



Tallaght University Hospital Board Meeting

Via Zoom

Tallaght Hospital

25th May 2020

08:15-10:00

Present:

Board member

Mr. Liam Dowdall (LD)
 Mr. David Seaman (DAS)
 Mr. John Hennessy (JH)
 Prof. Patricia Barker (PB)
 Dr. Darach O' Ciardha (DO'C)
 Archdeacon David Pierpoint (DP)
 Prof. Kathy Monks (KM)
 Mr. Edward Fleming (EF)
 Mr. Mark Varian (MV)
 Dr. Anne-Marie Brady (AMB)

In attendance:

Ms. Lucy Nugent (LN)
 Mr. Dermot Carter (DC)
 Prof. Paul Ridgway (PR)
 Mr. John Kelly (JK)
 Ms. Aine Lynch (ALyn)
 Ms. Sharon Larkin (SL)
 Dr. Catherine Wall (CW)
 Mr. Shane Russell (SR)
 Ms. Madeline O' Neill (MO'N), Board Secretary

Apologies

Mrs. Mairead Shields (MHS)
 Prof. John Quinlan (JQ)
 Dr. Peter Lavin (PL)

No.	Agenda Items	Decisions Made	Action By
		Board only time	
19.05.01	Apologies	<p>Apologies were noted.</p> <p>DAS advised that Mr. Liam Dowdall has been re-appointed to the Hospital Board and in the role of Chairman for a three year term. DAS thanked Mr. Dowdall for his commitment to the Hospital Board and extended his best wishes on behalf of the Hospital Board.</p> <p>LD thanked the Hospital Board for the opportunity to continue in the role of Chairman and acknowledged the support he has received from the Hospital Board.</p> <p>LN, on behalf of the Executive Management Team congratulated Mr. Dowdall on his re-appointment to the Hospital Board and in the role of Chair and thanked him for his ongoing support and commitment to the Hospital.</p>	
19.05.02	Patient's Story	A briefing paper highlighting two Patient's Stories was circulated in advance of the meeting and taken as read. Each Patient Story and the case book learnings from same were discussed by the Hospital Board.	
19.05.03	New Declarations of Interest	There were no declarations of interest made.	

		LD reminded Board members of their obligations under the Ethics in Public Office Acts and requested that the remaining outstanding form are returned to the Board Secretary before the July Board meeting as the timeline for submission to the Standards in Public Office has passed.	
19.05.04	Minutes of Previous Meeting	Minutes of the meeting held on 27 th April 2020 were approved.	
19.05.05	Issues Log	<p>The issues log was reviewed and will be updated accordingly.</p> <p>19.03.05 It is planned to arrange Virtual Patient Safety Walkarounds during the current Covid-19 restrictions. The next Walkaround is scheduled to take place on 11th June 2020 and Board members have confirmed attendance.</p> <p>19.05.09 The CEO will update the Board on this matter today.</p> <p>19.07.08 An update will be provided at the July Board meeting.</p> <p>19.08.07 This matter is an agenda item for today's meeting.</p> <p>20.01.02 ALyn advised the Board that a process is in place in every clinical area in the Hospital in this regard.</p> <p>20.01.08 This matter is an agenda item for today's meeting.</p> <p>20.01.08 This matter will be an agenda item for the July Board meeting.</p> <p>LD advised that all items on the issues log are being managed appropriately and are progressing well.</p>	
	AGM Adoption of the Annual Financial Statement for 2018	<p>Adoption of Annual Financial Statements 2019</p> <p>A briefing paper in respect of the draft Annual Financial Statements (AFS) for the year ended December 2019 was circulated to the Board in advance of the meeting and taken as read. Also circulated in advance of the meeting were the following:</p> <ol style="list-style-type: none"> 1. Annual Financial Statements for 2019 2. Auditors Report to the Audit committee 3. Representation letter 4. Analytical review 5. Annual Financial Monitoring Return 6. Going concern briefing note for the Audit committee <p>LD welcomed Ms. Marguarite Martin from Deloitte and Ms. Elaine Duggan and Ms. Eithne Kearney from the Finance Department to the meeting.</p> <p>DC provided a further update to the Board and advised of the Financial position of the Hospital.</p> <p>DC advised that the AFS have been rigorously screened by the Audit committee, the Finance team and the External Auditors.</p> <p>DC confirmed that there are no significant issues to report to the Board in relation to the AFS.</p> <p>DC advised that the Audit committee met on 2nd April 2020 to discuss the AFS with the Finance Team. The AC also met with the External Auditors on the 23rd April 2020 to discuss the AFS. There were no significant issues raised by the Auditors in respect of the AFS for 2019. The Finance committee reviewed the AFS at its meeting on 14th May 2020 with no significant issues arising pertaining to the accounts.</p>	

		<p style="text-align: center;">6. Priorities in respect of Bed capacity</p> <p>An Interim Report in respect of a review of the Executive Management Team Risk Register for 2020 was circulated in advance of the meeting.</p> <p>CW advised Board members regarding the background and the process in place for carrying out this review.</p> <p>In order to free staff to engage in essential frontline work and support in response to the Covid-19 Pandemic, Risk Register review meetings scheduled for March 2020 were deferred. Meetings were rescheduled to commence on 22nd April 2020. To date, teleconferences have been held with seven of nine Directorate Leads / Business.</p> <p>CW outlined the Stakeholder engagement in relation to the Risk Register and risks are modified or escalated as appropriate.</p> <p>The following risks were identified for noting:</p> <ol style="list-style-type: none"> 1. Critical Care Bed Capacity 2. End of Life Structures – Hospital Infrastructure 3. Financial Risk 4. Capacity to meet scheduled care – unintended outcomes due to Covid-19 <p>The following are risks identified due to Covid-19:</p> <ol style="list-style-type: none"> 5. Financial 6. Critical Care Bed Capacity 7. In Patient Activity 8. Business Continuity 9. Reliance on Paediatric Hospital Infrastructure <p>It was agreed that CW will prepare a note for circulation to the Hospital Board to cover the above points.</p> <p>CW acknowledged the wonderful work carried out by Hospital staff throughout the Covid-19 pandemic.</p>	CW
<p>19.05.08</p>	<p>Audit committee Report and ICT Response</p>	<p>A report from the Audit committee in respect of ICT Security and a response from the Director of ICT in this regard was circulated in advance of the meeting and was noted by the Hospital Board.</p>	
<p>19.05.09</p>	<p>Key Performance Indicator Comparison Report</p>	<p>A Key Performance Indicator Comparison Report was circulated in advance of the meeting and taken as read.</p> <p>The purpose of the report is to provide a detailed overview of Tallaght University Hospital’s scheduled and unscheduled care performance activity compared to National targets. In addition the data is also compared with two other level four Hospitals in Dublin.</p> <p>JK advised that one of the key priorities in the Corporate Strategy relates to improving access to services at TUH. The requirement to improve access is demonstrated in some of the comparative data.</p> <p>It was noted that the Chief Operations Officer with the support of the Communications Manager is implementing a quality</p>	

		<p>improvement programme relating to patients who ‘Do not attend’ for their appointment.</p> <p>The Board thanked JK for a very informative and useful presentation which demonstrates that TUH compares favourably with its counterparts in this regard.</p>	
19.05.10	Annual Compliance Statement for decision and signing	<p>A report from the Audit 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>DC advised that there is only one change to the template when compared to 2018. This change relates to Part 2 / Board and Corporate Governance Requirements / Responsibilities of the Board and its Directors / Board members, which is the Charities Governance Code.</p> <p>It was noted that in relation to the requirement to comply with the Charities Governance Code, the Board must complete and approve a Report on Compliance and Charities Governance Code. This report is included in the ACS papers appendix 1.</p> <p>The Audit committee has reviewed the ACS and looked at the supporting documentation and evidence prepared by the CEO and DOF.</p> <p>The board discussed this matter in detail.</p> <p>PB advised that the Audit Committee recommends approval of the Annual Compliance Statement to the Hospital Board for the following:</p> <ul style="list-style-type: none"> - Adoption of Report on Compliance with Charities Governance Code. - To sign and submit the Annual Compliance Statement. - That the CEO and DOF sign and return, the Annual Financial Monitoring Return to the named person in the HSE as pre the Service Agreement. <p>This was proposed by PB and seconded by EF.</p>	CEO/DOF
19.05.11	Contracts	<p>Documentation in respect of contracts for approval by the Hospital Board was circulated in advance of the meeting.</p> <p>DC provided a further briefing to the Board in relation to each contract and having been discussed by the Board were proposed by DAS and seconded by PB.</p> <p>DC briefed the Board in respect of contracts 1.5/1.6/1.7 as outlined in the briefing paper. DC advised a delay occurred in terms of the contract procedure for board approval. However, it was noted that the contracts went through a robust procurement process. This matter was notified to the Audit committee and the committee is comfortable with the appropriate action taken. The CEO and Chairman were also notified in this regard. It was agreed that an automated process will be considered in this regard.</p>	DC

19.05.12	Appointment to the Governance & Nominating committee	A briefing paper in respect of the appointment of Ms. Gabrielle Ryan as external member of the Governance & Nominating committee was circulated in advance of this meeting and taken as read. This appointment was approved by the Hospital Board having been proposed by KM and seconded by JH.	
19.05.13	AOB	There was no further business for discussion and the meeting concluded at this time.	
19.05.14	Next Meeting	27th July 2020 at the Robert Graves Postgraduate Centre.	

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