

**Minutes of the Blended General Board Meeting of  
Thursday 4<sup>th</sup> July 2024 at 5.00 p.m. in the Boardroom, Rotunda Hospital  
EMT and Staff joined the meeting at 5.15 p.m.**

**Present**

Lord Mayor of Dublin, James Geoghegan  
Prof. Tom Matthews, Chairman  
Dr Maria Wilson-Browne  
Prof Mike Geary  
Professor Fred Falkiner via zoom  
Mr Denis Reardon via zoom  
Dr David Abrahamson  
Mr Ian Roberts  
Ms Lucinda Woods  
Ms Kate Webb  
Ms Dolores Sullivan  
Mr Greg Power  
Ms Margaret Philbin via zoom  
Mr Stuart Switzer  
Prof. Sam Coulter Smith  
Ms. Jennifer Cullinane  
Mr. John Diviney via zoom  
Mr. Barry Holmes via zoom

**Apologies**

Ms Michelle McGarry  
Mr. David Browne  
Mr. Cedric Christie  
Mr. Richard Nesbitt  
Ms. Niamh Gallagher  
Prof Fergal Malone  
Dr. Jimmy Gardiner

**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 via zoom

**Non-Attendance**

Rev. Michael Jackson  
Rev. William Wright Morton

**1 Opening Items**

**1.1 Welcome**

The Chairman welcomed the newly appointed Lord Mayor of Dublin James Geoghegan, Governors and attendees via zoom to the July Board Meeting.

## 1.2 Apologies

Apologies as listed were noted.

## 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. Ms. Philbin as a Director of the Rotunda Foundation reported a possible conflict with item 6.4 of the Agenda. There were no other conflicts reported.

## 1.4 Draft Minutes of the General Board of 9<sup>th</sup> May 2024

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

Page 4, item 3 'in-house' to be amended to read '*internal reporting only*'

Page 4, item 3.2 – 'Form 40/02' to be amended to read '*Circular 40/02*'.

Page 4, Section C (1) 'corrected' to be amended to read '*address*'.



### 1.5.2 Renaming of the Ancillary Fund

Mr. Switzer said the matter was discussed by the Committee.

It was agreed the fund would be referred to as '*Rotunda Board Funds*' going forward.

Proposed: Dr. Wilson Browne

Seconded: Ms. Lucinda Woods

The Board was in agreement with this.

### 1.5.3 Staff Survey

The Master updated on findings from the staff engagement survey. The Master also updated Board that there will be a secondary staff survey issued to all staff with focus on capital projects and impact on staff. The launch date is July 15<sup>th</sup> with an update provided on focus, methodology and timeframe.

## 2 Quality Safety and Risk

### CEO Report – Master

The Master took his report as read and asked if there were any questions.

### 2.1 KPIs 2024

The Master took the Full Report and Summary Report of key performance indicators as read and reported deliveries were up 3.8%. Activity continues to remain higher than the other Dublin maternities. Ms. Hanrahan updated on a recent HSE health regions meeting with information provided on population density, demographic etc. The Dublin North Region (Rotunda region) is the most densely populated area with a young demographic.

Questions were taken.

## **2.2 Gynaecology Waiting Lists / Waiting Time Initiatives**

Initiatives to reduce waiting times include extra evening and Saturday clinics have commenced. Four subsets of gynaecology will be prioritised-Complex Menopause, Uro-gynaecology, Infertility and Outpatient Hysteroscopy with funding received from NWHIP and the HSE.

An update with the RCSI Hospital Group on theatre access to St. Joseph's Raheny was given. The Chairman remarked on the substantial increase in gynaecology referrals, which have tripled in recent years to an average 1,000 per month in 2024.

Questions were taken

## **3 For Decision**

### **3.1 Consultant Interview Panel / Recommendation**

Interview Panel 22.05.24: Chaired by the Master

Post: Obstetrician/Gynaecologist

The Master gave an overview of the successful Candidate, Dr. Fiona Reidy.

The post is fulltime in the Rotunda and the 1<sup>st</sup> post under the POCC.

**Proposed:** Mr. Greg Power

**Seconded:** Dr. Maria Wilson Browne

The Board was in agreement with this decision.

## **4 Strategic Matters for discussion**

### **4.1 Strategic Plan 2022-2026 – Quality Improvement Plans to end June 2024**

#### **Implementation Update**

The Master provided an update on Quality Improvement Plans under the various strategic principles. The full Report and Summary Report of QIPs to June are uploaded for information and review. There are a total of 344 KPIs with 35% completed to date.

The Chairman remarked on the quality and quantity of initiatives from across the Hospital which provides assurance to the Board on quality service provision.

Questions were taken

### **4.3 Infrastructure: CCW / Hampson Building/ Dominick Hall & Cavendish Row**

Mr. Hussey reported on the following –

Critical Care Wing – design currently at Stage 2A. 4 storey over basement incorporating CSSD, NICU, Labour Ward with permanent base for Radiology on the ground floor.

Stage 2A report is pending approval by project Board before progressing to Stage 2B.

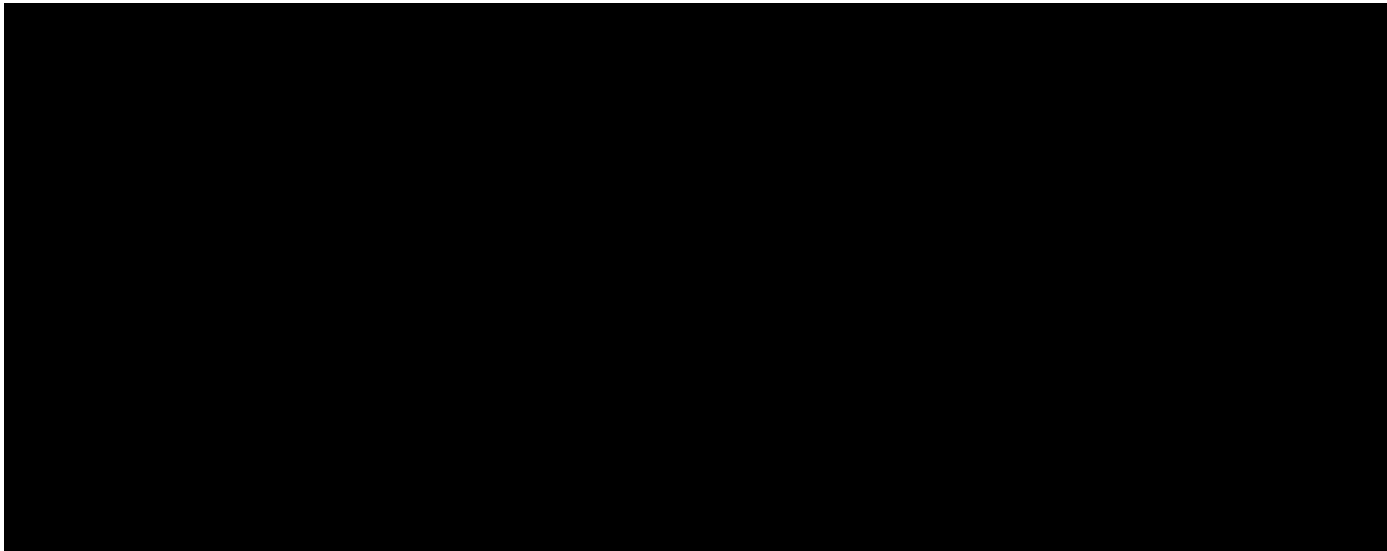
Planning application for the CCW will be submitted in September 2024.

Temporary interim radiology solution including quality surveyor costs were outlined.

Preliminary Business Case/Strategic Assessment Report (PBC/SAR) – final draft has been submitted for assessment by Project Team to make a recommendation to the Project Board.

Earl Building - After staff competition the building has been renamed as the ‘Hampson building’.

Fit out costs are progressing well and with projected handover date of December 2nd. Operational readiness and People readiness have commenced for the relocating of services. The Rotunda will assume operational management of pre-existing franchisee and planning has commenced as to how this will be conducted.



## **5 For Consideration**

### **5.1 Quality Safety Risk Report (24.06.24)**

Ms. Philbin reported most items discussed by the QSR Committee had been dealt with and updated on the following -

**Corporate Risk Register Update** -an update on the Executive Risk Group which focused and reviewed medium risks was given. Some scores were reduced but none escalated to a high risk.

**QIPs 2024** – as already reported were reviewed in detail.

**Clinical Risk Legal Report Q1 2024** – were reviewed with report uploaded for Board information.

**Quality Walk Round Update** – the draft Schedule was approved by the Committee and agreed. Dates to coincide with QSR or Board meetings. s. A walk round of SATU was completed earlier today with a report to be furnished to the August QSR.

**VHARMF** (voluntary healthcare agencies risk management forum) – Annual Report 2023 was uploaded for the Committee’s information with an overview of the Forum including its various Committees given.

## **5.2 Finance & Audit Committee Report (26.06.24)**

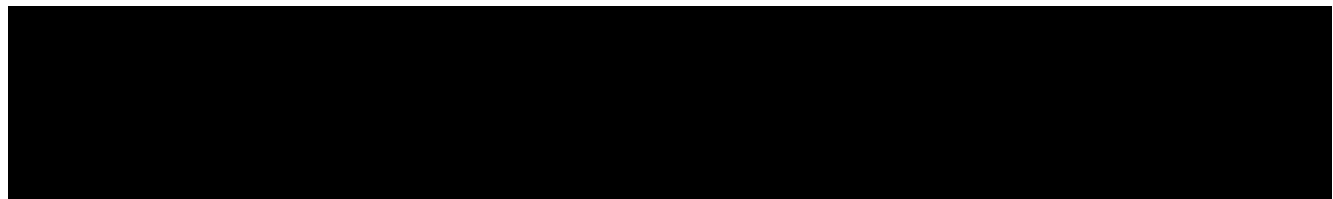
Mr. Switzer reported as follows-

Internal Audit review of Procurement and Contract Management provided assurance with minor findings.

Hospital Finance Report showing a projected variance of €6.7m versus initial budget. An update was provided on drivers and plans to address.

Rotunda Board Funds – an update was given and reviewed.

RCT – an update concerning a relevant contractor revenue penalty was provided. A further update was provided to the Board from Head of Finance on professional advices sought on this matter.



## **6 Any Other Business**

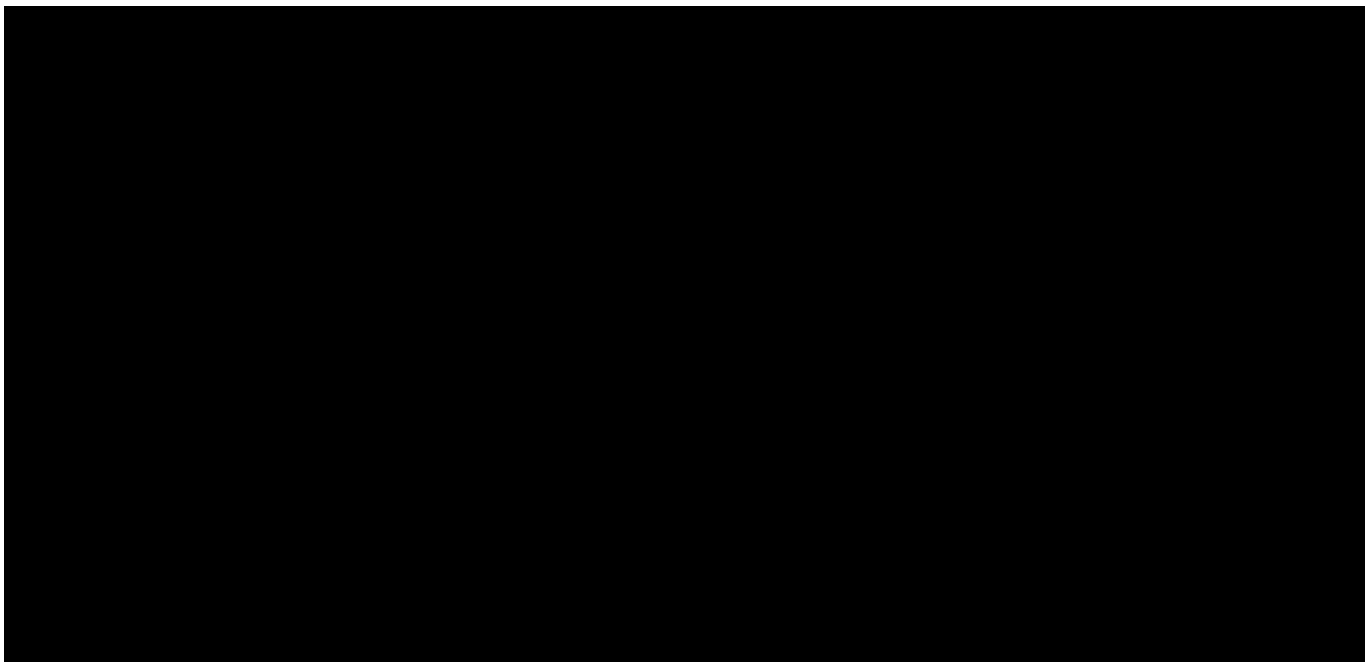
### **6.1 Incoming Lord Mayor**

Cllr. Janet Horner has been announced as the Dublin City Council representative.

The Secretary/General Manager will write to both the Lord Mayor and Ms. Horner on their respective appointments as ex-officio members of the Board with Schedule Board Meetings, Charter etc.

**6.2 Rotunda Earl Building / Renaming-** as reported under 4.3 above.

**6.3 Cavendish Row** – as reported under 4.3 above.



## 6.5 Dates for the Diary

### Commemorative Plaque

The Commemorative Plaque will be erected at the location of the First-Lying-In Hospital, (1745) now known as the Rotunda Hospital at No. 60 St Georges Street, Dublin 1 on Friday 8<sup>th</sup> November 2024 by DCC, followed by refreshments in the Rotunda Boardroom.

### Mosse Lecture / Dinner

The Charter Board is scheduled for Friday 1<sup>st</sup> November at 12.00 noon.

The Annual Mosse Lecture will be held on Friday 8<sup>th</sup> November 2024.

The guest speaker is Professor Kara Goss, Associate Professor of Medicine and Paediatrics and pulmonary and critical care medicine.

A list of Guest Speakers for the next 5 years will be drafted to ensure input from all staff disciplines and a broad spectrum of lectures.

## 6.6 RIP Notices

### Mrs. Bernie Keegan RIP (Mother of Cathal Keegan, ICT Manager

The Chair asked that the Committee's condolences be conveyed to Cathal.

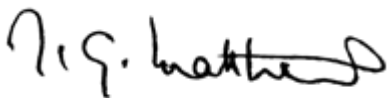
### Ms. Mary Thornton RIP, former Assistance Director of Midwifery/Nursing

The Chair spoke on the great service of Ms. Thornton a former Assistant Director of Midwifery and Nursing who retired several years ago.

Ms. Eilis Feehan RIP, retired HIPE Administrator

## 7 Date of Next Meeting

The next meeting of the General Board is scheduled for Thursday 5<sup>th</sup> September 2024 at 5.00 p.m.



5<sup>th</sup> September 2024

Signed \_\_\_\_\_

Date \_\_\_\_\_