

MINUTES

Date of Meeting	14/12/2020	Ref	20/07/MO'D
Meeting	IBTS Board		
Present (via Zoom)	Linda Hickey, Chairperson; David Gray; Dr Satu Pastila; Brian O'Mahony; John Malone; Deirdre-Ann Barr; Dr Liz Kenny; Dr Ronan Desmond; Dr Sharon Sheehan; Deirdre Cullivan; Kate Williams		
Apologies	Dr Sarah Doyle		
In attendance	Orla O'Brien, CEO; Dr Stephen Field, M&SD; Mirenda O'Donovan, Secretary to the Board		
#	Item	Notes/Action	
1.0	The Board met in Private Session		
2.0	Conflicts of Interest		
	No conflicts of interest declared.		
3.0	Minutes of the Board meeting of 9th November 2020		
3.1	The minutes of the Board meeting of 9 th November were approved without amendment.		
4.0	CEO report		
4.1	Shareholder/Government		
	HPRA inspection at the NBC last week. Inspection team were on site for just one day, the remainder of the inspection was done remotely. No majors and 4 "other deficiencies" cited. NHO Governance – meeting held with the HPRA to progress formal Haemovigilance arrangements. DoH quarterly governance meeting will take place this week. Charities Code – CEO confirmed IBTS has been in receipt of small amounts of donation. Compliance record is being completed.		
4.2	Excellence in Donor Services		
	Project Plan for the Eye Bank has commenced. Donor Awards ceremonies – alternative proposal discussed and approved. Blood supply is very strong heading into Christmas. A plan for new donor recruitment is being developed.		
4.3	Safe and Sustainable supply		
	Tissue bank will be re-audited early in 2021.R&RM gave a comprehensive update to the A,R&CC last week on Brexit preparedness.		
4.4	Effective relationships		
	E,H&S – one new reportable incident to report since the October figures. CEO confirmed there had been no COVID-19 transmissions identified in work.		
4.5	Building a High Performance Organisation		
	IT – due diligence completed on the preferred supplier for the managed service. Contract to be issued this week. The recruitment process for the post of M&SD did not yield a successful candidate. This will be revisited again with the specialist search agency in the New Year.		
4.7	Bank Mandate		
	Change to the bank mandate to include O O'Brien was approved by the Board.		
4.8	The CEO confirmed that IByTeS will be circulated to the Board members separately and made available on Decision Time. The		

	CEO also confirmed that a Christmas video message to staff has been recorded and will be circulated this week.	
5.0	Medical & Scientific Director Report	
5.1	R&D Strategy	
	Dr Waters will join the meeting to present the strategy for approval. The ToRs for the R&D Committee are also before the Board for approval.	
5.2	Pathogen Reduction	
	This was discussed at the M&SAC this morning. Now that the scientific evidence for proceeding has been reviewed, a health economic assessment will be carried out. The possible costs of introducing this technology was discussed.	
5.4	Convalescent Plasma	
	The IBTS has been successful in securing EC funding for the infrastructure required to collect and store CCP.	
5.5	Malaria testing	
	A workshop on this was held in November. The importance of a Bi-directional interface was discussed. M&SD confirmed that he and the CEO have met a representative from the Sickle Cell and Thalassemia representative groups.	
5.6	Bacterial testing of platelets	
	The project to move the bacterial testing regime to a day 2 test and extend all platelets to 7 day products has been successfully implemented.	
5.7	Blood shortages	
	A successful webinar was held on blood shortage plans by the Clinical Lead Adviser for transfusion. A desktop exercise to test the plan will be scheduled for early 2021. NTAG has also issued guidelines on CMV negative blood.	
7.0	Board effectiveness review	
	<p>The Chair presented the outputs of the Board effectiveness review survey. It was noted that an externally facilitated review will take place in 2021. Feedback and additional comments provided by Board members were discussed. It was noted that EBA benchmarking data would be presented in 2021. Changes to the Directives on Blood and Tissue are expected to be agreed in 2021. The Chair added that the CEO will be reviewing the format of her own report to the Board and that the new format should be in place for the February Board meeting.</p> <p>The Chair added that any further feedback that individual Board members would like to give to her directly would be welcome.</p>	<p>It was agreed that DT would be used for information that might be of interest to the Board, including all governance documents, and for a board effectiveness issues tracker.</p> <p>Code of Conduct to come back to the Board in February for review/approval.</p>
8.0	R&D Strategy	
	Dr Waters joined the meeting for this item. It was noted that B O'Mahony has agreed to Chair and J Malone has also agreed to join the R&D Committee. The key themes for the strategy were outlined. The research vision, mission and values were identified. Objectives	M&SD to present the outcome of the previous research

	<p>of the strategy include improved donation and donor care, progressive blood service and clinical leadership. The research governance and infrastructure was outlined. The research priorities identified were collaboration, leadership, culture and engagement and communication. Key deliverables for 2021 were also outlined. The funding available for research was discussed. – M&SD confirmed that 1% of annual income was set aside for research and as this had not been fully utilised for the last couple of years, he confirmed sufficiency of funds available to commence research programme. Alignment of the R&D strategy with the Organisational Strategy was discussed. Dr Waters confirmed that the timelines were different but as this was the first R&D Strategy it made sense to embed it in a shorter timeframe and aim to align both after 2025. It was noted that Limbal Stem Cells will come under the R&D Strategy as will the re-establishment of the Eye Bank. Dr Waters confirmed that she would be working with the Project Office Manager to align normal project management and oversight with research developments. The Chair thanked Dr Waters for her work on this. Strategy approved.</p>	<p>collaborations to the Board.</p>
8.1	ToRs for R&D Committee	
	<p>It was agreed that the M&SD would revisit the definition of membership to be more flexible. The responsibilities of the Committee and its role in terms of governance were discussed. It was agreed to include this in the ToRs.</p>	<p>Final ToRs to come back to the Board for approval in February.</p>
9.0	Organisational Strategy	
	<p>L Carrigan joined the meeting for this item to discuss minor amendments to wording of Vision, Mission and Values . L Carrigan noted that once the strategy was approved by the Board a detailed implementation plan would be developed The Chair and the CEO thanked L Carrigan for her work on bringing the strategy together. Strategy approved.</p>	
10.0	Matters reserved for the Board & Matters delegated to the Executive	
	<p>These two documents were discussed. Board approval for senior management posts were discussed The Capex limit for the CEO was also discussed. It was noted that large Capex projects are reviewed by the Finance Committee.</p>	<p>Chair of the Finance Committee to table Finance Committee ToRs for review.</p>

11.0	Succession Planning Progress Report	
	Substantial work has been done with the Executive Management Team on this and is ongoing. The CEO noted that this will feed in to the PD cycle in 2021 and will be supported by the Talent Management Framework.	
12.0	Minutes of the A,R&CC of 8th September 2020	
	The minutes were noted. The Chair of the A,R&CC updated the Board on the most recent meeting held on 07/12. Two IA reports were reviewed, both were satisfactory. It was noted that the organisation is 2 years in to a 3 year IA plan. Outstanding IA recommendations were reviewed. The Committee also received a report on Risk Management which covered shortage of blood components, contingency and COVID-19. Guidance from the C&AG on the impact of COVID-19 on the control environment was also noted. The management letter from the C&AG has been received and there were no issues. It was noted that the C&AG has outsourced the 2020 audit. The Committee also reviewed the Committee ToRs and have asked the Internal Auditors to look at these for compliance with requirements of the Code of Practice. The Committee Chair thanked the FD and his team for their work throughout the year.	
13.0	Minutes of the M&SAC meeting of 14th September	
	The minutes were noted. At the M&SAC meeting held earlier, the position paper on Pathogen Reduction was discussed and once the Health Economic Assessment is completed it will come back to the M&SAC. The successful application for EC funding for the infrastructure required for CCP collection and storage was also noted. Dr Power is to present to the Committee on the CMV negative issue.	
14.0	AOB	
	The CEO spoke about her first 6 months in the organisation and thanked the Board for their support in what was a challenging time to transition to new leadership in the organisation. The Chair thanked the CEO, the EMT and the staff for their work in what has been an exceptional year.	
15.0	Date of next meeting	
	The next meeting of the Board will take place on Monday 15th of February 2021 at 11.45 a.m.	

Signed: _____

Date: _____