

**Minutes of the Blended General Board Meeting of
Thursday 6th July 2023 5:00 pm**

Present

Prof Tom Matthews, Chairman

Dr Maria Wilson-Browne

Mr Barry Holmes via zoom

Cllr Darcy Lonergan via zoom

Mr Cedric Christie

Professor Fred Falkiner

Prof Fergal Malone via zoom

Prof Sam Coulter Smith

M. Jennifer Cullinane

Mr Denis Reardon

Dr David Abrahamson

Mr Ian Roberts

Mr Stuart Switzer via zoom

Ms Lucinda Woods

Dr James Gardiner

Ms Margaret Philbin

Mr David Browne

Mr Richard Nesbitt via zoom

Mr John Diviney via zoom

Prof Mike Geary

Apologies

The Lord Mayor of Dublin

Ms Niamh Gallagher

In Attendance

Prof. Sean Daly, Master

Mr Jim Hussey, Secretary/General Manager

Ms Fiona Hanrahan, Director of Midwifery/Nursing

Mr Peter Foran, Head of Finance and Procurement

Ms Claire Murphy, Minute Taker

Non-Attendance

Rev. Michael Jackson

Rev. William Wright Morton

1 Opening Items

1.1 Welcome

The Chairman welcomed everyone to the blended meeting noting Governors in attendance via zoom.

1.2 Apologies

Apologies received were noted from the incoming Lord Mayor Cllr Dathi de Rosite and Ms Niamh Gallagher.

1.3 Conflict of Interest

The Chairman asked if there were any conflicts of interest with any of the items listed on today's Agenda.

Professor Fergal Malone (Chair of RCSI, Department of Obstetrics and Gynecology) indicated a possible conflict with item 5.2.2 on the Agenda. The Chairman did not deem there to be a conflict.

1.4 Draft Minutes of the Board Meeting of 4th May 2023

Prof. Matthews asked if there were any amendments to the Draft Minutes previously circulated. The Minutes were agreed as an accurate reflection of the May meeting and will be signed by the Chairman.

1.5 Matters arising from the May meeting

Research Ethics Committee

Time commitment/schedule of meetings was circulated to Governors post the May Board. As Prof. Geary and Prof. Malone are current members of this Committee it was agreed they would represent the Board.

If this matter is to be considered further it will be referred to the Governance Committee for consideration and recommendations.

Tour of Earl Building for the Board

The tour will be organised prior to the September Board meeting.

Rotunda Foundation

The Chairman updated on a meeting earlier today with the Rotunda Foundation with funding matters progressing.

2 **CEO Report – Master**

The Master took his report as read and advised of expanding the CEO report/changing the format to highlight relevant up to date issues for the Board. The following updates were outlined -

Strategic & Logistic Initiatives increased Clinical Leadership / Consultant Work Plans

Prof. Daly and the Clinical Director are establishing designated Clinical lead structures within the consultant group who will report directly to the Clinical Director. Prof. Donnelly.

A more formal and substantive proposal/business case will be brought to the Board later in the year for consideration.

The Master said some ancillary investment may be required to fund any proposed development of Board Assets for staff accommodation.

Town Hall

A town hall meeting for all staff will be organised for 20th July with updates on Interim Developments and Capital Developments given.

Gynaecology Waiting List –; There has been significant reduction in waiting time with substantially all waits now with 9 months.

Benign Gynaecology Hub – catchment North Dublin with Rotunda as the lead. GP referrals from the Rotunda, Beaumont and Connolly will now form part of a single referral hub. Resourcing has been approved and is being progressed.

Gynae referrals now average > 700 p.m.

Day Cases resourcing new theatre has posed significant challenges.

In concluding the Master said he would continue to add to the CEO's Report. The Chairman thanked the Master for his report.

2.1 KPIs May 2023

Deliveries – year on year increase of 1% to 2%

Registrations –year to date overall increase of 5% with increase of 4% public, 11% Semi Private and 9% Private.

Gynae Inpatients – increase of 22% in day cases with inpatient discharges up 34%.

Gynae Waiting List – significantly reduced with only 1 patient waiting > 9 months

Questions were taken

Ms. Cullinane queried KPI format and target focus.

Action: KPIs to be amended to highlight top 10 key indicators

3 For Decision

3.1 Consultant Interview Panel 15.05.23 Anaesthetist

The Panel was Chaired by Dr. Gardiner who gave an update to the meeting.

The successful candidate Dr. Craig Delavari was recommended to the Board for approval.

Proposed: Dr. Gardiner

2nd by: Prof. Coulter Smith

4 Strategic matter for discussion

4.1 New Consultant Public Only Contract

The Master updated the board and presented on the new public only consultant contract.

High Level points

Hours of Work – core working hours required Monday-Friday or Monday-Saturday was outlined



Options

1. Derogation for private obstetric; 2. A scenario with no private practice on the campus.

Joint Maternity Hospitals Approach

A meeting with Minister Donnelly is scheduled for 28th August; the Master outlined the proposal from the Joint Maternity Hospitals Group.

Engagement with public representatives and identification of relevant lobby groups is essential to ensure the unique position of private obstetric care is escalated

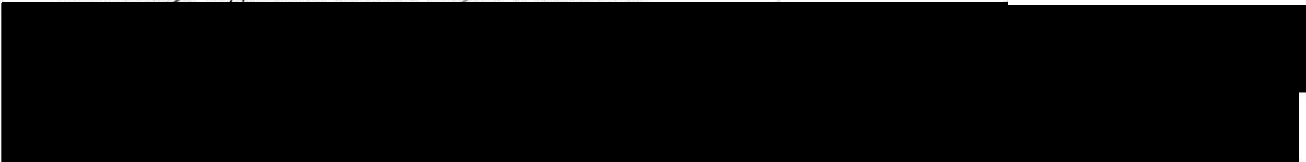
In concluding the discussion the Chairman said there was no decision required of the Board today.

Action: The Master to keep the Board updated as matters progress.

5 For Consideration

5.1 QSR meeting 26.06.23

Ms. Philbin reported on behalf of the QSR Committee outlining the main areas of focus and discussion –

- **Draft Minutes** 24th April 2023 were approved for sign-off
 - Nomination of Brendan Memery as an external member of the QSR Committee has been forwarded to the Governance Committee for consideration
 - **CEO's Report** – reviewed in detail with all matters appraised and report enhancements welcomed.
 - **HR Issue** – an update on HR/IR issues was given by the Master
 - **Board Quality Walk Rounds-TOR** circulated to members with Chair contacting volunteers directly. Ms. Sheila Breen, Head of Quality & Patient Safety is the new facilitator. A schedule will be agreed shortly. The EMT will address any actions from the Walk Rounds.
 - **Legal Report Qtr. 1 2023** – provided by Ms. Hanrahan was reviewed and outlines current and upcoming legal claims
 - **QIP 2023 Progress Report**-outlined strategic and operational initiatives to June 2023.
 - **Annual INAB Inspection in Labs**- was held in April with final report awaited
 - **Risk Management**-no changes to the Risk Register from the previous update
The ERG (executive risk group) will meet in the coming weeks to evaluate further and reduce high risks scores where warranted.
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Condolence Book.

- **Dates for the diary** were noted including Charity Lunch in September.
- **Date of next meeting -**

Questions were taken.

Ms. Cullinane queried exposure from the Legal Report and suggested it be circulated to the Board. It was noted that the Hospital is fully indemnified by the State Claims Agency and all claims will be covered under its remit.

Action: Legal Report Qtr 1 2023 to be circulated to the Board for information. Any risk and exposure matters to be brought to the Board bi-annually.

The Chairman thanked Ms. Philbin for her report.

5.2. Draft Finance and Audit Committee Minutes 29.06.23

Mr. Reardon presented the report on behalf of the Committee outlining the following -

- Minutes of meeting held on the 27th April 2023 were approved for sign-off
- Paper on screening service for chromosome abnormalities for women including Costs was presented by the Master. The proposal was discussed in detail including recommendation from the EMT. Costs and income generation were discussed. The F+A Committee expressed their support for this proposal and recommended same to the Board for approval.

Financial Report 2022/23 - Hospital 11/2023 - Page 9 of 9

Action: New charges and proposals were recommend to Board by Finance and Audit Committee and were approved for actioning by Executive

- Year to Date Outturn Ancillary
An update on full year forecast including increases as outlined above was given.
- Financial Report Prior Years – funding support for capex works and projects over the past number of years was reviewed.
- OGP Tender Evaluation - the tendering process for the new External Auditors has commenced. The OGP has issued the SRFT documents to the relevant Framework members with the closing date of 21st July for responses.
- Internal Audit Reports/Payroll Review - the review of Payroll and Overtime is the first review undertaken by Crowe Advisory the new Internal Auditors. There were 2 medium recommendations which were accepted by the Committee.
- Internal Audit Review of Ancillary Funds and Intercompany Transactions - this review will provide an independent opinion on the adequacy and effectiveness of control systems that management have in place for the management of the Ancillary

Funds and Intercompany Transactions of the Hospital. The review will commence in September.

- Investment Funds Proposals – the procurement exercise has been deferred until the autumn.
- Minor Capital Funding - €400k in funding was received for minor capital works in 2023.

- Additional meeting in 2024 to review all Financial Statements 2023
It was proposed and agreed that a separate meeting to review the audited Financial Statements 2023 be added to the Schedule of Meetings in 2024.
- Date of next meeting - the next Finance and Audit Committee meeting is scheduled for Thursday 30th November 2023.

5.2.1 Screening Service

The Master presented a paper on the provision of a screening (non-diagnostic) service for chromosome abnormalities. The Matter was discussed at the recent Finance & Audit Committee meeting. Logistics, operationalising, promotion of the service and costs outlined in Appendix A were outlined.

In concluding Prof. Daly sought approval from the Board to initiate the screening programme as outlined. The matter was discussed.

Questions were taken.

Dr. Wilson Browne queried what the screening test covered, who would deliver the service and who would give the screening results to the patient.

The Master outlined the service and protocols for low and high results.

Prof. Malone gave an overview of the RCSI service provided since 2014 and reassured the Board on any concerns they might have.

Prof. Matthews sought approval from the Board for this proposal.

Action: The Board was in agreement with this proposal.

5.3 Performance & Remuneration Committee Update

Mr. Reardon reported that the P+R Committee would convene on Wednesday 12th July 2023.

Action: A report will be brought to the September Board.

The Chairman thanked Mr. Reardon for his report.

6.2 Incoming Lord Mayor

Councillor Daithí de Róiste was elected as the 355th Lord Mayor of Dublin by Dublin City Council on Monday 26th June 2023 succeeding Councillor Caroline Conroy.

6.3 Charity Lunch – Friday 20th October

The 2023 Rotunda Autumn Charity Lunch will be held on Friday 20th October 2023 in The Round Room, Mansion House. The event is to support fundraising for Women’s Mental Wellbeing. Tickets are available through the Rotunda Foundation or www.eventbrite.ie

6.4 Dr. Moira Woods RIP

The Chair updated on the suggestion by Dr. Mary Henry, former Governor that the work of Dr. Woods, a great advocate of women’s health and SATU care should be acknowledged by the Rotunda. The matter was discussed.

Action: The Board were supportive of this and suggested any event should tie in to 40th Anniversary of SATU in 2025.



7 Date of Next Meeting

The next General Board Meeting is scheduled for Thursday 7th September 2023.

7th September 2023

Signed _____

Date _____