



Tallaght Hospital Board Meeting
Robert Graves Postgraduate Centre
Tallaght Hospital
23rd October 2017
07:30-10:00

Present:

Non-Executive Directors

Mr. Liam Dowdall (LD)
 Mr. Andreas McConnell (AMcC)
 Ms. Anna Lee (AL)
 Dr. Jim Kiely (JKie)
 Prof. Patricia Barker (PB)
 Prof. Kathy Monks (KM)
 Mrs. Mairéad Shields (MHS)
 Mr. David Seaman (DAS)
 Archdeacon David Pierpoint (DP)
 Mr. Eddie Brown (EB)

Executive Directors

Mr. David Slevin (DS)
 Mr. John Kelly (JK)
 Ms. Lucy Nugent (LN)
 Dr. Catherine Wall (CW)
 Dr. Siobhán Ní Bhraín (SNiB)
 Ms. Aine Lynch (ALyn)

Apologies

Dr. Eleanor O' Leary (EO'L)
 Dr. Daragh Fahey (DF)

In Attendance

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

No.	Agenda Items	Decisions Made	Action By
		Board only time	
17.08.01	Apologies	<p>Apologies were noted.</p> <p>LD offered condolences on behalf of the Board to the family of Mr. Joe Hanley who passed away recently. Mr. Hanley had agreed to serve on a Hospital Board committee and had carried out some work for the Hospital in the past.</p> <p>It was agreed that a note would issue from the Board to express appreciation to all Hospital staff and EMT who attended work during Storm Ophelia.</p> <p>DS thanked in particular LN, JK and Alyn for their work on the Sunday evening before the storm arrived.</p>	
17.08.02	Patient's Story	<p>ALyn advised of a letter of compliment received from a patient thanking staff at the Emergency department. The patient wished to express their thanks in particular to nursing staff and the food service staff.</p> <p>ALyn advised of a letter of complaint received in respect of a patient who remained on a trolley for an excessive amount of time. The patient felt distressed and demeaned and complained about the lack of privacy and dignity and the poor communication in respect of their care. JK and Alyn met with the patient on 20th October and committed to an ongoing engagement process from an advocacy point of view.</p> <p>The issue of data protection in relation to privacy for patients was noted. The Board was advised that the Hospital is mindful at all times of the protection of patient information.</p>	

17.08.03	New Declarations of Interest	No new declarations of interest were made.	
17.08.04	Minutes of Previous Meeting	Minutes of the meeting held on 25 th September 2017 were approved for signing.	
17.08.05	Issues Log	The issues log was reviewed and noted.	
17.08.06	Chairman's update	<p>The following correspondence was circulated in advance of the meeting and LD provided an update with regard to each.</p> <ol style="list-style-type: none"> 1. Correspondence from the Chairman to the Foundations, the Provost and Archbishop Jackson in respect of the Hospital Charter. 2. Correspondence from the Chairman to the Provost in respect of the Hospital Board nomination. 3. Correspondence from the CEO to the Foundations, the Provost and Minister for Education in respect of Tallaght Hospital name change. 4. Correspondence received from the HSE in respect of: <ol style="list-style-type: none"> (a) HSE Internal Audit Report. (b) Review of Governance at Board and Executive Level in Section 38 Service Provider Organisation. <p>LD advised that the role of Chair of the Board of DMHG was re-advertised recently. The position remains vacant at this time.</p> <p>LD advised the Board that the Haughton Institute for Graduate Education Financial Statements for the financial year ended 31st December 2016 were circulated with Board papers.</p>	
17.08.07	Board Workplan 2017 update	<p>A briefing paper with an update on the Board Workplan 2017 was circulated in advance of the meeting and taken as read.</p> <p>LD advised the Board that it is timely to carry out a review of the planned work due for completion by the Board at the beginning of 2017 and the progress made to date in this regard.</p> <p>The Board agreed to meet ten times in 2017, six standard meetings and four special meetings.</p> <p>LD provided an update in respect of items covered in standard meetings and separately the items covered in the special meetings.</p> <p>The Board were happy with progress made to date.</p> <p>LD advised that a Board Workplan for 2018 will issue in due course and invited feedback from members on any areas which they feel could be included.</p> <p>It was noted that Culture remains a focus for attention for the Board and the SODC will consider this in 2018.</p> <p>It was agreed to invite the Interim Director of HR to present to the Board in 2018.</p>	<p>DAS</p> <p>LD</p>

17.08.08	General Medical On Call Rota	<p>A briefing paper in respect of the General Medical On Call Rota was circulated in advance of the meeting and taken as read.</p> <p>LN provided a further update advising of progress made to date since the last presentation to the Hospital Board in October 2016:</p> <ol style="list-style-type: none"> 1. A further analysis was conducted on the ‘Hand Backs’ and the focus has moved from a time frame for hand backs to clinical versus non clinical hand backs with the preference being clinical hand backs only. 2. The AMU consultants have taken on the full governance of the 24 beds in AMU with 88% of inpatients in that unit now under their care. 3. Implemented through the NCHD forum. 4. Implemented where patients estimated length of stay is less than five days. <p>It was agreed to close this item off the Board work plan and a future update will be provided via the integrated management reporting process where appropriate.</p> <p>LN reminded the Board in respect of a programme which airs on Thursday evening called ‘Trauma’ featuring Tallaght Hospital.</p>	
17.08.09	Children’s Hospital update	<p>A Board update in respect of matters associated with the Children’s Hospital developments was circulated in advance of the meeting and taken as read.</p> <p>JKie advised that the update follows on from the CEO’s briefing paper at the July 2017 Board meeting and the ongoing developments regarding the Commencement, Integration and Transition sub-committee of the Children’s Hospital Group.</p> <p>The briefing paper advises of the establishment of the NCH on a legal basis. In this regard it was noted that the CEO is leading the preparatory work required to establish the following arrangements:</p> <ol style="list-style-type: none"> 1. A business transfer agreement. 2. A transition service agreement. 3. A Service Level agreement. <p>Priority development work identified by the CIT oversight committee is detailed in the briefing paper.</p> <p>This matter was discussed in detail by the Board.</p>	
17.08.10	Communications Update	<p>A powerpoint presentation in respect of a Communications update was circulated in advance of the meeting.</p> <p>LD welcomed Joanne Coffey to the meeting.</p> <p>Joanne provided an update including the following items:</p> <ol style="list-style-type: none"> 1. The Hospital’s exposure with the Hospital Groups 2. Promote and Dissemination of information. 3. Digital platforms. 	

		<ol style="list-style-type: none"> 4. Performance metrics. 5. Event management. 6. Stakeholder engagement. 7. Roadmap for communications. 8. Development of the social committee. <p>LD invited the Board to comment and feedback. Board members thanked Joanne for a very informative presentation and acknowledged the significant progress made in communications in recent times.</p> <p>JC left the meeting at this time.</p>	
17.08.11	Application of the Corporate Seal to Nursing Certificates	<p>The Board approved the application of the Corporate Seal to the Nursing Certificates (proposed by MHS and seconded by DP).</p> <p>Assurance was provided that all Nurses receiving a Certificate have undertaken the formal academic examination process.</p>	
17.08.12	'Friends Foundation' update	<p>A briefing paper presented by AMcC in respect of the 'Friends Foundation' was circulated in advance of the meeting and taken as read.</p> <p>This paper follows previous briefings to TH Board as follows:</p> <ol style="list-style-type: none"> 1. CEO's briefing paper at the Board meeting in June 2015. 2. MS (former Chairman) briefing paper at the Board meeting in Mar 2016. 3. CEO's briefing paper at the Board meeting in January 2017. 4. CEO briefing paper at the Board meeting in June 2017. <p>AMcC reiterated the main objectives of the Friends is to engage in fundraising/philanthropy/generate charitable donations.</p> <p>The Friends will be structured as a charitable not for profit corporate entity. It will be incorporated as a new company limited by guarantee. It will be entirely legally separate from the Hospital.</p> <p>It was noted that the 'Friends' was discussed at the Finance committee meeting on 3rd October 2017 and will be discussed again at the next meeting of the committee on 16th November 2017.</p> <p>The attached briefing paper provides updates in respect of the establishment of Friends under the following headings:</p> <ol style="list-style-type: none"> 1. Application for charitable status to the Charities Regulatory Authority. 2. Incorporation with the Company Registration Office. 3. CEO recruitment. 4. Name change. <p>The Board discussed this matter in detail and unanimously reaffirmed its support for this new initiative.</p>	

		Given the clear ongoing support for the Foundation from the Hospital Board and the state of readiness now for the Incorporation of the Friends Foundation, the Board re-affirmed the four decisions articulated in the briefing paper. Proposed by PB and seconded by AL.	
17.05.13	AOB	LN advised that An Taoiseach and the Minister for Health turn the first sod for the new Paediatric Outpatients and Urgent Care Centre on the ground of Connolly Hospital today while also welcoming the name for the Children's Hospital Group. Board members will be notified when the turning of the sod is arranged for Tallaght Hospital. There was no further business to conduct and this concluded the business of the meeting.	
17.05.14	Next Meeting	20th November 2017 at the Robert Graves Postgraduate Centre.	

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