

## MINUTES

<b>Date of Meeting</b>	20/04/2020	<b>Ref</b>	20/02/PMcN/MO'D
<b>Meeting</b>	<b>IBTS Board</b>		
<b>Present via videoconferencing</b>	Linda Hickey, Chairperson; Brian O'Mahony; Dr Satu Pastila; Dr Liz Kenny; Dr Ronan Desmond; John Malone; Deirdre Cullivan; Deirdre-Ann Barr; David Gray		
<b>Apologies</b>	Dr Sarah Doyle		
<b>In attendance</b>	Andy Kelly, Chief Executive; Orla O'Brien, Chief Executive Designate; Dr Stephen Field, Medical & Scientific Director		
<b>#</b>	<b>Item</b>	<b>Notes/Action</b>	
<b>1.0</b>	<b>Welcome and apologies</b>		
	It was noted that Dr Sarah Doyle sends her apologies due to her commitment to dealing with COVID -19 and that this was the first virtual Board meeting.		
<b>2.0</b>	<b>Conflicts of Interest</b>		
	No conflicts of interest declared.		
<b>3.0</b>	<b>Minutes of the Board meeting on Monday 10<sup>th</sup> February 2020</b>		
<b>3.1</b>	The minutes of Board meeting held on Monday 10 <sup>th</sup> February were agreed subject to amendment.		
<b>4.0</b>	<b>Chief Executive's Report</b>		
<b>4.1</b>	<p><i>Shareholder/Government</i> – The CE noted the M&amp;SD was setting up a Convalescent Plasma Programme and the M&amp;SD will go into further detail in his report. He has been in contact with HPRA. The CE noted the rise in Accident / Injury reports March 2020 v's March 2019 and confirmed all incidents have been investigated by the EH&amp;S Manager. Issues raised by the H&amp;S Audit of the Tissue Lab are being dealt with.</p> <p>Allogeneic tears proposal has been approved by EMT to manufacture 25 batches within current resources. Eye Bank will come back to EMT when Covid-19 crisis passes.</p> <p>The reduction in red cells and platelets were noted including the impact of this on the IBTS Financial Accounts for March.</p>		
<b>4.2</b>	<i>Clients and Partners</i> – the re-establishment of the National Clinical Programme was very welcome during the Covid-19 crisis, particularly in relation to the responses to surveys of blood usage carried out by this group.		
<b>4.3</b>	<i>Excellence in Donor Services</i> – maintaining a consistent supply of blood and the challenges facing the IBTS in relation to supply, use of short-dated blood and outdating were noted. The change in clinic times / operations during Covid-19 was also noted and the CE and Chair acknowledged the change in work practices by all staff during the current crisis to ensure that IBTS continued to deliver its services to patients and donors.		
<b>4.4</b>	<i>Effective Relationships and Collaborations</i> – The meeting between the Department of Health and IBTS has not taken place and probably will not until the current crisis has ended.		

4.5	<p><i>Building a high performance organisation</i> – GPTW ~ an action plan was presented and approved by EMT and will be worked on to ensure the plan is completed. The Managed Services contract has not been re-tendered due to Covid-19.</p>	
4.6	<p>COVID-19 ~ the paper circulated regarding Covid-19 was noted. The staff response, changing deployment of clinic teams, laboratories, facilities / events were all noted and the Board reiterated their thanks to both management and staff for the way they have dealt with this crisis. The Chairperson confirmed that she would be sending an email to all staff after the Board meeting expressing the Board's appreciation to all staff.</p>	
5.0	<p><b>Medical &amp; Scientific Directors report</b></p>	
5.1	<p>The report of the M&amp;SD was noted. There was a general discussion about Convalescent plasma and Prof Field confirmed that the IBTS has commenced a project, managed by a very experienced Senior Medical Scientist in the IBTS. M&amp;SD has been in touch with the HPRa to keep them informed.</p>	
5.2	<p>It was noted that there were 9 applications to be reviewed for the R&amp;D post and it is hoped to hold interviews via Zoom /Skype in the near future. The DRAFT R&amp;D Terms of Reference were noted. There were suggestions to the Terms of Reference and Prof Field confirmed that he would welcome all suggestions. It was agreed that the terms need to reflect that the Board would be approving specific projects or change in policy. . It was agreed that the level at which projects would come to the Committee for approval would be presented for Board approval. The Chairperson confirmed that Dr Satu Pastila and Mr Brian O'Mahony had both agreed to be Board representatives of the new R&amp;D Subcommittee. The Chairperson suggested that some International expertise on the Sub-Committee would also be welcome.</p>	
6.0	<p><b>HRD Presentation</b></p>	
	<p>The HRD joined the meeting and presented on the strategic work ongoing in the department as well as the changes that have been implemented as a result of Covid 19. A significant reduction in health and safety incidents was noted and this was attributed to a highly visible « Good Catch » campaign where staff identified potential hazards. The challenges in continuing with the Learning and Development programme in the current climate were highlighted. The Chairperson thanked the HRD for her detailed and informative presentation. Clarification on the reduced working year was sought. HRD explained that this was an extension of the previous Term Time scheme but would at all times be subject to business requirements. The significant changes in work practices that had been implemented in recent weeks because of Covid 19 and how many of these changes could be embedded in the future were discussed.</p>	

<b>7.0</b>	<b>Cork Centre</b>	
	Correspondence from Dr J McCarthy on behalf of CUH was noted. The CE response on 13th March was also noted. It was agreed that resource allocation after Covid 19 was likely to come sharply into focus. The CE added that at this stage, the DoH may want to become more actively engaged.	
<b>8.0</b>	<b>Minutes of the M&amp;SAC on 16th December 2019</b>	
	The Chair of the M&SAC acknowledged that the M&SD had brought the Board up to date on most matters. She added that Pathogen Reduction would be coming back to the M&SAC in the next 3 months. It was noted that the joint programme on blood management between the IBTS and the HSE had proved very useful during this time. The Chair added that Dr Stephen Morris from the NHSBT had attended his first meeting of the M&SAC this morning. She also said that the speed at which progress was being made on Convalescent Plasma was to be commended.	
<b>9.0</b>	<b>Any other business</b>	
<b>9.1</b>	The Chairperson had a number of matters to raise, including the deferral for the time being of the Strategy day and the effectiveness review. She was also aware that 2 sub-committees of the Board were not at full membership but hoped that this would be rectified as soon as a new Government was formed.	
<b>9.2</b>	The Chairperson noted that this was the Chief Executive's last Board meeting. On behalf of the Board she thanked him for his 22 years of service to the organisation as well as thanking him on a personal level for his support to her first as a Board member and then as Chairperson. She added that it was a very different organisation now to the one he joined in 1998 and that full credit should go to the CE for restoring public confidence in the IBTS. The CE thanked the Board for their support over the years.	
<b>10.0</b>	<b>Next Board meeting</b>	
	The next meeting of the Board will take place on <b>Monday 15<sup>th</sup> June at 12 noon.</b>	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_