



## Dignity 4 Patients

First Floor  
Park Heights  
Grange Rath  
Drogheda  
Co. Meath

Helpline: 041-9843730  
Helpline Text: 086 1654111  
Office: 041-9845761

Office Open: Monday – Wednesday  
Helpline Hours: 10:00am – 01:00pm

# 2022 – Dignity4Patients – Board of Management Meeting – MINUTES

Meeting Date: 08/11/2022

Meeting Location: Boyne Valley Hotel - Stameen – Drogheda – Co. Meath.

Meeting Start Time: 19:35

Meeting adjourned at: 21:05

Minutes Taken By: Mr. Philip O'Donoghue  
Apologies: (Initials) EF - PF - PM - LB - BO (AR + PTM + PO'D + CS)  
Absent: (Initials) EF - PF - PM - LB - BO (AR + PTM + PO'D + CS)  
Present: (Initials) EF - PF - PM - LB - BO (AR + PTM + PO'D + CS)

Meeting Type: Regular  Special   
Minutes read to Members: Yes  No   
Previous Minutes Agreed?  Proposed By: PF Seconded By: EF  
Quorum Requirements: 3 Members of 7 Requirements Met: Yes  No

## Agenda Items As Notified of:

1. Welcome and Introductions.
2. Apologies.
3. Minutes of Previous Meeting.
4. Client Services Update.
5. Governance Matters to be addressed.
6. Funder & 3<sup>rd</sup> party issues to be addressed.
7. Human Resources Update.
8. Financial Matters Update.
9. Board Matters Update.
10. Any other Business & Conflicts of Interest Declared

## Notification of Meeting

Next meeting tentatively set for January 2023 at the following location 29 Park Heights, Grange Rath.  
(Insert date) (Insert location)

## Adjournment:

There being no further business, PM declared the meeting adjourned by unanimous consent.  
(Insert who)

Minutes Adopted by the Board in the meeting of \_\_\_\_\_.  
(Date of Meeting)

Please ensure any handouts provided to Board Members are attached to a copy of the minutes for future reference.

# 2022 – Dignity4Patients – Board of Management Meeting – MINUTES

## Current Agenda Items Discussed and Outcomes Agreed:

### Agenda Item 1. Welcome & Agenda Review.

The meeting was called to order by **PM** and welcomed all attendees to Dignity4Patients BOM Meeting at the Boyne Valley Hotel. **PM** introduced those present including the newly appointed board trustee Barbara O'Shea (**BO**) who was joining for the first time. **EF** attended virtually via Zoom. All other board members and employees were in person.

### Agenda Item 2. Apologies & Conflicts of Interest Declared

Apologies were offered to the board by **POD** on behalf of members' **LB** / and staff member **CS** .

The Chairperson raised the matter of conflicts of interest regarding tonight's meeting and gave all directors an opportunity to declare any conflicts. No conflicts were declared by the directors present.

### Agenda Item 3. Minutes of Previous Meeting.

The minutes from the last board meeting on 28 / 09 / 2022 was circulated to all trustees prior to the meeting and trustees confirmed they had reviewed the minutes. The minutes were approved by the board.

**Proposed Resolution:** That the 28 / 09 / 2022 minutes tabled at the board meeting be accepted.

Proposed By: PF

Seconded By: EF

### Agenda Item 4. Client Services Update.

**AR** addressed the board and discussed the current client situation and the work undertaken on the behalf of clients . **AR** conveyed the heavy workload of the Advocacy Team and the work that have been achieved is outstanding. **PTM** verified the current situation of new LHLHC1 clients that came forward in the last 2 months and the work undertaken by the advocacy team to support these victims with obtaining medical records and making Garda statements. **PTM** is progressing with clients making garda statements who cannot obtain medical records.

**PTM** confirmed that 4 clients have been referred to Emma C the local solicitor who is willing to take on new clients for legal representation. **AR** had a meeting with Emma C this week and checked she is competent and committed and is working with the clients on a no win no fee basis.

#### CSVC Clients

**PTM** confirmed that we have an increasing number of new clients coming forward for various services from the advocacy team and that these are being supported and assisted in a constructive manner. **BO** wished to confirm were all these clients from medical settings and **PTM** confirmed they were and any other callers to the helpline who are not sexual abuse in medical settings are referred to other relevant services.

**AR** confirmed to the board the volume of time that **PTM** and **CS** spend in supporting helpline callers. **EF** was delighted that these callers are given the time and dignity from the advocacy team to support them during their helpline call to Dignity4Patients. **AR** confirmed it was vital to capture the time and workload for reporting to CSVC. Board agreed this must be completed by the advocacy team to capture their time and effort in supporting all helpline callers.

#### SETTLEMENT

**PTM** conveyed the settlements have drawn to a close for a specific group of clients and the effect this has had on some clients is both negative and positive. Of the approx. 100+ client some have now decided to disengage from D4P and are happy to move on. Others while happy with the settlement still want support from D4P services and to be kept up to date with D4P service via check in calls or update texts and newsletters.

**PTM** and **AR** discussed the current desktop review and the progress on this work and the figures surrounding this work. This should be completed sooner than expected and by the end of the month (November) by **CS**.

#### DPP Update.

**AR** told the board that 25 clients lost their prosecution. 16 were D4P clients and that of these we have received summary of reasons and applied for an independent review of their cases. **AR** also explained her obtaining a legal opinion from 2 sources regarding further prosecutions for other clients. Those legal opinions stated the courts made the right decision based on previous rulings. **AR** explained the legal out workings and agreed to send notes on this to the board members for a clearer explanation. **BO** asked could we look at European law as this has already been dealt with in domestic law, which is the case as it went to the Supreme Court. **AR** agreed to look at this going forward. **AR** stated to the board the assistance the DPP has provided to D4P and the working relationship is a positive one at present.

**PTM** explained to the board he is working with the new Garda Liaison Officer Y.S and she is the replacement of S.Nolan. She is the contact for clients to make statements to. **PTM** confirmed a good relationship with Y.S in response to **PM** questions and **PTM** explained Y.S is willing to take statements in D4P offices if the clients wish.

### Academic Support

AR explained her contact with Sinead Ring and further work is required with expanding research on LHLHC1 clients and their story. AR will continue with the engagement with S.Ring and keep the board informed with an progress or developments that need their approval before actioning.

AR also discussed the SAI Group Meeting held last month and discussed the positive outcomes and feedback from clients. This was seen by recent donations and expressions of thanks to the staff and organisation and may clients in attendance expressing their desire to engage with a commission of investigation.

### Agenda Item 5. Governance Matters to be addressed.

EF made attempt to review, edit and complete the Governance Code and circulated it to the Members. EF was asked to circulate it to the board again and CC' the CEO in the email for follow-up by other board members. Completion date 18/11/2022

BO said she too had reviewed the governance code and had points to make about including the following in the documents. Section 2.1 & 4.9 to include Garda Vetting and section 4.7 include dedicated board member qualified on financial matters. POD to include them later next week.

POD confirmed with the board that all documents relating to the board members including the new board members are up to date.

AR confirmed with the board that Supervision of staff has be arranged and is expected to take place in November for all staff.

### Agenda Item 6. Funder & 3<sup>rd</sup> party issues to be addressed.

POD verified with the board that all funder requests for documentation as outlined in the details agenda have been addressed and reviewed by the CEO and submitted to the relevant funder as per the terms of the grant aid agreements. POD confirmed that much of October was taken up with these tasks for the Operations Manager.

### Agenda Item 7. Human Resources Update.

AR confirmed with the board that PTM contract and payroll is completed.

AR confirmed that she needs another staff member regarding the research and campaign of the organisation. AR explained the need for this person and the work they will achieve. AR stated her plan to recruit in the new year. AR stated she needed a qualified Part Time researcher.

PM confirmed ideally, they should have multi tasks not just research to cover social media and networking skills etc. No budget was allocated to this role until funding for 2023 was secured to make the appropriate decision. AR confirmed she would research current salaries for the role / work she envisages.

**Proposed Resolution:** That a new role, funding dependant can be sourced in 2023 with the salary to be approved in 2023 once funding amounts are finalised.

Proposed By: PM

Seconded By: BOS

AR conveyed to the board the option of the Small Benefit Exemption and the push the government and other section 38 organisations are making to assist staff with the cost-of-living crisis and inflation. PF asked the question was this allowed by the HSE and the CSVC. POD and AR confirmed there is scope in the CSVC salary budget remaining for this and as it is technically part of employee wages and salaries it falls in line with the budget applied for from CSVC. AR pointed out it is a government initiative, promoted by the government and can be utilised by all companies including CLG's.

**Proposed Resolution:** That €500 can be given to all staff on a gift card, purchased by POD and put through the accounts under CSVC funding. POD to research cheapest options with the minimal admin and card fees. Suggested option Perx Cards in Bray.

Proposed By: PM

Seconded By: EF

### Agenda Item 8. Financial Matters Update.

The Profit and Loss account and the current Cashflow status was presented by PF to the board for consideration. PF discussed with the board the figures to date and confirmed the 2 funding streams and the annual value of €195k. PM confirmed spending is in line with normal procedure and that we are €18k in profit for the year to date. PF confirmed Dignity4Patients finances where in a healthy position and required no intervention from the board.

**Proposed Resolution:** That profit and loss account tabled at the board meeting be accepted.

Proposed By: PF

Seconded By: PM

PM confirmed any underspend in 2022 will be delayed in the following year as per the auditors agreement and the project will be delayed and moved forward into the next year and per the ability to do so under the funding terms and the projects and continuing. As such there will be no underspend or over spend envisaged in 2022.

POD confirmed with the board the need to increase the funding by 10% to CSVC, this will assist with rising costs, pension cover in 2024 and any future recruitment requirements for part time roles. The board agreed for POD to apply for the increase from CSVC.

**Proposed Resolution:** That POD should seek to include a 10% in funding requirement from CSVC for 2023 and submit same to them.

Proposed By: PM

Seconded By: EF

### Agenda Item 9. Board Matters Update.

**AR** spoke to the board regarding the SP and the OP plan and the need to approve the current plans as is. The reason behind this is SP and OP are living instruments and need to be changeable. **AR** suggested that the current format of the SP and OP be adopted as is for funder and stakeholder engagement. **EF** stated the SP and OP are the strategy and vision of the BOM and their plans for the organisation.

**EF** said as a member of the board she would need an email thread of the temporariness of the current SP and OP as she feels it lacks the board vision for the future. To her its an in the present document. **EF** would be uncomfortable to adopt it in the current format in a permanent way. As a board she feels the board need to improve this.

**AR** relayed to **EF** that it is hard to plan a vision for the future as our work is limited by the HSE funding Grant Aid Agreement. So future plans are limit and our current work is as is. Board agreed a full day to dedicate time to this plan and future vision. **AR** agreed to send email outlining comments made and circulate to all members for review in the new year.

**AR** confirmed we don't need to launch the SP and OP publicly, but an away day is vitally important. **PM** volunteered to lead on the away day and development of the SP and OP. **EF** volunteered to co-lead.

**AR** to obtain 3 quotes for a facilitator and the cost of such to come from the National Lottery Governance Budget.

**AR** discussed the next board member scheduled for December. Board members discussed their schedules and the requirement for another meeting within 2022. Board agreement was reached to convene again in January unless a change of circumstances required a meeting in December.

**Proposed Resolution:** That the next boarding should be in January 2023, unless urgent decisions need to be made in December after meetings with the HSE and other funders. December meeting if required will be a virtual meeting.

Proposed By: PF

Seconded By: EF

### Agenda Item 10. AOB

**PM** raised the issue of the settlement not being made public in the media. **AR** said this was discussed at the SAI Group Meeting. The clients agreed they want to control the narrative. **PM** stated he was uncomfortable with the timeframe the clients might need to get their narrative together. **PM** requested the D4P should do a statement for the media. **AR** said she would prepare this and revert to the board. **BO** suggested contacting Mary Carolyn from the newspaper Irish Times who is good with legal and justice reporting as well as progressing the legal battle of clients. **BO** agreed to make contact with her. **PM** suggested Kitty or Justine McCarthy but contact will be held off until **BO** contacted the Irish Times.

Discussions took places as to the timeframe of the contact with journalists. Board agreed **BO** should hold off on contacting reporters until after the HSE annual meeting has been held and the outcomes from that meeting are known.

**PM** closed the meeting at 21.00 and thanked all for their participation.