

Minutes of the Meeting of the Board of the Irish Blood Transfusion Service held on Monday 14th November 2011 at 12.30pm in the Boardroom, National Blood Centre, James's Street, Dublin 8.

Present: Ms. Katharine Bulbulia, Chairperson
Mr. Sean Wyse
Ms. Jane O'Brien
Ms. Sinead Ni Mhaille
Dr. Paolo Rebullia
Mr. David Lowe
Ms Ann Horan
Dr Paul Browne
Ms Marie Keane
Dr Lelia Thornton

Apologies: Dr Hilary O'Leary
Mr. Dave Keenan

Also in attendance: Mr. Andrew Kelly, Chief Executive
Dr. Ian Franklin, Medical & Scientific Director
Ms Mirinda O'Donovan, Secretary to the Board

The Chairperson welcomed the new Board Member Dr Lelia Thornton to her first meeting of the Board.

1. Minutes of the Meeting of the Board on 17th October 2011

The minutes of the Board meeting on 17th October were agreed without amendment.

2. Matters arising

Therapeutic Apheresis

The CE had been in touch with the HSE Director of Clinical Care about this service, as IBTS staffing for providing the service to hospitals will fall below critical levels this week. It was noted that the Mater is establishing its own service. The CE will continue to seek a meeting of the CEs of the major Dublin hospitals to resolve the problem. It was also noted that concerns had been discussed at the MAC about the ability of the service to function with insufficient staff. The on-call service will be discontinued from 18th November and the relevant hospitals have been informed.

NHO

The CE has sought a meeting with the IMB to resolve differences on the transfer of mandatory reporting to the IMB before the detail of an SLA can be agreed.

Voluntary Redundancy Scheme

The CE confirmed that the DOH had advised that there would be no progress on this until after the Budget.

Future strategic direction of the IBTS

The Executive were due to report back to the Board in December with an implementation plan. The CE requested that this be put back to January as the substantive item for December is consideration of the HIQA report on Prion Filters and the decision of the Minister not to implement this technology.

Diagnostics Cork

The CE & M&SD met the CEO of CUH, the HSE Network Manager and clinicians CUH to discuss the timetable for reconfiguration of hospitals in Cork and the transfer of reference serological services to CUH. It was agreed that CUH would revert having carried out a feasibility study. It was noted that CUH had advertised for 2 MLS posts, however, the IBTS has been in discussion with the HSE for some time about redeploying surplus staff to CUH and when notified of this, the posts were put on hold.

Actuarial evaluation

This is almost complete. Report due shortly to the trustees.

DOH Governance meeting

The IBTS meets the DOH twice a year to discuss matters related to Governance, budget, business plan and performance indicators.

3. Chief Executive's Report

Blood supply

The blood supply remains strong at the moment, while platelets usage is up again, particularly for October. The CE confirmed that Dr Murphy's guidelines had been through the Irish Haematology Society and he expected they would be released shortly. Dr Daly also presented on platelets usage at the NHO Annual Meeting last week.

BECS

The Peer Review Group are meeting again this week and will be reviewing the ITT and draft contract to go with the URS.

Online ordering system

This is ongoing and should be completed on time for the public hospitals before Christmas. The private hospitals are not on the government VPN and this requires upgrading of the firewall. This will mean that the private hospitals will be implemented in the new year and are scheduled to be completed by end of February.

Quality Review

This is being undertaken at the moment. The Consultants met the Audit & Compliance Committee last week and are continuing to have meetings with staff. They will also be contacting three other blood transfusion services as part of the project. The report is expected to be completed for 16th December.

HR

The issue of accumulated hours for DAs has been referred to the LRC as proposed by the Implementation Body for Croke Park. The HSE are tendering for transport services and SIPTU are pursuing this as a transfer of undertakings issue in the Labour Court.

Platelet usage

This will be discussed at the MAC.

4. Cork Centre

It was noted that funding for the new Cork Centre was not adversely affected by the cuts in the Government's Revised Capital Programme published last week. At the recent meeting with CUH the activities to be carried out in the Centre were discussed.

5. Pension Scheme

The CE briefed the Board on discussions with the unions and staff representatives on resolving the pension issues. The CE is seeking a meeting with the Secretary General of the DOH to outline the options now available to the Board. The decision of the board in April was discussed. It was agreed that the Chairperson and the Chairs of the Finance and Audit & Compliance Committee would convene if necessary over the next few weeks if decisions were required and that a special meeting of the Board could also be convened at short notice if they believed it was necessary.

6. Minutes of the MAC on 19th September

The future of the Therapeutic Apheresis Service and prion filtration were discussed. The MAC were also able to confirm that there was no commercial test available on the market for Hepatitis E, but that they would keep this under review.

7. Minutes of the Finance Committee meeting on 4th October

The budget had been through a number of iterations at the Finance Committee. The pension scheme was the other main item on the agenda. The ABC project was presented at the November Finance Committee meeting.

8. Minutes of the Audit & Compliance Committee meeting on 13th September

The Committee's offsite meeting was now scheduled to take place in December. The Quality Review consultants met the A&C Committee last week. The framework for the IT Audit Schedule has been agreed before going to tender. The eFinancials audit was also discussed and the Audit Plan for 2012 was agreed.

9. Presentation on Activity Based Costing

The Chairperson welcomed the Finance Director and the Project Leader of the ABC project to the meeting. The Project Leader outlined the outcomes of the Project, using data from 2009 and 2010 to populate the software and examine the cost base for products. The Chairperson thanked the Project Leader for her detailed and informative presentation. The CE said that the information provided was being reviewed by the EMT and it would bring proposals to the Finance Committee in due course.

10. Budget 2012

The Finance Director presented the draft budget for 2012. The fluctuation in platelets usage has a significant impact on income and has made forecasting usage for 2012 difficult. The Board approved the 2012 pricing strategy, the 2012 WTE budget and the 2012 budget, provided there are no material alterations. It was noted that the budget on 6th December could have some impact on the financial position.

The Chairperson thanked the FD and his team for their work on the budget and on their financial management of the affairs of the IBTS.

11. Date of next meeting

The next meeting of the Board will take place on **Monday 19th December at the later time of 1.30pm.**

Signed: _____

Date: _____