

**Minutes of the Meeting of the Board of the Irish Blood Transfusion Service held on Monday 15<sup>th</sup> April 2013 at 12.00 noon in the Boardroom, National Blood Centre, James's Street, Dublin 8.**

**Present:** Professor Anthony Staines, Chairperson  
Ms. Jane O'Brien  
Dr. Paolo Rebutta  
Dr Lelia Thornton  
Mr John Cregan  
Ms Linda Hickey  
Dr Cleona Duggan  
Ms Olwyn Bennett  
Mr Gerard Kelly

**Apologies:** Dr Conor McGrane  
Dr Paul Browne  
Mr Brian O'Mahony

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

**1. Members time**

The Board met in private session.

**2. BECS Progress Report**

The meeting was joined by the BECS Project Manager to give an update on progress.

**3. Minutes of the meeting on 18<sup>th</sup> February 2013**

The minutes of the Board meeting on 18<sup>th</sup> February 2013 were agreed subject to amendment.

**4. Matters arising**

*Haemachromatosis*

A proposal to progress this was on the MAC agenda for today.

*Board Governance*

Governance training took place on Monday 8<sup>th</sup> April for the Board.

*ABC Briefing*

DOH officials recently attended a briefing on ABC.

## 5. Chief Executive's Report

### *Blood supply*

The blood supply has remained strong through February and March. There has also been a drop in demand. Platelets issues are down 3% on budget. However, there is a 15% reduction in Qtr 1 2013 compared to Qtr 1 2012.

### *Finance*

There has been a €1.8m reduction in income for the 1<sup>st</sup> quarter of 2013 compared to Qtr 1 2012. However, there is a positive variance of €47,319 compared to budget.

### *Pension Fund*

A letter has issued from the LRC asking all parties to join round table discussions on this matter.

### *Regulatory Compliance*

Close out for deficiencies by the due date have been met. 3 applications were received for the post of NQAM, none of the applicants were called for interview. The CE expects to be back to the Board with a further proposal on this issue. This is a critical post for the IBTS and must be filled by an appropriately qualified person.

### *Transport Review*

The HSE's selected supplier has yet to receive a licence from the IMB as a Blood Establishment. The revised implementation date for the new transport arrangements is 13<sup>th</sup> May.

### *HR*

The previous Board operated a system of delegated authority to allow the Executive to fill front line posts within budget and ceiling. The CE sought the approval of the Board for a continuation of this arrangement. This was proposed by Ms J O'Brien and seconded by Mr G Kelly and approved by the Board.

### *Strategic Plan*

This has been with the DOH for a number of months and we have not received any feedback. The final plan will be presented to the Board in May for approval.

## 6. Membership of A&CC, MAC, Finance & Remuneration Committees & review of terms of reference

The Board approved membership of Board sub-committees as follows:

### **Audit & Compliance Committee**

Ms J O'Brien (Chairperson)

Mr G Kelly

Mr John Cregan

Dr C McGrane

Mr J Conlon (external)

Mr D Kelly (external)

### **Finance Committee**

Ms Linda Hickey (Chairperson)

Ms Olwyn Bennett

It was also agreed that the Chairperson of the Board would discuss membership of the Finance Committee with Mr B O'Mahony.

#### **MAC**

Dr Paul Browne (Chairperson)

Dr Lelia Thornton

Dr Paolo Rebullia

Dr Cleona Duggan

It was agreed that Director of Quality & Compliance would seek another technical external person for the Audit & Compliance Committee.

It was agreed that each sub-committee would review their own terms of reference at their next meeting and revert to the Chairperson with any comments or feedback. Any revisions will be on the agenda for discussion and approval at the July Board meeting.

The Chairperson also suggested that the Board consider reducing the frequency of Board meetings throughout the year, now that the sub-committee structure has been established. The Chairperson further suggested that two of those Board meetings would be dedicated to strategy. It was agreed to discuss this matter further at the next Board meeting.

It was also agreed to consider the establishment of a task group, once a decision was made on the Cork Centre

It was confirmed that the implementation of BECS would be examined by the IT Auditors and it was agreed that reporting on BECS from the Project Manager would be to the Finance Committee from now on.

#### **7. Pension Fund**

The court case is scheduled to proceed on 30<sup>th</sup> May. The scheme met the funding standard this year. The new funding standard comes into effect in July 2013, which includes a requirement for a reserve fund. The transfer of two staff to SJH has been delayed because of the outstanding pension scheme issue, however, the two are unconnected. The establishment of the new single public service pension scheme also has implications for the future of the existing scheme.

#### **8. Presentation on restructuring**

The Operations Director joined the Board meeting to co-present on the restructuring proposals. The outputs of the contingency workshop have been costed and are being considered by the M&SD and Dr W Murphy but needs further work. The CE hopes to have the CUH proposals for the June Board so that the Board is in a position to make a decision on the Cork Centre. It was noted that the drop in income for the first quarter of 2013 was of some concern and that rebalancing of component prices is one element of the solution, however the ongoing losses incurred in running a diagnostics service in two centres was also noted. It was agreed that a draft proposal for rebalancing pricing should go to the Finance Committee, including costs per unit in other blood services.

**9. Minutes of the MAC Meeting of 21<sup>st</sup> January**

The minutes were noted.

**10. Report from the MAC Meeting of 15<sup>th</sup> April**

It was noted that the SABTO decision has still not been made public. There was some discussion on informed consent for transfusion. Emerging infections include the outbreak of influenza in China – no recommendations regarding deferral policy at this time. HEV – sero-prevalence testing is ongoing. Reactive rate of 5%. The result of the mini NAT pooling will be ready by the end of the month.

It was agreed that the HH project plan would be sent to the Board. It was also recommended the Council of Europe Guidelines regarding risk of transfusion transmitted diseases from donors be circulated to the Board.

**11. Date of next meeting**

The next meeting of the Board will take place on **Monday 20<sup>th</sup> May 2013 at 12 noon.**

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

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