

MINUTES

Date of Meeting	24/02/2014	Ref	14/01/MO'D
Meeting	IBTS Board		
Present	Prof Anthony Staines, Chairperson; Linda Hickey; Gerry Kelly; Brian O'Mahony; Olwyn Bennett; John Cregan; Dr Cleona Duggan; Dr Paolo Rebutta; Dr Paul Browne.		
In attendance	Andy Kelly, Chief Executive, Dr Willie Murphy, Medical & Scientific Director, Mirenda O'Donovan, Secretary to the Board		
#	Item	Notes/Action	
1.0	The Board met in private session		
2.0	Minutes of the Board meeting of 16th December 2013		
2.1	The minutes of the meeting of 16 th December were agreed without amendment. The Board agreed to change the order of items on the agenda.		
3.0	Matters arising		
3.1	Transport - the SLA between the HSE and the IBTS has been signed by the Director of Acute Hospital Services, HSE. The HSE has also appointed T Finch as liaison for the HSE with the contractor. The IBTS is carrying out a GDP audit of the contractor at the moment.	CE to revert to Board with outcome of Audit.	
4.0	Chief Executive's Report		
4.1	<i>Shareholder/Government</i> – the IMB completed an audit of the NHO last week. There were 3 majors. Risk management policy, a workshop was held on 03/02. The risk management model for the IBTS and the merging of the risk registers is currently being finalised.		
4.2	<i>Customer</i> – sales have declined further than expected for January. The C&AG commence their audit today and will be on site for at least 3 weeks. The Lafayette Building in D'Olier Street has been sold and contact has been made with the new owner. The National Transfusion Committee being re-established was discussed. The Chairperson proposed that this be done by the IBTS.	CE/M&SD to follow up on NTC re-establishment	
4.3	<i>Excellent Donor Services</i> – the active donor base for 2013 was 82,697 donors who attended 101,307 times. Haemochromatosis clinic opened in Cork last month.		
4.4	<i>Safe and Sustainable supply</i> - the blood supply remains stable, in spite of disruption to clinics by bad weather. Contingency Planning – Sanquin has formally agreed to partner the IBTS for components contingency.		
4.5	<i>High Quality Hospital Services</i> – implementation of the hospital services review will be completed by the end of Q2.		
4.6	<i>Effective relationships</i> – BECS - The supplier's billing practice has been discussed at the Finance Committee. The CE is arranging to meet the supplier in Paris to discuss IBTS concerns and come to an agreement regarding billing. A letter has also been sent setting out the issues that need to be addressed. eTraceline scheduled to go live on 15/03. There have been 9 IMB inspections in the last year.		
4.7	<i>Other items from CE report</i> A new Board member has been appointed.	Chairperson to meet new Board member before next Board meeting.	

5.0	Review of 2013 Business Plan	
5.1	The CE presented a review of the 2013 Business Plan. It was noted that the IBTS is taking 20 collection days out of Donegal and reallocating these days to GAA Clubs in the Greater Dublin area. The anonymised study on HEV prevalence is to proceed, The Chairperson thanked the CE for his detailed and informative presentation. He congratulated the Chief Executive on behalf of the EMT and staff who had delivered on the business plan.	
11.0	Cork Centre	
11.1	Correspondence was noted and discussed. The Board agreed in principle to funding .5 of an academic post (salary only) in transfusion medicine and that this would not be filled before 2017. It was agreed to amend the Heads of Agreement sent to CUH before Christmas to include this. An amended Heads of Agreement will be sent to CUH this week for signing by all of the relevant parties and then progressing the substantive agreement can commence. The Board agreed that this would be concluded by June.	CE to prepare briefing document for DOH.
10.0	Report of the MAC Meeting on 24/02/2014	
10.1	The Chairperson of the MAC briefed the Board on that morning's MAC meeting. HEV prevalence study is being progressed. The MAC is satisfied that the IBTS is monitoring this in a timely fashion. It is possible that a CE marked test would be available in the Autumn. The MAC terms of reference have been amended. The MAC have agreed to hold 10 meetings a year. Dr C Duggan has agreed to Co Chair the MAC with Dr P Browne.	
12.0	Pension Fund	
12.1	Correspondence from the Trustees regarding payment of the unpaid contributions amounting to €347,000 was noted. The Board agreed to make the payment on an exceptional basis. The revised opinion of SC on the outcome of the High Court case was discussed. The CE has met the unions with a view to getting them to agree to enter process in the LRC to try and resolve the issues. This approach was approved by the Board.	
7.0	Review of the EMT	
7.1	The CE went through the organisation chart outlining the organisational structure and reporting/governance arrangements in the IBTS. The original structure for the EMT had two consultants. It was suggested that a 3 year rotation be considered for the second consultant. A scientist might also be needed. The EMT were asked to come back to the board with detailed suggestions for the future structure of the EMT.	CE to discuss with colleagues a way to fill the vacancy at EMT and improve the clinical and scientific representation.
8.0	Minutes of the Finance Committee Meeting 6th November 2013	
8.1	The issue of surplus plasma was discussed. Approaches have been made to a plasma broker and to another company. January has been a very difficult month in terms of sales and income is down. PHI – negotiation is ongoing. The Chair of the MAC suggested that a 10% drop in platelets usage could be anticipated. The Chairperson proposed that the IBTS would re-establish the National Transfusion Committee. The CE also advised that he is seeking a date for a meeting on implementing the output from the ABC with the DOH and the HSE.	Chair proposed a meeting with Sec Gen of DOH on the future of red cells and platelets usage.

9.0	Minutes of the Audit & Compliance Committee meeting 9th December 2013	
9.1	An audit of the BCP and the Disaster Recovery Plan has been carried out. The BCP will be on the agenda for the next Board meeting.	
6.0	Terms of Reference review	
6.1	The revised Terms of Reference for the Finance Committee were approved	
6.2	The revised Terms of reference for the Audit & Compliance Committee were approved.	
6.3	The revised terms of reference of the Performance and Development Committee to be amended to include the appointment of an external expert.	The CE and Chairperson to find an external expert and bring a recommendation to the April Board meeting.
13.0	Date of next meeting	
13.1	The next meeting of the Board of the IBTS will take place at the NBC on Monday 14th April at 12 noon.	

Signed: _____

Date: _____