



## THE ROYAL HOSPITAL DONNYBROOK

---

# BOARD OF MANAGEMENT

*Minutes of meeting held on Thursday 30<sup>th</sup> April 2020 at 8 am via Video Conference*

**Present:** Brendan Pigott (Chairman), Caroline O'Shea (Vice-Chair), Conor O'Connor (Hon Treasurer/Hon Secretary), Dorothy MacCann, Ruth Deasy, Oisin Quinn, Cllr. Dermot Lacey, Alan Gough, Geraldine McCarthy, David Gunning, Tom Hayes, Michele McCormack, Cllr. Paddy McCartan, Sonia Gyles

**In attendance:** Conor Leonard, Colm Moloney, Dr. Lisa Cogan, Evonne Healy, Oonagh Ryan,

**Apologies:**

**Conflict of Interest** None declared

**/Loyalty:**

---

### Minutes & Matters Arising from meeting of 27<sup>th</sup> February 2020

The minutes were approved and signed by the Chairman.

There were no other matters arising.

### Reports

#### CEO Report

**COVID-19** – the potential devastating impact of an outbreak on RHD patients was recognised from the very early stages and management have been actively implementing plans since the outset. It has led to disruption of routine business and a requirement to manage a dynamic highly fluid situation on a daily basis. There have been challenges and management continue to support staff and residents in relation to maintaining emotional wellbeing through the process.

- **Service activity** - there has been a significant reduction in referrals for rehab. LTC is full but occupancy in rehabilitation areas has dropped by approximately 50%.
- **HIQA** – following service consolidation some residents in multi-occupancy rooms were moved to non HIQA ward areas to allow for additional space. Additional paperwork required was submitted to HIQA.
- **Screenings of Residential settings** – all in-patients were swabbed this week – there is approximately 4 – 6 days wait on results. First batch of 220 staff names have been forwarded for testing. Management have plans in place in the event there are positive swab results.

RHD are holding off on any admissions until swab results are received as there is limited availability of PPE and single rooms. RHD continue to follow all national guidelines including appropriate use of PPE.

**ICT** – urgent server upgrade has been completed

**HIQA** – re registration process in progress, RHD registering as an incorporated body

**Strategic** – Estates committee will report in June in relation to LTC provision.

C Leonard acknowledged on behalf of staff the Friends provision of iPads and devices to allow residents communicate with families. O Quinn advised that the Friends are willing to look at collaborative approaches going forward.

Board noted their appreciation to the Friends and acknowledged all staff for their work and commitment and the 'letters home' initiative

### **Medical Director & Director of Nursing Report**

E Healy noted difficulty in recruiting a pastoral care chaplain.

### **Risk Management**

Risk Metrics – two risks CO12 & CO16 have been increased to the maximum score. A new risk in relation to EHO enforcement has been added. It was agreed to look at the wording in relation to risk SO5.

### **Audit Committee draft Minutes 7<sup>th</sup> April 2020**

A Gough highlighted that PWC have substantially completed the audit of the financial statements for 2019. However they need to complete their going concern assessment and this will include consideration of the impact of any Covid related costs. In particular they need to be comfortable with a cash flow projection and its underlying assumptions for 12 months post signing the accounts.

The Audit Committee will need to meet again to finalise and recommend financial statements for approval to the board prior to the AGM.

Discussion on Patient monies - The Audit Committee is to review the charter and give a recommendation to the June Board on best approach to deal with this. The current Bank of Ireland account (which holds patient's money) is being renamed as Patients Money Account.

### **Clinical Governance Committee Communication**

The Chairman read out the Clinical Governance Committee Chair's acknowledgement of response from Board.

### **Clinical Governance Committee Minutes 19<sup>th</sup> March 2020**

Chairman raised a query in relation to the number of complaints and safeguarding – O Ryan to follow up.

### **Clinical Governance Steering Committee Report**

Main focus has been on end of life care – protocol in place to facilitate family members being present. Although the mortuary has not been refurbished it has been painted.

Discussion had in relation to variations in the data for slips, trips, falls, ulcers and hand washing - there had been issues with key staff members in particular areas being out in sick leave, staff have also been encouraged to report all incidents so hospital can gain a clear picture of issues so they can be dealt with. Hand hygiene is being actively promoted at all times.

### **Matters for Decision**

#### **Board & Committee Terms of Reference**

The board approved all terms of reference

The Chairman is to look into including the holding of meetings by video conference in the standing orders.

### **Matters for Information**

Management Accounts – RHD has increased its estimated budgetary shortfall for 2020 to €1,058K, from €716k to allow for emergency works carried out in January and the impact of Covid 19. Savings

identified under the value improvement programme did not materialise in the initial months of 2020 but management are hopeful due to reduction in rehabilitation beds that the agency and overtime costs should reduce now. C Moloney has had initial conversation with HSE in relation to bringing forward payment of some monies from the block allocation to facilitate operations in May.

Board expressed their concerns re the projected deficit – C Moloney to look at current Government Covid initiatives in relation to deferral of PAYE / PRSI payments.

Arising from unspecified cuts in the Hospital's Budget allocation, and with no way of funding the ensuing projected deficit of €1,085k, the Board was left with no alternative but to request management to look at cost savings that could be made by reducing services while continuing to have active engagement with CHO 6. It was recommended that all Covid related costs be kept separate so that they are easily identifiable when the HSE decide how the pandemic monies are to be released.

Executive Committee Minutes March 26<sup>th</sup> – taken as read

RHD Housing Financial Statements 2019 – D Lacey noted that the 19 units in Beech Hill were up and running in 2019.

RHD Friends Financial Statements 2019 – O Quinn noted that the cancellation of fundraising events for 2020 to date will have a significant impact on the 2020 financial position. The Friends are committed to funding the imaginative programme for Physio.

### **Emerging Issues & Any Other Business**

The Chairman on behalf of the Board offered condolences to M McCormack on the passing of her Father earlier this year.

The Chairman on behalf of the Board acknowledged it was G McCarthy's last board meeting and thanked her for the time and commitment she has given over the past 10 years to both the Board and the Clinical Governance Committee and wished her well in the future

*HMT left at this point*

### **Restricted Item—Board Members only present**

The Chairman advised the Board that following a recommendation from the Nominations and Governance Committee Dr David Robinson was approached to join the Board and Clinical Governance Committee as a replacement for Geraldine McCarthy. The Board noted this appointment.

### Nominations of Candidates for Board re-election

This was noted and agreed by the Board

### Remuneration Committee Annual Report

This was noted by the Board

### Approval of Board Competencies

Amendments to this were approved by the Board.

### Board approval to postpone AGM

In the light of the current Covid19 restrictions the Board approved approval of the Annual General Meeting which was scheduled for 28<sup>th</sup> May 2020. The Chairman requested that C Leonard investigate the logistics of holding the meeting remote via webinar.

### Friends Update

The Chairman advised that there were no developments to report.

### **Next Meetings:**

Board 25<sup>th</sup> June 2020

### **Close of Meeting**

*There being no further business, the meeting then closed.*

### **Action List**

<b>Item</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Progress</b>
Estates report on provision of LTC	June Board Meeting	CEO / Estates Committee	
Risk SO5 – wording and rating to be reviewed	Immediate	CEO	
Finalise RHD Financial Statements for Board approval	May/June	Audit Committee	
Recommendation on how to deal with legacy Patient Monies	June Board Meeting	Audit Committee	
Review need to include in Board standing orders holding of meetings by video conferencing	June Board Meeting	Chairman	
Cost savings report by reduction of services	Immediate	CEO/Financial Controller	
Investigate holding of AGM via Webinar	Immediate	CEO	

---

Brendan Pigott  
Chairman, Board of Management  
28<sup>th</sup> May 2020