



## THE ROYAL HOSPITAL DONNYBROOK

---

# BOARD OF MANAGEMENT

*Minutes of meeting held on Thursday 25<sup>th</sup> June 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, Oisín Quinn, Alan Gough, David Robinson, David Gunning, Tom Hayes, Michele McCormack, Cllr. Paddy McCartan, Sonia Gyles, Cllr. Dermot Lacey

**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 28<sup>th</sup> May 2020

The minutes were approved subject to minor change – 'HIQA registration in progress as a statutory body' and signed by the Chairman.

As there has been no funding for minor capital for a number of years C Moloney to prepare a proposal for the HSE bundling a number of requests under infection control.

### Reports

#### CEO Report

Occupancy - Residential care remains full but rehabilitation is now only one third occupied. Plan to discuss with Prof. Mallon (Lead for infectious diseases) to look at separating the rehab and residential facilities into two separate areas which could lead to restrictions on admissions to rehabilitation being minimal.

CHO 6 have asked RHD to consider using the Alzheimer's respite centre (11 beds) in Blackrock as an interim measure. There are a number of potential logistical issues with this but management are reviewing.

Visiting – RHD are now in week 2 of having reopened visiting. It is a very labour intensive process and management are looking at how it can be made more sustainable in the longer term. The Friends offer to support a resource to manage this process will be part of this.

The Board wished to acknowledge all the work from everyone that has gone into to facilitating visiting.

HIQA – a meeting with HIQA Deputy Chief Inspector, RHD CEO and Chairman is scheduled for tomorrow. The Board will be informed of the outcome of this meeting.

IT – the tender has been awarded

ICT support – a quote for extension of the current 20 hours per week has been received and needs to be reviewed.

CEO recruitment – the process has resumed.

General discussion had around potential pathways of care and use of alternative accommodations.

*Dermot Lacey joined the meeting at this point*

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

Current HSPC guidelines which apply to residential care settings also, in RHD's case, apply to rehabilitation admissions too. This means any new admissions must be isolated for 14 days in a single room. This isolation can be very challenging for a number of patients.

RHD have a staff wellbeing programme and structured support for staff is available.

Currently there are no issues with accessing PPE.

Planned programme for testing all staff weekly for 4 weeks to commence next week.

The Board and Management acknowledged the Friends for the support that has been provided to date getting patients and families connected by providing tablets to RHD and the Friends have advised that more tablets can be sourced if required.

*David Gunning left the meeting at this point*

### **Risk Management**

Risk Metrics –The CEO outlined 2 changes to risks C07 and S05. There were also an additional 3 new risks added T002, M19 and E004.

### **Matters for Discussion**

Strategic Estates Report- the Covid 19 crisis has led to a National debate in relation to the future provision of LTC. The report outlined a number of potential options within the context of the RHD strategic plan. The Strategic Estates committee are recommending a twin track approach over the next three to six months looking at further engagement with the HSE on the appropriate funding of LTC and commencing a process of appointing an advisor to guide RHD through the steps. Committee to also look at the options of Dept. of Health leasing a potential new building.

Patient Legacy Monies – A Gough advised the Board that this was reviewed by the Audit committee.

### **Matters for Decision**

Amend Board Standing orders to allow video conferencing – this will go to the next Nominations and Governance Committee meeting and then for board approval.

Approval of Annual Compliance Statement – C Moloney gave an overview – standard statement with no changes to previous year. Section C allows RHD highlight any areas of concern raised by the Board. The Board authorised the Chairman and C O'Shea to sign the statement.

Approval of Financial Statement year ending 31.12.2019 – PWC have to refocus the audit opinion in respect of Covid 19 and this should be available mid-July. It was agreed that once the audit opinion was available the statements would go to the Audit Committee for recommendation of approval to the Board.

The Board will hold a special meeting on the 30<sup>th</sup> July 2020 to approve the audited financial statements ahead of the AGM in early September.

If anyone has any questions in relation to the financial statements they were asked to contact C Moloney.

### **Matters for Information**

Management Accounts – the month of May is reporting an operational surplus of €105K, continuing the surplus reported for April 2020 and a welcome reversal of the deficits reported in Q1.

The significant reason for this positive result is the low level of occupancy at RHD. Overall occupancy at RHD for May was at 58% versus budget of 91%. This lower level of occupancy is continuing in June and possibly into July and August.

This low level of occupancy will present RHD with funding challenges in the future.

The latest operational projection for 2020 is indicating a breakeven position based on assumptions.

*Lisa Cogan left the meeting at this point*

Annual Financial Monitoring Return – this return is a reconciliation between the allocation for 2019 and the 2019 financial statements.

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

It was agreed to hold a strategy day in November 2020

Additional Board meeting to be held to approve financial statements for 2019 on Thursday July 30<sup>th</sup>.

### **Next Meeting:**

Board 24<sup>th</sup> September 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>
Bundle minor capital costs under infection control proposal to HSE	Immediate	Financial Controller	
Increasing Admissions	Ongoing	CEO /HMT	
HIQA Meeting – board update	Friday June 26 <sup>th</sup>	CEO	
IT Tender & ICT Support	September Board Meeting	CEO	
Strategic Estates Committee update	November Strategy day	CEO / Strategic Estates Committee	
Recommendation on how to deal with legacy Patient Monies	Ongoing	Audit Committee	
Amend Board Standing orders to allow video conferencing	October 2020	Nominations & Governance Committee	

Approval of Financial statements	July Board Meeting	Financial Controller	
Strategy away day	November 2020	Chairman / CEO / O Ryan	

---

Brendan Pigott  
Chairman, Board of Management  
30<sup>th</sup> July 2020