MINUTES

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| *Date of Meeting* | 12/06/2017 | ***Ref*** | 17/03/MO’D |
| *Meeting*  | IBTS Board  |
| *Present* | Prof Anthony Staines, Chairperson; John Malone, Dr Liz Kenny, Deirdre Cullivan, Linda Hickey, Kate Williams, Dr Ronan Desmond |
| *In attendance* | Andy Kelly, Chief Executive; Dr Stephen Field, Medical & Scientific Director; Mirenda O’Donovan, Secretary to the Board |
| *Apologies:*  | Dr Yvonne Traynor, Simon Mills, Brian O’Mahony |
| *By Audio-link* |  |
| **#** | Item | Notes/Action |
| **1.0** | **Private session** |  |
| **1.1** | The Board met in Private Session without Executive present. The Board discussed medical staffing structures. |  |
| **2.0** | **Minutes** |  |
| **2.1** | The minutes were agreed, subject to amendment. |  |
| **3.0** | **Matters arising** |  |
| **3.1** | Strategy – the CE advised that approval from the DoH for the IBTS Strategy 2017 – 2020 is still outstanding. |  |
| **4.0** | **CE’s Report**  |  |
| **4.1**  | *Shareholder/Government* – a governance meeting with the DoH will take place on Thursday. There is a GDP inspection scheduled for the Cork Centre on 22/06. Costings are being prepared for a hot site for IT disaster recovery.  |  |
| **4.1** | *Clients and Partners* – there have been no reportable incidents in Health and Safety so far this year which is a very positive development. Sales of FRCCs and platelets are up and the increased usage is spread across a number of hospitals. |  |
| **4.0** | *Excellence in donor services* – B&A survey of donors and non donors completed. The Know your Yype pilot has been concluded and a report is due on this shortly. Tenders are being reviewed for the new Tuam Centre. The D’Olier Street refurbishment is complete. WBDD is on Wednesday 14/06. IBTS has organised a photocall with the assistance of Dublin Fire Brigade and Joe Duffy has also agreed to take part. |  |
|  | *Excellence is services to hospitals* – CE to meet H Byrne, Head of Acute Hospitals in the HSE next month.  |  |
| **5.0** | *Effective relations and collaborations* – The HH Association held its AGM in the NBC on 27th of May. CE attended.M&SD has established a group to try and resolve the outstanding issues regarding collection of HH blood not for transfusion on clinic and the risks associated with it.  |  |
| **6.0** | *Building a High Performance Organisation* – PD training has commenced with senior management. CE and ITM have met with another public sector organisation that has gone through the process of tendering for managed services PR technology – meeting held with supplier and CE confirmed that IBTS is discontinuing the implementation of this project.  |  |
| **6.1** | *Haemospec*t – the CE updated the Board on preparations for mediation with the supplier on 04/07. The Board discussed what would be considered a fair settlement of the case. L Hickey confirmed that she would be contactable by phone on the day, if the CE needed to consult. |  |
| **6.2** | *Emergency Plan* – the CE advised that the IBTS emergency plan has been reviewed and updated. The four local authorities in Dublin have been contacted and provided with the relevant contact details. The CE noted that the Belgian Red Cross and the French will be presenting at the ISBT next week on emergency responses to terrorist attacks.  |  |
| **7.0** | *Consultant shared post with OLCHC* – Conference call with the CE of OLCHC this morning to progress the joint appointment. The CE indicated that a Consultant is leaving in September. The Chair expressed concern about the Consultant post in Cork. M&SD confirmed that he had been in contact with Dr Power and the Chair asked that he convey the Board best wishes to her.  | Board agreed to fill joint post with OLCHC. |
| **5.0** | **Final TTI Report** |  |
| **5.1** | M&SD briefed the Board on the outcome of the various investigations and reports and the conclusions. This report will go to HPRA as a final report. The Board agreed to make the information public before the end of the month. | DoH and consultant treating patient to be notified in advance of public announcement.MAC minutes to be checked for gender identifying information. |
| **6.0** | **Presentation on 2016 Financial Statements** |  |
| **6.1** | The Finance Director and Purchasing Manager joined the meeting. The FD presented the 2016 Financial Statements, the annual audit process and the management accounts to date in 2017 to the Board. He highlighted the main factors behind the financial statements which included the drop in red cell usage and the additional costs from the withdrawal of the Haemospect device. The main increases and decreases in both income and expenditure were explained including for example the introduction of HEV testing. The Board approved the Financial Statements for signature and the letter of representation.The FD continued by looking at the management accounts for the beginning of 2017 which are notable as they reflect the changes to ABC based prices and a noticeable increase in red cell usage in the first five months of the year. The management accounts to May are showing a surplus of just under €600k compared to a budgeted deficit of €266k. The FD noted a number of items that may impact the finances in the next few months such as the unbudgeted pay increase for those earning under €65k from April to September and also professional service costs and the legal costs regarding the mediation and arbitration processes currently underway. The Chairperson thanked the FD and his staff for their work in preparing the financial statements. |  |
| **7.0** | **Presentation on Procurement Practice in the IBTS** |  |
| **7.1** | The Purchasing Manager gave a presentation on procurement practice in the IBTS. The Board discussed the value and use of competitive dialogue in the Irish public sector. The Chairperson thanked him for his detailed and informative presentation. |  |
| **10.0** | **Minutes of the Audit, Risk & Compliance Committee 29/03/2017** |  |
| **10.1** | Taken as read. The Internal Auditors raised an issue regarding the timely response to the report on succession planning. The Committee met the C&AGs after they had concluded their audit at its meeting on 30/05 and raised various issues, principally the Haemospect issue and 2 employee cases. Waiting on the management letter to be issued. The Learning and Development strategy was discussed.  | Focus on succession planning at the September Board meeting. |
| **8.0** | **Minutes of the MAC meeting of 10/04/2017** |  |
| **8.1** | Succession planning in the medical department was discussed. M&SD is planning to establish a scientific group to feed into the MAC. The MAC terms of reference will be reviewed to facilitate this. TTI was discussed. MAC will review the STI deferral data in September. Donor Consultant has set up a group to look at the issue of donor ID. In the US, NAT on the Zika virus has been carried out on 4.2m donations, 23 cases have been identified. The CE advised that a new international expert is to be appointed to the Board. It was agreed that pending the letter of appointment from the Minister for Health, she would be appointed to the MAC. The M&SD is introducing a decision log system for medical policy decisions. |  |
| **9.0** | **Minutes of the Finance Committee 31/01/2017** |  |
| **9.1** | Taken as read. The Finance Committee also met in May. It was noted that the IBTS is still a going concern in the Financial Statements. The C&AGs raised the issue of the 19.5% employer contribution for pensions for the Single Public Service Pension Scheme. Clarification from DPER has been sought but has still not been received. The IBTS is of the view that an employer contribution is not appropriate based on the legislation. |  |
| **11.0** | **Cork Centre** |  |
| **11.1** | The CE advised that documentation for tendering for a design team is being prepared by the IBTS. |  |
| **12.0** | **Date of next meeting**  |  |
| **12.1** | The date of the next meeting of the IBTS Board is **Monday 11/09/2017 at 12 noon in the Cork Centre** |  |

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