

MINUTES

Date of Meeting	23/06/2014	Ref	14/03/MO'D
Meeting	Board Meeting in Cork Centre at 12.30pm		
Present	Prof Anthony Staines, Chairperson; Olwyn Bennett; Linda Hickey; John Cregan; Dr Julie Heslin; Dr Liz Kenny; Gerry Kelly; Dr Jorgen Georgsen		
Apologies	Kate Williams; Dr Paul Browne; Brian O'Mahony		
In attendance	Andrew Kelly, Chief Executive; Dr Willie Murphy, Medical & Scientific Director; Mirenda O'Donovan, Secretary to the Board		
By Audio-link			
#	Item	Notes/Action	
1.0	Private Session		
1.1	The Board met in private session and discussed the Cork Centre and a review of the EMT.		
2.0	Minutes of the meeting of the Board on 14/04/2014		
2.1	The minutes of the Board meeting on 14/04/2014 were agreed subject to one amendment.		
3.0	Matters arising		
3.1	ABC – the CE advised that the Finance Director had an exploratory meeting with the Assistant Director of HSE Finance to discuss the implementation of ABC in January 2015.	Further meeting to be arranged to finalise arrangements	
3.2	MAC TOR – there was some discussion regarding the composition of the MAC and whether Board members could attend as observers. It was agreed that the TOR does not preclude a Board member from attending the MAC as an observer.		
4.0	Chief Executive's Report		
4.1	<i>Shareholder/Government</i> – the IMB have carried out an inspection of the D'Olier Street clinic, there was nothing of significance raised.		
4.2	<i>Manage reputation and related risks</i> – the amalgamation of the Risk Registers is ongoing and should be completed in the next couple of weeks.		
4.3	<i>Provide value for money</i> – the usage pattern has continued to decline. As a result, it is necessary to look at reducing collections further by 10,000/12,000 donations. Stillorgan collects approximately 6,000 donations a year. D'Olier Street collects approximately 20,000 donations a year. 600 HH patients are managed through the Stillorgan clinic.		
4.4	<i>Customer</i> – the introduction of Haemospect on clinics has been a huge success. In the 3 clinics in which it was in use last week, Hb deferral was 6% whereas in the other clinics the Hb deferral rate was 11% DCs will be trained to use the device so that donors can be deferred earlier in the process. Implementation across all clinics will be completed on 30/06.		
4.5	<i>Excellent Donor Services</i> – Up to 30/04, 275 people with HH have attended D'Olier Street. 187 have requested to become a donor, 63 remain as patients and 25 were deemed not suitable. In Cork the HH clinic has had 85 patients attend, with 46 requesting to be donors, 22 to remain as patients and 17 were deemed not suitable.		

4.6	<i>Safe and Sustainable Supply</i> – NHSBT, Sanquin and the Belgian Red Cross have all agreed to a partnership for contingency. An SLA has been drafted, which will be circulated to all partners concerned.	
4.7	<i>High Quality Hospital Services</i> – interviews for the post of Hospital Liaison are taking place this week. There are some IR issues to be resolved on the restructuring of components, hospital services and the issue laboratory.	
4.8	<i>Learning and Growth</i> – eTraceline has been introduced, some issues arose during PQ which required an upgrade which is being implemented. eRiskline goes live this week. Negotiations on costs with MAK have concluded. The BOSS application is currently being tested. Work on the Concentrator will be finalised by the end of August. eProgesa testing is ongoing at the moment. ISBT 128 issue is outstanding. Some issues have arisen regarding different versions installed in the hospitals. A final decision will be made on this in the next two weeks.	
4.9	<i>BCP/DR Site</i> – this has been examined to identify what systems are held in the DR site and what systems are not. Each Head of Department is being asked to work through their BCP arrangements, in the event that the IT suite was unavailable.	
4.10	<i>Euroapheresis pack</i> – the supplier has insisted on an amendment to the contract approved by the Board last November. It makes no material difference to the terms of the contract. The Board approved the amendment and it was signed by the Chairperson. The Chairperson also signed the letter of appointment.	
5.0	Review of Internal Financial Controls	
5.1	The Board approved the financial statements for 2013. The Financial Statements were signed by the Chairperson and the Chairperson of the Finance Committee, Linda Hickey. The Chairperson and Chief Executive signed the letter of representation. The draft management letter was also discussed by the Board.	
6.0	Presentation on Financial Statements and May Year to Date Accounts	
6.1	<i>Financial Statements</i> - The Finance Director made a presentation on the Financial Statements for 2013. An operating deficit of €1.45m was recorded for the year. Actuarial gain on pension scheme resulted in overall surplus for the year. There was a reduction in income of €15.27m (18.69%) compared to 2012. A decrease of FRCCs of 6419 units (5.05%) and a decrease in platelets of 1618 units (6.71%) accounted for this. There was a reduction in expenditure of €11.28m (14.25%).	
6.2	<i>May YTD Accounts</i> – Core income down by €0.5m on budget. FRCC income €181,000 lower than budget. Platelet income €323,000 lower than budget. Favourable variance of €531,000 on staff costs. Favourable variance on non-staff costs €728,000.	
6.3	<i>Purchasing cards</i> – Authorisation for purchasing cards has already been approved by the Finance Committee and was approved by the Board and signed by the Chairperson.	

7.0	Presentation on Donor Services and Hospital Services	
7.1	The Operations Director made a presentation on Donor Services and Hospital Services. The decline in hospital usage requires a reduction in collections of between 10,000 and 12,000 donations a year. The future development of the HH service was also discussed.	Options paper on collections strategy, including the future of fixed clinics to be prepared for the Board.
8.0	Appointments to Sub-Committee and Terms of Reference for Approval	
8.1	<i>Performance and Development Committee</i> – the following appointments were approved by the Board. Chairperson Prof Anthony Staines, Kate Williams, Board Member and James Fitzsimons, external expert.	
8.2	<i>MAC</i> – the following appointments were approved by the Board. Dr Liz Kenny, Dr Julie Heslin, Dr Jorgen Georgsen.	
8.3	<i>Pension Trustee</i> – Ms Jane O'Brien's appointment as Trustee of the Pension Scheme was approved by the Board, the seal of the Board was applied to the Deed of Appointment and signed by the Chairperson.	
9.0	Cork Centre	
9.1	<p>The document received from CUH was discussed. J Cregan requested a full package of briefing materials to inform the Board's decision. The CE pointed out that the €2m savings required were only really achievable if the redeployment of the 26 staff concerned was feasible. There are 3 strands to the approach to deal with the surplus staff; redeployment to other public sector bodies; voluntary redundancy or pharma in the private sector. The HSE does not currently inform the IBTS of Medical Scientist vacancies in the region.</p> <p>It was noted that the functional content of the new building had yet to be agreed. The letter to the Chairperson from Prof J Higgins, G O'Dwyer and Dr J McCarthy was also discussed. The Board had proposed funding the academic post to 50% of salary cost in February. The proposal in the letter that this should now be 75% funded by the IBTS was not approved. The Board decision of 50% funding remains unchanged.</p> <p>The Board will make a final decision at the September Board meeting.</p>	<p>CE to circulate to the Board, report on transfusion in Munster by Dr Sam Rawlinson.</p> <p>CE to circulate an amended Heads of Agreement to the Board prior to sending it back to CUH.</p>
10.0	Pension Fund	
10.1	The CE briefed the Board on the Conciliation Conference facilitated by the LRC last week. The IBTS has agreed to work up a detailed proposal which will be circulated to all staff by the end of July. Management and unions will reconvene the Conciliation Conference on 02/09.	
11.0	Minutes of the MAC Meeting on 24/02/2014	
11.1	The minutes of the MAC meeting on 24/02 were discussed. The Chairperson of the MAC was not at the Board to go through the minutes. The Board agreed to amend the MAC minutes and that the Chairperson of the MAC be advised of the Board's decision.	CE to check if issues raised had been responded to.



Irish Blood Transfusion Service

Seirbhís Fuilaidriúcháin na hÉireann

12.0	Minutes of the Audit & Compliance Committee 24/03/2014	
12.1	The minutes were noted. The Chairperson of the A&C Committee added that the main issues for discussion were the outstanding recommendations from a number of audits and the integration of the risk registers which will be discussed at the A&C Committee in September. The Chairperson also added that the Committee had met the C&AG about the audit for 2013 at its most recent meeting.	
13.0	Minutes of the Finance Committee 12/02/2014	
13.1	The minutes of the Finance Committee were noted. The Chairperson of the Finance Committee added that the implementation of ABC is to go ahead and that most of variable elements regarding BECS pricing have been agreed.	
14.0	Correspondence	
14.1	Correspondence from the Director General of the Department of Health regarding a matter raised by the Chairperson was noted.	
15.0	Date of next meeting	
15.1	The next meeting of the Board will take place in the Board room at the NBC on Monday 8 th September at 12 midday.	

Signed: _____

Date: _____