

**Minutes of the Blended General Board Meeting of
Thursday 5th September 2024 at 5.00 p.m. in the Boardroom, Rotunda Hospital
EMT and Staff joined the meeting at 5.15 p.m.**

Present

Prof Tom Matthews, Chairman
Dr Maria Wilson Browne
Prof Mike Geary
Professor Fred Falkiner
Mr Denis Reardon
Dr David Abrahamson
Mr Ian Roberts
Ms Lucinda Woods
Ms Kate Webb
Ms Dolores Sullivan
Mr Greg Power
Prof Fergal Malone
Dr. Jimmy Gardiner
Ms Margaret Philbin via zoom
Prof. Sam Coulter Smith
Ms. Jennifer Cullinane
Mr. John Diviney via zoom
Mr. Barry Holmes
Mr. Richard Nesbitt via zoom
Mr. David Browne

Apologies

Lord Mayor of Dublin, James Geoghegan
Cllr. Janet Horner
Mr. Cedric Christie
Ms. Niamh Gallagher
Mr Stuart Switzer
Ms Michelle McGarry

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 every to the September Board meeting including attendees via zoom.

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. There were no conflicts reported.

1.4 Draft Minutes of the General Board of 4th July 2024

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

1.5 Matters arising from the July Board

Matters arising from the July meeting were reviewed and in order or listed on today's Agenda for further discussion.

1.5.1 Staff Campus Development Survey

The Master reported on the findings from the survey with a good response rate of 40% of staff completing the survey. The findings will inform Rotunda's staff engagement strategy.

Main findings related to –

Access to car parking facilities, Onsite Accommodation, Childcare Facilities and Wellbeing Initiatives. Estates development plans and proposals to address some of the findings were provided to the meeting.

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 July 2024

The Master took the Full Report and Summary Report of key performance indicators as read and reported –

Deliveries were up 1.5%. Activity continues to remain considerably higher than the other Dublin maternity Hospitals.

Gynaecology-day cases have increased by 30%. C-sections – rates have increased by 1.7%.

NICU- is operating at full capacity.

Questions were taken.

Ms. Woods queried the MDRO outbreak in the Neonatal Unit.

Ms. Hanrahan outlined the action plan including initiatives implemented, public health notification etc. The outbreak was closed out on 4th July with no new cases. The Master said any outbreak is a concern and spoke on space limitations and the CCW project.

3 For Decision

3.1 Consultant Interview Panel / Recommendation

Post: Consultant Anaesthesiologist

Interview Panel 01.05.24: Chaired by the Master

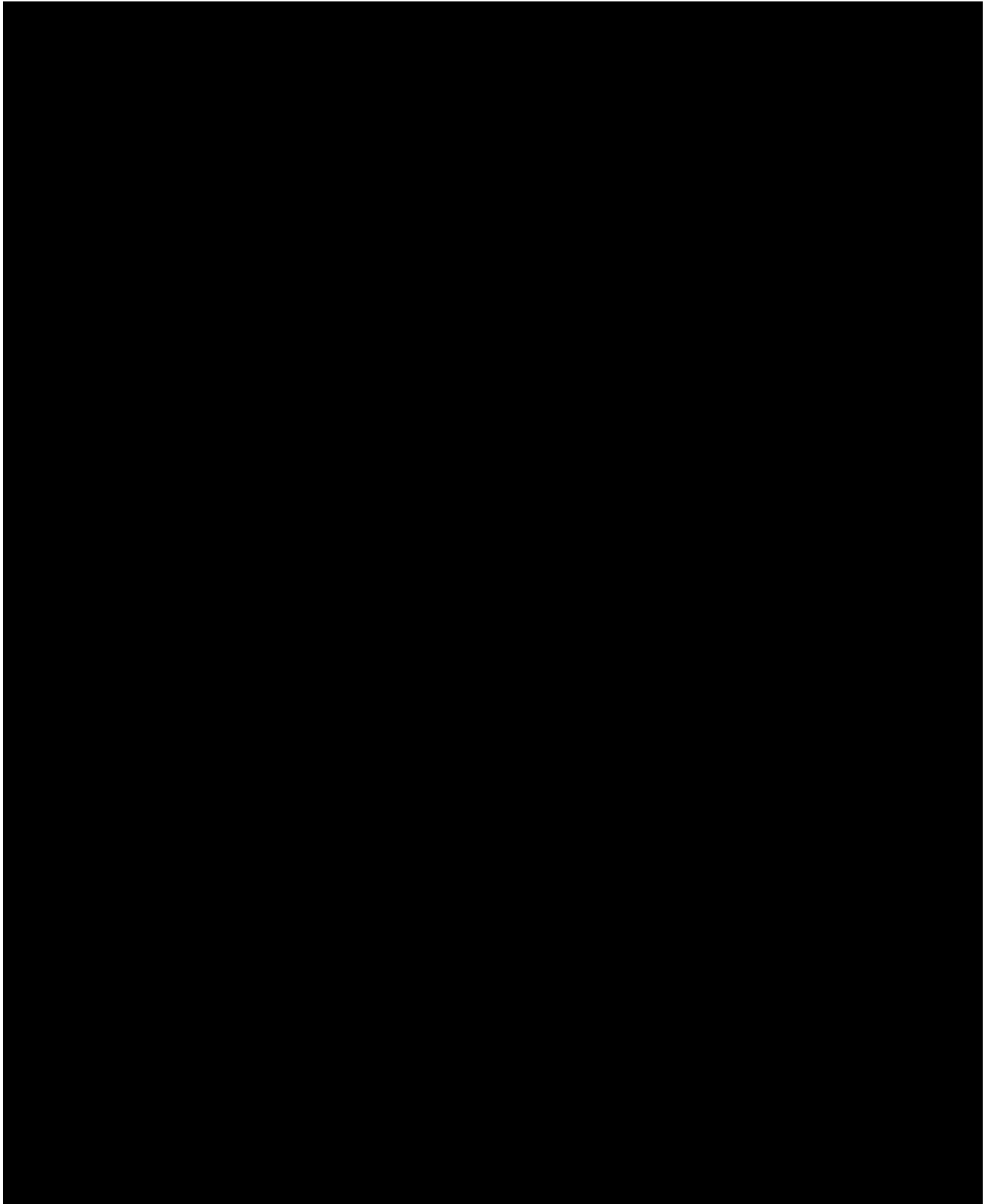
The Master gave an overview of the successful Candidate, Dr. Ryan Howle.

The candidate commenced in this fulltime Rotunda position on 15th July 2024.

Proposed: Prof. Mike Geary

Seconded: Dr. Maria Wilson Browne

The Board was in agreement with this decision.



4 Strategic Matters for discussion

4.1 Benign Gynaecology Hub (BGH)

The BGH will create a single GP referral centre for the North Dublin Women's Health Initiative. A Project Manager has commenced in post.

A catchment area has been defined for gynaecology services and will be applied with referrals being screened. An Advance Nurse Practitioner (ANP) is to be assigned to the service. A second operating suite for elective weekend gynaecology is being considered to address the inpatient waiting list.

4.2 Fertility Services

Screening of referrals with appropriate investigations to streamline the service continues. Following assessment patients have a choice of private IVF providers.

4.3 Ambulatory Gynaecology

Referrals to each Waiting List as outlined on Page 6 of the CEO's Report were noted. Gynaecology remains extremely busy with additional evening clinics and Saturday clinics being provided to address Waiting Lists. Capacity remains a challenge with outpatient referrals of 1,000 per month.

4.4 Expansion of OPD / Complex Menopause Services

Expansion of the service with additional clinics was relayed.

Four subsets of gynaecology patients i.e. complex menopause, uro-gynaecology, infertility and outpatient hysteroscopy waiting >9 months will be prioritised.

5 For Consideration

5.1.1, 5.1.2 & 5.1.3

Quality Safety Risk Report (26.08.24)

Ms. Philbin said her Summary Report was uploaded for review with most Board items discussed by the Committee. The following was outlined -

- Best wishes and thanks were conveyed to Ms. Connolly on her resignation from the Committee
- CEO's Report was discussed including SREs, service planning, gynaecology referrals, high DNA rate of 1st gynaecology visits, Waiting List Initiatives and progress
- 2024 Q2 Rotunda Completed Clinical Audits were reviewed and uploaded for Board information
- Corporate Risk Register: Clinical Risks Q2, Legal Report Q2 and Incident Management were reviewed and uploaded for Board information
- Board Quality Walk Rounds: a comprehensive report including recommendations on a visit to the SATU in July was reviewed and uploaded for Board information/consideration

A further Walk Round of the ER Department was conducted earlier today and will be reported at the October QSR meeting

- Trauma Informed Care -discussed in detail with recommendation for the Board to fund.

Recommendation from the QSR Committee

A recommendation for funding by the Board of the Trauma Informed Care Project (see item 5.1.3).

5.1.3 **Project Review: Group recommendation for Board Funding for the Development of Trauma Informed Care**

Mr. Foran updated on the Project Review Groups work and support of the TIC project outlining description, guiding principles, service delivery and objectives for psychological trauma support for both Rotunda patients and staff. The proposal aligns to Strategic Principle 2: *Providing outstanding care for mothers and babies* and Strategic Principle 3: *Ensuring an excellent patient experience* outlined in the Hospital's Strategic Plan 2022-2026. An estimated cost for TIC was reported.

Ms. Philbin said the proposal had been discussed in detail by the QSR Committee who recommended funding be considered.

The Board considered the matter and were in agreement that funding be available from Rotunda Board Funds.

Proposed: Dr. Wilson Browne

Seconded: Ms. Kate Webb

The Board was in agreement with this decision.

5.2 **Governance Committee Report (03.09.24)**

Dr. Abrahamson said his Summary Report was uploaded for review and reported on the following matters –

- Protected Disclosure of information in the Workplace Policy
- Internal Audit Report-ICT Security Systems; the next IA will cover Corporate Governance & Charity Compliance
- SLA 2024-received but returned to the RCSI HG for their input. Concerns related to IFMS, HR SAP and the Board's autonomy. A decision to be made on the inclusion of a letter of reservation with the signed SLA.
- Board Governance Review-yearly review of composition, diversity, gender balance, skill sets and service on the Board and its Sub Committees.
- Staff Campus Development Survey – reviewed with areas of concern noted.

- Methodology for addressing Governors' potential COIs-discussed in detail. It was agreed the Executive Management be excluded for the any closed sessions of the Board as scheduled by the Chairman. Any Governors who are employees and have a COI with an Agenda item will be asked to leave for that item.

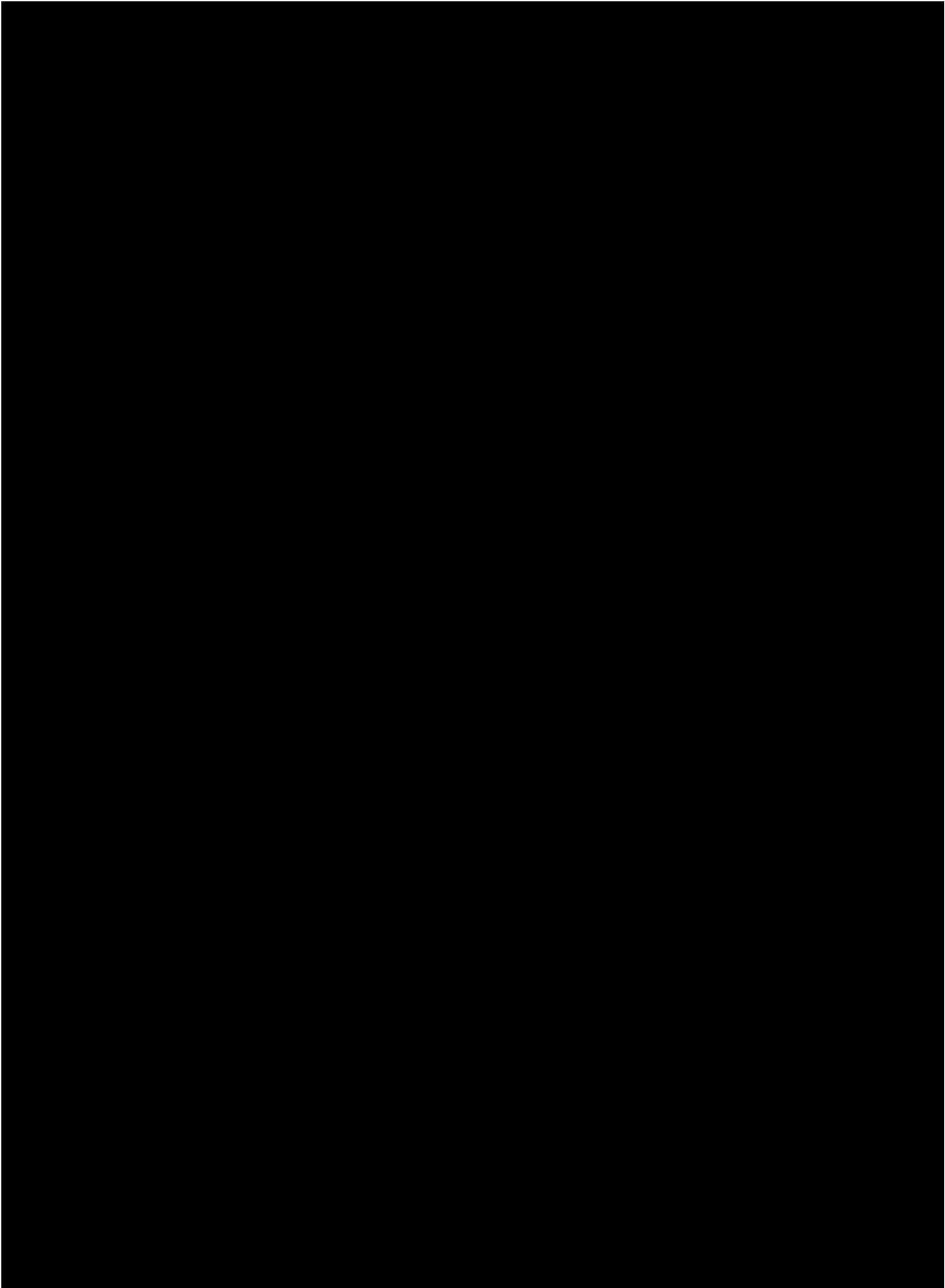
Recommendation from the Governance Committee:

Governors were asked to make recommendations for potential new external appointees taking cognisance of skill sets required and gender balance.

5.3 **Estates Campus Development Committee (02.09.24)**

Mr. Power said his Summary Report was uploaded for review and reported on the following matters –

- Rotunda Major Capex Projects: CCW, Hampson House, Dominick Hall, Mosse House and the Overall Development Campus Plan
- Project Team and Project Boards updates were presented
- Rotunda Board Assets were reviewed



6.2 IVHA-Irish Voluntary Healthcare Association

Mr. Hussey updated on the continued engagement of the IVHA with the HSE regarding the SLA, budgets and legacy funding issues. Reservations with SLA relate to the inclusion of IFMS and NiSRP (sapHR) in the SLA with a collective stance from members on these issues sought.

6.3 Meeting with Regional Executive Officer-Ms. Sara Long

An update on the meeting with Ms. Sara Long, REO, DNE with the RCSI HG CEO in attendance included service requirements/budget and a tour of the Hospital. Mr. Kilian McGrane, Director, NWHIP has stated that maternity units because they are grouped in maternity networks should directly engage with the REO on budgetary matters.

6.4 RIP Notice

The death in service of Ms. Suzanne Hennessy, Delivery Suite was noted with Ms. Hanrahan giving an update on events. Condolences were conveyed to Ms. Hennessy's family.

6.5 Autumn Dates for the Diary

Upcoming dates for the diary were reviewed.

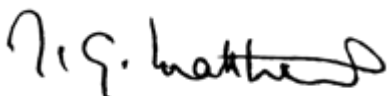
Commemorative Plaque

The Master reported on the Commemorative Plaque unveiling taking place on Friday 1st November by DCC to which all Governors are invited. This will be followed by refreshments and Lunch in the Boardroom with invited dignitaries.

Charter Day – both the Charter Board and Mosse Memorial Lecture/Dinner will take place on Friday 8th November.

7 Date of Next Meeting

The Charter Board is scheduled for **Friday 8th November at 12.00 Noon** in the Boardroom. This will be preceded by the Annual Meet & Greet of Staff and Prize Giving in the Front Hall at 11.00a.m.



8th November 2024

Signed _____

Date _____