



**Tallaght Hospital Board Meeting**  
**Robert Graves Postgraduate Centre**  
**Tallaght Hospital**  
**20 February 2017**  
**07:30-10:30**

**Present:**

**Non-Executive Directors**

Archdeacon David Pierpoint (DP)  
 Mr. Andreas McConnell (AMcC)  
 Mr. Liam Dowdall (LD)  
 Dr. Jim Kiely (JK)  
 Prof. Patricia Barker (PB)  
 Prof. Kathy Monks (KM)  
 Mrs. Mairéad Shields (MHS)  
 Mr. David Seaman (DAS)

**Executive Directors**

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

**Apologies**

Ms. Anna Lee (AL)  
 Mr. Michael Scanlan, Chairman (MS)  
 Dr. Catherine Wall (CW)  
 Dr. Eleanor O' Leary (EO'L)

**In Attendance**

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

No.	Agenda Items	Decisions Made	Action By
		<b>Board only time</b>	
17.02.01	<b>Apologies</b>	Apologies were noted.  LD advised that he will Chair this meeting in the absence of MS.	
17.02.02	<b>Patient's Story</b>	HD advised of a letter of compliment received thanking the staff, doctors and all the team on Lane Ward for the wonderful care, kindness and professionalism provided to a patient who was cared for by the hospital.  HD advised of a letter of complaint received in respect of a patient who attended the Hospital with a suspected auto immune condition. A mistake was made with a blood sample which caused great distress to the patient. This matter was investigated internally and the patient was reassured in respect of their diagnosis.	
17.02.03	<b>New Declarations of Interest</b>	No new declarations of interest were made.	
17.02.04	<b>Minutes of Previous Meeting</b>	Minutes of the meeting held on 23 January 2017 were approved for signing subject to two minor changes.	
17.02.05	<b>Issues Log</b>	The issues log was reviewed and noted.	

		It was noted that the matter of the ICT server will be dealt with under agenda item 3.1	
17.02.06	<b>Presentation regarding Patient Advocacy/Experience</b>	<p>LD welcomed Ms. Carol Mullins, Patient Advocacy Department to the meeting.</p> <p>CM advised the Board in respect of the three core principles of Patient Advocacy:</p> <ol style="list-style-type: none"> <li>1. Advocacy.</li> <li>2. Patient Feedback/Patient Experience</li> <li>3. Service User Engagement/Patient Experience</li> </ol> <p>CM provided a briefing to the Board regarding:</p> <ol style="list-style-type: none"> <li>1. The aims of Patient Advocacy</li> <li>2. Overall performance and yearly comparisons</li> <li>3. Targets set by the HSE and how the Hospital performs in this regard</li> <li>4. The method by which the Hospital receives complaints</li> <li>5. The Hospital's performance with regard to the HSE Patient Charter and statistics to accompany this performance</li> <li>6. Summary of quantitative data</li> <li>7. Summary of qualitative data 2016</li> <li>8. Patient Advocacy Department and Patient Community &amp; Advisory Council</li> <li>9. Plans for the Department for 2017</li> </ol> <p>LD thanked CM for a very informative and interesting presentation and CM left the meeting at this time.</p>	
17.02.07	<b>Audit committee Annual Report</b>	<p>The Audit committee Annual Report was circulated in advance of the meeting and taken as read.</p> <p>PB advised that the report includes a summary of the activities of the Audit committee throughout the year. PB also advised that LD stood down from the role of Chair of the committee in April 2016.</p> <p>PB acknowledged the ongoing work and support on the committee from the two external committee members. PB thanked and acknowledged the support provided to the committee by the DC, MO'N and Cathal Cremer, Finance Department.</p>	
17.02.08	<b>Board Workplan 2017</b>	<p>A Board Workplan for 2017 was circulated in advance of the meeting and taken as read.</p> <p>LD outlined the plan to have 6 standard meetings and 4 special meetings during the year.</p> <p>LD acknowledged the importance of the attached Appendix in respect of Systemic/Inherent Risk.</p> <p>The Board were invited to provide feedback to the Chairman with regard to the Board Workplan.</p>	<b>All</b>

17.02.09	<b>EMT priority projects for 2017</b>	<p>A document entitled 'EMT Prioritised Development Areas 2017' was tabled at the meeting.</p> <p>DS advised that the EMT are in the process of prioritising areas for development within the Hospital. The Executive team have individually considered four to six development projects in each functional area. The five main development projects were selected as follows:</p> <ol style="list-style-type: none"> <li>1. CSS/Planning AMU Expansion – to develop a succinct business case and proceed to design/submit planning by end 2017.</li> <li>2. Project 2 CSS/Trauma Bid – to complete trauma centre bid by end Q2 2017.</li> <li>3. Project 3 Cerner Millenium – Patient Portal – to commence implementation of initial phase (ie OCS) by start of Q3 2017.</li> <li>4. Project 4 Quality Improvement – commence pilot by end Q2 2017.</li> <li>5. Project 5 – BI/Informatics – Develop an informatics unit by Q3 2017.</li> </ol> <p>It was noted that due consideration has been given to the Clinical Services Strategy when selecting these five projects.</p> <p>It was also noted that a project management approach will be required in respect of these projects.</p>	
17.02.10	<b>For Decision Approval of licence agreement with NPHDB for construction of Satellite Centre</b>	<p>A briefing paper in respect of the approval of a licence agreement with NPHDB for the construction of the satellite Centre and a draft licence agreement was circulated in advance of the meeting and taken as read.</p> <p>It was noted that engagement with NPHDB has been ongoing for the past two years and as of today three main issues remain to be resolved in advance of licence issue which are covered in the licence. The Board discussed this matter in detail and Board approval was sought to enter into a licence agreement with NPHDB to build the Decant Unit, Creche and NCH Satellite Unit on Tallaght Hospital Board owned lands. The Board approved this (<i>proposed by AMcC and seconded by MHS</i>).</p>	
17.02.11	<b>Approval to sign 2017 SLA with the HSE</b>	<p>A Board briefing paper in respect of the HSE Service Level Arrangement (Part II) for 2017 accompanied by the DMHG SLA and CHG SLA were circulated in advance of the meeting and taken as read.</p> <p>It is proposed that the DMHG and CHG SLAs are approved, signed by the CEO and submitted to the DMHG and CHG along with the individual cover letters outlining associated caveats the Hospital has identified as underpinning its decision to sign the SLA. The Board approved this approach (<i>proposed by PB and seconded by KM</i>).</p> <p>It was agreed to bring the SLA for the Mental Health Services to the next meeting of the Board.</p>	LN
17.02.12	<b>Dissolution of Governance committee and</b>	<p>A briefing paper in respect of the dissolution of the Governance committee and the establishment of a Nominations committee was circulated in advance of the meeting and taken as read.</p>	

	<b>establishment of Nominations committee</b>	The Board agreed to the proposal that the Governance committee be disbanded, with its functions in relation to the HSE Annual Compliance Statement being assigned to the Audit committee and a Nominations committee be established ( <i>proposed by DP and seconded by JK</i> ).	
17.02.13	<b>Oversight of risk management by Hospital Board</b>	A briefing paper with regard to the oversight of risk management by the Hospital Board was circulated in advance of the meeting and taken as read. The Board is asked to approve the approach outlined in the briefing paper. The Board approved this ( <i>proposed by PB and seconded by MHS</i> ).	
17.02.14	<b>For Information Letter from MS to AMcC Regarding 'Friends'</b>  <b>Financial Report Council</b>	A letter from MS to AMcC in respect of the 'Friends of Tallaght Hospital' was circulated in board papers for information purposes. DS provided a brief update on the current status of the 'Friends of Tallaght Hospital'. A more comprehensive briefing will be provided at the June meeting of the Hospital Board. The Board thanked Mr. Ciaran Faughnan for taking on the role of Director of the 'Friends of Tallaght Hospital'.  A document 'Corporate Culture and the Role of Boards' by the Financial Reporting Council was circulated in Board papers for information with a view to discussing this matter at a subsequent board meeting.	<b>DS</b>
17.02.15	<b>AOB</b>	There was no further business to conduct and this concluded the business of the meeting.	
17.02.16	<b>Next Meeting</b>	20 March 2017 at the Robert Graves Postgraduate Centre.	

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