

Present

Jacqueline Burke (Chair)
Pat Plunkett
Shane Mooney
Shane Knox
Pat Hanafin
Pat Fleming
Martin Dunne
Hillery Collins
Stephen Brady
Fiona Mc Daid
David Menzies
Mick Molloy
Thomas Keane
Conor Deasy
Tess O'Donovan
Jason van der Velde

In attendance

Peter Dennehy, Director
Marian Spence, Council Secretariat
Con Foley, Chair, Compliance Audit Committee

1. Chair's Business

1.1. Closed meeting

The Chair opened the meeting and welcomed Dr. Jason Van De Velde as a new member, and welcomed back Thomas Keane and Mick Molloy.

2. Minutes & Matters arising

2.1. Draft Minutes February 2017

The draft minutes were presented for consideration.

Resolution

Council approves the minutes of the February meeting subject to agreed amendments to attendance list and minor typos.

Proposed: Mick Molloy
Carried without dissent

Seconded: Pat Fleming

2.2. Matters Arising: appointment of Chair of Priority Dispatch Committee

The Chair confirmed that Stephen Brady has agreed to Chair the Priority Dispatch Committee.

Resolution

Council approves Stephen Brady as the Chair of the Priority Dispatch Committee

Proposed: Shane Knox
Carried without dissent

Seconded: Pat Hanafin

3. Director's Report

The Director provided a verbal update. He informed the meeting that the first governance meeting for 2017 with PHECC and the DOH had taken place.

He also reported on the following items:

- Revised conflict of interest policy (item 4.3)
- Programme Development Officer – Secondment

The Director explained the process for the 3-year fixed purpose contract for this position in line with Department of Health National HR requirements. He confirmed that this was an existing and substantive post and not an additional post. The Director outlined the recruitment process for the various types of posts and the arrangements for progressing this particular process through the Department of Health. The Chair in conclusion summarised the expressions of concern raised by members regarding the restricted recruitment processes and the proposal for filling positions from within the profession wherever possible.

Audit & Compliance Committee

It was reported that Mr. Pat Clifford has joined the Audit & Compliance Committee.

4. Governance

The following 3 items were deferred from the February meeting.

4.1. POL033 Draft Council Code of Governance

A draft Council Code of Governance policy was included for consideration. This document outlines the key roles and responsibilities within the Council and the procedures and protocols that are core to good governance. Following discussion on this item it was agreed to adopt with a request to ensure congruence with language and titles used.

Resolution:

Council approves the code of conduct policy subject to the assurance of congruency with language and titles used.

Proposed: Pat Plunkett

Seconded: Pat Hanafin

Carried without dissent

4.2. Draft Council Standing Orders

A revised draft Standing Orders for the regulation of procedures and the business of Council and its meetings was included for consideration. Following discussion it was agreed to retain the existing Standing Orders while complying with the requirements of the 2016 Code of Governance.

The Chair acknowledged the work of the executive on this comprehensive revised document.

4.3. POL032 Draft Conflict of Interest Policy

This item was discussed under Director's Report. A copy of a revised Conflict of Interest Policy and Procedure which sets out principles for the management of real and potential conflicts of interest was included for consideration. Members discussed the pros and cons and workability of this new policy. The Chair in summary stated that further consideration needed to be given to the specific

requirements of the PHECC Council. It was agreed both item 4.2 and 4.3 will be brought back to the June meeting.

Resolution

Council approves the 2016 Code of Governance for State Agencies and recognises this document as it applies to all Council Members and the practices and detail of it under Council business.

Proposed: David Menzies

Seconded: Pat Plunkett

Carried without dissent

5. Finance

The following two items were deferred to the April meeting.

5.1 Letter of Determination

5.2. Business Plan 2017

6. Committees – Terms of Reference

The following 4 items were deferred from the February meeting:

6.1. Education & Standards Committee

The draft terms of reference of the Education & Standards Committee was included for consideration. The Chair of this Committee outlined the detail of the document presented. A brief discussion ensued on the frequency of meetings; he expressed concern at limiting frequency. However the limited staff resources to maintain the resulting workload was highlighted by the Director.

Resolution

Council approves the terms of reference of the Education & Standards Committee subject to agreed changes discussed at the meeting.

Proposed: Mick Molloy

Seconded: Shane Mooney

Carried without dissent

6.2. Quality & Safety Committee

The draft terms of reference of the Quality & Standards Committee was included for consideration. The Chair of this Committee outlined the detail of the document presented. Both Tess O' Donavan and Fiona Mc Daid agreed to be Council members of this committee. It was highlighted that any Council Member is welcome to attend any of the Committees meetings.

Resolution

Council approves the terms of reference of the Quality & Standards Committee.

Proposed: Pat Hanafin

Seconded: Hillery Collins

Carried without dissent

6.3. Medical Advisory Committee

The draft terms of reference of the Medical Advisory Committee was included for consideration.

The Chair of this Committee outlined the detail of the document presented. The Membership composition was discussed. The frequency of meetings and need of alignment with Council meeting dates was discussed. Hillery Collins and Mick Molloy agreed to be Council members of the MAC.

Resolution

Council approves the terms of reference of the Medical Advisory Committee subject to agreed changes discussed at the meeting.

Proposed: Shane Mooney

Seconded: Pat Hanafin

Carried without dissent

6.4. Priority Dispatch Committee

This item was deferred to the April meeting following discussion with Stephen Brady as the newly appointed Chair.

7. Clinical Matters

7.1. PHECC Key Performance Indicators (KPIs)

This item was deferred to a later meeting.

8. AOB

8.1 Coroner's Inquest – Death at Boxing Event

Two Council Members; Pat Plunkett and Shane Mooney left the meeting at this point due to a potential conflict of interest on this topic. The matter of the Coroner's Report highlighting gaps in safety practices and medical oversight at the event was highlighted by a Member. The Director confirmed that PHECC was monitoring the matter. It was suggested that a forum on events regulatory practices needs to occur and this will be referred to MAC.

8.2 Condolences – Coastguard Tragedy

The Chair and Members offered condolences to family and friends on the loss of life to coastguard personnel at the recent tragedy in Mayo.

8.3 Farm Safety

The increase in Farm accidents was raised in particular slurry gases and the potential for loss of life. It was suggested that an education platform on safety in farm settings needs to occur to raise awareness. PHECC's involvement on this initiative was mooted.

There being no other business the meeting concluded. The next meeting is due to take place on Wednesday 5th April. It was agreed that the Council meeting proposed for Kinsale on the 4th of May will be limited to the presentations by EMS experts; Brent Myers USA and Mike Nolan, Canada also attending the 'Gathering'. It was agreed that invitations would be extended to key stakeholders for the Kinsale meeting. The Council meeting scheduled for the 11th May will be normal Council business.

Signed: _____

Jacqueline Burke
AK Jacqueline Burke
Chair

Date: 6/4/17