



THE ROYAL HOSPITAL DONNYBROOK

BOARD OF MANAGEMENT

Minutes of meeting held on Thursday 27th February 2020 at 7.30 am in the Boardroom

- Present:** Brendan Pigott (Chairman), Caroline O'Shea (Vice-Chair), Conor O'Connor (Hon Treasurer/Co Secretary), Dorothy MacCann, Ruth Deasy, Oisín Quinn, Cllr. Dermot Lacey, Alan Gough, Geraldine McCarthy, David Gunning
- In attendance:** Conor Leonard, Colm Moloney, Dr. Lisa Cogan, Evonne Healy, Oonagh Ryan,
- Apologies:** Tom Hayes, Michele McCormack, Cllr. Paddy McCartan, Sonia Gyles
- Conflict of Interest /Loyalty:** None declared
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Restricted Item—Board Members only present

- 1.1 **Nominations & Governance Committee Annual Report 2019**
The Chairman presented the Nominations & Governance Committee 2019 Annual Report. The Report was approved by the Board.
- 1.2 **Appointment of Clinical Representative to Executive**
The recommendation from the Nominations & Governance Committee that Evonne Healy, Director of Nursing, be appointed to the Executive was approved by the Board.
- 1.3 **Board Secretary role review**
The revised Board Secretary role was approved by the Board.
- 1.4 **Friends Update**
The Chairman updated the Board on developments.
C Leonard stated that he is meeting HSE Estates re the 2020 Capital Budget on 2nd March. It was agreed that passive fire protection works to the non-HIQA areas should be progressed using Special Funds. CL to agree work schedule appropriate to available funds

HMT members joined the meeting at this point.

Minutes & Matters Arising from meeting of 28th November 2019

The minutes were approved and signed by the Chairman.

- IT Server operating software upgrade – CEO meeting with IT to discuss
- Upgrade works to Mortuary – initial costs over €25K so will need to go to e-tenders before submitting funding request.

There were no other matters arising.

The Chairman suggested some changes to the order of the Agenda

Matters for Decision

Leasing/refurbishment of Gardeners Cottage – Tender for refurbishment works is €88K ex VAT. The Board gave approval to go ahead with the refurbishment, subject to the GP's signing the binding Agreement for Lease.

HSE Service Level Agreement - RHD has estimated an operational budgetary shortfall of €716K in 2020 based on SLA. The Board expressed their concerns in relation to the allocated budget for services provided including the inadequate funding of LTC beds.

The SLA is due for signing on February 28th and the Board gave approval for the CEO to sign with a covering letter outlining all the current issues and concerns raised.

Procurement Policy - The Board of Management adopted the policy

Inclusion of Board Minutes on website – It was agreed that on an annual basis previous years minutes would be reviewed and added to the website ahead of the Annual General Meeting. Minutes that were submitted following recent FoI request can be put on website ahead of this years AGM.

Reports

CEO Report

Financial – there was an excess spend against budget for January relating to increase in absenteeism, emergency repairs and environmental health requirements. A new Capital application for works in kitchen areas to be submitted

HIQA – a range of actions have been taken since the last board meeting to address matters highlighted in the report including all passive fire-safety works in HIQA wards and staffing. Board members again highlighted concerns in relation to the 'Irish Times' article heading which was deemed to be very unfair.

Estates Committee meeting in March to look at LTC options on site and CL has a meeting with HSE official responsible for Strategic planning to also discuss this.

Friends support – Report noted, and Board requested this be an annual item.

ICT – Tenders for wired and wireless networks completed, plan to award within next 2 weeks.

COVID-19 – scenario planning underway and equipment in place.

Oisín Quinn left the meeting

Medical Director & Director of Nursing Report

Report taken as read

Clinical Presentation

LC gave a presentation on OPRAH (Older Person's Rapid Assessment Hub) a new care pathway based in SVUH emergency department. Rationale is that older patients visiting the ED will benefit from a more comprehensive assessment. Following an audit of the service it was deemed to be providing significant savings as a result of reduced admissions. Following discussions RHD started taking referrals in September 2019. To date the group of patients that have been referred to RHD have been very complex and the input required discharging them intense. Discussions ongoing in relation to sourcing additional resources to continue with the service.

Risk Management

Risk Metrics – risks OH04 and CO10 have increased. A new risk in relation to adequacy of water pressure in event of fire has been added – this will be merged with current fire risk.

The Chairman reminded the Board that while it has delegated some of its powers to the Audit and Clinical Governance sub-committees it did not absolve Board Members of the legal and fiduciary duties.

Audit Committee Annual Report & Minutes

AG highlighted the ongoing concerns in relation to the management of ICT.
Draft Audit Committee Minutes from meeting of January 21st 2020 – noted

Clinical Governance Committee Annual Report & Minutes

Letter to the Board in relation to the HIQA report to be followed up.

Draft Clinical Governance Committee Minutes from meeting December 12th 2020 – noted

Matters for Information

Below items were taken as read.

- 8.1 Management Accounts & Report for period ending 31st January 2020
- 8.2 Balanced Scorecard
- 8.3 Draft Executive Committee Minutes from meeting of January 30th 2020
- 8.5 Board & Committee attendance chart 2019

Emerging Issues & Any Other Business

The Chairman informed the Board that Governance Ireland had been awarded the contract for this year's online board evaluation.

There will be an in-house presentation at this year's AGM.

Next Meetings:

Board 30th April 2020

AGM 28th May 2020

Close of Meeting

There being no further business, the meeting then closed.

Action List

Item	Action Date	Person Responsible	Progress
Work Schedule for passive fire protection works to non-HIQA areas	Immediate	CEO	
IT software upgrade	Immediate	CEO	
Upgrade works to Mortuary to etenders	Immediate	CEO	

Leasing & refurbishment of Gardeners cottage	Immediate	CEO	
Signing SLA & cover letter	Immediate	CEO	
Board Minutes on Website	Immediate for FOI ones submitted Annually review	CEO / Chairman/ F o I Officer	
Capital Budget application for kitchen works	Immediate	CEO	
Review LTC options on RHD site	March 2020	CEO / Estates Committee	
List of Friends supported projects	Annually to Board – Feb 2021	CEO	
Clinical Governance Committee letter to Board	Immediate	Secretary	

Brendan Pigott
Chairman, Board of Management
30th April 2020