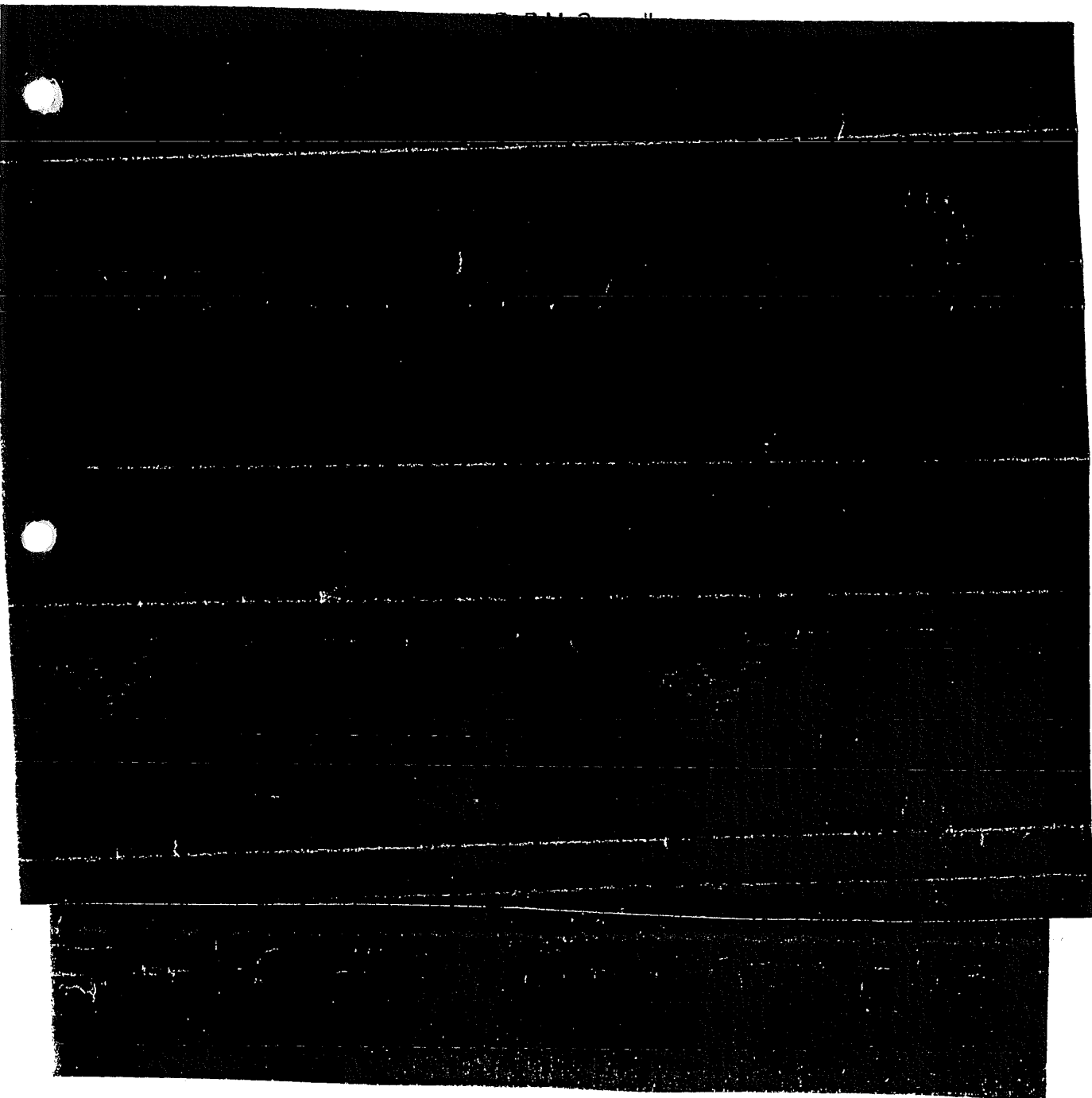


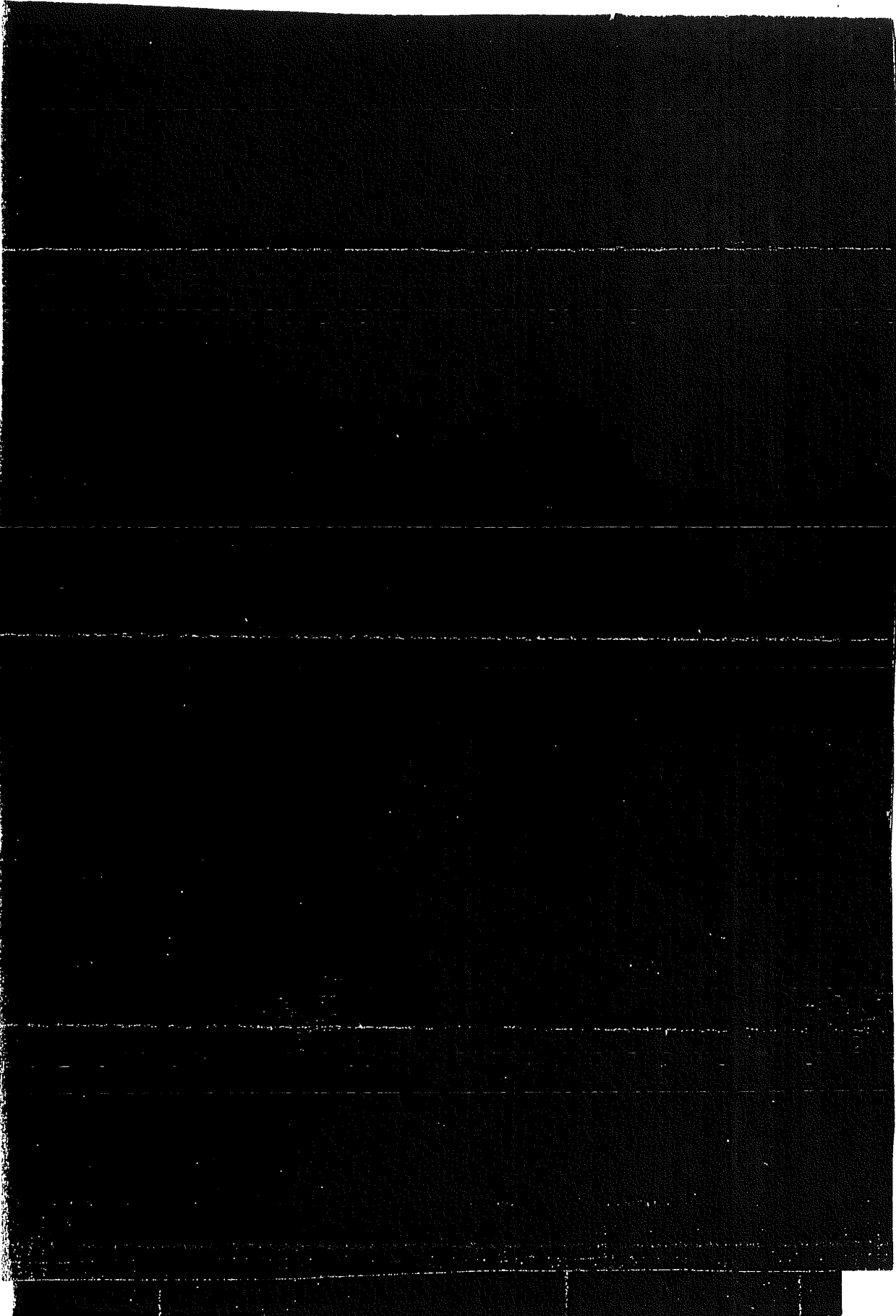
WESTERN HEALTH AND SOCIAL SERVICES BOARD

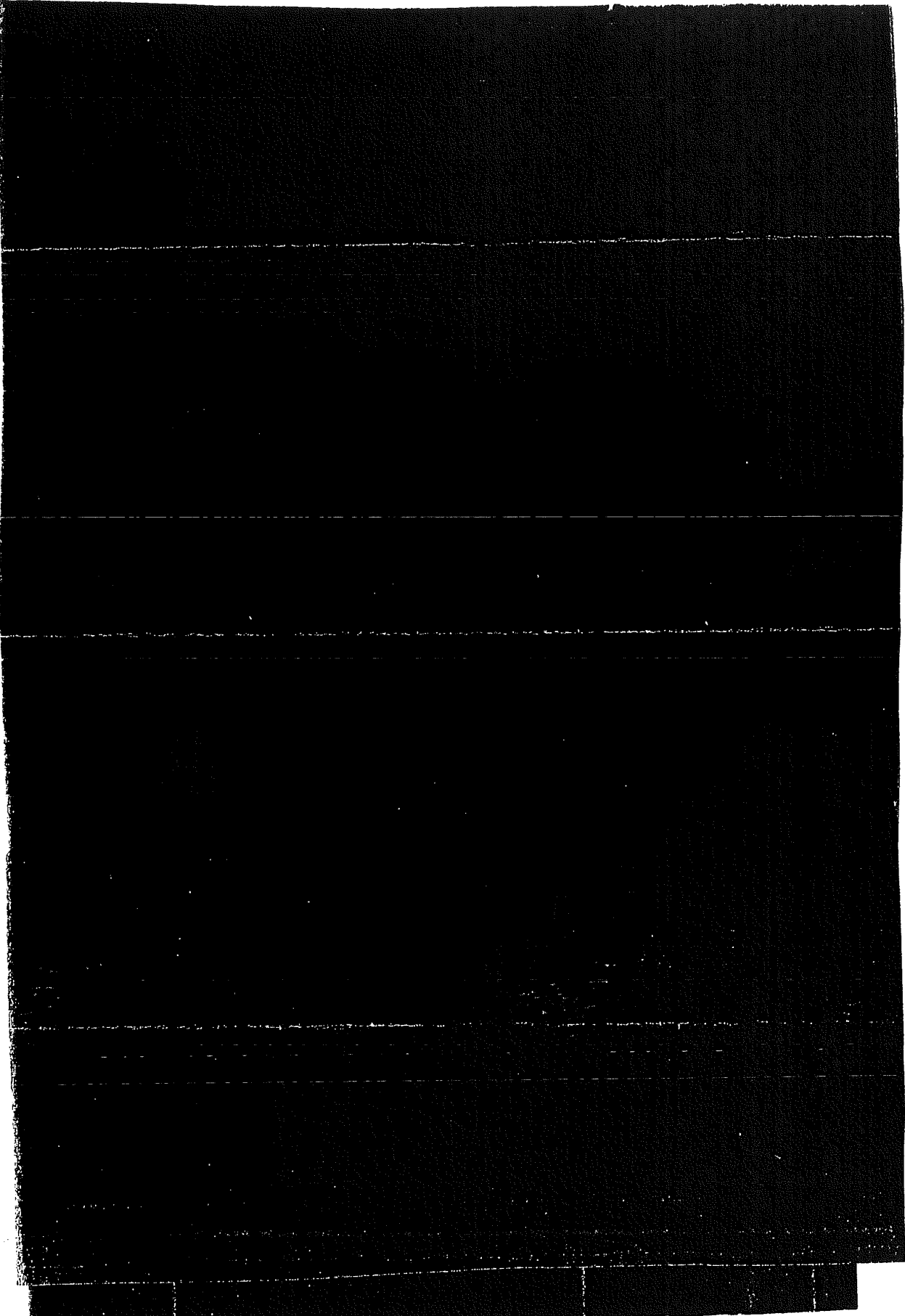
Minutes of the Administrative Services Committee meeting held on Monday,
28 June 2004 at 10.00am in the Boardroom, Western Board Headquarters.

Present: Ms K Meehan (Chairwoman)
Mr P McLaughlin Mr N Nutt
Dr E Downey Mrs C Rooney (representing Mr D Burke)
Mrs B Grant Mr R Williams
Mr V Lusby

In Attendance: Mrs M Kelly
Mr M Gormley
Ms T Pattas









area.

154/04 Any Other Business

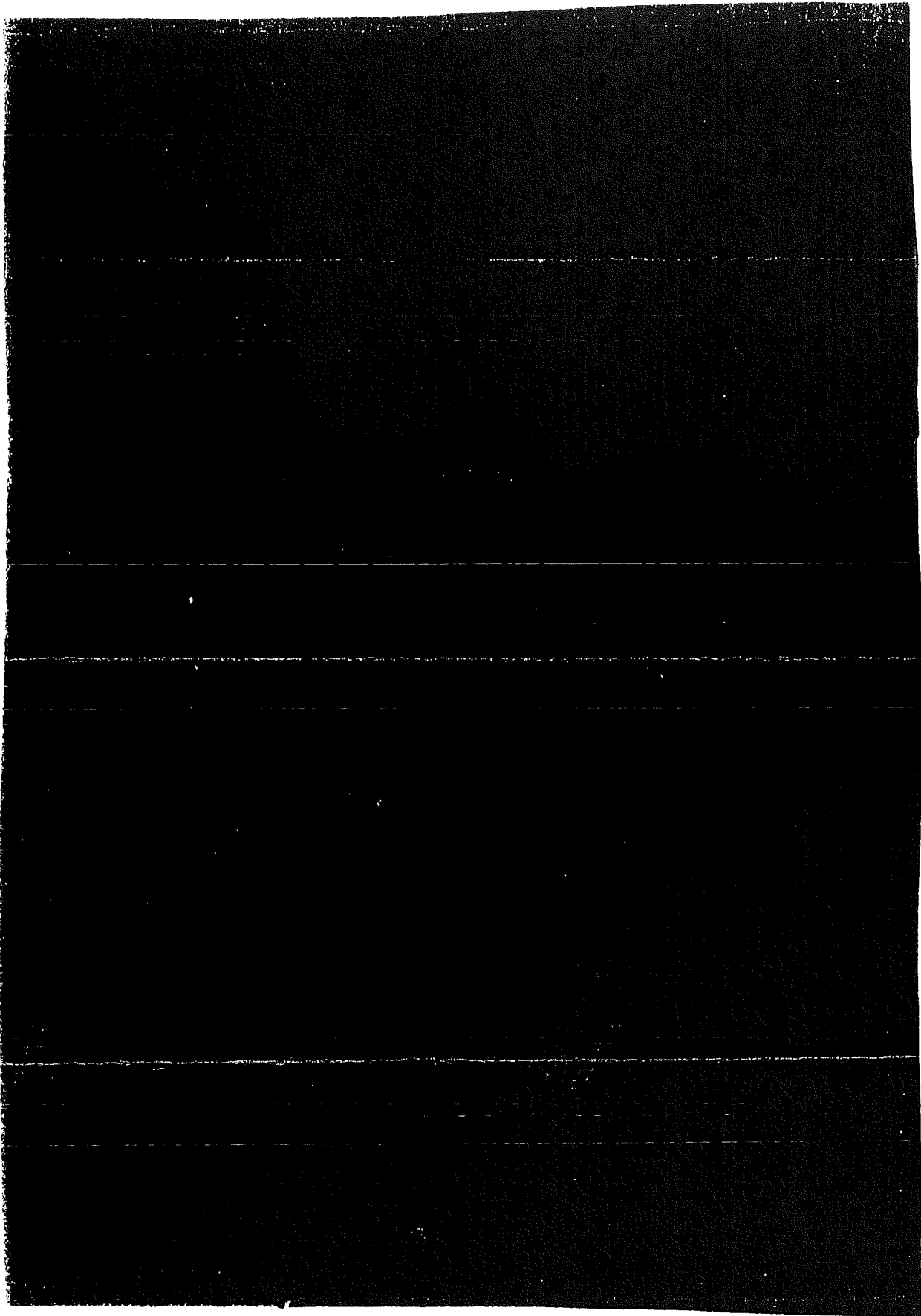
Erne Hospital

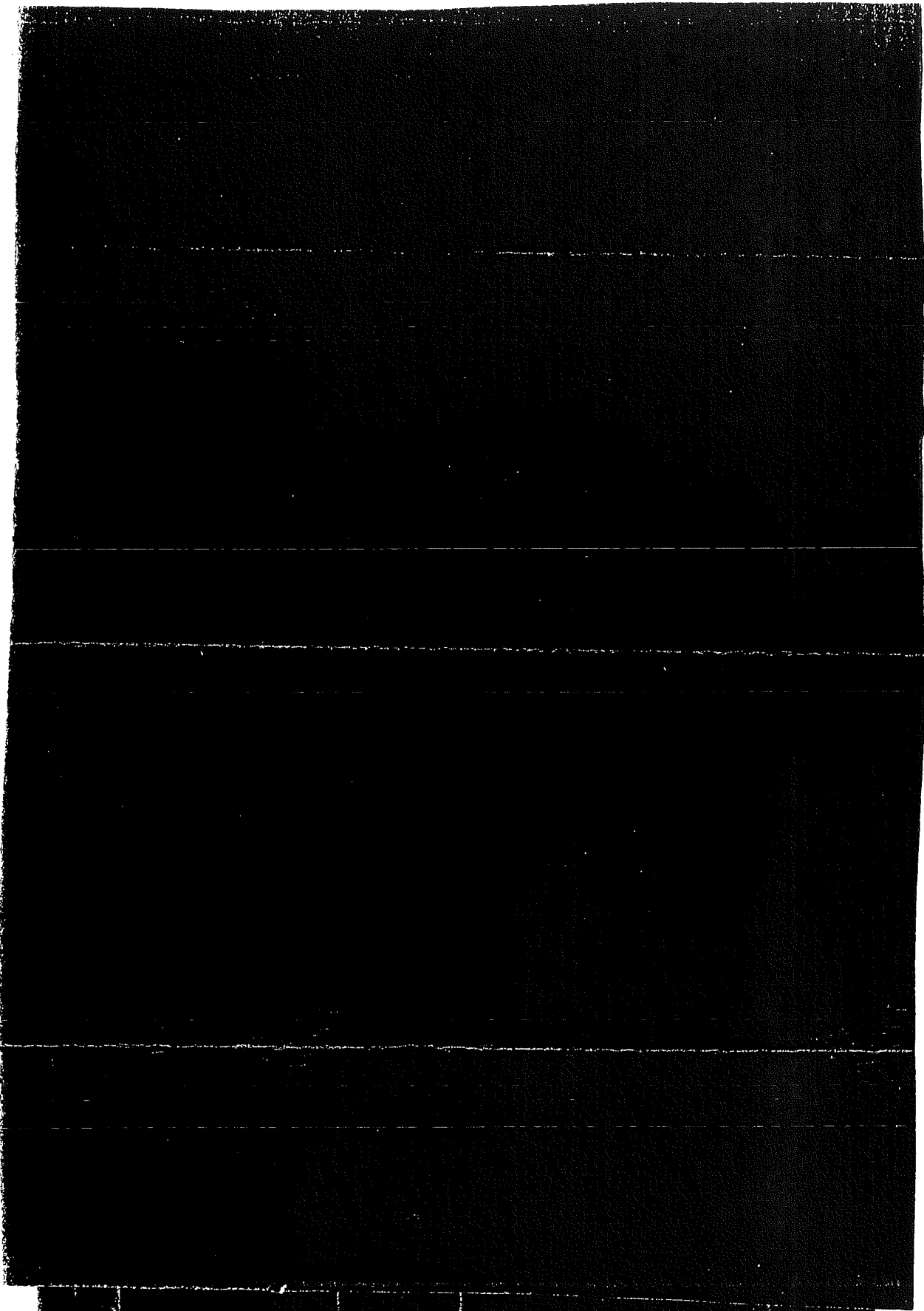
Mrs Kelly provided Members with an update on the tragic death of a child four years ago in the Erne Hospital. She said that following the court case and Coroner's Inquest, the General Medical Council is considering the medical aspect of the case and Sperrin Lakeland Trust were also keen to consider the processes and systems around this case on a wider basis. In order to take this forward the Trust has established a Group, chaired by one of its Non-executive Directors and including the Trust's Medical Director, a representative from the Board, namely Mrs Kelly, and a representative from the Department's Clinical and Social Care Governance Support Team. Mrs Kelly informed Members that this Group will be trained on the procedures necessary to carry out a Root Cause Analysis and this Root Cause Analysis methodology will then be applied to reviewing and analysing the procedures and practices surrounding the case.

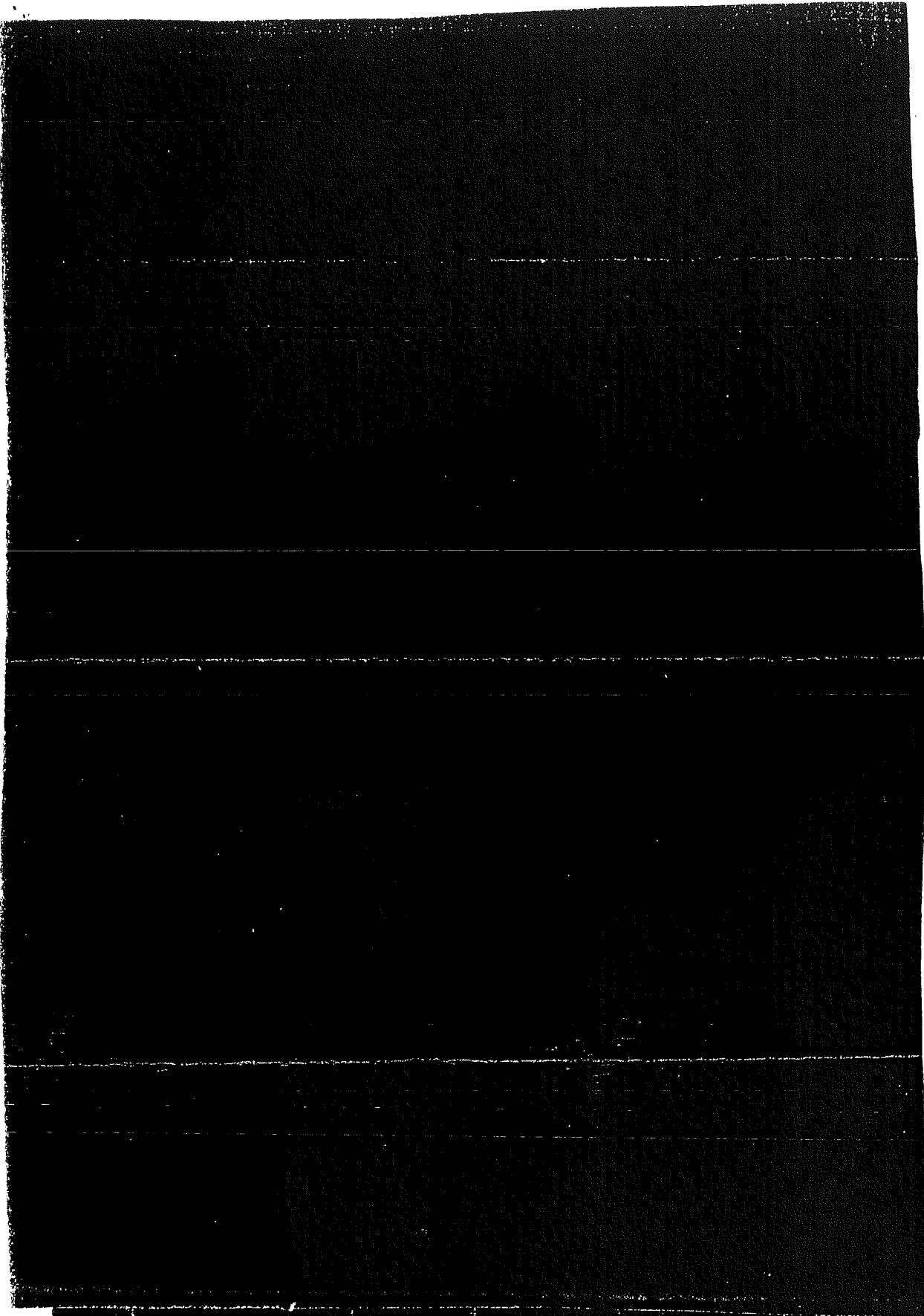
Mrs Kelly said that the findings and recommendations of this Group will be shared with the Sperrin Lakeland Trust Board and, where appropriate, on a wider basis. Mrs Kelly said that she would be accessible for any Member requiring further information.

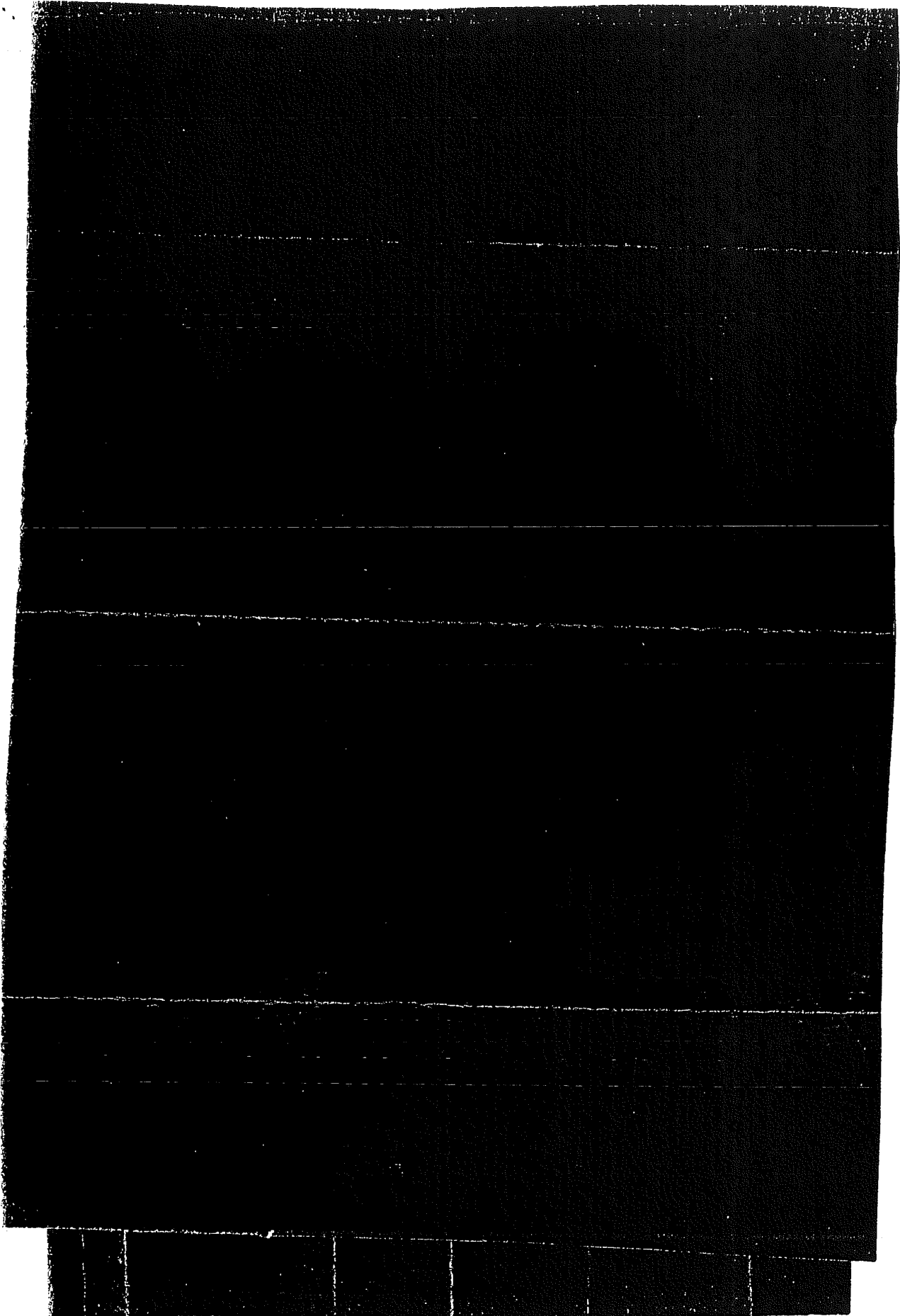
The Chairwoman thanked Mrs Kelly for her update.

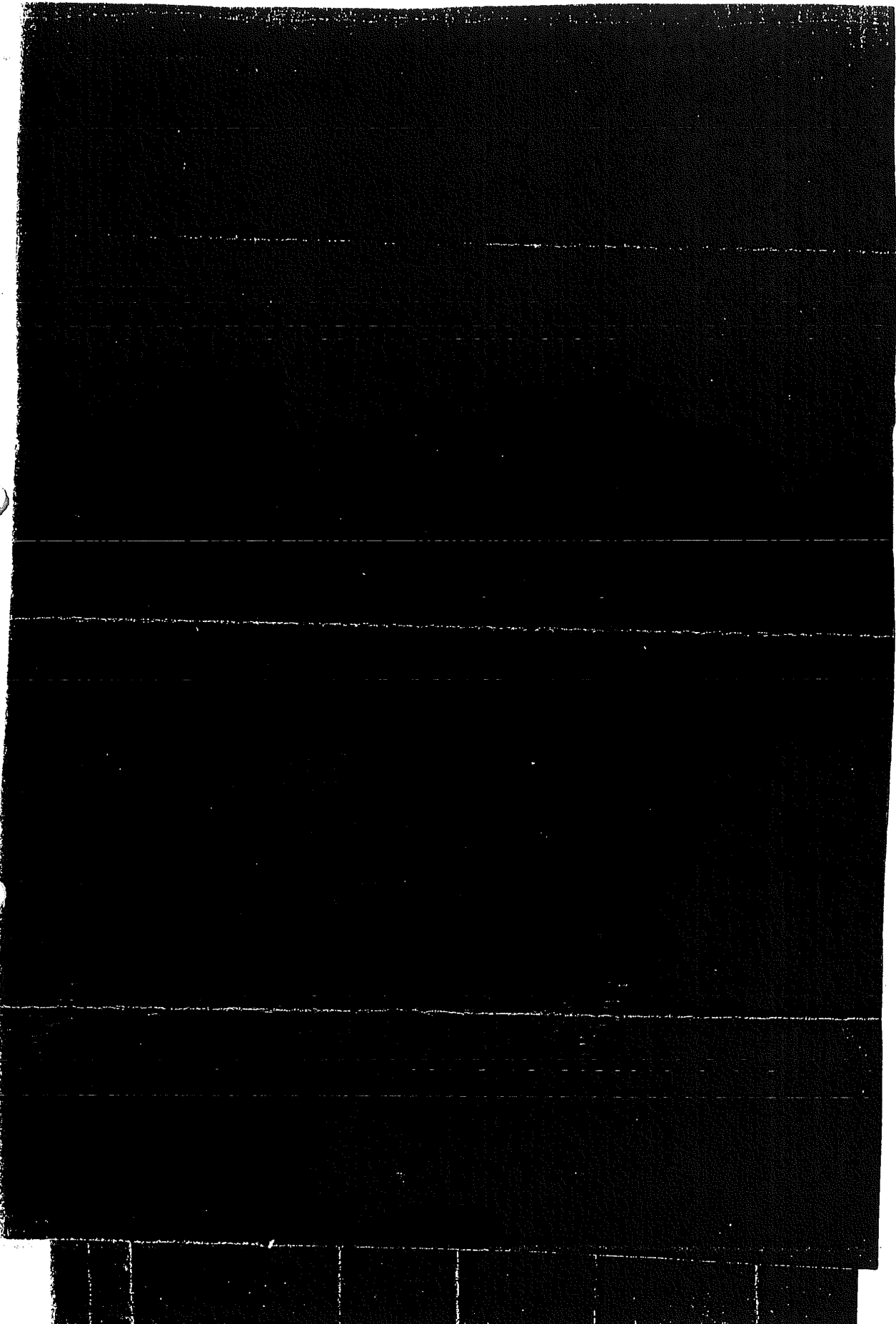
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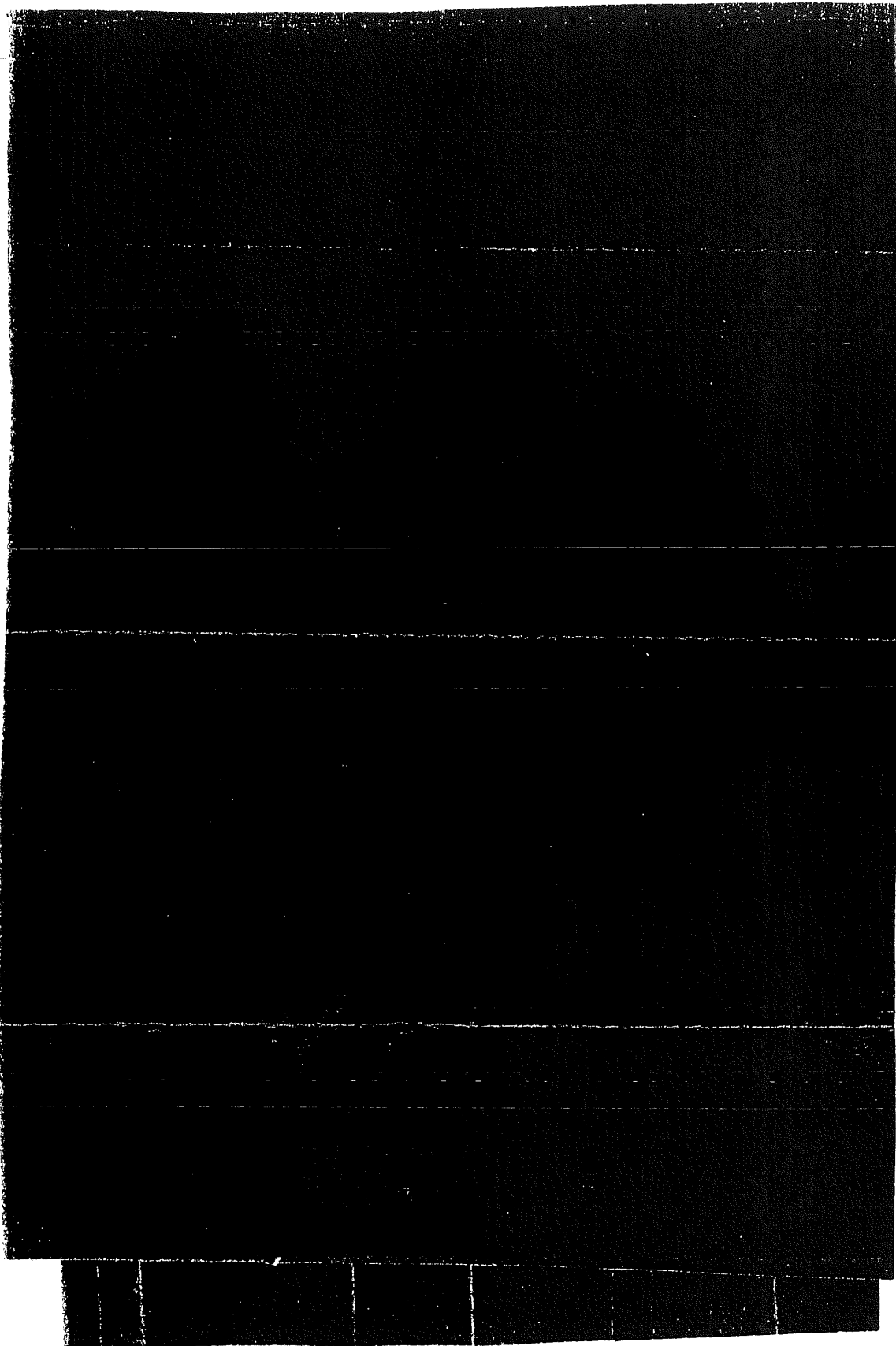


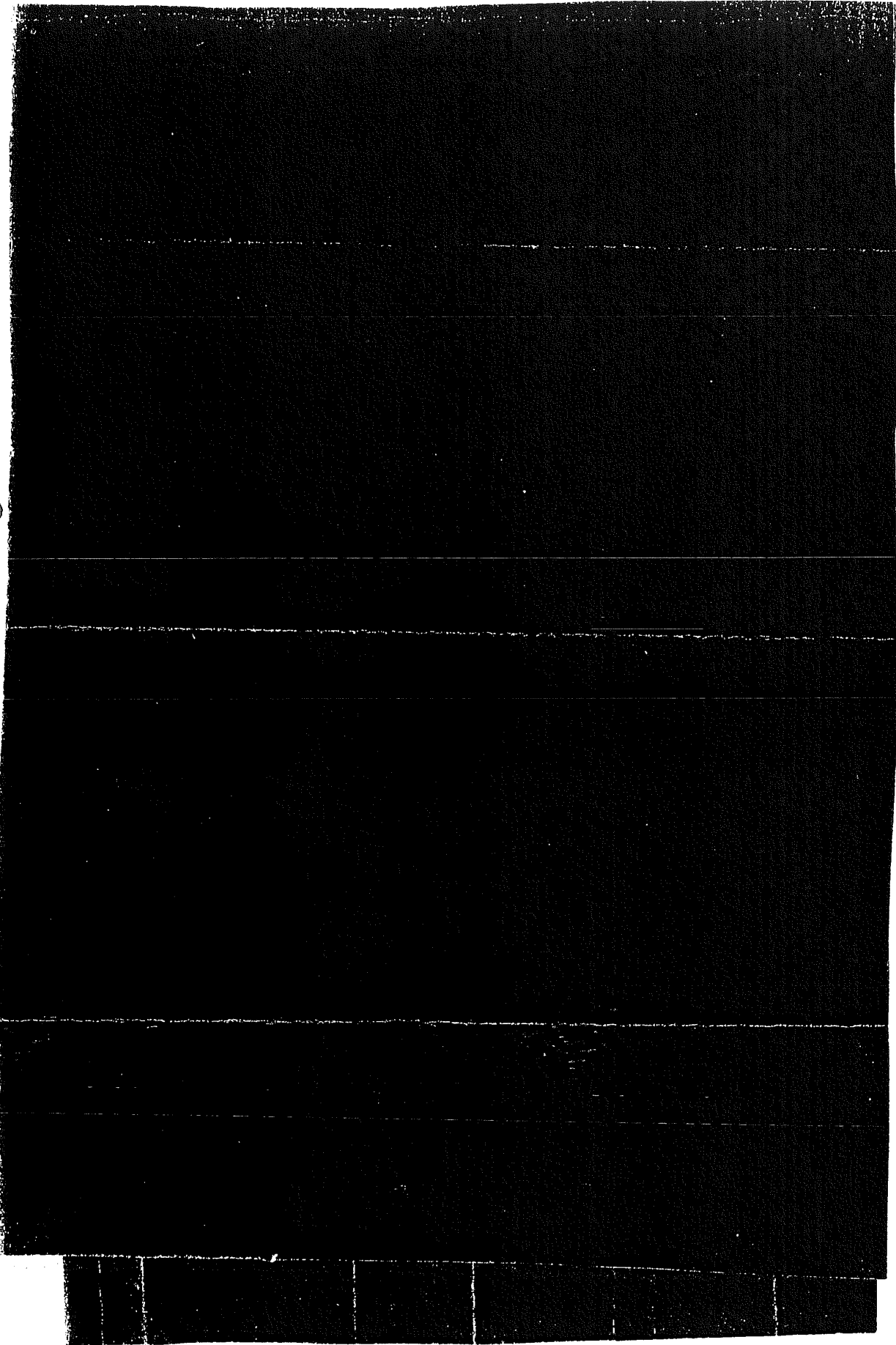












A180/04 **GOVERNANCE AND RISK MANAGEMENT COMMITTEE**

Mr Gormley referred members to the Governance and Risk Management Committee Meeting Minutes held on Thursday, 27 May 2004, copies of which had been distributed to Members.

Mr Gormley informed Members that since the last Administrative Services Committee meeting, the Controls Assurance Standards self-assessment had now been submitted to the DHSSPS and the Statement of Internal Control had been approved at both Audit and Governance and Risk Management Committees. He said that this Statement will be submitted to the DHSSPS along with the Board's final accounts in line with Departmental requirements.

Mr McLaughlin then explained the process by which the Controls Assurance Statement is prepared and submitted to the DHSSPS. He commended the Chief Internal Auditor on the extensive audit process which is carried out on an annual basis.

Mr Gormley informed members that at its meeting, the Governance and Risk Management Committee received an analysis with regard to the Role of the Clinical and Social Care Governance Team. Acknowledging the important work this Team is already undertaking, in particular with regard to the arrangements for Clinical and Social Care Governance and the

relationships between Boards and local Trusts around governance issues, Mr Gormley said that it was intended to invite the Head of this Team to a future Governance and Risk Management Committee meeting.

With regard to the Corporate Risk Register, Mr Gormley indicated that Treatment Plans have now been developed in response to the risks outlined in the Register. The response to these Treatment Plans is now being taken forward through the Officer Group and a regular report on the Treatment Plans will now form a standing item on the Governance and Risk Management Committee agenda.

Mr Gormley informed Members that the new Risk Management Co-ordinator, Ms Sara O'Connor, would commence with the Board on 1 July 2004. He said that the Co-ordinator would work closely with the Strategic Commissioning Team (SCT) Convenors and himself to ensure that the SCT arrangements for Governance and Risk Management are established and understood.

In response to Mrs Grant, Mr Gormley said that the new Risk Management Co-ordinator had significant experience in the area of risk management.

Mr Gormley informed Members that the final draft of the Board's Untoward Event and Near Miss Procedure was tabled at the Governance and Risk Management meeting and this draft would be shared with the local Trusts to ensure a clear integration of the Board's procedure along with Trusts' procedures. Mrs Grant commended this idea.

Finally, Mr Gormley informed Members that a draft policy on Exit Interviews was tabled at the meeting and arrangements for this process were now being finalised. He said that when this process was completed, Exit Interview Summary Reports would be submitted to the Administrative Services Committee for their information.

The Chairwoman thanked Mr Gormley for his informative update.

ON A PROPOSAL BY MRS GRANT WHICH WAS SECONDED BY MR LUSBY THE MINUTES OF THE 8TH MEETING OF THE GOVERNANCE AND RISK MANAGEMENT COMMITTEE MEETING HELD ON THURSDAY, 27 MAY 2004 WERE APPROVED BY THE ADMINISTRATIVE SERVICES COMMITTEE.

