

MINUTES

| | | | |
|------------------------|--|--|------------|
| Date of Meeting | 14/12/2015 | Ref | 15/08/MO'D |
| Meeting | IBTS Board | | |
| Present | Prof Anthony Staines, Chairperson; Kate Williams, Deirdre Cullivan, Dr Jorgen Georgsen; Dr Julie Heslin; Dr Liz Kenny; Brian O'Mahony; Linda Hickey; Dr Ronan Desmond; Yvonne Traynor; John Malone | | |
| Apologies | Simon Mills | | |
| In attendance | Andrew Kelly, Chief Executive; Dr William Murphy, Medical & Scientific Director; Mirinda O'Donovan, Secretary to the Board | | |
| # | Item | Notes/Action | |
| 1.0 | Minutes of the meeting of 16/11/2015 | | |
| 1.1 | The minutes of the Board meeting on 16/11/2015 were agreed without amendment. | | |
| 2.0 | Matters arising | | |
| 2.1 | All matters arising were covered by the Agenda | | |
| 3.0 | Chief Executive's Report | | |
| 3.1 | <i>Shareholder/Government</i> – HPRA inspection carried out on 26/11. The findings of this inspection were incorporated into the major cited during the inspection in Cork for the Haemospect. The monies owed by SJH and OLCHC and now the MUH is still outstanding. Efforts by the DOH to get the hospitals to pay the outstanding debts have not been successful and the DOH is aware that the IBTS now has no choice but to pursue repayment via legal means. The Risk Register was reviewed by the Audit & Compliance Committee at its meeting on 7 th December. It will be a standing item on that agenda. The income for November is positive. | The Board approved the proposal to issue notice of legal proceedings against the relevant hospitals. | |
| 3.2 | <i>Customer</i> – the D'Olier Street lease has been referred for Arbitration. Discussions on the purchase of a new premises for the Tuam Centre is ongoing. The CE is committed to finding a way to resource the NTC after a resource proposal was rejected by the DOH. | | |
| 3.3 | <i>Excellent Donor Services</i> – there has been a significant increase in our advertising spend in recent weeks to address the shortfall in donors eligible to attend clinic in light of the withdrawal of the Haemospect. The number of first time donors to attend clinic at the end of November was 13,448 compared to 15,760 for the same period last year. 834 people with HH have attended the D'Olier Street clinic to date and 407 have attended the Cork Clinic giving a combined total of just over 1,000 donations. | | |
| 3.4 | <i>Safe and sustainable supply</i> – testing of the contingency agreement with the NHSBT for the supply of FRCCs in the event of a catastrophic failure at the NBC was successfully carried out. Outstanding issues with MAK invoicing for eProgesa are being resolved. A patch on the system is being scheduled for the New Year. | | |
| 3.5 | <i>Learning and Growth</i> – presentations have taken place at every centre attended by the pension scheme administrators and either the CE or the HRD. Individualised statements outlining the impact of the proposed changes to the scheme have also been made available to every staff member. | | |
| 3.6 | <i>Legal cases</i> – the CE updated the Board on the JR case. The list of outstanding legal cases against the IBTS was also discussed. A | | |

| | | |
|------------|--|---|
| | large number of them are dormant and have not been active for many years. The CE advised the Board on one case that is currently active. | |
| 4.0 | Succession planning | |
| 4.1 | The CE advised the Board that a recruitment process to replace the Operations Director in April has been concluded and discussions are ongoing with the preferred candidate. The job description for the appointment of a replacement for Dr J O’Riordan has also been agreed with the NVRL. This post will be advertised early in the New Year. A UK based recruitment agency has been selected for recruiting a replacement for the M&SD. The CE added that confirmation of any arrangement with Trinity College on an academic part to the post will need to be confirmed before the recruitment process commences as it could have a significant bearing on interest in the post. The Training and Development Manager has just returned from leave and a Talent Management Policy will be in place in 6 months. | Chairperson to follow up with Dr P Browne re: Trinity element to M&SD post. |
| 5.0 | Hb measurement | |
| | The M&SD briefed the Board on developments with the withdrawal of the Haemospect and the reintroduction of the Haemocue for reading Hbs on clinic. The Haemocue is currently producing a 6% false positive rate in women and a 3% false positive rate in men. Letters have issued this week to 1,000 donors who were identified as at highest risk. The remaining 90,000 donors will be written to in January. The manufacturers of the Haemospect issued a Field Notice this week. The donor deferral rate has increased significantly and is currently running at 24% Estimated cost to the IBTS so far is in the region of €500,000. The M&SD confirmed that the FBCs which are currently being carried out are being done externally and that the intention is to replace technology to create internal capacity for this test.. It was confirmed that the IBTS needs an additional 4,500 donors between now and the end of April to make up the shortfall in donations from the increased deferral rate. The M&SD confirmed that the Haemocue falsely fails about one third of the donors who fail haemoglobin. The Chairperson thanked everyone for their work in managing through this issue and in particular thanked the M&SD for his clear and concise communication of what was a complex problem in the media. | |
| 6.0 | Review of Board 2015 | |
| 6.1 | The Chairperson advised the Board that evaluating its performance is a requirement. The IOD has been consulted and their advice was to wait until the early Summer 2016 when the Board had a year in place. There are a number of different levels of evaluation, it was agreed that a questionnaire would be administered to the Board and that the results would be analysed externally, that this feedback would come to the Chairperson first and then to the Board in April/May 2016 and form part of a wider evaluation at time. The Chairperson asked the new Board Members if they had any feedback on the induction process for new Board Members. The feedback was generally positive. Longer serving Board members expressed an interest in revisiting the laboratories as technology will have changed since their own induction. It was noted that the Board will be preparing a new Strategic Plan over the course of 2016 and it was | Secretary to the Board to circulate the IOD and IPA training programmes for 2016 to Board Members. CE to look at hiring a sole practitioner to carry out the questionnaire and analysis. |

| | | |
|------------|--|---|
| | agreed to start this process in the Spring. It was agreed that this would take place on Saturday 12 th March from 10am to 4pm and that an agenda for the day would be agreed with the Executive Management Team. | |
| 7.0 | REMEMI | |
| 7.1 | The M&SD and the Chairperson met Prof Barry and Prof O'Brien regarding the future development of advanced cell therapy in Ireland. The existing programme of funding from the IBTS was extended by another 2 years. It was agreed that an MOU would be devised on how this programme is going to develop. The M&SD noted that the HPRA licence for the Limbal Stem Cell Suite was still pending and once this is in place, the IBTS will have processing capacity for advanced cell therapies. It was noted that this should form a useful part of the discussion on Strategy in the Spring. The Chairperson advised that the IBTS have agreed to work with REMEDI to prepare the case to the DOH for its future research and development programme. | |
| 8.0 | Cork Centre | |
| 8.1 | The CE briefed the Board on the current position with the site for the new Centre. The architects had met with representatives of IBTS on 8 th December to review our requirements. The proposal submitted by CUH is in excess of their actual requirements in terms of space sought. The Board reiterated that the space envelope for the Centre is what has been approved by the Minister and unless CUH had additional funding then this had to be adhered to. The CE has advised the Project Steering Group that the design brief must be completed by the end of Q1 2016. No decision has been made yet on the future of the MUH blood bank and this would have direct implications for the design brief of the new Centre. The COO of the South/South West Group has been tasked with getting a decision on this issue from the Group CEO. The project steering group are meeting again in early January. | |
| 9.0 | Minutes of the MAC of 12th October | |
| 9.1 | The minutes of the MAC were taken as read. The Chairperson of the MAC highlighted a number of issues to the Board. The MAC recorded their congratulations to the CE and M&SD for their handling of the Haemospect issue. It was confirmed that HEV testing was going live on 4 th January. The Consensus Conference on 21/22 April was discussed. Prof John Bonnar has agreed to Chair it. The M&SD has been in contact with countries where the change in deferral policy has already been implemented. Medical manpower requirements for the future was discussed and the consultants have agreed to bring initial proposals forward on medical manpower for the IBTS. The M&SD is taking the lead on this. Presentations by Medical personnel to the Board were proposed for 2016. Some concerns about the division of roles and responsibilities between the Board and its subcommittees and the Governance role of the Board were discussed. It was agreed that the medical consultants would present at the first 3 Board meetings and that the Board would then review. The presentations would be on specific topics. A matter of medical manpower in the Cork Centre was also discussed. The Chief Executive informed the Board that in relation to the medical manpower issue in Cork we were now having to re-employ a retired | Chairperson of MAC to schedule the Medical Personnel presentations. |

| | | |
|-------------|--|--|
| | SpMo when this situation should have been avoided. This is contrary to best practice in public sector HR. | |
| 10.0 | Minutes of the Finance Committee meeting of 4th November | |
| 10.1 | The minutes were taken as read. The Chair of the Finance Committee briefed the Board on the main issues regarding the budget. The CE updated the Board regarding the additional €2m sought in funding from the DoH, this is now looking less likely. Regarding the monies owed by SJH and OLCHC, it was confirmed that the DoH has accepted that proceedings will now be commenced to recoup the monies owed. It was noted that the Board has fiduciary duties to the IBTS and is obligated to pursue debts owed. | |
| 11.0 | Minutes of the Audit & Compliance Committee of 9th November | |
| 11.1 | The minutes were taken as read. The Chairperson of the A&C Committee briefed the Board on the Committee's recent meetings. There has not been an A&C meeting since March of this year, so the agenda was lengthy. A number of completed audits were reviewed. The Risk Register was reviewed and work to reduce the number of items on the amalgamated risk register has commenced. Issues with stock control, payroll and HR issues were highlighted, these are being managed. The issue of mandatory H&S training is also being prioritised. The CE advised the Board that IBTS is currently tendering for IA services. | |
| 12.0 | Pension Scheme | |
| 12.1 | The Board expressed concern that ballot of staff had not taken place when the timeline for acceptance of the proposal was 4 th January. The Chief Executive said that he did not know when the ballot was taking place. The Chairperson asked the Board to consider the options available to it if the staff reject the proposal in the ballot. The CE advised the Board that he had spoken to the Trustees about the possibility of needing a meeting at short notice. In the event that the proposal is rejected, the Board will ask the Trustees to change the Trust deed. It was noted that if the proposal is accepted, then the Board will ask the Trustees to change the Trust Deed, a Ministerial Order is then necessary for the IBTS to be able to retain the money and put it in the pension scheme. If the ballot is rejected, the Board will ask the Trustees to change the Trust Deed to reflect the proposal. If there has been no ballot before the due date, or balloting across the unions has not concluded, then some additional time will be provided to conclude the process. | CE to write to the unions seeking confirmation as to when they will have the outcome of their ballots. |
| 13.0 | Schedule of Board and Sub-Committee meetings for 2016 | |
| 13.1 | Two meetings for 2016 were rescheduled, the April meeting was changed to Monday 11th April and the June meeting was changed to Monday 13th June . | |
| 14.0 | Date of next meeting | |
| 14.1 | The date of the next Board meeting is Monday 15th February at 12 noon . | |



Signed: _____

Date: _____