

AHCE EXECUTIVE MEETING

4TH DECEMBER 2007

PRESENT: Derek Greene, AHCE Chair / National Rehabilitation Hospital.
Ethel McKenna, AHCE Honorary Secretary / St. Francis Hospice.
Tim Kennelly, St. John's Hospital.
Aida Whyte, Royal Victoria Eye & Ear Hospital.
Graham Knowles, Royal Hospital Donnybrook.
Michael Lenihan, National Maternity Hospital.
Liam Duffy, Beaumont Hospital

APOLOGIES: Aidan Gleeson, Cappagh National Orthopaedic Hospital.
Gerard O'Callaghan, AHCE Hon.Treasurer / South Infirmary Victoria Hosp.

MINUTES OF LAST MEETING HELD ON 4TH SEPTEMBER 2007

The Executive agreed the Minutes of the meeting held on 4th September 2007.

4% AWARD – REVIEW BODY REPORT

In the absence of Aidan Gleeson, Derek Green updated on this matter. Whilst Martin McDonald had offered to meet some time ago, a meeting was not put in place. In this context, Peter McLoone has referred the matter of the 4% Award for Group 1 Voluntary Hospital Chief Executives to the Labour Relations Commission (LRC). It is understood that the claim may be considered by Kieran Mulvey fairly quickly. The importance of the need to maintain and continue the pay link with the Network Manager (formerly Programme Manager) Grade moving forward was emphasised. Martin McDonald had offered to meet some time ago, but the meeting was not put in place. to provide update in relation to the 4% award.

AHCE WEBSITE

The website was originally set up by Michael Redmond, CEO, St. Vincent's Private Hospital when he was Honorary Secretary. Intention was that it would be beneficial in promoting the Association and give up to date information on minutes and key events. As a first step, Ethel said she would link in with Michael Redmond to establish requirements and scope for updating the website and any costs associated with same. Inclusion of a synopsis on each Hospital and contacts would be good.

WORK PROGRAMME FOR 2008

- (1) A system for an occupational health service.
- (2) Standardised arrangements for leave arrangements and conditions.
- (3) Voluntary Accreditation Managers should have terms of reference as to how they work within the group and Quality and Risk Managers also.
- (4) Human Resources Managers and Financial Controllers
Clarify Terms of Reference and reporting relationships. Draft terms of Reference for groups to be approved by AHCE. Call the Chairs in for a Meeting. (Pat O'Boyle, Cappagh Hospital, and Nick O'Kelly, Leopardstown Park Hospital.)

Derek Greene will run with the Occupational Health Service.

Derek Greene and Graham Knowles ó HR group and Finance group ó Sub-groups of AHCE.

ADMINISTRATIVE SUPPORT FOR AHCE

A document was drawn up last year. The objective was to obtain administrative support to work up key issues of interest to the AHCE, e.g. Tim did this on PRA and Review Body. Also, efforts to be made to agree reciprocal arrangements for Occupational Health issues and advice. Graham Knowles will review document previously drawn up and report further at next Executive meeting. Document to be circulated to Executive Members.

PERFORMANCE RELATED AWARDS

Letter dated 20th November, 2007 from Michael Scanlan, Department of Health and Children circulated at meeting. Documents should be signed off by Hospital Chairperson in the first three months of the year 2006 or 2007 and you would have your stretch objectives agreed for 2008 with Chairman/Board. AHCE now in a position as information clearing house, but is not a monitoring body. Standard approach to submissions required, including a limit on number of stretch objectives.

4% AWARD – REVIEW BODY REPORT

Peter McLoone had referred the matter to the LRC. The importance of maintaining the link was emphasised. Martin McDonald offered to meet but this has not been put in place. Discussion took place regarding a fresh submission to include the link for the award under the O'Brien Report. Derek will discuss with Aidan Gleeson in the first instance and discuss with Peter McLoone.

NEXT MEETING OF AHCE EXECUTIVE

The next meeting of the AHCE Executive will take place on Tuesday, 4th March at 12.30 p.m. in IBEC.

ETHEL MCKENNA
AHCE HONORARY SECRETARY