

Minutes of the Meeting of the Board of the Irish Blood Transfusion Service held on Monday 16th May 2011 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
Ms. Sinead Ni Mhaille
Dr. Paolo Rebullia
Mr. David Keenan
Dr. Paul Browne
Mr. David Lowe
Ms. Marie Keane

Apologies:

Dr. Hilary O'Leary
Mr. Mark Moran
Ms. Ann Horan

Also in attendance:

Mr. Andrew Kelly, Chief Executive
Dr. Ian Franklin, Medical & Scientific Director
Ms Patricia McNally, Acting Secretary to the Board

The Chairperson opened the meeting and requested to the Board the following amendments to the Agenda;

- i. Item 10 ~ Board Evaluation Report would be dealt with at the end of the meeting;
- ii. Remuneration Report deferred to the June Board meeting

1. Minutes of the Meeting of the Board on 18th April 2011

The minutes of the meeting of 18th April 2011 were agreed subject to amendment. The minutes of the Special Board meeting held on 28th April were agreed.

2. Matters arising

Therapeutic Apheresis Service

Mr. Kelly and Dr. Franklin are to meet with Dr. B. White, HSE, to discuss / progress this issue.

Recombinants Factor VIII

The Seal of the Board was applied to the Recombinants contract as required.

Redundancy Scheme

IBTS is meeting with the DOH&C to discuss the proposal for a redundancy scheme in the IBTS.

World Blood Donor Day

All Board members were invited to a Donor Awards Ceremony in the Crowne Plaza Hotel to be attended by the President. The Chairperson urged as many Board members as possible to attend and meet the President

3. Chief Executive's Report

Blood supply

The blood supply remained strong in April. The CE noted that Red Cell Guidelines are currently being drafted by Dr. Murphy and the guidelines for the use of platelets have been sent to clinicians and the Irish Haematology Society. He noted that one issue was the constant fluctuation in usage which made the management of supply very difficult.

BECS

The CE was recommending to the Board that a Request to Participate (RtP) is published to progress this project. The Board approved an additional clause in the RTP document which would allow the IBTS to cancel / not proceed with the tender. Once this amendment has been made the Board agreed that the IBTS should proceed with the RtP.

Finance

The savings as reported were noted. The CE confirmed that savings had been made on staffing, Travel & Subsistence and from negotiations with suppliers. He also noted that a new price agreed for NAT test would result in a substantial saving in 2011.

Regulatory / Quality

The Electronic Ordering System pilot in SJH had been completed. Suggested changes by SJH are being made to the system with a revised system going back to SJH in July. It was noted that roll out of the system to all other hospitals would take place in September 2011. This date was chosen so that the burden of validation on the hospital staff would not be too onerous. The CE confirmed that a monthly meeting is taking place with the Operations Director, Director of Quality & Assurance and the Medical & Scientific Director to oversee the operation of the distribution network. He also confirmed that staffing in the issue lab had been reviewed and a further medical scientist has been deployed to the issue lab to deal with the workload in this laboratory.

Pension

The CE confirmed that a meeting with the Unions is taking place on Monday 30th May 2011 to discuss the current state of the IBTS pension fund. He also noted that he had spoken with the DOH&C enquiring whether the IBTS Pension Scheme would be subject to the new private pension scheme levy. The DOH&C are to get clarification on this from the Department of Finance and revert once clarification has been obtained.

Legal Cases

The CE noted that there were a number of legal cases still outstanding against the IBTS. He outlined these cases along with the potential cost. He noted that some of these cases had been inactive for some time but provision in the accounts have to be made for any potential settlement.

4. Medical Director Report

Dr. Franklin circulated a report which covered (i) Pathogen Inactivation, (ii) the Lab Review : impact of state of public finances on IBTS and (iii) Donor Selection: possible UK change to 'men having sex with men' criterion and impact in Ireland. In relation to the Donor Selection section Dr. Franklin recommended to the Board that the IBTS reserves its position until the evidence on which the UK has come to its decision can be reviewed by the IBTS noting that a safe and secure blood supply was the first priority for the IBTS. The Board agreed to this recommendation.

5. Health & Safety

The Environmental Health & Safety Manger, Ms. Louise Walsh, made a presentation to the Board on Heath and Safety in the IBTS. Ms. Walsh reported on the numbers of occupational injuries in the IBTS and outlined how this was dealt with by the Organisation. She also outlined how important health & safety is in the IBTS and noted that the IBTS has a national Health & Safety Committee and each regional centre has their own health & safety committee who report into the national committee. The Chairperson thanked Ms. Walsh for a very informative presentation.

6. Cork Centre

The CE reported on a meeting he had with representatives from HSE South and CUH in relation to the site for a new centre in Cork on the grounds of CUH. The issue of parking had been discussed and agreement reached in relation to costs of same. It was agreed that as the issue of car parking had been resolved the IBTS would go ahead with the site on CUH for the new Centre in Cork. Approval is required from the Board of the HSE. The CE noted that he is meeting with KSN Project Management on 17th May regarding next steps in relation to progressing the development of the new centre. The CE is to write to the DOH&C regarding the decision to locate the new centre on CUH. The CE noted that he would be writing to staff in Cork to inform them of the decision to locate the new centre on CUH subject to HSE Board approval and that once this approval had been agreed by the HSE Board he would be going to Cork to meet with staff regarding the new centre location.

7. Pension Scheme

The letter from the Chairperson to the Minister was noted. There as been no proposed date for a meeting with the Minister to discuss the IBTS pension scheme. The 31st May is still the date that the Board intends paying the historic liability into the IBTS pension scheme.

8. Presentation on 2008 / 2009 NHO Annual Report

Dr. Ann Fortune made a presentation on the 2008 / 2009 NHO Annual Report She outlined the remit of the NHO as set out in the Statutory Instrument and how this was achieved by the NHO. She gave a definition of Adverse Events and also gave a breakdown of the number of Serious Adverse Reactions (SAE) in Ireland in 2008 and 2009.

She also outlined the activities of the NHO engaged to promote patient safety in 2008 and 2009. The Chairperson thanked Dr. Fortune for her excellent and informative presentation.

9. Review of Internal Financial Controls

The Internal Audit Report on the Management Review of Internal Financial Controls year end 31st December 2010 was presented to the Board. The Board approved the report as presented.

11. Minutes of the MAC Meeting – 14th March 2011

The minutes of the meeting on 14th March 2001 were taken as read. The CE noted the IPFA / PEI International Conference will take place in Dublin 24th – 25th May 2011 and is due to be opened by the Minister for Health & Children, Dr. James Reilly.

12. Minutes of the Finance Committee Meeting – 14th February 2011

The minutes of the meeting on 14th March 2001 were taken as read. Mr. Lowe noted that cost saving reviews are continuing in the IBTS and reports from various cost saving groups will be presented to the July Board Meeting by the EMT. It was noted that staff costs are less than expected and the CE is to discuss this with the Director of Finance.

13. Audit & Compliance Committee Minutes 8th March 2011

The minutes of the Audit & Compliance Committee meeting of 8th March 2011 will be presented to the June Board Meeting.

14. Date of next meeting

The next meeting of the Board will take place on **Monday 20th June 2011 at 12.30 p.m.** in the Barry Room, St. Finbarr's Hospital, Douglas Road, Cork. Lunch with Senior Staff of the Centre will be at 11.45 a.m. and the meeting will commence at 12.30 p.m.

Signed: _____

Date: _____