

Minutes of the Charter Board of Friday 3rd November, 2023

Present

Lord Mayor Daithí de Róiste
Prof Tom Matthews, Chairman
Dr Maria Wilson-Browne
Prof. Mike Geary
Prof. Sam Coulter Smith
Cllr Darcy Lonergan
Mr Cedric Christie
Professor Fred Falkiner
Prof Fergal Malone
M. Jennifer Cullinane
Mr Denis Reardon
Dr David Abrahamson
Mr Ian Roberts
Mr Stuart Switzer
Dr James Gardiner
Ms Margaret Philbin via zoom
Mr David Browne
Mr. Richard Nesbitt via zoom
Mr. John Diviney via zoom

Apologies

Ms. Jennifer Cullinane
Mr. Barry Holmes
Ms. Lucinda Woods

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

1.1 Welcome

The Chairman welcomed everyone to the Charter Board including Governors via zoom. A particular welcome was extended to Lord Mayor Daithí de Róiste.
The Chairman acknowledged and thanked Governors and the Lord Mayor for their attendance at the earlier Charter Events and Meet & Greet Staff. This annual event showcases staff by displaying posters for quality initiatives, clinical audit and research. Long service awards are also presented.

1.2 Apologies

Apologies as listed above were noted.

1.3 Conflict of Interest

Prof. Matthews asked if there were any conflicts of interest with any items listed on the Charter Agenda. There were no declarations.

1.4 Minutes of the General Board meeting of 7th September 2023

The Chairman asked if there were any amendments or observations to the Draft Minutes previously circulated.

Page 5 Private Clinics – clarification

The Master said the Rotunda as a voluntary hospital cannot deliver private inpatient care under the Public Only Consultant Contract. The Minutes were taken as a true reflection of the meeting and will be signed by Prof. Matthews.

1.5 Matters Arising from the General Board of 7th September, 2023

The Chairman reviewed recommendations and actions from the September Board with all in order or listed on today's Agenda for further discussion.

2. Quality Safety & Risk

2.1 CEO's Report

The Master took his report as read and ask if there were any questions before updating on relevant issues for the Board –

Service Development – Benign Gynecology Hub North Dublin /Eastern Region

The Master updated on the ambition of the Rotunda to be the benign gynecology hub for the Dublin North/ RCSI catchment area. This has led to a very significant increase in referrals to the Rotunda which will require additional capacity to be sourced. We are currently working collaboratively with the HSE on a number of options to secure this additional capacity.

Quality & Safety Performance Indicators

Serious Reportable Events (SREs)

The Master gave an overview of the 2 SREs outlining induction offered to all patients at 41 weeks which has been Hospital policy for the past 5 years. New HSE Guidelines should be standard but are not accepted by all. Daily induction rates were outlined by the Director of Midwifery/Nursing.

Waiting List

Gynecology – there are currently no patients waiting > 9 months to access an OPD appointment. An analysis of waiters between 6 to 9 months highlighted 300 menopause cases with 40% complex cases. There is increased demand for the menopause service and we are working with NWIHP and the RCSI HG to secure funding to increase capacity.

HIQA correspondence

The Master updated on the 2-day announced HIQA Inspection to monitor compliance with the National Standards for Safer Better Healthcare in September and extensive Hospital preparations for same. There was a concern raised by inspectors re rosters in certain clinical areas on the day of inspection. This was factually incorrect and rebutted by the Master and Director of Midwifery in a letter of response.

Questions were taken –

Prof. Geary queried the timeframe of inspections.

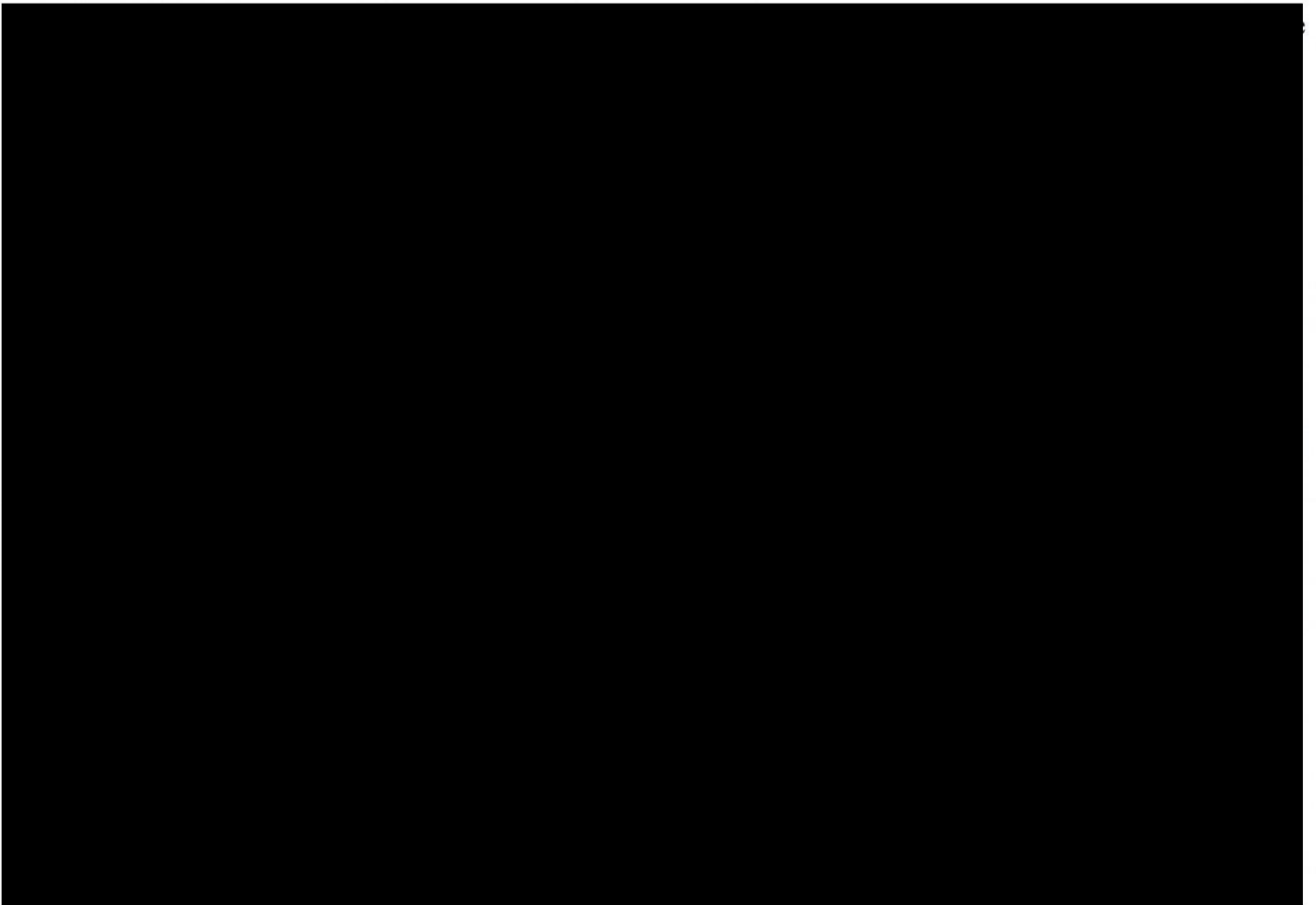
The HIQA 3-year inspection cycle includes announced and unannounced inspections.

KPIs September 2023 – Summary Report

The Master reported that registrations were up 5%. The Rotunda remains the busiest maternity hospital YTD with over 15% and 18% more deliveries than other Dublin maternity hospitals. Both the KPI Summary Report and full KPI Report are uploaded to Decision Time for review.

Rotunda Charity Lunch 2023

The recent Charity Lunch held in the Mansion House raised over €39,000 for the provision of mental health services for women.



3. For Decision

3.1 Consultant Appointment: Interview Panel (16.05.23) Consultant Obstetrician & Gynaecologist/Maternity Hub

The Master reported on the selection process advising Dr. Claire McCarthy was the unanimous choice. This is a fulltime Rotunda appointment.

Proposed: Prof. Geary

Seconded: Dr. Wilson Browne

The Board was in agreement with this decision.

3.2 Board Nominees / Sub Committee Extern for approval/ratification

Dr. Abrahamson reported on proposed Board Nominees and Sub Committee Extern as recommended by the Governance Committee -

Nominees for Board Ratification

Ms. Kate Webb

Ms. Michele McGarry

Ms. Dolores Sullivan

Mr. Greg Power

Extern Sub Committee Member for Ratification 2024

Mr. Brendan Memery, Estates and Campus Development Committee

Proposed: Prof. Matthews

Seconded: Dr. Abrahamson

The Board was in agreement with this decision

Draft Officer Board Listing

Election of Officers and Sub Committees/Working Group of the Board

The Chairman asked Governors if they had any queries/comments on the Draft Officer Board Listing before ratification commented; there were none. The Draft Listing including the Sub Committees was taken as read.

Election of President (His Excellency Michael D. Higgins)

Election of Vice Presidents:

Prof. Tom Matthew

Dr. Maria Wilson Browne

Mr. Ian Roberts

Ms. Margaret Philbin

Dr. Jimmy Gardiner

Chairman of the Board

Prof. Tom Matthews

Honorary Secretary

Vacant

Honorary Treasurer

Mr. Denis Reardon

Master, Professor Sean Daly

Secretary/General Manager, Mr. Jim Hussey

Director of Midwifery/Nursing, Ms. Fiona Hanrahan

Church Chaplains: Ms. Ann Charlton, Lay Chaplain (Roman Catholic) (Rotunda employee) & Reverend Canon Paul Arbuthnot (Church of Ireland)

Proposed: Prof. Falkiner

Seconded: Dr. Wilson Browne

The Board was in agreement with this decision.

The List of Consultant Obstetricians & Gynecologists,

Clinical Director,

Assistant Masters,

Clinical Leads,

Consultant Anesthetists

And list of various Consultants – were taken as read

Proposed: Lord Mayor Daithí de Róiste

Seconded: Mr. Ian Roberts

The Board was in agreement with this decision

Sub Committees / Working Group of the Board – taken as read

Quality Safety Risk Committee

Ms. Margaret Philbin (Chair)

Prof. Fergal Malone (Vice Chair)

Dr. Maria Wilson Browne

Prof. Fred Falkiner

Ms. Kate Webb

Ms. Mary Connolly (extern)

Proposed: Prof. Geary

Seconded: Dr. Wilson Browne

Governance Committee

Dr. David Abrahamson (Chair)

Mr. Barry Holmes (Vice Chair)

Mr. Cedric Christie

Ms. Niamh Gallagher – *leave of absence February 2024*

Mr. Richard Nesbitt

Ms. Dolores Sullivan

Proposed: Mr. Stuart Switzer

Seconded: Prof. Falkiner

Finance and Audit Committee

Mr. Stuart Switzer (Chair)

Ms. Jennifer Cullinane (Vice Chair)

Prof. Sam Coulter Smith

Mr. John Diviney

Ms. Lucinda Woods

Mr. Bill Collins (extern)

Proposed: Prof. Falkiner

Seconded: Mr. Browne

Quality Walk-Round Committee

Ms. Margaret Philbin (Chair)

Prof. Tom Matthews

Mr. Barry Holmes

Dr. Maria Wilson Browne

Cllr. Darcy Lonergan -DCC

Dr. Gardiner

Mr. Ian Roberts,

Mr. Cedric Christie

Mr. David Browne

Prof. Fred Falkiner

Proposed: Mr. Switzer

Seconded: Dr. Gardiner

Performance & Remuneration Working Group

Mr. Denis Reardon (Chair)

Prof. Tom Matthews

Dr. Maria Wilson Browne

Proposed: Prof. Falkiner

Seconded: Mr. Switzer

Estates and Campus Development Committee of the Board

Mr. Greg Power (Chair)

Mr. David Brown (Vice Chair)

Mr. Ian Roberts

Prof. Mike Geary

Ms. Michele McGarry

Cllr. Darcy Lonergan

Mr. Brendan Memery (extern)

Proposed: Dr. Wilson Browne

Seconded: Mr. Roberts

The Board was in agreement with these decisions.

For noting -**Retirement(s) from the Board 2023**

Nil

Deceased Member(s) of the Board 2023

Nil

New Appointments to the Board 2023

Ms. Kate Webb
Ms. Michele McGarry
Ms. Dolores Sullivan
Mr. Greg Power

New Extern Sub Committee 2023

Mr. Brendan Memery, Estates and Campus Development Committee

For Information -

Members of Rotunda Research Ethics Committee

Dr. Sharon Cooley (Chairman)
Professor David Corcoran (Chairman)
Dr. Aoife Corcoran
Dr. Richard Duffy
Professor Michael Geary
Ms. Fiona Hanrahan
Dr. Graham King
Mr. Colin Kirkham
Professor Fergal Malone
Ms. Zara Molphy
Ms. Jessica Owolawi (DPO)
Dr. Liezl Weinand
Ms. Mary Whelan
Ms. Margaret Woods

Rotunda Foundation Inter-Board Liaison Committee

Prof. Tom Matthews RB (Chair)
Prof. Mike Geary, RB
Mr. Stuart Switzer, RB
Dr. Mary Holohan, Chair RFB
Ms. Marie Malone, RFB
Mr. Mark Simpson, RFB
Dr. Geraldine Connolly RFB
Prof. John Sheehan RFB
Ms. Margaret Philbin, RB & RFB

Employee Engagement Forum

Ms. Johanne Connolly, Head of Human Resources & People Development (Chair)
Ms. Cathy Ryan Hyland, Engagement, Wellbeing & Communications Manager
Dr. Maria Wilson Browne, Governor
Mr. Barry Holmes, Governor
Dr. Maeve Eogan, Consultant Obstetrician & Gynaecologist
Ms. Siobhan Enright, Clinical Risk Manager
Ms. Orla Brady, Administrative Representative
Ms. Funmi Aremu, Midwifery & Nursing Representative
Ms. Anu Binu, Assistant Director of Midwifery
Ms. Caroline Kieran, Staff Midwifery
Mr. Patrick Feeney, Snr Radiographer
Mr. John O'Mahony, Chef 11

3.3. Draft TOR Estate & Campus Development Committee (ECDC)

Dr. Abrahamson reported the Draft TOR were reviewed by the Governance Committee in detail and recommended to the Board.

Proposed: Dr. Wilson Browne

Seconded: Prof. Geary

The Board was in agreement with this decision.

3.4 Revised TOR Board Sub-Committees

Minor changes to the Board's Sub Committees TORs were advised -

2.1 Administrative support shall be provided from the office of the Secretary General Manager, who shall also be the convenor of meetings and the establishment of the agenda in agreement with the Chair.

All revised TORs are uploaded to Decision Time for review.

4 Strategic Matter

4.1 Nurses Home Staff Accommodation / Analysis Feasibility Study Update

A feasibility study has commenced to assess options related to the Nurse Home Staff Accommodation

Options being assessed –

Option 1 - Do Nothing

Option 2 - Do the minimum - meet regulatory standards DAC/fire

Option 3 - Re-purpose and extend

Option 4 - Demolish and rebuild

The options will be reviewed further and reported on at a later date.

Significant clinical, training and educational services currently occupy the ground floor and 1st floor with the 2nd and 3rd floors used for staff accommodation.

The Chairman said the Board was very supportive of progressing accommodation options for staff.

5. For Consideration

5.1 Report from the Governance Committee (17.10.23)

Dr. Abrahamson said the Draft Minutes of the 17th October had been uploaded to Decision Time for review and updated on the salient points -

- **Board Governance** – including composition, diversity, gender balance, skillsets and Sub Committees composition/membership were all discussed and reviewed in detail with recommendations and nominations for today's Charter Board under 3.2 above – Election of Officers & Sub Committees of the Board.
- **Internal Auditor** – An update on the tracker log was outlined. Draft IA Review HR – the draft report will be issued shortly to the EMT for management responses.

IA of the Management of Non-Clinical Health and Safety Incidents, Process and Controls will be undertaken in Qtr 4.

The 2024 IA Plan will be presented in January 2024 for consideration.

- **Employee Engagement Forum** – an update will be given to the January 2024 Governance Committee.
- **New Public Only Consultants Contract (POCC)** – a Working Group will consider future options with regard to Private Practice and services.
- **New External Auditor** – following OGP tender process JPA Brenson Lawlor have been appointed as the new External Auditor.
- **Charity Regulator Annual Report** – the 2022 Annual Return was submitted ahead of the 31st October deadline.
- **Draft Schedule Governance Committee Meetings 2024** – uploaded to Decision Time for information.

6. For Information

6.1 Transport Infrastructure Ireland (TII) Metrolink Railway Order-NRA Oral Hearing Update

Mr. Hussey updated on engagement by TII and reported on a recent meeting with them outlining issues raised –

- Potential impact on future hospital developments
- Impact on sub-stratum land and value of same.
- Operational impact and disruption during works in particular the tunneling stage which potentially could have significant noise impact on postnatal wards housing new born and neonate babies.

The Rotunda submission to An Bord Pleanala (ABP) was made in November 2022. No date for the Oral Hearing has been received to date.

It was noted that while the Ambassador and Gate Theatres have made their own individual submissions the Rotunda has a proprietary interest in both properties.

The Draft Minutes are uploaded for review.

Questions were taken

Participation Costs

Costs will be covered from hospital revenue funding

Metro Station locations

Stations are located at O'Connell Street and the Mater – there will be no stop at the Rotunda.

Noise Levels

Vibrations will be minimal when the metro is up and running.

Timeline was commencement of the Metro

Estimated at 2036.

The biggest risk for the Rotunda concerns any future developments on the campus.

6.2 Public Only Consultant Contract (POCC)

The Master reported Consultants had until the deadline of 31st December 2023 to sign the POCC. To date four Consultants have signed the new contract and are allowed a 2-year timeframe to wind down their private practice. All new Consultants appointed since March 2023 are on the new Public Only Contract.

Questions were taken

Private practice on the campus was queried

The Chairman said this was a complex issue that required careful consideration.

7. Closing Items / Any Other Business

7.1 DCC Night Time Economy Summit (NTE)

This DCC event was raised by Cllr Darcy Lonergan and will be held in the Project Arts Centre, Dublin 2 on the 30th November 2023.

The Night Time Economy Summit will bring together key stakeholders to discuss how to enhance and develop Dublin's NTE. The aims of the summit are to share knowledge and perspectives, obtain insights and ideas, and to highlight opportunities for collaboration and development, in order to then inform stakeholders regarding future policy formulation and strategies relevant to NTE development in Dublin and further afield. The NTE Summit will feature key note addresses, panel discussions on key themes and networking opportunities.

A link will be issued to the Board post meeting for those wishing to attend.

7.2 Draft Board Meetings Schedule 2024

The Draft Schedule was reviewed by the Board and agreed.

7.3 Dates for the Diary

Thursday 3rd November

Bartholomew Mosse Memorial Lecture, Dalrymple Theatre at 6.30p.m.

Fetal Sequencing: the beginning of Fetal Precision Medicine by

Prof. Ronald J. Wapner, M.D., Columbia University/Institute for Genomic Medicine

Sunday 19th November at 3pm

St. Saviour's Church, Dominick Street, Dublin 1/

Service of Remembrance for people whose baby has died

Wednesday 13th December at 4pm

Rotunda Chapel Annual Rotunda Carol Service

Induction for new Governor(s)/Extern(s)/

Friday 9th February 2024

Annual Board Away/Education Day

Friday 10th May 2024 – morning session concluding with lunch.

In concluding the meeting the Chairman thanked all in attendance and in particular the Lord Mayor for his participation at Charter events and the Board meeting.

8. Date of Next Meeting

The next General meeting of the Board is scheduled for Thursday 7th December 2023 at 5.00pm in the Boardroom, Rotunda Hospital

Mae F. Wilson Beane

7th December 2023

Signed _____

Date _____