

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

In the absence of the Archbishop and the Lord Mayor and in accordance with the Charter, Mr Nicholas Kearns, Deputy Chairman, presided at the Executive Committee meeting held in the Boardroom of the Hospital at 5.15pm on Wednesday, 24th July 2019.

1. Agenda and Attendance

Present at the meeting:

Mr Nicholas Kearns	Dr Ingrid Browne	Ms Isabel Foley
Mr William Johnston	Prof. Fionnuala McAuliffe	Ms Michele Connolly
Prof Shane Higgins	Dr John Murphy	Ms Jane McCluskey
Mr Stephen Vernon	Dr Roger McMorrow	Ms Christine Moran
Mr Aidan Devlin		Ms Mairéad Butler
Fr Enda Cunningham		Cllr Catherine Stocker
Mr Frank Downey		
Cllr Naoise Ó Muirí		
Cllr James Geoghegan		

In attendance:

Mr Ronan Gavin	Ms Mary Brosnan	Mr Alistair Holland
Secretary/General Manager	Dir. of Nursing & Midwifery	Financial Controller

Apologies received from:

The Lord Mayor	Prof Colm O'Herlihy	Ms Eugénée Mulhern
	Prof Declan Keane	
	Dr Michael Robson	
	Prof. Peter McParland	

Mr Nicholas Kearns welcomed Dr Roger McMorrow, Cllr Catherine Stocker and Cllr James Geoghegan to their first meeting as members of the Executive Committee.

2. Declarations of Conflicts of Interest

There was no declaration of a conflict of interest.

3. Review and Approval of Minutes of Previous Meeting

The minutes of the meeting held on 26th June 2019 were agreed subject to a minor change.

4. The Master's Report

During the month there were 1209 inpatient admissions to the hospital of which 1045 were maternity and 28 were gynaecological. A total of 652 mothers of whom 42% were nulliparous gave birth to 662 babies. There were 3 perinatal deaths giving a perinatal mortality rate of 4.5 per thousand. The corrected perinatal mortality rate was 3.0 per thousand. 1 baby died from a lethal congenital malformation, there was one antepartum death and 1 normally formed early neonatal death.

197 mothers were delivered by caesarean section giving a rate of 30.2%. The vaginal operative rate was 9.6%. The epidural rate was 48% (parity breakdown not available)

49 major gynaecological operations were performed during the month. There were 241 minor procedures performed of which 49 were for incomplete miscarriage. There were 136 admissions to the neonatal unit during the month.

Interviews for the Post of Consultant Neonatology (Transfer) were held during the month and I am delighted to inform the Board that Dr. Eoin O'Curraín is the successful applicant and will take up the post on January 20th, 2020.

To celebrate Bloomsday, the Foundation held a Bloomsday Fundraising Lunch in the Hospital Boardroom on June 14th to raise funds for our Placenta Accreta Support Group Campaign. I would like to record my gratitude to Liz Byrne, Catering Manager for her excellent catering and help with this event.

Matters arising from the Master's Report

It was noted that senior staff met SCA regarding recent autism claim settled. NMH strong concerns noted and agreed that letter would issue from the Executive to SCA.

Regarding TOP case, noted that review team appointed and expected to commence mid August but still trying to engage with patient.

In relation to the MT case, we expect the DOH to propose a Chair and the review to commence soon.

The Master presented a risk report which was discussed. It was noted that further work is required in relation to some risks, risk identification/clarification/residual risks. Corporate risk register was presented and high number of risks noted and discussed and reporting culture noted. Further work required to update and evolve. Item relating to MN-CMS noted for further review but now moderate risk.

5. The Director of Midwifery & Nursing's Report

Midwifery & Nursing: Recruitment and retention of staff remains a priority. Midwifery & Nursing have a complement of **409 WTE**. I mentioned last month that we have some short term ward based vacancies from July to October due to peak holiday season. **5** staff commenced maternity leave this month bringing the total on active maternity leave to **28 WTE**. On the 10th July interviews for CMM 2 positions in Delivery Ward were held and I am pleased to inform the board that Jane Langenbach and Anya Phillips were appointed.

Quality Initiatives:

- The National Maternity Experience Survey is being finalised and will commence in the hospital shortly.
- The Neonatal Unit has developed a number of quality improvement plans to improve family centered care (currently the team are rolling out a book club where a number of children's books are available to read to their baby and the parent feedback is excellent).
- The Catering Department are working on areas to improve the experience of long stay patients - the first initiative was a film screened in the Midwives Sitting Room which received a positive response. The next initiative they are hoping to plan will include the patients' family members.

MNCMS: The “GO Live” for Gynaecology work stream is proceeding in September and a work plan is being developed to ensure that the go live is uneventful. Training took place last week for the Gynaecology staff and we await the delivery of the equipment for the clinics.

NMH@SVUH Update: The Operational Readiness workstreams are developing well. A number of workshops have been arranged with Accenture to focus the working groups to develop a plan of action and timeline to ensure work on the business case is completed by February 2020.

NMH 125 years: It was agreed that the hospital boardroom would be opened for Culture Night. Suggested time of opening is 5pm – 8pm with a member of staff to talk to visitors about the boardroom and paintings.

Patient Experience: We received 142 completed surveys for the month of June. 142 felt their overall care and treatment was excellent and all 142 patients who returned the survey said they would consider returning to the hospital or recommend us to family or friends. We have received 9 written and 2 verbal complaints to date this month. We are currently working to resolve all issues raised.

6. Report of Finance Committee Meeting, 23rd July 2019

Matters Arising/ Action Items

- Awaiting a response from family on chasing outstanding insurer liability.
- A meeting will be arranged with the Procurement Dept. to discuss compliance issues.
- Employment forms are included in the HR papers.

Revenue Account

Year to date surplus against NMH Budget	<u>€228,873</u>
NMH Forecast Net Expenditure	€66,781,667
HSE Allocation	<u>€61,663,125</u>
NMH Forecast Deficit vs. HSE Allocation	<u>€ 5,118,542</u>

Pay	€25,250 Favourable (YTD €197,693 Favourable)
Non Pay	€12,654 Favourable (YTD €107,498 Favourable)
Income	€149,220 Favourable (YTD €76,318 Unfavourable)

Funding for TOP has still to be confirmed so the allocation for 2019 is currently €61.7m giving a forecast deficit for the year of €5.1m. This deficit is predominately due to the cost of capital building works.

Debtors

Debtors at the end of June were €2.8m. A list of aged debt items for review and action will be brought to the next meeting.

IEHG/HSE

The hospital is working with IEHG on a group-wide cost containment plan. Recent correspondence to Hospital Groups from the HSE Director General was noted.

Approval of WTE and Staffing Requirements

7.0WTE were approved to cover 2.0WTE maternity leave, 2.0WTE EMT admin support, 2.0WTE Grade 3 short-term projects & 1.0WTE Midwifery/Nursing.

Update on Hospital Managing Activity Levels

Deliveries up 2.0% YTD with deliveries for the year expected to be over 8,000. There was discussion around the increasing complexity of cases.

Update on Facilities

LDU: the project is substantially underway and crane in-situ on site. There have been some issues with neighbours but these appear to have been resolved. Major steelworks will be completed by October.

Theatre: works on-going with an expected completion in Q2/2020.

A proposal to extend the Internal building team project with the HSSD/CDU and OPD works will be discussed at the next meeting.

X-ray: we will need to go to tender again in order to be ready for these potential works in 2020.

Review of Periodic Reporting Items

Financial Areas: A summary of other income generating functions was brought to the meeting and discussed. The strategic plan will be extended to include 2023 and will be ready in October.

The Fixed Asset policy will be formalised.

Update on Other Matters

- The next Audit Committee will meet to discuss two recent BDO Draft Reports received in June.
- A brief response will be drafted to HSE Compliance acknowledge their receipt of the ACS 2018.
- The Relocation Committee will meet on Wednesday to discuss progress in Stage 2C of the project.

Payment of Accounts

The month's accounts in the amount of €6,848,129.75 were passed and approved for payment.

Any Other Business at the Finance Committee Meeting

- The dates for Finance and Executive Committee meetings in 2020 were agreed.
- Amendments to NMH Corporate Governance Code s5.6 were discussed with a view to confirming thresholds of authority for Capital Expenditure & Contracts and aspects of approval of pay policy will be brought to the August meeting.
- The Master provided summary of discussions with the State Claims Agency subsequent to a recent case settled by the SCA.

7. Other Committees' Reports

(a) QRPS Committee

- Dashboard presented and feedback provided, for further discussion at next meeting (August).
- MN CMS update provided already and noted.
- Risk register was noted by Master.
- Self assessment completed and agreed.
- Update provided on GDPR.
- Update on GDPR work plan to be provided by DPO at the Executive Committee meeting in September.

(b) Audit Committee

Mr Frank Downey, Chair of Committee, noted no meeting of the Audit Committee took place.

(c) Ethics Committee

No recent meeting of Ethics Committee. Item to be carried forward.

(d) House Committee

No meeting of the House Committee in July. The next meeting is scheduled for early September. Item to be carried forward.

(e) Co-Location Committee

Mr Stephen Vernon, Chair of Committee, provided an update.

- Enabling construction ongoing.
- Noted that the Honorary Secretary agreed to link with DOH on Governance Review.
- On legal matters, NMH/SVUH making very good progress on joint operating licence, almost ready for legal review.

8. Review of Outstanding Actions related to Previous Meetings

Items outstanding from Committees noted and agreed that Chairs of Committees should action.

9. Review of Board 2019 Reporting Calendar

Circulated and noted.

10. Application of Seal to Documents

The seal was not used during the month.

11. Any Other Business

- (i) Board training in October
Agreed that dates for Induction Training be circulated.

- (ii) Ms Mairead Butler reported on a meeting with PR/Master/Secretary/
General Manager and a plan to identify and action “good news” stories
into the media.

There being no further business the meeting ended.