

MINUTES

Date of Meeting	09/11/2020	Ref	20/06/MO'D
Meeting	IBTS Board		
Present (via Zoom)	Linda Hickey, Chairperson; Deirdre Cullivan; Dr Sharon Sheehan; Brian O'Mahony; John Malone; David Gray; Deirdre-Ann Barr; Dr Liz Kenny; Dr Ronan Desmond; Satu Pastila; Kate Williams;		
Apologies	Dr Sarah Doyle		
In attendance	Orla O'Brien, Chief Executive Officer; Dr Stephen Field, Medical & Scientific Director; Mirenda O'Donovan, Secretary to the Board		
#	Item	Notes/Action	
1.0	Welcome and apologies		
	The Chairperson welcomed everyone to the meeting and noted apologies from Dr Sarah Doyle. The Chairperson added that she had been in touch with Dr Doyle to keep her up to date and that the CEO will also be speaking to her this month.		
2.0	Conflicts of interest		
	No conflicts of interest were declared.		
3.0	Minutes of the Board meetings on 14th September and 9th October		
	The minutes of the meetings on 14 th September and 9 th October were agreed without amendment.		
4.0	Items for discussion		
4.1	Chief Executive Officer's Report		
	<i>Shareholder/Government</i> – meeting with HPRA last week. NHO governance is now back on the agenda for further discussion. Governance meeting with the DoH took place on 17/09. The next DoH governance meeting is scheduled for 17/12. A project manager has been engaged to prepare an implementation plan for re-establishing the Eye Bank. Five H&S incidents in September/October. Tissue bank being re-audited.		
	<i>Excellence in donor services</i> – demand for red cells has normalised. One in 83 people have HH in Ireland, IBTS has approximately 1,700 donors with HH which is about 3% of those with HH in the population. There was some discussion about how people with HH who would be eligible to donate could be targeted to become donors. The Chair suggested that local champions in the HH community be identified to encourage others to become donors. The CEO confirmed that the IBTS has communicated with GPs and HH units in the hospitals regarding our services. M&SD reiterated that it was important to note that the IBTS is not responsible for HH donors clinical care, this was the responsibility of their primary consultant. DoH issued a tweet last week to support donation. CEO confirmed the blood supply is being kept under close review and that local radio has been very helpful. The fill rate for appointments is over 80%. Discussion to take place with Children's Health Ireland regarding options for collaboration on the R&D agenda into the future,	The Chairperson asked that realistic targets be set for recruiting HH donors and a plan to do so prepared.	
	<i>Safe & Sustainable supply</i> - Dr Field has been invited to join the Board of Sickle Cell and & Thalassaemia Ireland. B O'Mahony advised that he too had been asked to join the Board but declined because of time commitments, but he added that the IHS has provided support and advise.		

	<p><i>Learning & Growth</i> – the first group to go through the iLead training programme have almost completed the course. Work on a talent management framework is about to commence. The preferred supplier for the managed IT service has been selected – due diligence is underway and it is expected that, contracts will be signed in December and full transition will be completed by July 2021. The Semester Patch is on target for completion by the end of Q1 2021. Interviews are being held next week for the M&SD replacement. The CEO confirmed that there has only be one confirmed case of COVID-19 among staff to date.</p>	
	<p><i>Single Public Service Pension Scheme Additional Voluntary Contributions (AVCs)</i> – Board approval for the creation of an AVC plan for members of the SPSPS was sought. The proposal was approved.</p>	
	<p>The CEO confirmed that red cell sales were behind by 6.7% for 2020. She also confirmed that there will be further updates to eProgesa required in the future. She added that there will be a post implementation ‘lessons learned’ exercise carried out once the Semester patch goes live. It was noted that the IT managed services contract should release internal IT resources to manage future major upgrades in a more streamlined manner. It was also noted that there has been significant progress on succession planning and a report on this was requested for the December Board meeting.</p>	<p>Progress report on succession planning to come to the December Board.</p>
4.2	Medical & Scientific Director’s Report	
	<p>R&D strategy will be ready to present to the December Board meeting. The Chairperson confirmed that B O’Mahony and Dr S Pastila have agreed to sit on the R&D Committee and she asked for one further volunteer from the Board to participate. M&SD advised that a sero-prevalence study for COVID-19 among the donor population using historic samples was about to commence. TTV Risk assessment completed by P Williams and Dr N O’Flaherty. The Risk of HIV transmission is 0.1 per million (one transmission every 65 years) HCV transmission is 0.07 per million (one transmission every 91 years). HBV transmission is 0.2 per million (one transmission every 35 years).</p>	
4.3	Presentation of budget 2021 by Finance Director	
	<p>The Finance Director joined the meeting for this item. The budget process has been very challenging this year because of the impact of COVID-19. The 2021 proposed budget has been examined by the Finance Committee. The deficit at the end of September stood at €1.228m. but the operational forecast for year end is €900k which excludes the pension lump sum. Red cells sales were down 7.1% on 2019 (€2m). Platelets were down 0.8%. Unlike the first lockdown, normal hospital activity has not diminished this time round. €400k was received from the DoH for the Consultants arrears. The summary position for budget 2021 is as follows: budgeted income €68.3m, budgeted expenditure €68.7m, proposed deficit of €0.4m. Proposed red cells for 2021 115,500, proposed platelets 22,400 units. There are no price increases proposed. A small increase in testing income is anticipated. A separate COVID-19 budget has been drafted that balances the additional costs as a result of COVID-19 such as PPE/Transport/ additional staff cover and cleaning costs</p>	<p>Budget 2021 approved by the Board.</p> <p>Pension Scheme proposals approved.</p>

	<p>with the savings on Training/Travel and advertising. The key assumption is that income levels throughout the year can be maintained and the normal level of hospital activity is not adversely impacted by COVID-19. The biggest cost increase from last year is the 2% pay increase from October 1st last. This will add €400k to next year's cost base in terms of basic pay but that is the last pay increase from the current pay agreement. WTE numbers have remained fairly static with some movement within the various cost centres while the payroll diversity factor has remained at €1.4m for 2021. Board approval sought for the 2021 budget with a commitment to do all we can to not only balance the books in 2021 but to endeavour to return a surplus. Approval was also sought for the pension scheme proposals including the transfer of the €1.5m lump sum to the pension scheme. The payroll split between the IBTS Superannuation Scheme and the SPSPS was queried. FD said he thought it was 50:50 but would confirm that directly. FD confirmed that the employer contribution to the pension scheme was going up to 22.5% from 20.9%. The Chair of the Finance Committee added that bringing a proposed budget with a deficit was not ideal but under the circumstances was realistic. The Chairperson thanked the Finance Director and his team for their hard work in preparing the budget.</p>	
4.4	Strategy Update – Renewed Vision & Mission	
	The CEO went through the proposed options on vision and mission. The preferred options were discussed and approved with one change.	
4.5	Cork Centre	
	The CEO confirmed that progress on an options appraisal was well underway. All of the stakeholders have been identified. The CEO hopes to present a completed options appraisal to the February Board.	
5.1	Items for decision	
5.1	Appointment of new Board member to Audit, Risk & Compliance Committee	
	The appointment of Dr Sharon Sheehan to the A,R&CC was approved by the Board.	
6.0	Items for information	
6.1	Governance Update	
	The Chairperson advised that her term will be up in October 2021 and due to the revised limit of 8 years for serving on a Board she will not be eligible for a second term. The annex to the Code of Practice on the Governance of State Bodies on gender, diversity and inclusion was discussed. It was noted that future appointments to the Board will be at the Category II level of Directors Fees. The Chairperson also reminded the Board that the Board effectiveness review survey was circulated on Friday and encouraged all Board members to complete same.	
6.2	Minutes of the M&SAC meeting of 15th June 2020	
	Noted. The Chair of the M&SAC added that the adjustment to bacterial testing was being progressed. A report is due from M&SD on pathogen reduction. A specialist in health economics from TCD will look at pathogen reduction. NTAG – there are 9 different areas identified and work ongoing.	

6.3	Minutes of the Finance Committee of 15th July & 30th September 2020 Reviewed Terms of Reference for Finance Committee	
	Noted. The Chair of the Finance Committee said that IBTS insurance brokers had attended and advised that medical device insurance cover was not available as a stand alone policy. It was agreed that a gap analysis be undertaken. Budget parameters were agreed. There was a comprehensive presentation on procurement at the September meeting. The Committee's ToRs were reviewed – no changes were made. The Committee also met the Pension Trustees on 28/10.	ToRs reviewed – no changes made.
7.0	Date of next meeting	
7.1	The next meeting of the IBTS Board will take place on Monday 14 th December 2020 at 12.00 noon in the NBC	

Signed: _____

Date: _____