



Mater Misericordiae University Hospital
Board of Directors Meeting (the "Board")

DATE Tuesday, 19 September 2023	TIME 4pm	VENUE In person – Pillar Room and via Zoom
Chair	Mr. David Begg (Chair)	
Minute taker	Ms. Anna Broderick (Company Secretary)	
Members / Attendees <ul style="list-style-type: none"><input checked="" type="checkbox"/> Mr. David Begg (Chair) DB<input checked="" type="checkbox"/> Mr. David O’Kelly (Vice-Chair) (Non-Executive Director) DOK<input checked="" type="checkbox"/> Ms. Brid Cosgrove (Director of Finance, Executive Director) BC<input checked="" type="checkbox"/> Ms. Anne Vaughan (Non-Executive Director) AV<input checked="" type="checkbox"/> Dr. Brian Marsh (Chair – Medical Executive, Executive Director) BM (via zoom)<input checked="" type="checkbox"/> Ms. Suzanne Dempsey (Director of Nursing and Deputy CEO) SD<input checked="" type="checkbox"/> Ms. Eilis O’Brien (Non-Executive Director) EOB<input checked="" type="checkbox"/> Mr. Rod Ensor (Non-Executive Director) RE (via zoom)<input checked="" type="checkbox"/> Ms. Anna Broderick (Company Secretary) AB		
In Attendance <ul style="list-style-type: none"><input checked="" type="checkbox"/> Mr. Alan Sharp (Chief Executive Officer MMUH) AS		
Apologies <ul style="list-style-type: none"><input checked="" type="checkbox"/> Professor Jim Egan (Executive Clinical Director, Executive Director) JE<input checked="" type="checkbox"/> Mr. Pat O’Doherty (Non-Executive Director) (POD)<input checked="" type="checkbox"/> Professor Mary McMenamin (Non-Executive Director) MMcM<input checked="" type="checkbox"/> Professor Cecily Kelleher (Non-Executive Director) CK<input checked="" type="checkbox"/> Ms. Mary Raftery (Interim Director of Nursing) MR		

MINUTES

TOPICS	Action By	Due Date
1.0	Welcome/Apologies	
	The Chair welcomed everyone to the meeting. It was noted that JE, POD, MMcM and CK have given there apologies to the Board.	
	The Chair declared that there was a quorum present and that the meeting could proceed. It was acknowledged that this was a hybrid meeting and each attendee confirmed that they could see and hear each other via the video-conference platform.	
2.0	Declarations of Interest	
	The Chair asked whether any Director has any interest to declare in relation to any item on the Agenda for this meeting and, if any issue arises during the meeting, that such a declaration be made then. Nothing was declared.	
	No declarations of interest were raised.	
3.0	Presentation on MMUH’s Annual Report	
	AS went through the draft annual report with the Board. It was agreed that the final draft will be issued to the Board before the next Board meeting for its approval.	
4.0	Minutes of the meetings dated 4 July and 14 August 2023 and matters arising	
	The minutes of the last meetings held respectively on 4 July and 14 August 2023 were unanimously approved for signing by the Chair.	
	From Matters Arising, the following was noted: <ul style="list-style-type: none">• It was noted that a presentation from Head of ICT on EHR is being arranged for the December board meeting.• It was noted that a presentation on OCEI and research is being scheduled for the January 2024 meeting.• Annual Report Update has been addressed in this meeting.	

	<ul style="list-style-type: none"> • It was noted that a Review of the Constitution is being scheduled. • Following audit input, matters reserved to the Board will be presented to the next board meeting. • From the July meeting, the Public Works Contract for the NIU was executed and issued.
5.0	Board report including updates from the Directorates
	<p>The Board Report including the CEO's report was taken as read.</p> <p>AS gave an update on the Electronic Health Record project.</p> <p>AS gave an update on the Major Trauma Centre (MTC) Phase 2.</p> <p>The CEO noted the following:</p> <ul style="list-style-type: none"> • For the North Dublin Surgical Hub - The tender process has been completed and a site has been selected. A Board discussion ensued in relation to next steps including a contract being issued. This will be brought back to the Board. • Helipad - MMUH Estates wish to proceed with the design team and to lodge planning permission subject to the Board's approval. Following a detailed discussion, the Board resolved that the Helipad should proceed as set out by MMUH Estates and that the Company Secretary is authorised to seek permission from the parent company for approval to proceed with signing all required document to proceed with the planning permission application. <p>EOB asked about MMUH's expansion and its ability to ensure access to care is maintained. This was discussed in detail with the Executive Management Team. It was agreed that the development needs are significant for patients. For example, MMUH is seeking more radiology services to facilitate additional services for its patients.</p> <p>In terms of MMUH's subsidiary, SD gave an update on St Paul's and how child safety is addressed vis a vis the HSE.</p>
6	MMUH Committee Updates
	The Chair noted that updates from each Committee is set out below.
6.1	Finance & General Purposes Committee
	<p>The Chair gave an update on the current financial position of MMUH and the on-going written communications with the HSE and the meetings with the IEHG.</p> <p>The Chair also gave an update on overall operations including capital projects in MMUH.</p>
6.2	Remuneration Committee
	The Chair confirmed that this Committee met on 18 September 2023 and gave an update to the Board. The Chair noted that the Gender Pay Gap report is available on the MMUH's website. The Committee also reviewed the current HSE memos on the current embargo on administration positions.
6.3	Quality and Patient Safety Committee
	<p>AV confirmed that this Committee met on 3 August 2023. AV confirmed that the Committee's current focus is on risk management and how this Committee will interact with the Audit Committee.</p> <p>The Board discussed the recent Temple Street Report on spinal surgeries.</p> <p>AV confirmed that she will present to the Board in December.</p>
7.0	Matters reserved for the Board
	<p>The Board of MMUH unanimously approved the following consultant positions:</p> <ul style="list-style-type: none"> • Post 1: Consultant Radiologist (s.i. Interventional Radiology) (MMUH 18.5 hours / Our Lady's Hospital Navan 18.5 hours) • Post 2: Consultant Child and Adolescent Psychiatrist - St Paul's - 18.5 hours • Posts 3/4: Consultants in Emergency Medicine - 2 new posts for ED Safer Staffing - MMUH - 37 hours <p>A discussion ensued in relation to the following re-assignments. Following this review, the Board of MMUH unanimously approved the re-assignments of the following two individuals:</p> <ul style="list-style-type: none"> • Clinical Lead for the National Clinical Programme in Infectious Diseases

	<ul style="list-style-type: none"> Clinical Lead for the National Programme in for Respirator Disease (COPD & Asthma)
8	Finance
	<p>The Finance Report was taken as read.</p> <p>The Board discussed the variance analysis especially the impact of inflation on supplies and services to the hospital.</p> <p>A discussion ensued on Covid 19 expenditure and private income. The HSE has provided funding in August 2023 which is welcome as it recognises private income shortfall.</p> <p>Cash flow is currently satisfactory.</p> <p>A discussion ensued in relation to the projected deficit and on-going requests for accelerated cash from MMUH to the HSE. MMUH continues to operate at 100% capacity and is working to exceed its Activity Based Funding target for 2023. The Board noted that it was reassured by the steps being taken by MMUH Finance and Executive in relation to the historical and projected deficit.</p> <p>It was noted that the Service Level Arrangement 2023 (received August 2023) would be addressed under agenda item 9.</p>
9.0	Corporate Governance and Compliance
	<ul style="list-style-type: none"> An update was given on MMUH's written position on Part 2 of the 2023 Service Level Arrangement (SLA) and the SLA. It was noted that MMUH is represented in the current workshop discussions with the HSE on the SLA. Following a discussion by the Board, it was agreed that the SLA in its current format was not acceptable. MMUH's letter of response was approved to be signed by the CEO and issued to the HSE. The summary of insurances from MMUH's insurance broker was reviewed by the Board. The Board unanimously approved the use of electronic signatures on approved board minutes. For information: An update was given on the planning permission and retention permission issued relating to MTC to the parent company. This was accepted by the Board. The self-assessments for the Board will issue next month on survey monkey and scheduling of board meetings for 2024 will be separately emailed to the Board. <p>Charity Regulator - Annual Return</p> <ul style="list-style-type: none"> The reviewed and unanimously approved the annual report for filing on or before 31 October 2023.
10.0	AOB
	<p>The Board praised the work for Mission Week which commenced this week.</p> <p>The proposed 2024 board meeting dates were approved.</p> <p>As there was no other business, the meeting concluded.</p>
NEXT MEETING	Tuesday, 24 October 2023 @4pm
SIGNED (by Chair)	
Actions	<ul style="list-style-type: none"> Cover letter to be issued to the HSE re MMUH's SLA. Permission to be sought for the Helipad CRA Annual Report to be filed MMUH's Annual Report to be presented to the next Board meeting Matters reserved to the Board to be provided to the next Board meeting