

PHECC Council Meeting Minutes
08 September 2022
Via Videoconference



Present:

Jacqueline Burke (Chairperson)
Alison Smith
David Menzies
Fiona McDaid
Hillery Collins
Niamh Collins
Patrick Fleming
Tomás Barry

Apologies:

Conor Deasy
Dennis Keeley
Jimmy Jordan
William Merriman

Video Conference:

Jason van der Velde (Vice-Chair)
Aidan O'Brien
Martin O'Reilly
Tess O'Donovan

In attendance:

Con Foley, Council Secretary
Richard Lodge, PHECC Director
Brendan Cawley, PHECC Manager (VC)
Ray Carney, PHECC Manager (VC)
Ricky Ellis, PHECC Manager
Karen O'Neill, Council Administrator

1.0. Closed Session

During a closed session the Chair and Director updated Council on the following matters.

- i. The Dates and content of Council Meetings for the remainder of 2022.
- ii. Recruitment for Deputy Director and Registrar positions.

2.0. Open & Welcome

The Chair opened the meeting by welcoming all attendees and noting apologies received.

3.0. Declarations of Interest

No declarations of possible conflicts of interest had been received for any matter on the Agenda.

4.0. Chairs Business

4.1. Correspondence

The Chair reported that correspondence had been received from the Medical Council regarding their public consultation on the revised draft standards for medical and education training. PHECC are happy to participate in the co-ordinated response requested. The draft standards will be circulated to Council members and the collated responses submitted.

4.2. Legislation Update

Following discussion surrounding the very little progress to report on the issue of addressing PHECC's legislative deficiencies, it was agreed that the Chair would follow up on her previous correspondence to the Minister requesting an urgent meeting in relation to same. The importance of protection of the public and the limitations imposed by PHECC's vesting legislation, was again emphasised.

Martin O'Reilly joined the meeting.

5.0. Minutes & Matters Arising

5.1. Draft Minutes 14 July 2022*

The draft minutes of the previous meeting were reviewed, and Council passed the following resolution.

Resolution: That Council approves the minutes of the Council meeting of 14 July 2022.

Proposed: Hillery Collins **Seconded:** Fiona McDaid

Carried without dissent.

5.2. Matters Arising

There were no matters arising from the minutes.

6.0. Directors Report

6.1. Directors Report to Council

6.1.1. COVID-19 Arrangements

The Executive, in accordance with the DPER and Civil Service Blended Working Guidelines, have developed a Blended Working Policy using the templates provided.

6.1.2. Emergency Ambulance Crewing Model

No requests have been received to move from the current minimum crewing level standards.

An Expressions of Interest and Request for Tender is being prepared for interested parties to carry out an Irish evidence-based review of current standards, to include crewing models in relation to Protocol 37. It was suggested that input from the Research Committee would be appropriate.

6.1.3. Patient Handover Times at Hospital Emergency Departments

The Director has written to the emergency ambulance services seeking data in relation to reported delays in patient handover at Emergency Departments, as requested by Council. PHECC-developed standards in regard to patient handover have been in place since 2013.

6.1.4. PHECC Compliment/Complaint Form

A draft on-line Compliment/Complaint form, providing a system to formally record both compliments and complaints and monitor the progress of complaints received, was tabled for consideration. It was noted that this form is separate to the procedures already in place for submitting Fitness to Practise complaints against PHECC practitioners. At Council's request, the Director will seek advice on the appropriateness of accepting and processing anonymous complaints.

The matter of PHECC's scope for complaint investigation, in line with current legislation, is expected to be included on the agenda for the Strategy event in December.

6.1.5. COVID-19 Temporary Register:

The Covid-19 Temporary Register has now ceased.

6.1.6. Introduction of 6-Digit Registration Number

The new 6-digit registration numbers have now been introduced, with no resulting untoward impacts reported to date.

6.2. Delegated Decisions of the Director

The report, as included in Council papers, was noted and it was agreed that going forward providers which have been delisted should continue to be identified as such in the report.

Martin O'Reilly departed the meeting.

7.0. Quality & Safety

7.1. Quality Assurance Programme

A suite of documents consisting of both revisions of existing and new documentation, reflecting Council's decision to align the Quality Review Framework and Governance Validation Framework into a single accreditation process, were presented.

Each document was reviewed, and various suggestions and amendments proposed to the Executive for consideration were agreed. A language anomaly regarding the use of 'General/Specialist' in terms of Medical Director registration was identified, which will be reflected in all related documentation,

including the previously approved Medical Director Standard. The Medical Director Standards Policy will be resubmitted to Council for approval, having been suitably modified in line with the agreed amendments.

7.1.1. TEM025 Draft GVF Report*

Resolution: That Council approves TEM025 Draft GVF Report, subject to two agreed edits.

Proposed: Tomás Barry **Seconded:** Niamh Collins

Carried without dissent.

7.1.2. POL045 Draft Delist Policy V2*

Resolution: That Council approves POL045 Draft Delist Policy V2, as included in Council papers.

Proposed: Patrick Fleming **Seconded:** Hillery Collins

Carried without dissent.

7.1.3. FOR027 Draft Statutory Declaration PHECC Licensed CPG Provider V5.1*

Resolution: That Council approves FOR027 Draft Statutory Declaration PHECC Licensed CPG Provider V5.1 as included in Council papers.

Proposed: Hillery Collins **Seconded:** Patrick Fleming

Carried without dissent.

7.1.4. FOR060 Draft Declaration for Renewal as a PHECC Licensed CPG Service Provider V2.1*

Resolution: That Council approves FOR060 Draft Declaration for Renewal as a PHECC Licensed CPG Service Provider V2.1 as included in Council papers.

Proposed: Patrick Fleming **Seconded:** Hillery Collins

Carried without dissent.

7.1.5. FOR054 Draft Application Form Licensed CPG Service Provider V8.1*

Resolution: That Council approves FOR054 Draft Application Form Licensed CPG Service Provider V8.1 as included in Council papers.

Proposed: David Menzies **Seconded:** Hillery Collins

Carried without dissent.

7.1.6. LIS021 Draft Licensed CPG Service Provider Annual Report V2_1*

Resolution: That Council approves LIS021 Draft Licensed CPG Service Provider Annual Report V2_1

Proposed: Tomás Barry **Seconded:** David Menzies

Carried without dissent.

The committee and all those involved in preparing the extensive documentation were thanked.

Council took a short recess during which Martin O'Reilly re-joined the meeting.

Due to time constraints, Items 10 and 11 on the meeting Agenda were taken next.

8.0 Registration Matters

8.1 Register Report

The Register Report was tabled and noted by Council.

8.2. Fitness to Practise Review

The tender process, an Expression of Interest [EOI], for the review and update of current Fitness to Practise [FTP] policies and procedures has now closed. The appointment of the successful applicant is being finalised and will be made in the coming week. It is proposed that a panel of expert and interested parties will consider and review the draft policies and procedures prior to making a recommendation to Council.

8.3. Assistance with Preparation of FTP Complaints

The tender process, an Expression of Interest [EOI], has also been closed for the contract for assisting PHECC in the preparation and presentation of outstanding Fitness to Practise cases to both Preliminary Proceedings, and if appropriate, FTP hearings. These cases have been delayed due to both legal uncertainties and other issues. An appointment will be made in the coming week.

8.4. Registration Committee Meeting

The newly composed Registration Committee will consider the above and other matters at its inaugural meeting on September 29th next.

9.0. FRACC Matters

9.1. FRACC Update

9.1.1. Internal Audit

Having selected a new contractor to provide Internal Audit services, the Committee will meet with same in late September to draft a new internal audit plan for the remainder of 2022 and 2023, with a view to establishing a rolling three-year audit plan.

9.1.2. Audit of Managed Payment Services

Following an evaluation of tender submissions received, a meeting is being arranged between the OGP, FRACC members and the preferred organisation, to provide clarification concerning the scope and resources required as part of the project.

9.1.3. Income/Expenditure to July

The 2022 accounts to July, as reviewed by FRACC at their recent meeting, were presented to Council indicating that year-end outcomes will be as budgeted.

9.1.4. OCAG Audit of 2021

OCAG have advised that, due to their scheduling delays, their audit of 2021 accounts will commence in September with the main body of work being completed in October/November.

9.2. POL054 Travel & Subsistence Policy*

A revised Policy on Travel and Subsistence was tabled and approved by Council. The matter of ongoing sustainability was discussed as far as travel is concerned.

Resolution: That Council approves POL054 Travel & Subsistence Policy, as included in Council papers.

Proposed: Tomás Barry **Seconded:** Fiona McDaid

Carried without dissent.

10.0. Secretary Matters

10.1. Council Induction Programme Presentation REM

The Secretary presented a summary of the Council members' current Induction Presentation highlighting changes made to same and updating members on matters of current interest in the Governance space.

11.0. Governance & Finance

11.1. Board Members Roles & Responsibilities Presentation

The Chair welcomed Dr. Deirdre Bane, Senior Finance Specialist at the Institute of Public Administration, who made a presentation to Council on matters of Governance with an emphasis on financial reporting, internal control, and audit matters.

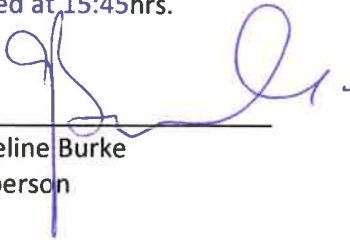
Tess O'Donovan departed the meeting.

12.0. AOB

In thanking the Council members and Executive for their attendance, the Chair expressed the intention that the programme for the deferred Review of Strategy will soon be available to members.

The meeting terminated at 15:45hrs.

Signed:



Jacqueline Burke
Chairperson

Date: 13th October 2022

