

Minutes of the Meeting of the Board of the Irish Blood Transfusion Service held on Monday 17th December 2012 at 12.30pm in the Boardroom, National Blood Centre, James's Street, Dublin 8.

Present: Professor Anthony Staines, Chairperson
Ms. Jane O'Brien
Dr. Paolo Rebullia
Dr Lelia Thornton
Mr John Cregan
Dr Conor McGrane

Apologies: Mr Brian O'Mahony
Dr Paul Browne

Also in attendance: Mr. Andrew Kelly, Chief Executive
Dr. Ian Franklin, Medical & Scientific Director
Ms. Mirinda O'Donovan, Secretary to the Board

1. Members time

The Board met in private session.

2. Minutes of the meeting of 19th November

The Minutes of the Board meeting of 19th November were agreed without amendment.

3. Matters arising

Board appointments

Two new Board members have been appointed, Mr John Cregan and Dr Paul Browne. The Chairperson welcomed the appointments of the new Board members. The Board agreed that Dr Browne be appointed to the MAC and the Acting Chairperson proposed that he be appointed Chairperson. The Chairperson thanked Dr Thornton for Acting as Chairperson in the interim and it was agreed that Dr Browne would be approached with a view to taking on the MAC Chairperson role.

Contingency Workshop

The CE confirmed that the contingency workshop with the Consultants had taken place and that a report on the outcome was due in early January.

Audit & Compliance Committee

The Audit & Compliance Committee did meet to approve the Financial Statements for 2011 and the representatives of the C&AG attended this meeting.

4. Chief Executive's Report

Blood supply

Maintaining the blood supply has been very difficult. Donations are down over 800 units on the same period last year. Hospitals have been advised to conserve stocks and they have been assured that we will meet their requirements and a protocol is in place for medical release. Measures have been taken to increase donations leading into Christmas and over the New Year period.

ABC

The Finance Director will present on Activity Based Costing later in the meeting.

EOS

This has been put back to early January because of the time of year.

NHO

The draft agreement with the IMB was discussed. It was noted that this was not the ideal outcome from the IBTS point of view, but was the best option available as the DOH did not accept the IBTS reservations on this arrangement. The draft agreement was approved by the Board.

Transport Review

A conciliation conference took place last week, but there was no agreement. The IBTS will remain in process.

Diagnostics Cork

A meeting is scheduled for early January in CUH to discuss the future of this service. The CE confirmed that two staff had been seconded.

ICT Report

The CE went through the progress report on BECS.

Strategic Plan

The last session on the Strategic Planning process took place last week. It has been sent to the DOH for comment and will also be discussed with a group of clinicians before bringing it back to the Board for final approval. This will be the basis of all strategic planning and will be reviewed on a quarterly basis in 2013.

Contract

The Board approved the contract for supply of reagents for virology testing and the Chairperson signed the contract on behalf of the Board.

Audit & Compliance Committee meeting

Ms O'Brien briefed the Board on the A&C meeting. An external member was co-opted for this meeting, Mr Sean Wyse, who is a former member of the Finance Committee. The A&C Committee met the external auditors and the Financial Statements for 2011 were reviewed and approved by the A&C. All matters arising in the Management Letter were discussed with the External Auditors. The CE confirmed that the recently appointed Internal Auditor will be presenting a draft Audit Plan to the Executive on Wednesday.

5. Approval of Financial Statements

The Board approved the financial statements for 2011.

The Financial Statements were signed by the Chairperson and Ms O'Brien. The Chairperson and Chief Executive signed the letter of representation.

The Finance Director also made a presentation on the options available to the IBTS on Activity Based Costing. It was noted that the biggest risk to IBTS income arose from the potential volatility in platelet usage. It was agreed that the next step would be to present the proposal to the DOH and propose a medium term transition period. Discussions would also have to take place with the HSE.

6. Report on the outcome of IMB Inspection in the NBC

The Director of Quality & Compliance joined the meeting. The formal IMB inspection report has not yet been received. The IBTS has 35 days to respond to that report outlining the corrective measures that have been taken. The close out rate on incident reports was highlighted as was the management of complaints. There was a robust discussion on the IMB inspection report and the measures that are being taken to ensure that these issues do not arise again. A business case has been submitted to the DOH for the filling of the Quality Manager post at the NBC. The IBTS will also implement the fourth pillar of the EDMS by Q2 2013.

7. Pension Fund

A conciliation conference took place at the end of November. A letter was issued to both parties by the Conciliation Officer. The Pensions Board requires a funding plan by the end of June 2013. The DOH has been informed of the outcome of the talks and the CE is to write to the DOH formally inviting them to participate in the talks and he will copy the letter to the Secretary General. Correspondence from the Trustees regarding the current deficit was discussed. It was noted that €1.2m had been accrued because of the increased contribution recommended by the Actuary following the last valuation of the scheme. It was agreed to pay this sum.

8. Minutes of MAC meeting on 15th October

These minutes were noted.

9. MAC meeting on 17th December

The workshop on contingency was discussed. The report from the facilitator has not yet been received. This report is expected in early January and can be discussed at the January MAC. It was agreed that significant work would be needed to prepare the contingency proposal based on the workshop outcomes. It was agreed that this should be ready to come to the Board in April.

It was noted that there was nothing new on vCJD. Dr O'Riordan circulated 2 papers on Hepatitis E and the selection of anonymised samples is complete and testing will commence in January. The MAC also discussed the possibility of a scientific meeting on the subject. Dr Thornton gave a short presentation to the MAC on the National Hepatitis C database. It was agreed that the M&SD would present at the next MAC on the MSM issue and the outcome of the surveys.

10. Strategy Development

Once comments have been received from the DOH and the Strategy has been presented to a group of clinicians, it will be presented to the Board in February.

11. AOB

The Chairperson noted that the new Cork Centre was to be built on the CUH site and this location could present problems for a donor clinic. He suggested that some consideration be given to the location of a donor clinic.

12. Date of next meeting

The next meeting of the Board will take place on Monday 21st January at 12 noon.

Signed: _____

Date: _____