



Tallaght University Hospital Board Meeting
Robert Graves Postgraduate Centre
Tallaght Hospital
26th March 2018
08:00-10:00

Present:

Board member

Mr. Liam Dowdall (LD)
 Dr. Jim Kiely (JK)
 Ms. Anna Lee (AL)
 Mrs. Mairead Shields (MHS)
 Mr. Mark Varian (MV)
 Prof. Kathy Monks (KM)
 Prof. Patricia Barker (PB)
 Dr. Anne-Marie Brady (AMB)

In attendance:

Mr. David Slevin (DS)
 Mr. Dermot Carter (DC)
 Ms. Aine Lynch (ALyn)
 Dr. Daragh Fahey (DF)
 Mr. John Kelly (JK)
 Dr. Siobhán Ní Bhrain (SNiB)
 Ms. Lucy Nugent (LN)
 Dr. Catherine Wall (CW)
 Prof. Paul Ridgway (PR)
 Mr. Ciaran Faughnan (CF)
 Ms. Madeline O' Neill (MO'N), Board Secretary

Apologies

Archdeacon David Pierpoint (DP)
 Mr. David Seaman (DAS)

No.	Agenda Items	Decisions Made	Action By
		Board only time	
18.02.01	Apologies	<p>Apologies were noted.</p> <p>LD welcomed Mr. Mark Varian and Dr. Anne-Marie Brady to their first Board meeting of the Hospital Board. Both Board members introduced themselves to the Board.</p> <p>LD also welcomed Professor Paul Ridgway, Clinical Director to the meeting.</p> <p>LD advised that Archdeacon David Pierpoint is re-appointed to the Board by the Minister on the nomination of the President of the Hospital.</p> <p>LD congratulated Ms. Sharon Larkin on her recent appointment to the role of Director of Human Resources at the Hospital.</p> <p>LD on behalf of the Hospital Board expressed thanks and gratitude to all staff who made it into work during storm Emma. It shows the enormous commitment shown by staff in very challenging weather conditions.</p>	
18.02.02	Patient's Story	<p>Alyn advised the Board that further to a decision taken at the January 2018 Board meeting, to trial a casebook approach while bringing patient complaints and compliments to the Board, two casebooks were circulated to the Board for consideration in advance of this meeting. One casebook</p>	

		<p>approach to bring a patient complaint to the Board with a focus on learning and one casebook approach to bring a patient compliment to the Board with a focus learning.</p> <p>Alyn will revert to the Board with ideas on how this process will be documented and evolve into the future.</p>	
18.02.03	New Declarations of Interest	<p>JKie made a declaration in respect of his recent appointment, by the Minister, to the Board of the Health and Information Quality Authority. The Board noted this declaration and did not consider it to be a conflict of interest.</p> <p>No further declarations of interest were made.</p>	
18.02.04	Minutes of Previous Meeting	<p>Minutes of the meeting held on 22nd January 2018 were approved for signing.</p>	
18.02.05	Issues Log	<p>The issues log was reviewed and noted.</p>	
18.02.06	Regular updates Chairman's update	<p>Meeting with the Department of Health LD advised of his very positive meeting with senior officials from the Department of Health on 13th February 2018. JKie, DS and PR accompanied LD to this meeting. The Hospital set out its strategic objectives which are in line with the DoH objectives. It is intended to meet again on a quarterly basis.</p> <p>Voluntary Healthcare Forum (VHF) LD advised of a meeting he attended in relation to the VHF on 8th March 2018. In this regard LD is now a member of the leadership committee. LD will revert to the Board with an update in due course.</p> <p>Independent Review Group (IRG)</p> <p>LD advised the Board that given the Hospital's experiences and the role and nature of the Foundations, it is believed that as a collective it represents one of the largest single blocks of Voluntary input into the system overall. In this regard, it is felt that there is unique and valuable experience that could be very useful to the IRG in informing their work.</p> <p>The Hospital Board previously commissioned Prospectus in preparing for the meeting with the IRG in December and it is intended that they will provide ongoing support in the development of a submission in the public consultation phase of the process.</p> <p>LD advised that he is currently gathering the Foundations initial thoughts and arranging a meeting to further explore their interest in a collaborative approach.</p> <p>LD will revert to the Board with an update in due course.</p>	

	<p>Nominations committee</p>	<p>Hospital Board Vacancies</p> <p>LD advised that the Nominations committee met on 16th March 2018.</p> <p>LD met with MV and AMB in relation to their appointment to the Board. Formal induction will be arranged over the coming weeks.</p> <p>The nominations committee at a meeting in July 2017 agreed to explore market options in respect of mentorship and advice to the committee.</p> <p>An appropriate tender process has been concluded in conjunction with the Nominations committee. It is intended that external support will be available at the next meeting of the Nominations committee which is due to take place in May.</p>	
	<p>CHG Sub Group</p>	<p>Meetings</p> <p>JKie advised that the CHG Sub Group met on 16th March 2018 and discussed the main proposed amendments to the Charter in light of the requirement to demerge the National Children’s Hospital.</p> <p>The Hospital’s legal advisors have provided a draft of the proposed revised Charter which has been shared with the Foundations for feedback, observation and comment. It is intended to arrange a meeting with the Foundations to take place over the coming weeks to consolidate feedback and revert back to the Hospital Board.</p> <p>JKie advised that the name of the new Children’s Hospital is changed from Phoenix and the Hospital will be known as the new Children’s Hospital until an alternative name is agreed. It was noted that the date for the establishment of the new legal entity is being pushed back and in this regard the indicative commencement date is 1st January 2019. It is expected that the DoH will approve this date in due course.</p>	
	<p>Finance committee update</p>	<p>LD advised that agenda items 3.3, 5.1 and 5.2 will be discussed as one agenda item.</p> <p>A briefing paper with an update from the Finance committee was circulated in advance of the meeting and taken as read.</p> <p>JKie advised that the two items below were discussed at the committee meeting which took place on 14th March 2018. The purpose of that meeting was to seek approval from the committee to recommend both items for approval by the Hospital Board at its meeting on 26th March 2018.</p> <ol style="list-style-type: none"> 1. Tallaght Cross West Day Case Offsite Surgery proposal. 2. Adopting a Relationship Agreement between the Hospital and Tallaght University Hospital Foundation. 	

	<p>Staff & Organisation Development committee update</p> <p>Quality, Safety & Risk Management committee update</p> <p>Audit committee update</p>	<p>Briefing papers in respect of these two matters were circulated in advance of the Board meeting and taken as read and a further verbal update was provided by the Executive.</p> <p>JKie on behalf of the Finance committee requested that the Hospital Board:</p> <ol style="list-style-type: none"> 1. Approve the Day Surgery proposal - Board agenda item 5.1. <p>This was proposed by JKie and seconded by MHS.</p> <ol style="list-style-type: none"> 2. Approve the implementation of the Relationship Agreement between the Hospital and the Foundation – Board agenda item 5.2. <p>This was proposed by JKie and seconded by PB.</p> <p>PB requested that the TUHF consider the following governance documents in managing its relationship with the Hospital.</p> <ol style="list-style-type: none"> 1. A Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations in Ireland. 2. FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland <p>This item was deferred to the next meeting.</p> <p>MHS advised that the QSRM Board committee met on 8th March 2018. There was no further update to report at this time.</p> <p>PB advised that the Audit committee met on 8th February 2018.</p> <p>PB also advised that Professor Richard Reilly has stepped down from the Audit committee. PB thanked Professor Reilly for his very valuable contribution to the committee during his tenure.</p> <p>PB highlighted some items of risk for improvement which have been brought to the attention of the Audit committee.</p> <p>It was noted that in accordance with the Board workplan for 2018 Mr. David Wall, Director of ICT will present to the Board at its meeting in July and will bring a clear significant ICT proposal.</p> <p>It was agreed to monitor this situation over the coming months.</p>	
--	---	---	--

18.02.07	Integrated Management Report	<p>CEO Report</p> <p>DS provided an update to the Board in respect of Capital development plans in line with TH’s Clinical Services Strategy under the following headings:</p> <ol style="list-style-type: none"> 1. The SIMMS Building. 2. ICU 12 bed extension. 3. New Renal Development. 4. National Children’s Hospital. 5. Redevelopment of front entrance of site and building. 6. Hospital Name. 7. Proposed land at acquisition. 8. Proposed 6 floor development 9. Proposed offsite day-care unit. 10. Proposed relocation of the CRY Unit offsite. 11. Trading name ‘Tallaght University Hospital’. <p>DS provided an update with regard to the following Governance issues as follows:</p> <ol style="list-style-type: none"> 1. DMHG CEO appointment. 2. CHG Legal Entity. 3. Trinity Health Ireland. 4. Haughton Institute. 5. Tallaght University Hospital Foundation <p>LN provided a Performance overview to the Board in line with TH’s Clinical Services Strategy under the following headings:</p> <ol style="list-style-type: none"> 1. Quality Safety and Risk Management. 2. Operations. 3. Finance. 4. Human Resources. <p>Medical Board Report</p> <p>SNiBhr briefed the Hospital Board on general concerns of the Clinical community arising from constraints to access to services for their patients. SNiBhr advised that Professor Michael Gill from Trinity College Dublin attended a recent meeting of the Medical Board and this was a very positive engagement. It was noted that the Clinical Research facility is progressing well at present.</p>	
18.02.08	Approval to apply the Corporate Seal	The Board approved the application of the Corporate Seal to documentation in respect of the purchase of land. Proposed by PB and seconded by AL.	
18.02.09	Contracts	<p>A briefing paper in respect of Contracts for approval by the Board was circulated in advance of the meeting and taken as read. Following discussion the Board approved the relevant contracts (proposed by JKie and seconded by AL).</p> <p>It was noted that appropriate clinical and technical oversight was carried out in this regard.</p>	

18.02.10	Approval to sign 2018 SLA with the HSE	<p>Documentation in respect of Service Level Agreements (SLA) for the CHG and DMHG was circulated in advance of the meeting and taken as read.</p> <p>Following a review process led by the LN, which incorporated feedback from the relevant Executives, the attached SLAs have been drafted between the Hospital, the CHG and DMHG. Substantive issues are covered in the covering letters to the CEOs of the Groups.</p> <p>Board members discussed this matter and agreed that both SLAs should be signed and returned. Proposed by JKie and seconded by PB.</p>	
18.02.11	Board Workplan 2018	<p>A Board Workplan for 2018 was circulated in advance of the meeting and taken as read. Subject to one amendment the Board agreed with the Workplan for the year ahead.</p>	
18.02.12	Conclusion of windup process for the Haughton Institute	<p>A briefing paper in respect of the windup process of the Haughton Institute was circulated in advance of the meeting. DC gave a verbal update in this regard.</p>	
18.02.13	Audit committee Annual Report	<p>An Annual Report for the Audit committee was circulated in advance of the meeting and taken as read.</p> <p>LD thanked PB and the Audit committee for an excellent Annual Report.</p>	
18.02.14	AOB	<p>There was no further business to conduct and this concluded the business of the meeting.</p>	
18.02.15	Next Meeting	<p>23rd April 2018 at the Robert Graves Postgraduate Centre.</p>	

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