

## MINUTES

<b>Date of Meeting</b>	23/02/2015	<b>Ref</b>	15/01/MO'D
<b>Meeting</b>	<b>IBTS Board</b>		
<b>Present</b>	Prof Anthony Staines, Chairperson; Gerry Kelly, Olwyn Bennett; Dr Cleona Duggan; Dr Julie Heslin; Kate Williams; Dr Liz Kenny; Brian O'Mahony; John Cregan		
<b>Apologies</b>	Jorgen Georgsen		
<b>In attendance</b>	Andy Kelly, Chief Executive; Dr Willy Murphy, Medical & Scientific Director; Mirinda O'Donovan, Secretary to the Board		
<b>By Audio-link</b>	Linda Hickey		
<b>#</b>	<b>Item</b>	<b>Notes/Action</b>	
	It was agreed to take item 10 on the agenda first.		
<b>1.0</b>	<b>Minutes of the meeting of the Board on Monday 15/12/2014</b>		
<b>1.1</b>	The minutes of the meeting of the Board on Monday 15 <sup>th</sup> December were agreed without amendment.		
<b>10.</b>	<b>MSM and Blood Donation in Ireland – letter from the Minister</b>		
<b>10.1</b>	<p>There was an extensive discussion about how the Board would respond to the Minister's letter. The parallel with HEV testing was noted, the IBTS has made a recommendation to the Department of Health, but the decision to implement testing is for the Department. It was agreed that once the April MAC had considered the additional evidence sourced by the M&amp;SD, it would make a report to the Board and once the Board had considered this report from the MAC the IBTS would engage in a discussion with the Department of Health on the report. It was agreed that the IBTS would welcome the opportunity to contribute to any consultative process the Minister establishes under the auspices of the Department of Health.</p> <p>It was also noted that the M&amp;SD has been asked to consult with the Government of the Isle of Man on this issue.</p>	<p>M&amp;SD to carry out further research on compliance and risk. Revert to April MAC with a report on the risks of various options for change and the status quo.</p>	
<b>3.0</b>	<b>Chief Executive's Report</b>		
<b>3.1</b>	<i>Customer</i> – the CE corrected the figure in his report on the monies owed by SJH and OLCHC. He has been advised that the 2 nurses transferred on secondment to SJH with the therapeutic apheresis service are now doing general nursing duties and SJH has been approved to fill the two therapeutic apheresis posts.	CE will try again to recoup the monies owed before the next Board meeting.	
<b>3.2</b>	<i>Safe &amp; Sustainable Supply</i> – the revised proposal for the Contingency plan hot site was discussed. The proposal to locate the hot site in the Cork Centre was approved by the Board. The CE received correspondence for the DoH on Friday regarding project costs and timelines for the new Cork Centre.	Letter from DoH to be circulated to the Board.	
<b>3.3</b>	<i>Learning &amp; Growth</i> – Easter weekend is the target go live date for eProgesa. There are still issues with BOSS and labels are also still a problem. The concentrator is progressing well. The Finance Committee will be reviewing progress on this project in detail later in the week.		
<b>3.4</b>	<i>Pension Scheme</i> – Conciliation was meant to take place last Friday, but was cancelled as the DoH/D/PER had not responded. There is also a letter from the Chair of the Trustees seeking a payment to fund the actuarial deficit until the end of the scheme year. The Board decided to defer a decision on this request until the April Board		

	meeting.	
3.5	<i>Resignation</i> – the Finance Director J Campbell has resigned and is moving to a post in the HSE. On behalf of the Board, the Chairperson thanked the Finance Director for his contribution to the organisation during his time at the IBTS.	
3.6	Mr G Kelly raised an issue regarding his involvement as a consultant with a former employer who has a commercial interest in a company that the IBTS helped with some research.	
4.0	<b>Quality &amp; Compliance Presentation</b>	
4.1	The Director of Quality & Compliance made a presentation on the Key Performance Indicators for Quality and continuous improvement. The Chairperson thanked the Q&CD for a detailed and informative presentation.	
8.0	<b>Minutes of the Audit &amp; Compliance Committee 8<sup>th</sup> December</b>	
8.1	The minutes of the A&C Committee were noted. The PMDS scheme is to be streamlined and relaunched.	
5.0	<b>Statement of Internal Financial Controls</b>	
5.1	The Board recommended a number of corrections to the Statement of Internal Financial Controls. A number of clarifications were also sought as this Statement referred to the 2013 Audit. G Kelly also noted that the P&D Committee had met 3 times in 2014, but only one set of minutes were circulated. The Chairperson agreed to circulate the minutes from the other meetings to the Board members. The Statement of Internal Financial Controls was approved by the Board. It was noted that the terms of office for 7 members of the Board will expire at the end of May. The Chairperson advised Board Members interested in reapplying that they would be required to fill out an application form on Stateboards.ie.	Secretary to the Board to notify Board Members when the advertisement for vacancies goes up on stateboards.ie.
9.0	<b>Minutes of the MAC meeting of 10<sup>th</sup> November</b>	
9.1	The minutes of the MAC meeting of 10 <sup>th</sup> November were noted. The TORs for the MAC have been finalised by the Committee and are submitted to the Board for approval. Issues of note at the MAC were emerging infections, Ebola monitoring, discussions on HEV ongoing with the DoH but there has been no progress regarding the food chain. B O'Mahony sought clarification as to whether he can attend the MAC as an observer. It was noted that this matter had been clarified at the Board meeting in June 2014 and that Board Members were eligible to attend the MAC as observers.	Letter to Minister re MSM to be circulated.
6.0	<b>BCP and Risk Dashboard</b>	
6.1	The Risk & Resilience Manager joined to the meeting and the CE introduced him to the Board. The R&RM made a presentation to the Board on the gap analysis and development work which has been carried out on the BCP to bring it up to date. The plan will again be substantially altered post single site processing in Q3. The current BCP was approved by the Board. The dashboard format for the presentation of inherent risks was approved, subject to a name change. It was suggested it be referred to as a summary or overview. There were a number of queries on the role of IT in the BCP and Disaster Recovery, the implications for BECS and the BCP arrangements for Tissue Banking. The frequency of Desk Top exercising the BCP was also discussed. The Chairperson thanked the R&RM for his detailed and informative presentation.	



**Irish Blood  
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11.0	<b>Date of next meeting</b>	
11.1	The date of the next meeting of the IBTS Board is <b>Monday 20<sup>th</sup> April at 12 noon.</b>	
11.2	The Board Strategy Day will take place on <b>Friday 13<sup>th</sup> March, commencing at 8.30am and finishing at 3pm.</b>	

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

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