

**Mental Health Commission Meeting**  
**Minutes of Meeting held on 16 May 2019**  
**Held at MHC Headquarters, Waterloo Exchange, Waterloo Road, Dublin 4**

<b>Commission Members</b>	<b>Initials</b>
John Saunders	JS
Xavier Flanagan	XF
Margo Wrigley	MW
Rowena Mulcahy	RM
Jim Lucey	JL
Michael Drumm	MD
Colette Nolan	CN
Aaron Galbraith	AG
Nicola Byrne	NB
Ned Kelly	NK
Thomas Murphy	TM

<b>Apologies</b>	<b>Initials</b>
Niamh Cahill	NC
Patrick Lynch	PL

<b>Executive in Attendance</b>	<b>Initials</b>
John Farrelly, CE	JF
Orla Keane, Secretary to the Commission, Head of Legal Services / Division Lead for MHT	OK
Aine Flynn, Director DSS	AF
Simon Murtagh, Chief Operations Officer	SM
David Williams, Senior Communications and Stakeholder Engagement Manager	DW
Blathnaid O Shea, Paralegal	BOS

	<b>11:00-14:00</b>
1	Declarations of Interests - Signed and Returned to the Secretary.
2	<p>The Minutes of the Meeting in April 2019 were agreed subject to one minor amendment. NK proposed approval of the Minutes and AG seconded same.  <b>Decision 15 of 2019</b></p> <p>The Chair queried the reference to an update Vision for Change at the May meeting; OK noted that SF and RS did not have one but would check if there shall be an update for the June meeting</p>
3	<p><b>Review of the Draft Annual Report (CE/Chair)</b></p> <p>The CE presented the draft Annual Report for 2018. He asked each of the Members to check their own information and to revert if any amendments were required. The CE noted that the Report will be</p>

	<p>launched on 20 June and that Minister Daly (and possibly other Ministers) shall be speaking at the launch. Some preliminary comments were provided by some of the Members. The Members were asked to revert with any other comments they may have by Thursday 30 May.</p> <p>The Chair noted that the draft Chair's introduction and the draft CE's note at the beginning of the Annual Report would be circulated to members next week for information and comment prior to final sign off.</p> <p>The draft Annual Report was agreed subject to amendments of typographical errors, factual errors or formatting matters and the Chair / CE's inserts.</p> <p>NB proposed approval of the Minutes MD and seconded same.  <b>Decision 16 of 2019</b></p>
4	<p><b>Chief Executive and Executive Reports</b></p> <p><u>Communications Presentation</u></p> <p>DW gave presentation on Communications strategy.</p> <p>An issue was raised by OK, as adviser to the Commission, in relation to the wording of certain sections. The relevant sections were considered by the Commission.</p> <p>The draft Communications document was agreed subject to Executive review of certain wording.</p> <p>JS proposed approval of communications document and JL seconded same</p> <p><b>Decision 17 of 2019.</b></p> <p><u>CE's Report</u></p> <p>SM noted that allocation letter from the DOH was received and that there is a €1.6 million difference in the budget agreed and allocation letter received. SM noted that the Budget was prepared based on the amount the Executive thought MHC would get from the DOH. The MHC had various communications with the DOH in that regard and could refer the Commission to correspondence if required. SM noted that the €13.9 million is sufficient to do business, however we are liable to see an increase in costs arising from the MHTs (which has been clearly flagged with the DOH). SM, JF and OK noted that the DOH has indicated that if additional money is required by the MHC to fulfil its statutory function relating to the MHTs then that money will be made available. The Commission asked if approved Budget will need to be changed to reflect allocation letter and SM confirmed that it would and the changes shall be limited to the MHT section. This will be brought back to the Commission for decision.</p> <p>The remainder of the report was noted.</p> <p><u>SQA and Inspector's reports</u></p> <p>The CE noted that both report were read only. The CE also noted that the Inspector was not able to attend so her presentation would be deferred.</p> <p><u>MHT Report – Matter for Decision</u></p>

	<p>OK presented a more detailed note on the proposal to retain the Legal Aid Scheme as requested at the last meeting. There was a discussion on various aspects of the proposal. The proposal was agreed and it was agreed to submit the proposal to the DOH but to keep the Members updated on all developments.</p> <p>CN proposed approval of proposal in relation to MHC Legal Aid Scheme and MW seconded same.</p> <p><b>Decision 18 of 2019.</b></p> <p><u>DSS Report - Update</u></p> <p>AF gave update on project. AF referred to the meeting re ICT governance with DJE. It was noted that no commitment was given in relation to the ICT budget. AF noted that RFT has progressed and still in a position to go out in June. DJE head of ICT development is now a member of the Project Board. AF noted that there are only two people the DJE dealing with Act which is a risk.</p> <p>AF noted that Digital first needs to be inserted into Act itself or separate legislation, this has gone to AG's office.</p> <p>AF also noted that knowledge transfer has begun from Bearing Point to DSS SMT.</p> <p>AF made a presentation on the revised DSS logo. This was for consideration and decision at the next meeting. The Members had a number of comments and agreed to revert with written comments in advance of the next meeting.</p>
5	<p><b>Chairman's Business</b></p> <ul style="list-style-type: none"> <li>• <b>Draft Delegations:</b> JS noted that all comments received since the last meeting and been presented by way of tracked changes. RM asked and it was agreed that 'shall' be used instead of 'will' throughout the document. The Draft Delegations document was agreed subject to certain minor amendments. NK proposed approval of the delegations and XF seconded same. <b>Decision 19 of 2019.</b></li> <li>• <b>Draft Corporate Governance Manual:</b> It was noted that this is for discussion at June meeting. OK will put word version on system so Commission members can track changes. JS requested that specific time be set aside to discuss this at the next meeting.</li> </ul>
6	<p><b>Stakeholder Initiative</b></p> <p>The Members queried how we can integrate stakeholders in a meaningful way and to consider how to encapsulate clientele from DSS as well as the three existing MHC functions. The CE said the Executive shall review and revert.</p>
7	<p><b>Risk Management</b></p> <p>SM gave an update on Risk Management within MHC; he advised that the SMT undertook a detailed review of the Risk Register following which new risks were added, the revised Register shall go to FARC meeting on 1 July and once considered by FARC it will come before the Commission.</p> <p>SM also noted that a draft business continuity plan has been drafted which will go to an external consultant for input before it goes to the SMT for review and / approval.</p>

8	<p><b>Committee Updates</b></p> <p><b>Audit and Risk Committee (ARC)</b> – No scheduled meeting since the last Commission meeting.</p> <p><b>Legislation Committee</b> – RM noted the Legislation Committee meeting was postponed after due consideration of a number of factors. She noted that the main is that the MHC is waiting the Heads of Bill for the 2001 Act and when same is received the Committee will need to meet on a number of occasions. RM also referred to the Legal Update in the CE's report. She briefly discussed a number of issues in the update with the Members and asked OK to follow up on certain matters.</p> <p><b>Quality Improvement Group</b> – MW gave oral presentation on Quality Improvement Group. She confirmed that first draft of their position paper should be available by the end of July.</p>
9	<p><b>AOB</b></p> <p>RM requested that the presentation of papers is changed, that combined papers is not easy. NB suggested that this issue may be that the documents in the new combined papers be hyperlinked. OK agreed to review and update for the next meeting.</p>

<b>ACTION LOG</b>			
No	Action	Person Responsible	Status
1	Annual Report Amendments and comments to be provided by Members by cob on 30 May	CE / Members	In progress
2	Review of Language of Communications document	CE/OK /DW	In progress
3	Budget to be amended to reflect the Allocation Letter for the DOH	SM	In progress
4	Amendments to Draft Delegations document and finalisation of same	OK	In progress
5	Word version of draft Corporate Governance manual to be provided to Members and Members to provide comments by cob on 7 June.	OK / Members	In progress
6	DSS logo: Members to provided comments by cob on 31 May.	AF / Members	In progress

Dated: 20/6/19

Signed: 

By the Chair