS)
 Mr. Andreas McConnell (AMcC)
 Dr. Eleanor O' Leary (EO'L)
 Dr. Catherine Wall (CW)
 Dr. Siobhán Ní Bhraín (SNiB)

In Attendance

Ms. Madeline O' Neill (MO'N) Board Secretary

| No. | Agenda Items | Decisions Made | Action By |
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| | | Board only time | |
| 16.04.01 | Apologies | Apologies were noted. | |
| 16.04.02 | Patient's Story | <p>HD advised of positive comments received from a patient in relation to her dealings with Fr. John Kelly and the Pastoral Care Team at the Hospital. The patient expressed her gratitude for the wonderful kind and comforting approach taken by the Pastoral Care Team at a very difficult time for her family. HD advised that this is one of many positive letters received in respect of the Pastoral Care Team.</p> <p>HD also advised the board in respect of correspondence received from a family member of a patient who recently presented at the Hospital and spent some time on a trolley on Maguire Ward. The positioning of the trolley on the ward was inappropriate and presented many difficulties for the patient. HD advised that the positioning of trolleys on wards is under continuous review. The gentleman has been invited to meet with HD and Patient Advocacy and this invitation has been accepted.</p> | |
| 16.04.03 | New Declarations of Interest | <p>No new declarations of interest were made.</p> <p>MS advised that all the non-executive members have returned completed Ethics in Public Office statements and any</p> | |

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| | | outstanding statements is a matter for the Executive to address. | |
| 16.04.04 | Minutes of Previous Meeting | Minutes of the meeting held on 18 th April 2016 having been amended for one error, were approved for signing. | |
| 16.04.05 | Issues Log | The issues log was reviewed and noted. It was noted that the general medical on-call rota will be an agenda item for the June board meeting. | |
| 16.04.06 | AGM | <p>Adoption of Annual Financial Statements 2015 The draft Annual Financial Statements (AFS) for the year ended December 2015 were circulated to the Board in advance of the meeting and taken as read.</p> <p>MS welcomed Mr. Tom Cassin from Deloitte and Ms. Avril Allen Finance Department to the meeting.</p> <p>PB advised that the AC met on 18th April to discuss the AFS together with the external auditors. A further meeting with the DOF and his staff to discuss the AFS took place on 4th May.</p> <p>PB also advised that the external auditors referenced in their audit summary that a core area of responsibilities for the AC under the heading of ‘Integrity of reporting’ is that the AC assess the quality of the internal team, their incentives and the need for supplementary skillsets. PB said that based on the Audit Committee’s interactions with the finance team, she had formed the view that the team members are highly professional, knowledgeable and reliable.</p> <p>PB reminded board members of their responsibility as individuals to satisfy themselves with the AFS.</p> <p>It was agreed that the option of distinguishing in the accounts between recurring and one-off funding allocations from the HSE would be considered in the context of the 2016 AFS.</p> <p>Following discussion, the Board adopted the Annual Financial Statements for the year ended December 2015 (<i>proposed by DP and seconded by PB</i>). MS thanked DC and the finance team, and Deloitte for all their work in this regard. Mr. Cassin and Ms. Allen left the meeting at this time.</p> <p>It was noted that the AFS will be posted to the Hospital website in due course and will be sent to the HSE along with the Annual Compliance Statement.</p> | <p>DC</p> <p>DC</p> |

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| 16.04.07 | Annual Compliance Statement for decision and signing | <p>A report from the Governance Committee and further documentation in respect of the Annual Compliance Statement (ACS) was circulated in advance of the meeting and taken as read.</p> <p>It was agreed that the covering letter should include a reference to the internal audit review of compliance with the Governance Manual: the internal audit report will come to board in due course.</p> <p>MS advised that the HSE has appointed Deloitte to undertake on its behalf an external review of the governance of each Section 38 provider organisation over the course of the next three years. Deloitte are also the Hospital's external auditors and have advised that, to avoid any potential conflict of interest, they agreed with the HSE that they would not be reviewing the governance of Tallaght Hospital and alternative arrangements will be agreed.</p> <p>Subject to some inclusions and slight changes, the ACS was adopted by the Board, proposed by LD, and it was agreed that MS and DP would sign the relevant documents when the agreed adjustments have been made.</p> | <p>MS</p> <p>MS/DP</p> |
| 16.04.08 | Board discussion on the Audit Committee in accordance with the board workplan | <p>An annual report from the AC together with a briefing paper were circulated in advance of the meeting and taken as read.</p> <p>PB in her capacity as Chair of the AC made a brief presentation outlining how the role of audit committees has evolved over the years and the additional duties that such committees were increasingly being asked to undertake. It was noted that many of these developments related to failures of one form or another and there was a risk of audit becoming overly compliance focussed.</p> <p>It was agreed that values and ethical behaviours were at the heart of good governance; these issues should be considered again by the board. The need for clarity on the roles and responsibilities of each board committee was also noted and would be considered again by the board.</p> | All |
| 16.04.09 | Board discussion on Governance & Board Development committee | <p>It was decided to defer this item to the June meeting.</p> <p>DP thanked MO'N, Board Secretary, and Sharon Larkin, executive lead to the committee, for their support and contribution. Members were reminded to send any comments they may have in respect of the proposed away day to the Board Secretary.</p> | MO'N |
| 16.04.10 | Presentation by Professor Seamas Donnelly, Chair of Medicine, on Research and Education | <p>MS welcomed Professor Donnelly to the meeting and introduced him to the board.</p> <p>A presentation was circulated in advance of the meeting.</p> <p>SD presented to the board under the following headings:</p> <ul style="list-style-type: none"> • Excellence in Research and Education – Excellence in Clinical Care | |

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| | | <ul style="list-style-type: none"> • Delivering Quality Research/Education • More Research – reduced patient mortality • Academic Hospital Landscape • €9.3m active research grants • Clinical Research Laboratory funded by the Meath Foundation • Teaching Infrastructure funded by the Adelaide Foundation • The importance of delivering an Academic Centre for Clinical Excellence and aligning with Hospital Strategic Vision – Acute Services Development – Chronic Disease Management – Expanding Consultant Critical Mass – Trinity/HSE 3 year funded post <p>Following further discussion, it was agreed that Professor Donnelly would continue to engage with the CEO with a view to developing proposals in relation to the various issues covered in his presentation, including funding requirements and options.</p> <p>MS thanked Professor Donnelly for his presentation and he left the meeting at this time.</p> | DS |
| 16.04.11 | TH Clinical Strategy | DS gave a brief presentation on the Clinical Service Strategy and circulated a copy of the latest draft to the board. He invited members to provide any feedback as soon as possible given that the plan was likely to be published in the coming weeks. | All |
| 16.04.12 | AOB | DF briefed the board about difficulties which had emerged in relation to urea breath tests, including ongoing steps to address the issues involved. It was agreed that a full briefing would be provided at the June board meeting. | DF |
| 16.04.13 | Next Meeting | There was no further business to conduct and this concluded the business of the meeting. 20 th June 2016 at the Robert Graves Postgraduate Centre. | |

Apologies to Ms. Madeline O'Neill, Board Secretary on 4143845/ Madeline.oneill@amnch.ie