



**Tallaght Hospital Board Meeting**  
**Robert Graves Postgraduate Centre**  
**Tallaght Hospital**  
**25<sup>th</sup> November 2015**  
**17:00-19:30**

**Present:**

**Non-Executive Members**

Mr. Michael Scanlan, Chairman (MS)  
 Prof. Richard Reilly (RR)  
 Mr. David Seaman (DAS)  
 Ms. Anna Lee (AL)  
 Mr. Liam Dowdall (LD)  
 Prof. Patricia Barker (PB)  
 Mrs. Mairéad Shields (MHS)  
 Mr. Andreas McConnell (AMcC)  
 Archdeacon David Pierpoint (DP)

**Executives in Attendance**

Mr. David Slevin (DS)  
 Dr. Daragh Fahey (DF)  
 Ms. Lucy Nugent (LN)  
 Ms. Hilary Daly (HD)  
 Dr. Siobhán Ní Bhrain (SNiB)  
 Dr. Catherine Wall (CW)  
 Mr. Dermot Carter (DC)

**Apologies**

Mr. John O'Connell (JOC)

**In Attendance**

Madeline O' Neill (MO'N)

No.	Agenda Items	Decisions Made	Action By
		<b>Board member only time.</b> This is the subject of a separate confidential minute	
15.11.01	<b>Apologies</b>	Apologies were noted.	
15.11.02	<b>Patient's Story</b>	HD briefed the board on correspondence recently received from a patient regarding their positive experience at the hospital. The patient who presented to ED with stroke like symptoms complimented staff on the excellent care provided.  HD briefed the board about correspondence received from a patient regarding a delay in their surgery because of the non-availability of a certain piece of orthopaedic equipment. She explained that the hospital had since been able to procure this equipment and the patient is due to undergo surgery shortly.	
15.11.03	<b>New Declarations of Interest</b>	There were no new declarations of interest for noting.	
15.11.04	<b>Ethics in Public Office Act</b>	MS reminded board members about the need to complete and return the ethics legislation documentation to the Board Secretary.	<b>All</b>
15.11.05	<b>Minutes of Previous Meeting and Teleconference</b>	Minutes of the meeting held on 28 <sup>th</sup> October 2015 having been circulated in advance of this meeting were approved for signing. Minutes of the teleconference held on 9 <sup>th</sup> November 2015 having been circulated in advance of this meeting were approved for signing.	

15.11.06	<b>Issues Log</b>	The issues log was reviewed and accepted.	
15.11.07	<p data-bbox="245 248 464 349"><b>Regular Updates Chairman's Update</b></p> <p data-bbox="245 920 464 981"><b>Audit Committee Update</b></p> <p data-bbox="245 1323 483 1451"><b>Staff &amp; Organisation Development Committee Update</b></p> <p data-bbox="245 1559 483 1653"><b>Quality, Safety &amp; Risk Management Committee Update</b></p> <p data-bbox="245 1693 448 1821"><b>Governance and Board Development Committee</b></p> <p data-bbox="245 1861 459 1989"><b>Integrated management report and other papers for noting</b></p>	<p data-bbox="517 248 1273 544">MS advised of his attendance at the recent GP Study Day at the hospital and congratulated all the team for organising this very successful event, in particular, Ms. Sandra Daly and Mr. Greg Swanick. He also briefed the board on his meetings, along with the CEO, earlier in the day with the Adelaide Health Foundation and the Meath Foundation. It was agreed to invite Ms. Hilary Moss, the Arts Officer at the hospital, to present to the board at a future meeting; It was also agreed to have research and academia on the board agenda in the future.</p> <p data-bbox="517 584 1265 880">Correspondence from the HSE about the Annual Compliance Statement and the Chairman's response to same was tabled at the meeting. MS provided an update in respect of putting the CHGB on a legal footing and briefed the board on recent discussions about the governance of the DMHG. He advised that the term of office for three board members is due to expire shortly and he is awaiting notification about appointments to these vacancies. He also updated the board on developments in relation to two new board members.</p> <p data-bbox="517 920 1254 1048">Minutes of the meeting held on 21<sup>st</sup> October 2015 were circulated in advance of the meeting and taken as read. LD advised that the next meeting of the committee will take place on 9<sup>th</sup> December 2015.</p> <p data-bbox="517 1088 1254 1283">LD also advised that the first meeting of the Finance Committee took place on 19<sup>th</sup> November 2015. Terms of reference of the committee were reviewed together with a workplan for 2016. The board complimented DC and his team on the progress made regarding the collection of income from private health insurance companies.</p> <p data-bbox="517 1323 1257 1518">Minutes of the meeting held on 3<sup>rd</sup> November 2015 were circulated in advance of the meeting and taken as read. DAS advised that the committee reviewed its terms of reference and workplan for 2016. It was confirmed that board oversight of senior management remuneration would continue to be managed by this committee.</p> <p data-bbox="517 1559 1169 1619">MHS advised that the next meeting of the committee is scheduled to take place on 9<sup>th</sup> December 2015.</p> <p data-bbox="517 1693 1238 1821">Minutes of the meeting held on 14<sup>th</sup> October 2015 were circulated in advance of the meeting and taken as read. DP advised that he and PB had met with the Internal Auditor recently.</p> <p data-bbox="517 1861 1262 1955">An integrated management report was circulated in advance of the meeting and taken as read. DS and other members of the EMT updated the Board about certain items in the report.</p> <p data-bbox="517 1995 1254 2056">DS advised the board that the Hospital's draft clinical services plan document will be presented at the first special meeting of</p>	MO'N

		<p>the Board in the new year for review and approval.</p> <p>DS advised the board that a draft report of HIQA's unannounced audit against the National Standards for the Prevention &amp; Control of Healthcare Associated Infections on 23<sup>rd</sup> September was received on 19<sup>th</sup> October. The EMT issued a response and provided certain minor clarifications in respect of the draft on 21<sup>st</sup> October. The final report is expected to be received in December, following which the Director of QSRM will brief the Board on its findings.</p> <p>DS advised that a proposal in respect of the future role and responsibilities of the DCEO position will be presented to the S&amp;OD Committee at its upcoming meeting in December.</p> <p>The developmental programme for the five Clinical Directorate (CD) Teams has commenced. A facilitated offsite day has been arranged for December in order to conduct an initial assessment of the existing CD model in operation. The outcome and work streams that may follow from this process will form part of the work plan for the S&amp;OD Committee.</p> <p>It was noted that the HSE has advised that the Hospital's approved renal unit capital development plan has now been formally put on hold. Following completion of the design stage, the current capital development costs are estimated to be in the region of €10-11m. A revised business case to significantly reduce the projected cost of the development has been requested by the HSE. In the meantime the project is considered on hold. The board discussed this matter in detail.</p> <p>DS informed the board that the INMO have commenced a national ballot of all members in Emergency Departments for industrial action. The ballot commenced on 9<sup>th</sup> November and is due to be concluded on 23<sup>rd</sup> November at which stage the INMO will formally notify the HSE &amp; Voluntary Hospitals of the outcome.</p> <p>DS updated the board about the events which led to public commentary and media attention regarding a delay in allocating a ward bed to an elderly patient on Monday 2<sup>nd</sup> November. HD updated the board about her positive engagements with the patient and family members in this regard. LN updated the board about the operational aspects of securing a suitable ward bed in this case. SNiB briefed the board about the Medical Board meeting, its strong support for the EMT and the letter sent to the Board Chairman. The board discussed this matter in detail and noted the 'next steps'.</p> <p>LN provided a brief update on scheduled and unscheduled care performance expectation to year end and March 2016, building on her presentation to the board on 28<sup>th</sup> October 2015.</p>	<p><b>DF</b></p> <p><b>DS</b></p>
15.11.08	<b>Decisions required Voluntary Healthcare Forum</b>	A briefing note was circulated in advance of the meeting and taken as read. The Board was asked to note the success of the Forum to date in raising the profile of voluntary hospitals and reaffirm its support for Tallaght's membership of the VHF on	

	<p><b>Replace vacant position of clinical representative on THI committee and Executive</b></p> <p><b>Application of the Corporate Seal to Nursing Certificates</b></p>	<p>the basis of an estimated cost of €6,500 a year excluding any conference that might be held. The board approved this recommendation.</p> <p>Formal board approval was requested and granted in respect of the nomination of Dr. Catherine Wall, Lead Clinical Director to the vacant clinical representative role on the THI Committee and Executive.</p> <p>Formal board approval was requested and granted in respect of the application of the Corporate Seal to Nursing Certificates.</p>	
15.11.09	<b>Presentation by Mr. David Wall, Director of ICT</b>	MS welcomed Mr. David Wall to the meeting and invited him to present to board. DW provided an overview to the board in respect of ICT, health care records, information governance and telecoms. He advised the board of his engagement to date with non-clinical and clinical staff, HSE and DMHG. He provided an update on risks in respect of end of life ICT systems throughout the organisation. The board congratulated DW on his presentation and provided feedback on various issues raised.	
15.11.10	<b>Protected Disclosure Act update</b>	PB briefed the board on work done in relation to the Protected Disclosure Act 2014 and the associated guidance published by the Department of Public Expenditure and Reform. It was agreed that PB and DF would liaise on this matter and report back to the board.	<b>PB/DF</b>
15.11.11	<b>Board meeting schedule 2016</b>	MS reported on his contacts with board members about suitable dates and times for board meetings in 2016. It was agreed to consider the matter further.	<b>All</b>
15.11.12	<b>AOB</b>	<p>DF invited board members to a patient survey showcase event on 20<sup>th</sup> January 2016.</p> <p>The importance of board representation at events within the hospital was noted; it was agreed that a schedule of events for the remainder of this year and for 2016 would be circulated to the board.</p> <p>The issue of access by board members to the hospital intranet was raised.</p> <p>MS thanked the hospital board for their commitment throughout the year.</p>	<p><b>MO'N</b></p> <p><b>DW</b></p>
15.09.11	<b>Next Meeting</b>	27 <sup>th</sup> January 2016 at the Robert Graves Postgraduate Centre, Centre for Learning and Development, TH.	

**Apologies** to Ms. Madeline O'Neill, Board Secretary on 4143845/ [Madeline.oneill@amnch.ie](mailto:Madeline.oneill@amnch.ie)