

**Minutes of the Meeting of the Board of the Irish Blood Transfusion Service held
on Tuesday 20th March 2012 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
Dr. Paolo Rebutta
Mr. David Lowe
Mr Dave Keenan
Dr Paul Browne
Dr Hilary O'Leary
Dr Lelia Thornton
Ms Sinead Ni Mhaille

Apologies: Ms Marie Keane
Ms Ann Horan

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

1. Minutes of the meeting of the Board on Monday 20th February 2012.

The minutes of the meeting of the Board on Monday 20th February were approved without amendment.

2. Matters Arising

Recombinants

The bill is due to go before the Seanad tomorrow. It is expected that it will be signed into law by the President before the end of the month. Additional stock will be held by the IBTS to cover the transition period into April.

Blood mobile

The WBS has made an offer for the Blood mobile.

11. Report of the Remuneration Committee

The Executive left the meeting at this point. The Chairman of the Remuneration Committee briefed the Board regarding the 2012 KPIs which the Committee has agreed with the Chief Executive. The Board noted that the CE will report progress against these KPIs in his monthly report.

3. Chief Executive's Report

Blood supply

FRCC are down 19% and platelets are down by 4% in the first 3 weeks of this month.

Quality Review

The report on the review of the Quality function has been received and has had an initial consideration by the EMT. The Director of Quality & Compliance is to revert to

the EMT by the end of the month with an implementation plan on the recommendations.

The consultants who carried out the review will present their findings to the staff that participated in the review in April.

Electronic Ordering System

This is now live in every hospital. Version 2 is being scoped at the moment. The system will be live 24/7 in the IBTS by the 2nd April.

Transport Review

The HSE tender for transport services has been cancelled. The HSE will commence a new tender process in the coming weeks.

HR

A Labour Court hearing took place last week on accumulated hours. Discussions on redeployment are ongoing with CUH.

Virology

There has been some progress with the SNBTS. All of the raw data necessary to build the interface has been received. A second option, of treating the Cork virology laboratory as a dark site is also being actively considered.

BECS

There have been two responses to the tender. Evaluation of those proposals should be concluded by the end of this week. The Peer Review Group will then meet to approve the evaluation process and contracts.

Cost saving measures

Work is ongoing on the measures proposed.

Legal Case

The CE briefed the Board on a legal case.

4. Presentation on Operations

The Operations Director joined the meeting and gave a presentation on the developments in his functional area over the last twelve months, as well as more detailed data on trends over the last 3 years. The Chairperson thanked him for his detailed and informative presentation.

5. Pension Scheme

A meeting has been arranged between the DOH and DPER to discuss this matter this week. The Board considered the contents of a draft memo to both Ministers and their officials and agreed a number of amendments. Correspondence from the Chairperson of the Trustees following the sign off of the actuarial evaluation was also noted. The CE is to revert to the Board with an update at the next Board meeting.

6. Cost saving measures

An acknowledgement has been received from the Minister's Office regarding the Chairperson's request for a meeting to present the proposals directly to him. In the interim, work continues on the proposals.

7. Minutes of the MAC meeting on 16th January 2012

The minutes were taken as read. The Chairperson of the MAC briefed the Board on the Minister's response regarding vCJD and prion filtration, listed as Item 10 on the agenda and the discussion that took place at the MAC on this matter. The Clinical Risk Register is under active review by the IBTS consultants and will be returning to the MAC agenda in April/May. It was agreed the Board would write to the Minister, thanking him for his response to the proposal on prion filtration.

8. Minutes of the Audit & Compliance Committee meeting on 8th November 2011

The minutes were taken as read. The Chairperson of the Audit & Compliance Committee commented on the positive outcome of the IMB inspections and acknowledged and thanked staff for their contribution to this achievement. The Chairperson of the Committee also noted that Item 9 on the agenda, the Review of Internal Controls was carried out by the Internal Audit team and thanked the Audit team for their work in compiling the review.

12. Date of next meeting

The next meeting of the Board will take place on **Monday 16th April 2012 at 12.30pm.**

Signed: _____

Date: _____