

MINUTES

Date of Meeting	16/11/2015	Ref	15/07/PMcN
Meeting	Board Meeting		
Present	Prof Anthony Staines, Chairperson; Brian O'Mahony; Jorgen Georgsen; Dr Julie Heslin; Deirdre Cullivan; Linda Hickey; Dr Liz Kenny		
Apologies	Kate Williams; Dr Ronan Desmond, Yvonne Traynor; John Malone; Simon Mills;		
In attendance	Andy Kelly, Chief Executive; Dr William Murphy, Medical & Scientific Director, Ms. Patricia McNally, Acting Secretary to the Board		
#	Item	Notes/Action	
1.0	Minutes of the Board meeting of 15th June		
1.1	The minutes of the Board meeting of 7 th September 2015 and the Special Board Meeting of 28 th October 2015 were agreed subject to amendment.		
2.0	Matters arising		
2.1	All matters arising were covered by the Agenda		
14.0	Donor Haemoglobin		
14.1	Dr. Murphy reported on an issue which had arisen in relation to the taking of donor Hb at clinics. He noted that the IBTS introduced a new non-invasive point-of-care device in July 2014 to measure the haemoglobin level in blood donors prior to accepting them for donation however the IBTS recently discovered that the new non-invasive point-of-care device gives inaccurate results in some individuals with anaemia down to, and probably below, 8.4 g/dL. Dr. Murphy confirmed that this issue had been reported to the HPRA and the manufacturer of the device. He outlined the steps being taken by the IBTS in relation to this issue including the option to import blood if necessary. The CE noted that there would be a lot of media attention as the IBTS would have to manage the blood supply and request that more male donors attend clinics as this is vital to the continuation of supply to hospitals. Dr. Murphy also confirmed that he will also be writing to hospitals asking them to adhere to guidelines and to conserve use of blood where possible		
5.0	MSM Donating ~ Judicial Review		
5.1	<p><i>High Court Case</i> ~ The Judicial Review is due for mention in the Court on Tuesday 17th November. The CE confirmed that the IBTS were looking for a deferral on the judicial review to mid-2016. He confirmed that the DoH was also looking for a deferral and as a result the plaintiff's solicitor was going to ask the Court to defer for a week while he takes instruction from his client.</p> <p><i>MSM</i> ~ A copy of the letter from Dr. Murphy to the Department of Health dated 15th November 2015 was noted regarding the proposal as stated in the letter that the "IBTS convene a two day consensus conference of experts in Ireland who are able to consider the matter in depth. The Consensus Statement from the conference would then be discussed by the National Consultants and a recommendation from the MAC would be discussed by the Board.</p>		

3.0	Chief Executive's Report	
3.1	<p><i>Shareholder/Government</i> – the CE noted the five recent HPRA inspections which have taken place over the last number of weeks. He outlined the findings and noted that minutes of the close out meetings had been circulated to all Board members.</p> <p>In respect of monies owed by SJH and OLCH the CE confirmed that the DoH had been trying to get a solution to this issue but should one not be forthcoming the IBTS will issue a letter to both hospitals outlining the intention to take legal action to recoup the monies owed.</p> <p>There were 2 contracts requiring Board approval and both contracts were agreed, signed and sealed by the Chairman.</p>	
3.2	<i>Customer</i> – the issue of rent review of D'Olier Street was noted	
3.4	<i>Effective Relationships</i> ~ The CE confirmed that he would be requesting a meeting in early 2016 with the CMO / DoH.	CE to organise meeting with CMO / DoH
3.5	<i>Pension</i> ~ The CE confirmed that issues raised by Unions in relation to the change are being worked through and a document answering queries raised by the Unions has been sent back to them. He confirmed that the Unions would be recommending a Yes vote for a change to the pension scheme. The IBTS will provide each staff member with a statement outlining the impact of the change on their pensions and the CE will be visiting each centre to speak with staff regarding the proposed changes to the pension scheme.	
4.0	Succession Planning	
4.1	The CE confirmed that a job description for Dr. O'Riordan's post has been agreed with the NVRL and this will be advertised in the near future. He also confirmed that he had met with Professor P. Browne regarding the academic link for Dr. Murphy's post and he is to write Prof. Browne on this.	CE to write to Prof. P. Browne
6.0	Presentation on Budget 2016	
6.1	Mr. Noel Murphy, Director of Finance, made a presentation on Budget 2016. He outlined the proposed pricing options for 2016. The Board approved the overall budget 2016.	
7.0	Cork Centre	
7.1	The next meeting of the Cork Project Steering Group is scheduled to take place on Friday 20 th November when a site will be discussed with the CUH architects, Avanti. The CE will update the Board at the December Board meeting.	Site options to be discussed at December Board
8.0	Minutes of the MAC Meetings of 20th July & 7th September 2016	
8.1	The minutes were noted. The Chair of the MAC noted that the relationship between Board & MAC had been discussed and it was proposed that as there were new members on the Board it would be opportune for Consultants to give presentations to the Board on their area of responsibility. The Chairperson of the MAC will agree topics with the Consultants and a schedule will be given to the December Board for approval.	Schedule of presentations by Consultants to be circulated with December Board papers.

9.0	Minutes of Finance Committee of 7th October 2015	
9.1	The minutes were noted. The Chair of the Finance Committee noted that there had been another meeting on 4 th November to discuss budget 2016.	
10.0	Minutes of the Audit & Compliance Committee of 23rd March 2016	
10.1	The minutes were noted. The CE confirmed that there had been a meeting of the A&CC on 9 th November which had reviewed Internal Audit reports. He noted that one report on Health & Safety had highlighted an issue with mandatory training and all other reports reviewed were satisfactory. Another meeting has been scheduled for 7 th December to deal with all QA issued.	
11.0	National Transfusion Committee	
11.1	The National Transfusion Committee letter from the DoH stating that they were not in a position to provide funding was noted. It was confirmed that Dr. Power is continuing with the establishment of this Committee with the RCSI even without the funding of the 0.5 Consultant post.	
12.0	Schedule of Board & Sub-Committee meetings for 2016	
12.1	A DRAFT schedule of meetings was circulated. There were no objections to dates as circulated. The CE noted that the first 3 meetings of the Board in 2016 were on the 3rd Monday of the month while the second three meetings would be on the 2 nd Monday of the month. A schedule of presentations to meetings in 2016 is to be agreed at the December Board Meeting.	Secretary to draft a schedule of presentations for 2016
12.2	The Chairperson noted that the December Board meeting would take some time to review the work of the Board over 2015. He asked Board members to consider what training they require to help them in their role as Directors and this would be discussed at the December meeting also.	
13.0	Date of Next Meeting	
13.1	The next meeting of the Board will take place on 14/12/2015 . The meeting will commence with a Lunch and the Secretary to advise all members in relation to timing of lunch / meeting / Chairperson's meeting with staff.	Secretary to confirm timings for December meeting with Members.

Signed: _____

Date: _____