



Pre-Hospital Emergency Care Council

Annual Report 2015

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Introduction

The Pre-Hospital Emergency Care Council (PHECC) is an independent statutory agency charged with responsibility for standards, education and training in pre-hospital emergency care in Ireland.

The Council was established as a body corporate by the Minister for Health by Statutory Instrument Number 109 of 2000 (Establishment Order) which was amended by Statutory Instrument Number 575 of 2004 (Amendment Order). These Orders were made under the Health (Corporate Bodies) Act, 1961 as amended and brought under primary legislation with the Health (Miscellaneous Provisions) Act 2007.

Under S.I. 109 Council members, excluding the chairperson, can hold office for three years or four years with lots drawn at the very first Council meeting as to which members should serve for three years and which for four years. Membership of Council is appointed by the Minister for Health.

The fourth Council is now serving since 2012 with a membership of 17 appointees, some of which are new members and some reappointed members. There are 6 Committees of Council, 2 Panels and 2 Working Groups.

Mission Statement

The Pre-Hospital Emergency Care Council protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care.

Strategic Plan 2015-2017

The strategic plan links the mission statement to Council functions, governance and administrative support objectives. The specific strategies associated with each individual objective are detailed. The strategic plan gives clear direction and focus and is available on the 'Publications' page on our website <http://www.phecit.ie/>.

Foreword from the Chairman and Director

On behalf of the Council, the Director and I are pleased to present the 16th Annual Report for the year ended 31st December 2015. The Pre-Hospital Emergency Care Council (PHECC) continues to function in the role of protecting the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care.

The Pre-Hospital Emergency Care Council is Ireland's Regulatory Body for Emergency Medical Services (EMS). We have a national network of 24 CPG Approved Service Providers, 43 Recognised (Training) Institutions, 4,666 Practitioners and over 150,000 Responders that we work with every day. We have a portfolio of more than 23 Standards and 352 Clinical Practice Guidelines that impact everyone in the pre-hospital emergency care environment within our jurisdiction.

At PHECC, we bring together the best of national and international experience, expertise and knowledge from emergency health services, academia, government agencies and international standards, to provide real solutions to pre-hospital emergency care challenges. It is this national consensus that creates confidence in what we do and in the standards we produce. Standards enable consistent high quality care to be provided by all service providers nationwide. By providing nationally agreed specifications for Prescription Only Medications (POMs) administration, clinical procedures and processes, they provide confidence and assurance of the quality, efficiency and public safety, and they are instrumental in facilitating good medical outcomes.

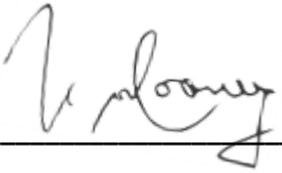
This was a productive year for Council with the continued implementation of the Strategic Plan focusing on the eight strategic objectives which drives our business operations until 2017. However, in addition to that core focus the Council has made significant contributions in areas such as:

- The development of standards and clinical practice guidelines to enable the training of lay people to administer certain POMs in accordance with SI 449:2015.
- Providing support for the implementation of the Emergency Inter-Hospital Transfer Protocol 37.
- The Quality Review Framework (QRF) for recognised institutions was implemented and the results of the first tranche of reviews are now published on the PHECC website.
- Within Registration a key development was the full implementation of the electronic re-registration of all registered practitioners, with exceptional levels of compliance and customer satisfaction reports.
- Council maintained its commitment to provide continued support in the research programme at the Centre for Prehospital Research at the University of Limerick, the OCHAR programme at NUI Galway and the joint Advanced Paramedic programme between NASC and UCD.

Council and the executive are extremely grateful for the expert committees covering the areas of clinical practice, standards, registration and examinations who gave so freely and graciously of their time and support to Council in our mission and our vision that people in Ireland receive excellent pre-hospital emergency care.

We extend our appreciation to the dedicated staff of PHECC who, at all times, bring a high degree of professionalism and efficiency to their work to facilitate the smooth operation of the Council and the various Committees.

As always we are extremely grateful for the interest shown in our work by the Minister and his Department and for their on-going support and time.



Tom Mooney

Chairman 22nd June 2016



Peter Dennehy

Director 22nd June 2016

Council Functions

Council met seven times during 2015. Council members also serve on Council Committees. For attendances at Council meetings see Appendix 1.

Council has 6 Committees:

- Quality and Safety
- Education and Standards
- Medical Advisory
- Priority Dispatch
- Fitness to Practice
- Compliance & Audit

In addition Council has the following Working Groups and Panels:

- Examination Quality Group
- Test Item Writing Group
- Appeal Panel
- Examiner Panel

PHECC's main functions are:

- To ensure training institutions, course content and examinations in First Response and Emergency Medical Technology reflect contemporary best practice.
- To ensure pre-hospital emergency care Responders and Practitioners achieve and maintain competency at the appropriate performance standard.
- To prepare and promote the implementation of clinical practice guidelines in pre-hospital emergency care.
- To source, sponsor and promote relevant research to guide Council in the development of pre-hospital emergency care in Ireland.
- To prepare standards of operation for pre-hospital emergency care providers to support best practice.
- To establish and maintain a register of pre-hospital emergency care practitioners.
- To recognise those pre-hospital emergency care providers which undertake to implement the clinical practice guidelines.

Council Membership

Membership at 31st December 2015

The membership of Council consists of not more than seventeen members who are appointed by the minister:

| Name | Membership rationale |
|-----------------------|---|
| Mr Tom Mooney | Chair, representative of special interest or expertise in pre-hospital care |
| Mr Michael Dineen | Vice Chair and paramedic representative of the majority of practitioners |
| Mr Shane Mooney | Advanced paramedic, trade union nominee and representative of practitioners |
| Mr David Maher | Paramedic, trade union nominee and representative of practitioners |
| Dr Shane Knox | Recognised institution nominee - NASC/UCD |
| Mr Stephen Brady | Recognised institution nominee - DFB/RCSI |
| Mr Barry O'Brien | Representative of management of the HSE |
| Mr Martin Dunne | Representative of management of the HSE |
| Dr Cathal O'Donnell | Representative of management of the HSE |
| Prof Patrick Plunkett | Representative of medical practitioners with expertise in pre-hospital emergency care |
| Dr Mick Molloy | Representative of medical practitioners with expertise in pre-hospital emergency care |
| Ms Valerie Small | Advanced nurse practitioner and representative of nursing with an interest in pre-hospital care |
| Mr Michael Brennan | Representative of the interests of the general public |
| Ms Glenna Woods | Nurse and resuscitation officer representative of persons with special interest or expertise in pre-hospital care |
| Mr Thomas Keane | Paramedic and representative of persons with special interest or expertise in pre-hospital care |

Changes to membership

Dr Shane Knox was appointed in January 2015, replacing Mr Robert Kidd

Dr Hugh Doran resigned in February 2015

Mr Tom Tinnelly resigned in November 2015

Council Committees, Panels and Working Groups

Council is assisted and advised in fulfilling its statutory functions by its Committees, Working Groups and Panels.

Quality and Safety Committee

A standing committee of Council. The terms of reference specify that the committee consider and make recommendations to Council on policy matters relating to, but not confined to, criteria for registration including code of conduct, practitioner's maintenance of competency at the appropriate performance standard (CPC), practice framework that incorporates credentialing, licencing and privileging of pre-hospital emergency care practitioners. Information standards, clinical audit framework and licenced provider approval to implement clinical practice guidelines (CPGs) are also included. There were three meetings held during 2015.

Membership at 31st December 2015

| Name | Membership rationale |
|---------------------|---|
| Mr Shane Mooney | Chair, member of Council and advanced paramedic |
| Mr Tom Mooney | Chair of Council |
| Ms Valerie Small | Chair of Education and Standards Committee |
| Dr Mick Molloy | Chair of Medical Advisory Committee |
| Mr Michael Dineen | Vice Chair of Council |
| Mr Thomas Keane | Representative from Council and paramedic |
| Mr David Maher | Representative from Council and paramedic |
| Mr Tom Tinnelly | Representative from Council and paramedic |
| Mr David Willis | Representative from the HSE National Ambulance Service (NAS) |
| Mr Derek Nolan | Representative from Civil Defence |
| Mr Michael O'Reilly | Representative from DFB/RCSI |
| Ms Brigid Sinnott | Representative from a non-government organisation (NGO) with community focus |
| Dr Anthony Corcoran | Representative from the Defence Forces |
| Mr Ricky Treacy | Representative from St John Ambulance |
| Ms Brigid Doherty | Representative for patients |
| Mr Gregory Lyons | A representative from Irish Red Cross |
| Mr Ian Brennan | Representative from Order of Malta |
| | Observational representative from Licensed CPG approved Private Ambulance Providers on a rotational basis |

Changes to membership

Mr David Willis replaced Ms Katrina Mullally June 2015

Mr Tom Tinnelly resigned from Council November 2015, not yet replaced on this committee

Key activities for 2015

- In advance of each meeting a Specific Themed Workshop was held on the following subjects:
 - i) Clinical Audit
 - ii) Licencing, Credentialing, and Privileging (otherwise known as Triple Lock) and
 - iii) Continuous Professional Competence (CPC).
- Considered the Clinical Audit methodology to be undertaken by CPG licenced providers. The committee recommended to Council that the clinical audit methodology deployed by CPG licenced providers be that as specified in the PHECC Clinical Audit Standard which utilises the PCR, ACR or CFR report data collection tools, in addition to the current edition of the PHECC CPG's, as the standard and audit criteria against which the clinical audit will be conducted.
- Considered an amended CPG Approval and Renewal Process and recommended to Council for approval.
- Considered and approved an appropriate process whereby a practitioner upskilling report would be presented periodically to the committee.
- Considered feedback from CPC consultations which were carried out during the year as the business of the committee will be to consider and make recommendations to Council on appropriate CPC implementation methodologies.

Education and Standards Committee

A standing committee of Council. The terms of reference specify that the committee consider and make recommendations to Council on policy matters relating to, but not confined to, education and standards, recognition of institutions, recognition of equivalence of professional qualifications obtained from institutions both within and outside the state and maintenance and monitoring of institutions. There were three meetings held during 2015.

Membership at 31st December 2015

| Name | Membership rationale |
|--------------------|---|
| Ms Valerie Small | Chair, member of Council |
| Mr Tom Mooney | Chair of Council |
| Dr Mick Molloy | Chair of Medical Advisory Committee |
| Mr Michael Dineen | Vice Chair of Council |
| Mr Shane Mooney | Chair of Quality and Safety Committee, member of Council and advanced paramedic |
| Mr Stephen McMahon | Representative for patients |
| Ms Sarah Cain | Representative from a non-government organisation with a community focus |
| Ms Glenna Woods | Member of Council and registered nurse |

| | |
|--------------------------|--|
| Asst Prof Sandra Fleming | Invited expert in education training – nursing |
| Dr David Menzies | Invited expert in education training – medical |
| Ms Maeve Donnelly | Invited expert in adult education |
| Mr Thomas Keane | Member of Council and paramedic |
| Dr Shane Knox | Representative at facilitator level from a recognised institution which provides advanced paramedic training |
| Ms Róisín McGuire | Representative at facilitator level from the Joint Voluntary Ambulance Service Committee |
| Mr Raymond Lacey | Representative at tutor level from the Irish College of Paramedics |
| Mr Paul Lambert | Representative at facilitator level of recognised institution which provides paramedic training |
| Mr David Maher | Member of Council and paramedic |
| Mr Brian Bruno | A representative at tutor level from a recognised institution that provides paramedic training |
| | Observational representative from Licensed CPG approved Private Ambulance Providers on rotational basis |

Changes to membership

Dr David Menzies joined the committee April 2015

Asst Prof Sandra Fleming replaced Mr Martin McNamara November 2015

Key activities for 2015

- Teaching Faculty Framework was revised and recommended for approval by Council. New additions to the framework included the role and responsibilities of course director and facilitator.
- Two separate exam related policies: NQEMT Exam View and Recheck and NQEMT Exam – access to EMT sitting were considered, amended and subsequently recommended for approval by Council.
- Following consultation with recognised institutions a Quality Review Framework (QRF) was considered by Committee and recommended for approval by Council. The QRF is a quality management process which the Executive operate to ensure that recognised institutions quality assurance systems are effective in maintaining and improving the quality of PHECC approved courses. Supporting documents and guides were developed for the implementation of the QRF.
- As 2015 marked year one of the first three-year QRF cycle, after the initial self-assessment phase was carried out, a panel on behalf of Council conducted 13 one-day on-site reviews with the recognised institutions.
- A Quality Improvement Planning Workshop was provided to 38 persons representing 27 recognised institutions. The workshop aim was to enhance the capacity of recognised

institutions to meet the Council's quality standards through a process of continuous quality improvement.

- Continuous Professional Competence (CPC) was considered by the Committee informed by PHECC practitioner surveys and recent Irish research on the topic.
- Preliminary work was commenced by the Committee to consider the requirements of Council to design courses of training in the use of six named prescription medications (as part of Cardiac First Response instruction). This included the administration, management of any immediate adverse reaction, storage and safe keeping of these medications as set out in the Medicinal Products (Prescription and Control of Supply) (Amendment) (No.2) 2015, Statutory Instrument No. 449 of 2015.

Medical Advisory Committee (MAC)

A standing committee of Council. MAC is an expert committee which considers clinical matters as referred to it either by Council, the Quality and Safety Committee or Education and Standards Committee. There were six meetings held during 2015.

Membership at 31st December 2015

| Name | Membership rationale |
|----------------------|---|
| Dr Mick Molloy | Chair, member of Council and Consultant in Emergency Medicine |
| Dr Niamh Collins | Vice Chair and nominee of the HSE Emergency Medicine Programme |
| Dr Neil Reddy | Registered practitioner with interest in pre-hospital care |
| Mr Seamus McAllister | Representative from the Northern Ireland Ambulance Service (NIAS) |
| Dr Conor Deasy | Deputy Medical Director of a statutory ambulance service (NAS) |
| Mr Michael Dineen | Vice Chair of Council and paramedic |
| Mr Dave Hennelly | Registered practitioner with interest in pre-hospital care at the invitation of the Chair |
| Mr Macartan Hughes | Representative at tutor or facilitator level of recognised institutions which provide training at advanced paramedic level (NASC) |
| Mr David Irwin | PHECC registered practitioner nominated by the Irish College of Paramedics |
| Mr Thomas Keane | Registered practitioner and member of Council |
| Dr Shane Knox | PHECC registered academic |
| Mr Declan Lonergan | Representative at tutor or facilitator level of a recognised institution which provides training at paramedic level (NAS) |
| Mr Joseph Mooney | Representative of emergency medical technicians on the PHECC register |
| Mr Shane Mooney | Chair of the Quality & Safety Committee |
| Mr David O'Connor | Advanced paramedic representative from the PHECC register |

| | |
|---------------------|---|
| Mr Kenneth O'Dwyer | Advanced paramedic representative from the PHECC register |
| Mr Martin O'Reilly | Representative at tutor or facilitator level of a recognised institution which provides training at paramedic level (DFB) |
| Mr Rory Prevet | Paramedic representative from the PHECC register |
| Mr Derek Rooney | Paramedic representative from the PHECC register |
| Dr Jack Collins | Emergency medical technician representative from the PHECC register |
| Dr Cathal O'Donnell | Medical Director of a statutory ambulance service (NAS) |
| Ms Valerie Small | Chair of the Education & Standards Committee and Registered Nurse, representative from the Emergency Medicine Nurses |
| Mr Tom Mooney | Chair of Council |
| Prof Stephen Cusack | Academic consultant in Emergency Medicine |
| Dr Peter O'Connor | Medical Director of a statutory ambulance service (DFB/RCSI) |
| Dr David Menzies | Consultant in Emergency Medicine nominated by the Irish Association in Emergency Medicine |
| Dr Gerald Kerr | Director of Defence Forces Medical Services |
| Dr David McManus | Representative from the Northern Ireland Ambulance Service (NIAS) |
| Prof Gerard Bury | Registered practitioner with an interest in pre-hospital emergency care at the invitation of the Chair |
| Dr Sean Walsh | Consultant in paediatric emergency medicine |

Key activities for 2015

- Hosting of a pre-hospital spinal injury management seminar to inform developments of spinal injury management pre-hospital.
- Constitution of the spinal injury sub-group to develop policy and CPGs for pre-hospital spinal injury management.
- Reviewing of 400 recommendations from ILCOR guidelines 2015 to inform CPG development.
- Constitution of the palliative care sub-group to develop a policy and CPG for palliative care patients.
- Constitution of the Local Injury sub-group to develop a policy and CPGs to enable PHECC practitioners to transport appropriate patients to local injury units.
- Constitution of the Clinical Care at Events sub-group to develop a policy in relation to the clinical management for events.

- Agreed a draft policy on verification of death by paramedics and advanced paramedics.
- Agreed a resolution process for difference of opinion by MAC members on areas of clinical importance.
- The Clinical lead handover policy document was agreed and sent to the Quality and Safety Committee for review.
- Seven CPGs were recommended to Council for updating.

Priority Dispatch Committee

The Priority Dispatch Committee is a standing committee of Council. Membership of the Priority Dispatch Committee is approved to reflect its role as an expert group to consider and advise Council on priority dispatch matters. There were no meetings held during 2015.

Membership at 31st December 2015

| Name | Membership rationale |
|---------------------|---|
| Mr Stephen Brady | Chair and member of Council |
| Dr Cathal O'Donnell | Medical Director of HSE National Ambulance Service (NAS) |
| Dr Conor Deasy | Deputy Medical Director of HSE NAS |
| Mr Michael Delaney | HSE NAS Control Manager, special interest in AMPDS |
| Ms Dawn Stevenson | HSE NAS Training and Competency Assurance Officer, special interest in AMPDS |
| Mr Brian O'Connor | Call-taker /Dispatcher from HSE NAS |
| Dr Peter O'Connor | Medical Director of Dublin Fire Brigade (DFB) |
| Mr John Moody | DFB, special interest in AMPDS |
| Mr Niall Murray | Call-taker /Dispatcher from DFB |
| Mr Martin O'Reilly | DFB Officer, special interest in AMPDS |
| Dr Mark Doyle | Hospital based medical practitioner with an interest in priority dispatch |
| Dr Mick Molloy | Chair Medical Advisory Committee |
| Ms Kathrina Murray | HSE National Ambulance Service Control Manager (with a special interest in AMPDS) |
| Mr Brian Power | PHECC Programme Development Officer |

Key activities for 2015

- The Protocol 37 Implementation Group was constituted under the chair Mr Mark Doyle. The Group developed a training package and a job specification for a project lead for Protocol 37 implementation nationally. The HSE National Programme Office and PHECC agreed to co-fund the project lead for an 18-month period.

Compliance and Audit Committee

The Compliance and Audit Committee is a committee of Council and reports to it on such matters as, but not confined to, adequacy of the nature, extent and effectiveness of the accounting and internal control systems, review of corporate governance, risk management, financial oversight and whistle blowers provisions. There were three meetings held during 2015.

Membership at 31st December 2015

| Name | Membership rationale |
|--------------------|---|
| Mr Con Foley, FCCA | Chair and external member who is a qualified accountant |
| Mr Dermot Magan | Finance specialist with public health sector experience |
| Mr Stephen Brady | Member of Council |
| Mr Michael Brennan | Member of Council |
| Ms Pauline Dempsey | Member of PHECC staff |

Changes to membership

Ms Pauline Dempsey replaced Mr Brian Power in October 2015

Appeal Panel

The Appeal Panel is appointed by Council. The terms of reference specify that the Appeal Panel consider appeals of decisions of the Director and to adjudicate on those appeals. There were two sittings of the appeals panel during 2015.

Membership at 31st December, 2015

| Name | Membership rationale |
|--------------------|--------------------------------|
| Ms Valerie Small | Chair, Council member |
| Mr Stephen McMahon | Patient representative |
| Ms Brigid Sinnott | Representing a community group |
| Mr Michael Dineen | Council member |
| Mr Pat Sheridan | Representing a voluntary group |

Examiner Panel

The terms of reference specify that the Examiner Panel membership assesses candidates at NQEMT examinations. The membership is nominated by a medical, nursing or training representative body, licensed CPG approved pre-hospital emergency care provider or recognised institution. Members must complete PHECC examiner training, and refresher, as deemed necessary.

The Panel consists of 105 active members. There was no change to this panel in 2015. Member details are available on <http://www.phecit.ie/>

Key activities for 2015

- Assessment of 300 candidates, including repeat candidates at the OSCE component of the NQEMT examinations.

Examination Quality Group

Criteria for membership of the Examination Quality Group is that members must be on the PHECC Examiner Panel. The terms of reference of the group dictates that it reviews examination relative components and timing, content, pass mark and criteria for resits in addition to examiner criteria, training and performance.

Membership at 31st December, 2015

| Name | Membership rationale |
|--------------------|--|
| Ms Jacqueline Egan | Chair, PHECC Programme Development Officer |
| Mr Brian Power | PHECC Programme Development Officer |
| Ms Julie Woods | PHECC Examiner |
| Mr Ray Carney | PHECC Examiner |
| Mr Ricky Ellis | PHECC Examiner |
| Mr Michael Garry | PHECC Examiner |
| Mr Ben Heron | PHECC Examiner |
| Mr Lawrence Kenna | PHECC Examiner |
| Dr Shane Knox | PHECC Examiner |
| Mr Paul Lambert | PHECC Examiner |
| Mr David Sherwin | PHECC Examiner |
| Mr Rod Tobin | PHECC Examiner |
| Mr Mark Wilson | PHECC Examiner |

There was no change to the membership in 2015.

Key activities for 2015

- Review of the examination material, including test items at NQEMT Paramedic level in preparation for transition to the multiple choice question (MCQ) component of the paramedic examination being facilitated at Prometric test centres in 2016.

- Review of NQEMT EMT skills assessment, scenarios and equipment lists at the level of NQEMT EMT.
- Review of the exam weightings for the question banks at the level of EMT and Paramedic.
- Provision of examination quality oversight at all PHECC OSCE EMT examinations 2015.

Council Activities in 2015

Statements of key activities

Governance:

- Implementation of PHECC Strategic Plan 2015 – 2017.
- Approval of the 2015 Risk Framework.
- Appointed Peter Dennehy to the position of Director.

Education and Standards:

- Approval of the Quality Review Framework (QRF) for Recognised Institutions.
- On-site reviews completed and reports approved on a number of recognised institutions.
- Approval of new applications for training institution recognition and courses.
- Approval of renewals of existing recognised institutions.
- Approval of the Teaching Faculty Framework.

Registration

- Completed implementation of electronic re-registration for all registered practitioners.
- Approval of 2015 Registration Rules.
- Approval of the Code of Professional Conduct & Ethics.
- Approval of applications for recognition of professional qualifications obtained overseas.

Examination and Certification

- Approval of revised NQEMT Examination Policy to facilitate allowable fixed periods post training to successful assessment for NQEMT, EMT candidates.

Clinical Practice Guidelines (CPGs)

- Approval of an Interim Directive Policy for medication authorisations within Licensed CPG Providers.
- Approval of revised Council Rules for Licensed CPG Providers.
- Support for the implementation of the Emergency Inter-Hospital Transfer Protocol 37.
- Approval of new applications to become Licensed CPG Provider.
- Approval for annual renewals of existing Licensed CPG Providers.

Quality & Safety

- Approval of Clinical Audit Standard.
- Approval of development and implementation of the CISM e-learning Stress Awareness Training Module.

First Responders and Co-Responders

- Re-Launch of the Citizen CPR awareness campaign.
- Support for CFR Ireland network.
- Maintained support for the development of the Responder Alert Application (RAApp).

Pre-Hospital Care Research

- Maintained support for the Centre for Prehospital Research University of Limerick.

National Retrieval Service

- Maintained support of the work of the National Transport Medicine Programme.

Other Items

- Achieved ISO 9001:2008 Recertification.

PHECC Team and Organisational Chart

| | |
|------------------|---|
| Anne Keogh | Registration & Reception Clerical Officer |
| Barry O’Sullivan | Deputy Director & Registrar |
| Beth Breslin | Finance & Corporate Services Support Officer* |
| Brian Power | Programme Development Officer |
| Claire Finn | Registration Officer |
| Deirdre Borland | Programme Development Support Officer |
| Jacqueline Egan | Programme Development Officer |
| John Lally | ICT & Administration Support Officer |
| Liz Dempsey | Examinations Officer |
| Margaret Bracken | Examinations & Reception Clerical Officer |
| Marian Spence | Council Secretary & Accreditation Officer |
| Marion O’Malley | Business Manager* |
| Pauline Dempsey | Programme Development Officer |
| Peter Dennehy | Director* |

Changes to PHECC Team

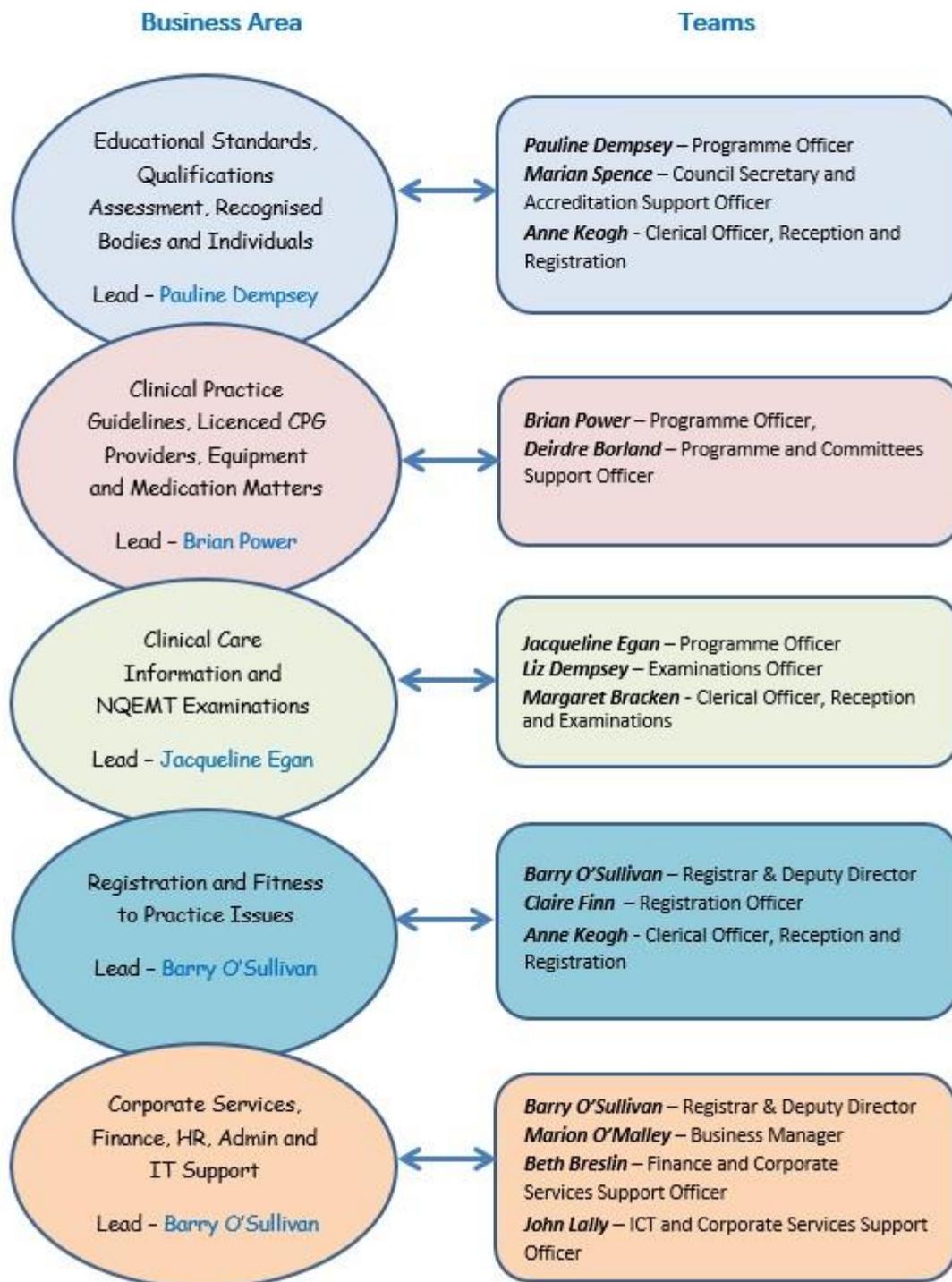
Peter Dennehy was appointed Director in June 2015

Beth Breslin was appointed Finance & Corporate Services Support Officer in October 2015 following the retirement of Sylvia O’Mahony

Marion O’Malley was appointed Business Manager in October 2015

PHECC Organisational Chart

Director – Peter Dennehy



Financial Statements 2015

PRE-HOSPITAL EMERGENCY CARE COUNCIL

FINANCIAL STATEMENTS 2015

for

YEAR ENDED 31 DECEMBER 2015

These draft accounts have been submitted for audit and certification
by the Comptroller and Auditor General

Pre-Hospital Emergency Care Council

Council Members' Report

For the year ended 31 December 2015.

Council Members' Responsibilities

Financial Statements

The Council is required by Article 25 of the Pre-Hospital Emergency Care Council (Establishment) Order, 2000 (SI 109/2000) to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Council and of its income and expenditure for that period.

In preparing these financial statements, the Pre-Hospital Emergency Care Council is required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that it will continue in operation
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in financial statements.

The Council is responsible for keeping proper books of account which disclose, with reasonable accuracy at any time, its financial position which enables it to ensure that the financial statements comply with Article 25 of the Pre-Hospital Emergency Care Council (Establishment) Order, 2000 (SI 109/2000).

The Council is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Council

Mr T. Mooney
Chairman

Mr P. Dennehy
Director

Pre-Hospital Emergency Care Council

Statement on Internal Financial Control

On behalf of the Pre-Hospital Emergency Care Council (PHECC), we acknowledge our responsibility for ensuring that an effective system of internal financial control is maintained and operated.

PHECC, through the Director, is responsible for monitoring the system of internal control and providing assurances to the Council.

A system of internal control is designed to reduce rather than eliminate risk. Such a system can provide only a reasonable and not an absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely manner.

Key Control Procedures

The following is a description of the key processes which have been put in place by PHECC to provide effective internal financial control.

1. PHECC has an established organisational structure with clearly defined lines of accountability, responsibility and reporting.
2. The system of internal financial control in PHECC is documented in Quality Management System (QMS) process maps.
3. PHECC has established procedures around segregation of duties and the authorisation of expenditure.
4. TAS and SAGE Financial Systems are operated by PHECC to facilitate financial accounting practice and provide detailed audit trails on all transactions.
5. Monthly expenditure and activity is monitored against the business plan. Reports are presented to the Director for consideration and appropriate action.
6. A monthly financial position report for the Department of Health is prepared and submitted to the Department.
7. A Compliance and Audit Committee is in place and met on three occasions during the year.
8. A new Director was appointed in 2015 following the untimely death of Dr G.K. King (RIP) in 2014.
9. The monitoring and review of the effectiveness of the system of internal control is informed by the report of the Compliance and Audit Committee, the work of the Internal Auditor, the Executive Managers in our Council who have responsibility for the development and maintenance of the financial control framework, the recommendations made by the Comptroller and Auditor General in the course of audit or in his management letters and both the Risk Framework and the Risk Register.

10. Council Members are kept apprised of financial control and general corporate governance matters via Council meetings which are conducted at regular intervals.
11. Council conducted a review of the effectiveness of the risk framework and risk register during 2015.
12. A formal review of the effectiveness of the system of internal control was carried out by an external firm of Accountants during 2015.
13. Council conducted a review of the effectiveness of the system of internal financial controls for 2015.

On behalf of the Council

Mr T. Mooney
Chairman

Mr P. Dennehy
Director

Pre-Hospital Emergency Care Council

STATEMENT OF INCOME AND EXPENDITURE AND RETAINED REVENUE RESERVES

For the year ended 31 December 2015

| | Note | 2015 € | 2014 Re-stated € |
|---|------|------------------|------------------------|
| Income | | | |
| Department of Health Allocation | 2 | 2,695,920 | 2,690,372 |
| Own Resources | 3 | 23,017 | 31,070 |
| Other Income | 4 | 316,547 | 354,625 |
| Total Income | | 3,035,484 | 3,076,067 |
| Expenditure | | | |
| Grants Payable | 5 | 1,331,325 | 1,281,262 |
| Administration, Operations and Promotion | 6 | 1,642,086 | 1,725,983 |
| Reduction in Value of Fixed Assets | 8 | 19,844 | 23,504 |
| Total Expenditure | | 2,993,255 | 3,030,749 |
| Surplus / (Deficit) for the Year before Appropriations | | 42,229 | 45,318 |
| Transfer from/(to) the Capital Account | 9 | (10,918) | (45,169) |
| | | 31,311 | 149 |
| Balance Brought Forward at 1 January 2015 | | 32,393 | 32,244 |
| Balance Carried Forward at 31 December 2015 | | 63,704 | 32,393 |

All income and expenditure for the year relates to continuing activities at the balance sheet date.

The Statement of Income and Expenditure and Retained Revenue Reserves includes all gains and losses recognised in the year.

The Statement of Cash Flows and notes form part of these financial statements.

On behalf of the Council

Mr T. Mooney
Chairman

Mr P. Dennehy
Director

Pre-Hospital Emergency Care Council

STATEMENT OF FINANCIAL POSITION

As at 31 December 2015

| | Note | 2015 € | 2014 Re- stated € |
|--|-------|----------------|----------------------------|
| Fixed Assets | | | |
| Property, plant & equipment | 9 | 22,858 | 36,267 |
| Total Fixed Assets | | 22,858 | 36,267 |
| Current Assets | | | |
| Receivables | 11 | 212,347 | 51,473 |
| Cash and cash equivalents | 11 | 25,839 | 57,111 |
| | | 238,186 | 108,584 |
| Current Liabilities (amounts falling due within one year) | | | |
| Payables | 10(a) | 131,135 | 52,686 |
| Net Current Assets | | 107,051 | 55,898 |
| Total Net Assets | | 129,909 | 92,165 |
| Representing | | | |
| Capital account | | 22,858 | 36,267 |
| Retained revenue reserves | | 107,052 | 55,898 |
| | | 129,910 | 92,165 |

The Statement of Cash Flows and notes form part of these financial statements.

On behalf of the Council

Mr T. Mooney
Chairman

Mr P. Dennehy
Director

Pre-Hospital Emergency Care Council

STATEMENT OF CASH FLOWS

For the year ended 31 December 2015

| | 2015 | 2014 |
|---|-----------------|-----------------|
| | € | Re-stated € |
| Net Cash Flows from Operating Activities | | |
| Excess Income over Expenditure | 51,155 | 23,654 |
| Depreciation and Impairment of Fixed Assets | 19,488 | (61,257) |
| (Increase)/Decrease in Receivables | (160,874) | 10,721 |
| Increase/(Decrease) in Payables | 78,449 | 18,709 |
| Bank Interest received | 2 | 3 |
| Net Cash Inflow from Operating Activities | (11,780) | (8,170) |
| Cash Flows from Investing Activities | | |
| Payments to acquire Property, Plant & Equipment | (6,079) | 39,731 |
| Net Cash Flows from Investing Activities | (6,079) | 39,731 |
| Cash Flows from Financing Activities | (13,408) | 21,524 |
| Net Cash Flows from Financing Activities | (13,408) | 21,524 |
| Net Increase/(Decrease) in Cash and Cash Equivalents | (31,267) | 53,085 |

Pre-Hospital Emergency Care Council

Notes to the Financial Statements

For the year ended 31 December 2015

1. Accounting Policies

The basis of accounting and significant accounting policies adopted by the Pre-Hospital Emergency Care Council are set out below. They have all been applied consistently throughout the year and for the preceding year.

a) General Information

The Pre-Hospital Emergency Care Council was established by the Minister for Health under Statutory Instrument No. 109 of 2000, the Pre-Hospital Emergency Care Council (Establishment) Order, 2000 and as amended by Statutory Instrument No. 575 of 2004 (Amendment) Order 2004. These Orders were made under the Health (Corporate Bodies) Act, 1961 as amended and confirmed by the Health (Miscellaneous Provisions) Act 2007.

| | |
|------------------|--|
| Director | Mr. P. Dennehy |
| Bankers | AIB Main Street Naas Co Kildare |
| Business Address | Abbey Moat House Abbey Street Naas Co Kildare W91 NN9V |
| Auditor | Comptroller and Auditor General Dublin Castle Dublin 2 |

The main functions of PHECC are:

- To ensure that training institutions, course content and examinations in emergency medical technology reflect contemporary best practice.
- To ensure that pre-hospital emergency care providers achieve and maintain competency at the appropriate performance standard.
- To prepare clinical practice guidelines for pre-hospital emergency care.
- To source and sponsor relevant research to guide Council directions and the development of pre-hospital care.
- To prepare standards of operation for pre-hospital emergency care providers to support best practice.

- To establish and maintain a register of pre-hospital emergency care practitioners.
- To recognise those pre-hospital emergency care providers which undertake to implement the clinical practice guidelines.

The Pre-Hospital Emergency Care Council is a Public Benefit Entity (PBE).

b) Statement of Compliance

The financial statements of the Pre-Hospital Emergency Care Council for the year ended 31 December 2015 have been prepared in accordance with FRS 102, the financial reporting standard applicable in the UK and Ireland, issued by the Financial Reporting Council (FRC), as promulgated by Chartered Accountants Ireland. These are the Pre-Hospital Emergency Care Council's first set of financial statements prepared in accordance with FRS 102. The date of transition to FRS 102 was 1 January 2014. The prior year financial statements were re-stated for material adjustments on adoption of FRS 102 in the current year. The transition to FRS 102 has not affected its reported financial position or financial performance.

c) Basis of Preparation

The financial statements have been prepared on the accruals basis under the historical cost convention, except for certain assets and liabilities that are measured at fair values as explained in the accounting policies below. The financial statements are in the form approved by the Minister for Health with the concurrence of the Minister for Finance. The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Pre-Hospital Emergency Care Council's financial statements.

d) Revenue

Revenue is generally recognised on an accruals basis; one exception to this is in the case of the Department of Health allocation which is recognised on a cash receipts basis.

Interest income

Interest income is recognised on an accruals basis using the effective interest rate method.

Other Revenue

Other revenue is recognised on an accruals basis.

e) Property, Plant and Equipment

Property, plant and equipment are stated at cost less accumulated depreciation, adjusted for any provision for impairment. A full year's depreciation is charged in the year of purchase. Depreciation is provided on all property, plant and equipment, at rates estimated to write off the cost less the estimated residual value of each asset on a straight line basis over their estimated useful lives, as follows:

| | |
|------------------|----------------------|
| ICT Equipment: | 33.3% straight line. |
| Other Equipment: | 20.0% straight line. |

If there is objective evidence of impairment of the value of an asset, an impairment loss is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves in the year.

f) Employee Benefits

Short-term Benefits

Short term benefits such as holiday pay are recognised as an expense in the year, and benefits that are accrued at year-end are included in the Payables figure in the Statement of Financial Position.

Retirement Benefits

The Pre-Hospital Emergency Care Council has a defined benefit pension scheme as per Article 28 (4) of the SI 109/2000 in accordance with schemes and regulations made under the Local Government (Superannuation) Act, 1980 (No. 8 of 1980). This scheme is funded annually on a pay-as-you-go basis from monies provided by the Department of Health and from contributions deducted from staff and members' salaries. The Pre-Hospital Emergency Care Council also operates the Single Public Services Pension Scheme ("Single Scheme"), which is a defined benefit scheme for pensionable public servants appointed on or after 1 January 2013. Single Scheme members' contributions are paid over to the Department of Public Expenditure and Reform (DPER).

g) Critical Accounting Judgements and Estimates

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

Depreciation and Residual Values

The Compliance and Audit Committee review, from time to time, the asset lives and associated residual values of all fixed asset classes, and in particular, the useful economic life and residual values of fixtures and fittings, and have concluded that asset lives and residual values are appropriate.

2. Department of Health Allocation

The Department of Health allocation to the Pre-Hospital Emergency Care Council as shown in the financial statements consist of:

| | 2015 | 2014 |
|--------------------------------|------------------|------------------|
| | € | € |
| Grants for current expenditure | 2,695,920 | 2,690,372 |
| | 2,695,920 | 2,690,372 |

3. Own Resources

| | 2015 | 2014 |
|--------------------------------------|---------------|---------------|
| | € | € |
| Professional Registration Fee Income | 23,017 | 31,070 |
| | 23,017 | 31,070 |

4. Other Revenue

| | 2015 | 2014 |
|---|----------------|----------------|
| | € | € |
| Transport Medicine/Retrieval Programme (Temple St Children's Hospital)* | 165,000 | 197,000 |
| Accreditation and Examination Fees | 71,362 | 86,397 |
| Certificate Income | 48,433 | 34,503 |
| Superannuation Contributions | 30,166 | 35,530 |
| Clinical Practice Guidelines sales | 1,584 | 1,107 |
| Other Income | 0 | 85 |
| Bank deposit interest | 2 | 3 |
| | 316,547 | 354,625 |

*Expenditure on Transport Medicine relates to the development of a Retrieval/Transfer system. This system is being developed to ensure that seriously ill patients can be moved to appropriate medical centres in a timely manner.

5. Grants Payable

The Pre-Hospital Emergency Care Council funds a number of research and awareness programmes undertaken by third parties. The Council funds third parties by way of grant or on foot of invoices for the provision of specific services. The amounts paid in 2015 are set out below.

The following is a brief description of the main schemes included under grant expenditure:

- University of Limerick Centre for Prehospital Research – fosters and facilitates academic research in support of clinical activities.
- Advanced Paramedic Development Funding – supports the national advanced paramedic training programme.
- Irish Heart Foundation – as a partner provides basic life support training nationally to the PHECC standard.
- Transport Medicine/Retrieval Programme - supports the development of the Adult, Paediatric and Neonatal Retrieval Services nationally.

| | 2015 | 2014 |
|---|------------------|------------------|
| | € | € |
| Grants | | Re-stated |
| University of Limerick Centre for Pre-hospital Research | 133,744 | 133,744 |
| Irish Heart Foundation | 89,340 | 89,340 |
| Conference Sponsorship | 5,500 | 9,890 |
| Out of Hospital Cardiac Arrest Register | 25,000 | 25,000 |
| Total Grants | 253,584 | 257,974 |
| | | |
| | 2015 | 2014 |
| | € | € |
| Invoices | | Re-stated |
| Advanced Paramedic Development Funding | 533,026 | 687,375 |
| Transport Medicine/Retrieval Programme | 104,305 | 174,771 |
| eLearning Project | 38,765 | 46,365 |
| Electronic Patient Care Report (ePCR) Initiative | 79,039 | 800 |
| Printing Clinical Care Reports | 156,343 | 66,573 |
| Special Projects Miscellaneous | 4,944 | 27,258 |
| Research – Key Performance Indicators Development | 0 | 2,952 |
| Training Standards Review | 68,931 | 17,194 |
| CFR ILCOR Updating Project* | 92,388 | 0 |
| Total Invoices | 1,077,741 | 1,023,288 |
| | | |
| Total Grants Payable | 1,331,325 | 1,281,262 |

* CFR - Cardiac First Response, ILCOR - International Liaison Committee on Resuscitation

6. Administration, Operations & Promotion

| | | 2015 | 2014 |
|--|------|------------------|------------------|
| | Note | € | € |
| | | | Re-stated |
| Remuneration and other pay costs | 6(a) | 869,776 | 1,019,957 |
| Rent, rates, service charges and insurance | | 119,133 | 119,133 |
| Repairs, maintenance and leasing charges | | 8,089 | 12,274 |
| Electricity, cleaning and utilities | | 20,494 | 22,387 |
| Communications and IT | | 149,462 | 144,179 |
| Office expenses | | 151,166 | 137,834 |
| Professional fees | | 83,905 | 106,799 |
| NQEMT Examinations | | 116,864 | 64,039 |
| Recruitment and media | | 54,074 | 38,858 |
| Register Expenses | | 37,361 | 35,056 |
| Miscellaneous operating expenses | | 31,762 | 25,467 |
| | | 1,642,086 | 1,725,983 |

(a) Remuneration and Other Pay Costs

| | | 2015 | 2014 |
|---|-------|----------------|------------------|
| | Note | € | € |
| | | | Re-stated |
| Staff salaries | | 658,610 | 713,288 |
| Pension Costs | | 49,644 | 13,444 |
| Employer's contribution to social welfare | | 48,415 | 51,365 |
| Staff training and development | | 43,973 | 20,718 |
| Staff travel and subsistence costs | | 42,272 | 35,837 |
| Superannuation Benefits Payable | | 0 | 157,396 |
| Temporary Staff | | 20,677 | 17,767 |
| Council members' emoluments | 6 (c) | 6,185 | 9,719 |
| | | 869,776 | 1,019,534 |

(b) Employee benefits breakdown

| Range of total employee benefits | | Number of Employees | |
|----------------------------------|------------|---------------------|------|
| From | To | 2015 | 2014 |
| €70,000 | - €79,999 | 3 | 3 |
| €80,000 | - €89,999 | 1 | 1 |
| €110,000 | - €119,999 | 0 | 1 |

(c) Council Members' Emoluments

| Council Member | Approved Expenses € | Meetings attended |
|------------------|------------------------|-------------------|
| Mr. T Mooney | 301 | 6 |
| Mr. S Brady | 177 | 5 |
| Mr. M Brennan | 1,632 | 7 |
| Mr. M Dineen | 1,296 | 5 |
| Mr. T Keane | 81 | 2 |
| Mr. D Maher | 278 | 2 |
| Dr. M Molloy | 116 | 6 |
| Mr. S Mooney | 1,289 | 7 |
| Mr. B O'Brien | 288 | 1 |
| Prof. P Plunkett | 300 | 6 |
| Ms. V Small | 258 | 5 |
| Ms. G Woods | 168 | 3 |
| Total | €6,185 | |

The Directors remuneration package for 2015 was as follows:

| | 2015 € | 2014 € |
|------------------------------------|---------------|----------------|
| Director | | |
| Director Salary | 41,746 | 64,796 |
| Director Medical Advisor Payment | 0 | 16,878 |
| Superannuation Payment (RIP) | 0 | 126,797 |
| Remuneration Package Director | 41,746 | 202,487 |
| Acting Director | | |
| Acting Director Salary | 42,353 | 35,294 |
| | | 35,294 |
| Total Director Remuneration | 84,099 | 237,781 |

Notes

Neither the Director nor the Acting Director receive any pension benefits other than the standard entitlements under the Local Government Superannuation Schemes and/or Single Service Pension Scheme. No bonus is ever paid to the Director or Acting Director or any other staff member.

Council Members at the year ended 31 December 2015.

| Name | Membership rationale |
|-----------------------|---|
| Mr Tom Mooney | Chair, representative of special interest or expertise in pre-hospital care |
| Mr Michael Dineen | Vice Chair and paramedic representative of the majority of practitioners |
| Mr Shane Mooney | Advanced paramedic, trade union nominee and representative of practitioners |
| Mr David Maher | Paramedic, trade union nominee and representative of practitioners |
| Dr Shane Knox | Recognised institution nominee - NASC/UCD |
| Mr Stephen Brady | Recognised institution nominee - DFB/RCSI |
| Mr Barry O'Brien | Representative of management of the HSE |
| Mr Martin Dunne | Representative of management of the HSE |
| Dr Cathal O'Donnell | Representative of management of the HSE |
| Prof Patrick Plunkett | Representative of medical practitioners with expertise in pre-hospital emergency care |
| Dr Mick Molloy | Representative of medical practitioners with expertise in pre-hospital emergency care |
| Ms Valerie Small | Advanced nurse practitioner and representative of nursing with an interest in pre-hospital care |
| Mr Michael Brennan | Representative of the interests of the general public |
| Ms Glenna Woods | Nurse and resuscitation officer representative of persons with special interest or expertise in pre-hospital care |
| Mr Thomas Keane | Paramedic and representative of persons with special interest or expertise in pre-hospital care |

Changes to membership

Dr Shane Knox was appointed in January 2015, replacing Mr Robert Kidd

Dr Hugh Doran resigned in February 2015

Mr Tom Tinnelly resigned in November 2015

During 2015, seven Council meetings were held and the following was the attendance;

| Name | 12 th Feb | 9 th Apr | 14 th May | 9 th Jul | 10 th Sep | 12 th Nov | 10 th Dec |
|--------------------|-------------------------|------------------------|-------------------------|------------------------|-------------------------|-------------------------|-------------------------|
| Tom Mooney (Chair) | √ | √ | √ | X | √ | √ | √ |
| Stephen Brady | X | √ | X | √ | √ | √ | √ |
| Michael Brennan | √ | √ | √ | √ | √ | √ | √ |
| Michael Dineen | X | √ | √ | √ | √ | X | √ |
| Hugh Doran | X | | | | | | |
| Martin Dunne | X | √ | √ | √ | X | √ | √ |
| Thomas Keane | √ | X | √ | X | X | X | X |
| Shane Knox | √ | √ | √ | √ | √ | √ | √ |
| David Maher | X | X | X | X | √ | X | √ |
| Shane Mooney | √ | √ | √ | √ | √ | √ | √ |
| Mick Molloy | √ | √ | √ | √ | X | √ | √ |
| Barry O'Brien | X | X | √ | X | X | X | X |
| Cathal O'Donnell | √ | √ | X | √ | √ | √ | √ |
| Patrick Plunkett | √ | √ | √ | √ | √ | √ | X |
| Valerie Small | X | √ | X | √ | √ | √ | √ |
| Tom Tinnelly | X | X | X | X | X | X | |
| Glenna Woods | X | X | √ | √ | X | √ | X |

7. Retirement Benefit Costs

By direction of the Minister for Health, no provision has been made in respect of benefits payable under the Local Government Superannuation Schemes as the liability is underwritten by the Minister for Health. Contributions from employees who are members of the scheme are credited to the income and expenditure account when received. Pension payments under the scheme are charged to the income and expenditure account when paid. The pension levy is paid to the Department of Health.

Council also operate the Single Public Services Pension Scheme ("Single Scheme"), which is a defined benefit scheme for pensionable public servants appointed on or after 1 January 2013. Since the introduction of the Single State Pension scheme three new staff have commenced employment with the Council and members' contributions are paid over to the Department of Public Expenditure and Reform (DPER). Clarification is awaited on the liability associated with this single service Pension Scheme.

8. Reduction in Value of Fixed Assets

| | Note | 2015 € | 2014 Re-stated € |
|---|------|---------------|------------------------|
| Depreciation of property, plant and equipment | 9 | 19,844 | 23,504 |
| | | 19,844 | 23,504 |

9. Property, Plant and Equipment

| | ICT Equipment | Other Equipment | Totals |
|---------------------------|------------------|--------------------|----------------|
| Cost | | | |
| At 1 January | 68,427 | 77,458 | 145,885 |
| Additions | 10,918 | - | 10,918 |
| Disposals | 4,838 | - | 4,838 |
| At 31 December | 74,507 | 77,458 | 151,965 |
| Depreciation | | | |
| At 1 January | 33,729 | 75,889 | 109,618 |
| Charge for the year | 19,096 | 392 | 19,488 |
| At 31 December | 52,825 | 76,281 | 129,106 |
| Net Book Value | | | |
| At 1 January | 34,698 | 1,569 | 36,267 |
| Net movement for the year | 13,016 | 392 | 13,408 |
| At 31 December | 21,682 | 1,177 | 22,859 |

10. Payables**a) Amounts falling due within one year**

| | 2015 | 2014 |
|-----------------|----------------|------------------------|
| | € | Re-stated € |
| Trade Creditors | 50,029 | 5,572 |
| Accruals | 53,339 | 42,386 |
| Visa | 7,941 | 1,034 |
| Tax Due | 19,827 | 3,694 |
| | 131,135 | 52,686 |

11. Receivables

| | 2015 | 2014 |
|---------------------------|----------------|------------------------|
| | € | Re-stated € |
| Debtors | 3,021 | 800 |
| Prepayments | 209,327 | 50,673 |
| | 212,348 | 51,473 |
| Cash and cash equivalents | 25,839 | 316 |
| | 238,187 | 103,262 |

12. Lease Commitments

At 31 December 2015 the Pre-Hospital Emergency Care Council had the following future minimum lease payments under non-cancellable operating leases for each of the following periods:

Operating lease payments recognised as an expense were €15,701 (2014: €15,701).

| | € |
|----------------------------------|----------------|
| Payable within one year | 103,432 |
| Payable within two to five years | 206,864 |
| | 310,296 |

13. Related Party Disclosures

Please refer to Note 6 for a breakdown of the remuneration and benefits paid to key management.

The Pre-Hospital Emergency Care Council adopts procedures in accordance with the guidelines issued by the Department of Public Expenditure and Reform covering the personal interests of Council members. In the normal course of business, the Pre-Hospital Emergency Care Council may approve grants or enter into other contractual arrangements with entities in which the Pre-Hospital Emergency Care Council members are employed or are otherwise interested.

14. Transition to FRS 102

Adjusting Items

(a) Holiday Pay Accrual

The Pre-Hospital Emergency Care Council had previously not accrued for holiday pay earned by employees but not availed of at the reporting date.

The impact of this change is an increase of €9,313 in creditors at the transition date.

Appendix 1 Schedule of attendance by Council Members 2015

| Name | 12 th Feb | 9 th Apr | 14 th May | 9 th Jul | 10 th Sep | 12 th Nov | 10 th Dec |
|-----------------------|-------------------------|------------------------|-------------------------|------------------------|-------------------------|-------------------------|-------------------------|
| Tom Mooney (Chair) | √ | √ | √ | X | √ | √ | √ |
| Stephen Brady | X | √ | X | √ | √ | √ | √ |
| Michael Brennan | √ | √ | √ | √ | √ | √ | √ |
| Michael Dineen | X | √ | √ | √ | √ | X | √ |
| Hugh Doran | X | | | | | | |
| Martin Dunne | X | √ | √ | √ | X | √ | √ |
| Thomas Keane | √ | X | √ | X | X | X | X |
| Shane Knox | √ | √ | √ | √ | √ | √ | √ |
| David Maher | X | X | X | X | √ | X | √ |
| Shane Mooney | √ | √ | √ | √ | √ | √ | √ |
| Mick Molloy | √ | √ | √ | √ | X | √ | √ |
| Barry O'Brien | X | X | √ | X | X | X | X |
| Cathal O'Donnell | √ | √ | X | √ | √ | √ | √ |
| Patrick Plunkett | √ | √ | √ | √ | √ | √ | X |
| Valerie Small | X | √ | X | √ | √ | √ | √ |
| Tom Tinnelly | X | X | X | X | X | X | |
| Glenna Woods | X | X | √ | √ | X | √ | X |

Appendix 2 Schedule of attendance by Quality and Safety Committee Members 2015

| Name | 4 th March | 16 th June | 10 th Nov |
|---------------------------|-----------------------|-----------------------|----------------------|
| Shane Mooney | √ | √ | √ |
| Katrina Mullally | X | - | - |
| Derek Nolan | √ | √ | X |
| Michael O'Reilly | √ | √ | √ |
| Tom Tinnelly | X | X | X |
| Valerie Small | X | X | X |
| Tom Mooney | X | X | X |
| Brigid Sinnott | √ | X | X |
| Anthony Corcoran | X | √ | √ |
| Mick Molloy | X | X | X |
| Ricky Tracey | X | X | X |
| Brigid Doherty | √ | √ | X |
| Michael Dineen | X | X | X |
| Thomas Keane | X | X | X |
| Gregory Lyons | X | X | X |
| David Maher | X | X | X |
| Ian Brennan | √ | √ | X |
| David Willis | - | √ | √ |
| Rotational Members | | | |
| John Conroy | √ | √ | |
| James Connell | √ | | |
| Chris O'Connor | √ | | √ |
| David Rock | √ | | |
| Paul Brothers | √ | | |
| Ronan Denning | √ | | |
| Andrew Lyle | | √ | |
| John McShane | | √ | |
| David Bradley | | √ | √ |
| Michael Dougan | | √ | |
| Anthony Lawlor | | √ | |
| Anna Rock | | | √ |
| Bernie Stevenson | | | √ |
| Pamela Skerritt | | | √ |
| David Hall | | | √ |
| James Carroll | | | √ |

Appendix 3 Schedule of attendance by Education and Standards Committee Members 2015

| Name | 27 th Jan | 28 th April | 24 th Nov |
|---------------------------|----------------------|------------------------|----------------------|
| Valerie Small | √ | √ | √ |
| Stephen McMahon | X | X | X |
| Sarah Cain | √ | √ | √ |
| Mick Molloy | X | X | √ |
| Glenna Woods | X | X | X |
| Martin McNamara | X | X | X |
| Maeve Donnelly | √ | √ | √ |
| Michael Dineen | X | X | X |
| Thomas Keane | X | X | X |
| Shane Knox | √ | √ | √ |
| Raymond Lacey | √ | X | X |
| Paul Lambert | √ | X | X |
| Tom Mooney | X | X | X |
| David Maher | X | X | X |
| Róisín McGuire | √ | √ | √ |
| Brian Bruno | X | √ | √ |
| Shane Mooney | X | X | X |
| David Menzies | X | X | √ |
| Sandra Fleming | X | X | √ |
| Rotational Members | | | |
| Derek Fox | √ | | |
| Conor McEvaddy | | | √ |

Appendix 4 Schedule of attendance by Medical Advisory Committee Members 2015

| Name | 29 th Jan | 26 th Mar | 28 th May | 25 th June | 24 th Sept | 25 th Nov | 26 th Nov |
|-------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|----------------------|----------------------|
| Mick Molloy | √ | X | X | X | X | √ | √ |
| Seamus McAllister | X | X | √ | X | √ | X | X |
| Neil Reddy | √ | X | X | X | X | X | X |
| Conor Deasy | √ | X | √ | X | √ | √ | √ |
| Michael Dineen | X | X | X | X | X | √ | √ |
| David Hennelly | √ | X | X | X | √ | √ | √ |
| Macartan Hughes | √ | √ | X | √ | √ | √ | √ |
| David Irwin | X | X | √ | √ | X | X | X |
| Thomas Keane | X | X | X | X | X | X | X |
| Shane Knox | √ | √ | X | √ | √ | X | X |
| Declan Lonergan | X | √ | √ | √ | √ | √ | √ |
| Joseph Mooney | √ | √ | √ | X | X | √ | √ |
| Shane Mooney | √ | √ | X | X | X | √ | √ |
| David O'Connor | √ | √ | X | √ | √ | √ | √ |
| Kenneth O'Dwyer | √ | X | X | X | X | √ | √ |
| Martin O'Reilly | √ | √ | X | √ | X | √ | √ |
| Rory Prevett | X | √ | √ | X | X | X | X |
| Derek Rooney | √ | X | √ | √ | √ | √ | √ |
| Jack Collins | X | X | √ | √ | X | √ | √ |
| Cathal O'Donnell | X | X | √ | X | √ | X | X |
| Valerie Small | X | X | X | X | X | X | X |
| Tom Mooney | X | X | X | X | X | X | X |
| Stephen Cusack | X | X | √ | X | X | X | X |
| Peter O'Connor | X | √ | X | √ | X | √ | X |
| David Menzies | X | √ | X | X | √ | √ | X |
| Gerald Kerr | √ | X | √ | X | X | X | X |
| David McManus | X | X | X | X | X | X | X |
| Gerard Bury | √ | X | X | X | X | √ | X |
| Sean Walsh | √ | X | X | X | X | X | X |
| Niamh Collins | √ | √ | X | √ | √ | √ | √ |

Appendix 6 Schedule of attendance by Compliance and Audit Committee Members 2015

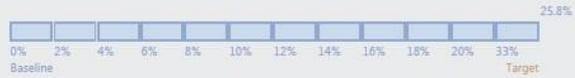
| Name | 4 th March | 6 th May | 9 th Oct |
|-----------------|-----------------------|---------------------|---------------------|
| Con Foley | √ | √ | √ |
| Dermot Magan | √ | √ | √ |
| Stephen Brady | √ | √ | √ |
| Michael Brennan | √ | √ | √ |
| Brian Power | √ | √ | N/A |
| Pauline Dempsey | N/A | N/A | √ |

Appendix 7 Sustainable Energy Authority of Ireland – PHECC Scorecard

Since Baseline to 2015

Energy Savings: 25.8% lower

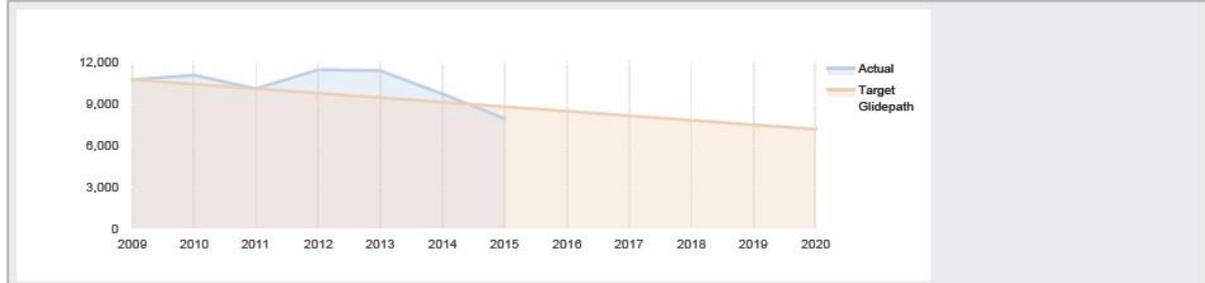
Change in Energy Consumption: 20.5% lower



Energy Performance Indicators - 2015

2015 EnPI = 8,001 $\frac{\text{kWh}}{\text{FTE Employees}}$

Target EnPI = 7,221 $\frac{\text{kWh}}{\text{FTE Employees}}$



17.8% better than 2014

25.8% better than baseline

9.7% better than 2020 target

9.5% better than target 'glidepath'



Level 2 Energy Performance Indicators (2015)

Electricity = 8,001 $\frac{\text{kWh}}{\text{FTE Employees}}$

17.8% better than 2014

Thermal = 0 $\frac{\text{kWh}}{\text{FTE Employees}}$

0.0% worse than 2014

Transport = 0 $\frac{\text{kWh}}{\text{No consumption}}$

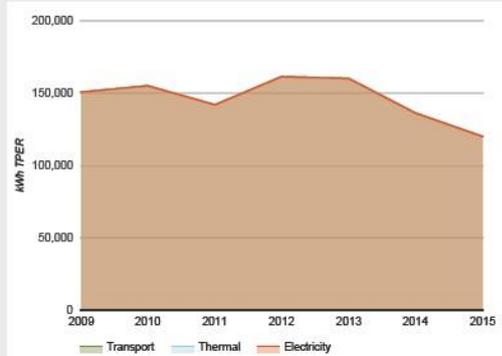
0.0% worse than 2014



Energy Consumption (TPER) - 2015

2015 Energy Consumption = 120,013 kWh

Energy Consumption Since Baseline (TPER)

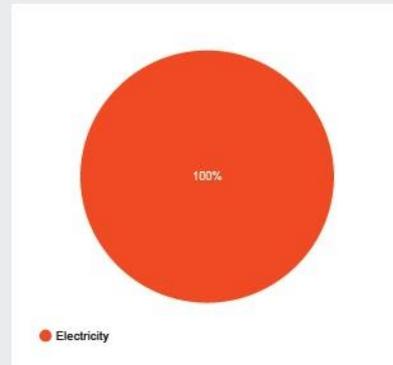


11.9% less than 2014

20.5% less than baseline



Energy Consumption - 2015 (TPER)

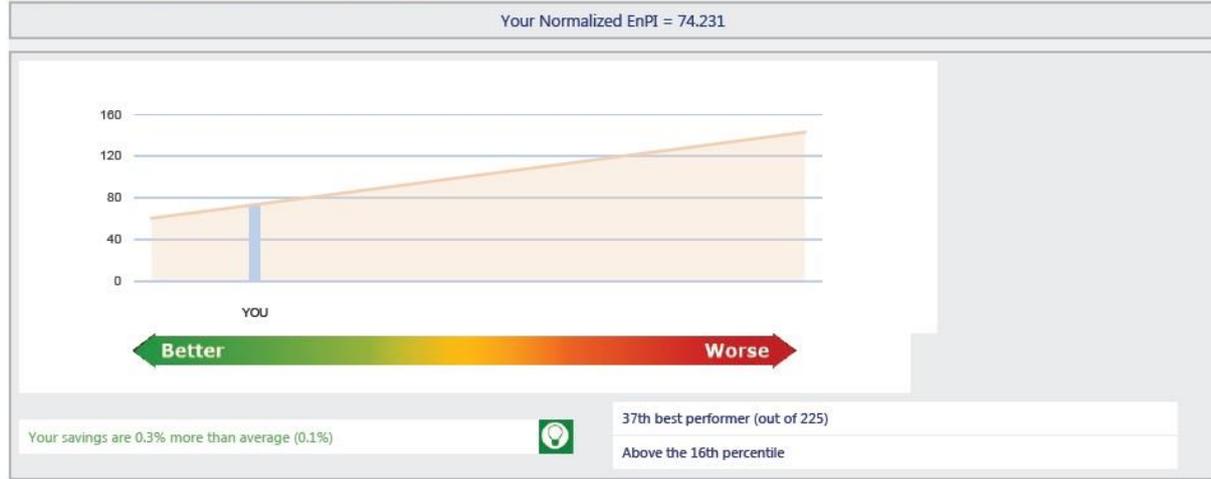


16,225 kWh less than 2014

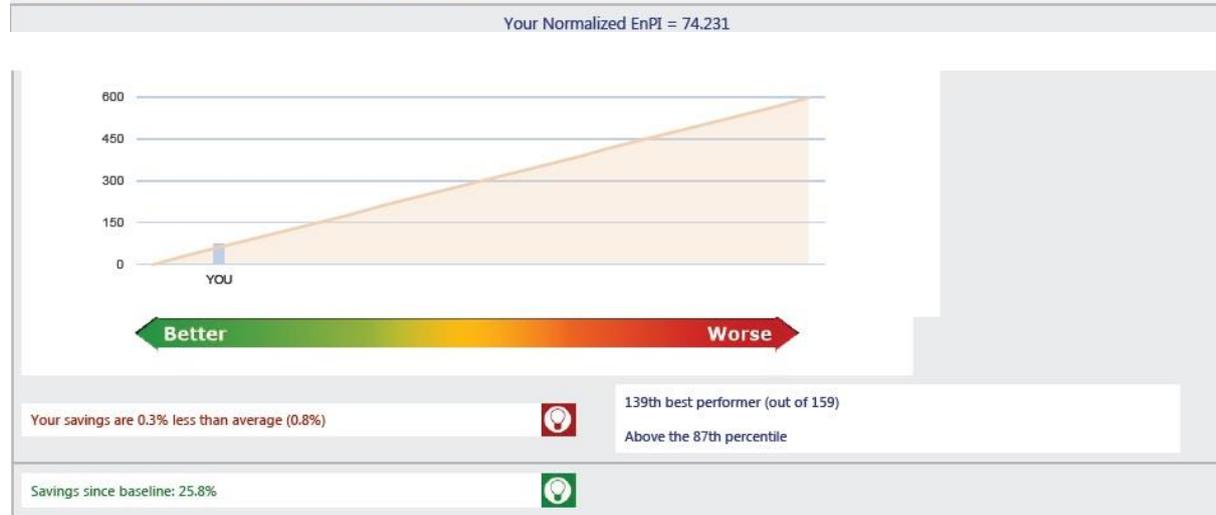
30,883 kWh less than baseline



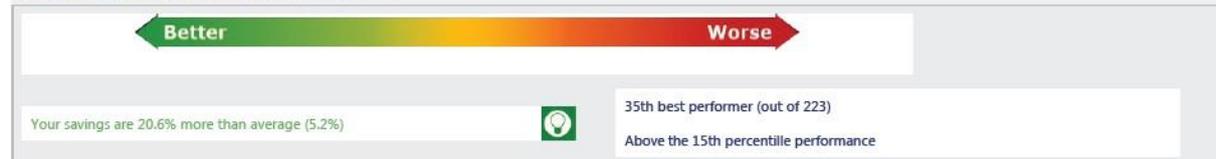
Your Performance Compared to All Public Bodies



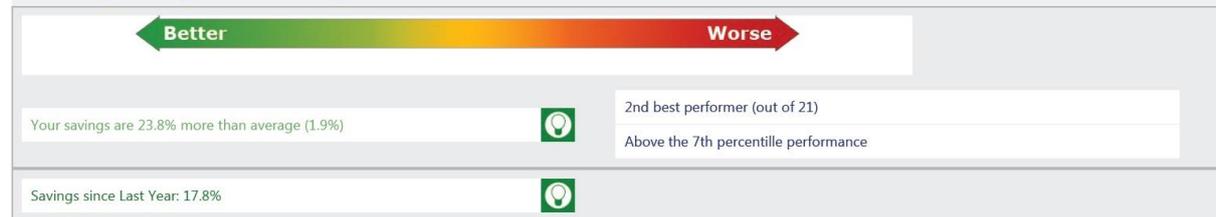
Your Performance Among Office-based organisation



Your Savings Compared to All Public Bodies



Your Savings Among Office-based organisation



Your Savings Compared to All Public Bodies

