



Irish Blood Transfusion Service

Seirbhís Fuilaidriúcháin na hÉireann

MINUTES

Date of Meeting	16/12/2013	Ref	13/2/MO'D
Meeting	IBTS Board		
Present	Anthony Staines, Chairperson; Linda Hickey; Gerry Kelly; Brian O'Mahony; Dr Paolo Rebulla; Dr Cleona Duggan;		
Apologies	Dr Paul Browne; John Cregan; Olwyn Bennett		
In attendance	Andy Kelly, Chief Executive; Dr Ian Franklin, Medical & Scientific Director; Miranda O'Donovan, Secretary to the Board		
By Audio-link			
#	Item	Notes/Action	
1.0	Members time		
1.1	The Board met in private session.		
1.2	The Chairperson noted that this was Dr Franklin's last Board meeting and thanked him for his work for the IBTS over the last 3 years.		
2.0	Minutes of the Board meeting on 18th November		
2.1	The minutes of the Board meeting on 18/11 were approved subject to amendment.		
3.0	Matters arising		
3.1	It was agreed that there would be no change to the manner of publishing Board minutes. It was noted that items 10 and 14 on the November Board agenda were not discussed and that this should be reflected in the minutes.		
4.0	Chief Executive's Report		
4.1	<i>Blood and Platelets supply</i> – the blood supply remains good, the introduction of the new HB levels has been offset by reduced demand. Platelet issues have increased by 5% on 2012 for November.		
4.2	<i>Finance</i> – sales of red cells continue to decline.		
4.3	<i>Pension fund</i> – the Chairperson of the Trustees has written to the IBTS requesting that the contribution rate recommended by the Actuary be paid on an ongoing basis, rather than on a once off basis.	The Board approved the payment of the outstanding monies on an exceptional basis and deferred the request to pay the increased contribution for further discussion.	
4.4	<i>Haemovigilance SLA</i> - this issue has been under discussion for some time. The last version of the SLA sent to the IMB by the IBTS proposed that the IMB take responsibility for classification of incidents into SAEs or SARs only. This has been rejected by the IMB.	The Board expressed its concern at continuing self regulation and agreed to write to the Minister outlining its concerns seeking either the amendment of the SI or that the	

		minimum change proposed by the IBTS be accepted.
4.5	<i>MSM</i> – a petition on the permanent deferral of MSM from giving blood has been received by the IBTS.	This was noted by the Board. The Board reaffirmed its commitment to the IBTS policy on permanent deferral for MSM.
4.6	<i>HR</i> – there have been a number of further incidents in relation to the distribution of product with the supplier. The CE and the Operations Director met the Director of Acute Hospitals, HSE to outline IBTS concerns about service delivery and the absence of any contract lead from the HSE. The SLA between the IBTS and the HSE was also discussed but remains unsigned by the HSE.	The Board agreed to write to the DG of the Department of Health and the Director of Acute Hospitals, HSE on this matter, giving the details of all incidents recorded by the IBTS to date.
4.7	<i>ICT</i> – The PRG met to discuss progress with BECS. New software for the installation of the Concentrator will commence next week. The demonstration of eRiskline as a possible solution for online reporting to the NHO has taken place. The scheduled go live date for eTraceline is 25 th January.	
4.8	<i>HH</i> – progress with the HH programme in D’Olier Street has been slow. 127 have attended to date. Of those, 92 have transferred to the donor panel, 21 will remain off the donor panel and 11 have been permanently deferred from the service. The service at the Cork Centre will commence on 20/01/2014.	
5.0	Public Service pay norms	
5.1	CE confirmed that there are no ‘top ups’ in the IBTS. The IBTS follows the DOH consolidated payscales.	Chairperson to discuss with the CE.
6.0	Balanced Score Card	
6.1	The CE reported on the balanced score card for 2013. It was agreed that the CE’s reporting format would change. The Chair of the Finance Committee will discuss key metrics from the Finance Committee’s perspective with the CE and FD. Theme team reports will be presented to the Board twice a year.	
7.0	Minutes of Audit & Compliance Committee 9th September	
7.1	The minutes were noted. The Board approved the appointment of John Cregan as Chair of the Audit & Compliance Committee. It was noted that an audit of the blood bag supplier had been carried out and an audit of the supplier of Octaplas had also been carried out.	
8.0	Minutes of MAC 16th September	
8.1	The minutes were noted. In relation to vCJD risk, SABTO are no longer recommending a percentage of platelets by apheresis, but instead propose that all platelets be in PAS. MAC will give further consideration to this matter before making a recommendation to the	Issue of platelets to be brought back by the M&SD to the



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	Board as a change in practice would facilitate a change back to pooled platelets. An issue was raised after the MAC meeting had finished which was brought to the attention of the Board.	February Board. The Chairperson is to speak to the Chair of MAC about availability.
9.0	Performance and Development Committee – TORs	
9.1	The Chairperson is proposing that the Remuneration Committee, which looks at the CEs performance and sets his KPIs be reconstituted. He has proposed a number of changes to the existing TORs.	Proposed changes to be reviewed by the Board and discussed at its February meeting.
10.0	Pension Scheme – Deed of Amendment	
10.1	The deed of amendment was approved by the Board, signed by the Chairperson and witnessed by the Secretary to the Board. The seal of the Board was applied.	
11.0	Pension Fund	
11.1	The Chair of the Finance Committee briefed the Board on the meeting with the DOH. The DOH have sought a number of options and some revision of the figures presented. The Board agreed to reserve its position on the FEMPI monies for the moment.	CE to contact Unions with a view to reactivating this issue early in the New Year.
12.0	Cork Centre	
12.1	The CE briefed the Board on correspondence from CUH. Draft Heads of Agreement were circulated for the Board's consideration. It was noted that the formation of the Hospital Groups has a direct impact on proposals.	CE to meet CUH management in the New Year and revert to the Board in February with an update on progress.
13.0	Report of the MAC on 16th December	
13.1	See item 8	
14.0	Schedule of meetings for 2014	
14.1	The Board reviewed the schedule of meetings for 2014 and agreed to change the date of the February meeting from 17/02 to 24/02. The Board were asked to consider their training needs for 2014 and the Executive agreed to keep the Board informed of training opportunities.	A date for strategy review to be agreed.
15.0	Date of next meeting	
15.1	The next meeting of the Board will take place in the National Blood Centre on Monday 24th February at 12 noon.	

Signed: _____

Date: _____