

MINUTES

Date of Meeting	16/04/2018	Ref	18/02/PMcN
Meeting	IBTS Board		
Present	Prof Anthony Staines, Chairperson; Yvonne Traynor; Kate Williams; Brian O'Mahony; Dr Satu Pastila; Linda Hickey; Dr Liz Kenny Deirdre Cullivan		
Audio Link	John Malone		
Apologies	Simon Mills; Dr Ronan Desmond;		
In attendance	Dr Stephen Field, A/Chief Executive and Medical & Scientific Director; Patricia McNally, Acting Secretary to the Board		
#	Item	Notes/Action	
1.0	Private Session for non-executives		
2.0	Minutes of the Board meeting on 12th February 2018		
2.1	The minutes were agreed subject to amendment.		
3.0	Matters arising		
3.1	There were no matters arising		
4.0	Chief Executive's Report		
4.1	<p><i>Shareholder/Government</i> - The A/CE & M&SD report was noted. He confirmed that the IBTS had responded to HPRA regarding the Tissue Bank Inspection and they had accepted the responses and this audit was now closed out.</p> <p>The A/CE confirmed that a business case for allogeneic tears would be developed by the IBTS for approval.</p> <p>The Accident / Injury data to end of March 2018 was noted however a Board member questioned the difference between the reporting of HSA reportable accidents (2) and lost time accidents (0). It was agreed that an explanation for this would be sought from the EHS Manager.</p> <p>The A/CE & M&SD confirmed that the final report on Storm Emma and how it was dealt with by the IBTS had been completed. Lessons learnt and recommendations for future events was noted. The A/CE & M&SD confirmed that all orders during the weather event had been filled and the Board expressed their thanks to all staff who worked to enable the IBTS to deliver service. The subsequent appeal and the fantastic response from donors both new and old was noted.</p>	A/CE & M&SD to clarify with EHS	
4.2	<p><i>Excellence in Donor Services</i> - D'Olier Street / Mobile One split has been referred to the Labour court with a date of 23rd May scheduled for the hearing. The Tuam Centre design has been awarded and final drawings / costings are expected to be brought to the EMT at the end of April.</p> <p>The HH programme has been progressed with a plan developed for HH donors noted. However, it was confirmed that responsibility for managing the medical condition of these donors would remain with their medical practitioner.</p>		
4.3	<i>Safe & Sustainable supply</i> – The A/CE & M&SD noted that the joint Consultant appointment with OLCHC had been advertised and three applications have been received with interviews to be scheduled when the CE returns for SL.		
4.4	<i>Excellence in services to hospitals</i> – an outbreak of measles in the Limerick area was noted and all clinics in this area will display relevant signs / posters in relation to the outbreak. A paper on the		

	TTI has been published in Vox Sanguinis.	
4.5	<p><i>Building a high performance organisation</i> – The PD process is still ongoing within the organisation and all senior managers are being requested to have conversations with their direct reports as soon as possible.</p> <p>An IT team had visited Amsterdam to review how they deal with Semester Patches implementation / validation and a report had been presented to EMT on this. It was noted that nearly all BTS are having issues with Semester Patch implementation and problems are not unique to the IBTS.</p>	
5.0	Presentation on HR	
5.1	<p>Ms Olga Flinter, HR Manager and Mr Nesson Rickard, Director of HR attended the Board meeting.</p> <p>Ms Flinter noted the WTE in the IBTS at December 21st 2017 was 475.13 with a headcount of 575. She confirmed that the IBTS had conducted 106 recruitment campaigns in 2017 and noted that from 79 appointments 18 (22%) had subsequently left and most of these would have been in Nursing. Work in retaining staff is required within the organisation. She outlined IR / ER cases 2012 to 2017 and sick day lost 2010 – 2017 noting that 5,959 (5.53% whereas HSE / DOH are @ 4 – 4.5%) sick days were lost in 2017 in the IBTS. She outlined work undertaken by HR Administration and projects currently on-going within the HR Department. She also outlined training course attendance within the organisation.</p> <p>Mr Rickard outlined succession planning currently underway in the organisation noting it was an area which needed more work. He noted other challenges and opportunities for the organisation and the HR Department. The Chair thanked Ms Flinter and Mr Rickard for their presentations</p>	
6.0	Update on GDPR	
6.1	<p>Ms Sabrina Keenan gave a status update on GDPR in the IBTS. She outlined where we are in relation to record of processing and policies and procedures. She noted that IBTS Contracts have been reviewed and allocated a priority of 1 / 2 / 3 and work was continuing to enable the IBTS to be GDPR compliant with Contracts. Training for staff will take place via an eLearning tool for staff in fixed centres with presentations being made to staff on mobile teams / centres. She confirmed that achieving full GDPR compliance will require continuing work, but that very substantial progress has been made over the last two years. The main area outstanding is amending supplier contracts, and while key suppliers have been dealt with, there are a significant number of suppliers outstanding. The question in relation to sanctions for not being compliant on the day was asked and Ms Keenan confirmed that this had not been finalised by the Data Protection Commissioner as yet.</p>	
7.0	Update on Medical Staffing	
	The M&SD noted the SpMO vacancy in Cork had been advertised and there are two applicants. Future roles and professional positions for the SpMOs are under review. Interviews for this post take place	

	<p>shortly. Succession planning is discussed regularly with the MAC and a succession plan for the M&SD post will be developed once the Consultant post with OLCH has been filled.</p>	
8.0	Follow-up from Board Review	
8.1	The Final Report of the Board Effectiveness Review was noted. A copy of suggested Agenda / summary of review held on 5 th March and the sample work programme was also noted. The Chairperson thanked all members of Board and EMT for their involvement in the process.	
8.2	<p><i>Recommendations</i> – the schedule of Recommendations was discussed and the following was agreed</p> <p>R1 : The P&D Committee TOR will be reviewed when the CE returns from SL;</p> <p>R2 : The Chairperson will speak with members about attendance / contribution at meetings;</p> <p>R3 : The IBTS does give the DoH & PAS lots of notice for vacancies; This will be discussed further between the Chairperson and DoH</p> <p>R4 : Video Conferencing / Skype facilities will be investigated;</p> <p>R5 : Private Session has commenced with Board members;</p> <p>R7 : ToR for MAC was discussed at their meeting today and will be tabled for discussion with Board at the September meeting;</p> <p>R8 : It was agreed that the R&R Manager would be invited to attend 2 meetings per year to update Board on Risk within the IBTS;</p> <p>R9 : Induction Process will be reviewed with the CE on his return from SL. It was agreed that a glossary of terms should be available to new Board members to enable them to have a better understanding of what is being discussed;</p> <p>R10 : Board members will avail of training and Board members will be invited to the A&CC Corporate Training at the end of May;</p> <p>R11 : It was agreed that this would be an item for discussion at the September Board meeting with the possibility of an external expert being invited to advise Board on how strategy development should be prioritised by the Board;</p> <p>R12 : It was agreed that minutes would be more narrative with more information on discussions that take place. It was agreed that minutes would not be published on the website and all minutes would be issued under FOI request;</p> <p>R13 : It was agreed that that change to the Board Agenda will be discussed with the CE on his return from SL;</p> <p>R14 : Workplan of items for discussion will be discussed with the CE on his return from SL;</p> <p>R15 : The Chairperson has written to the DoH on this issue but has no response to date;</p> <p>R16 : It was noted that most, if not all, EMT make a presentation at least once a year to Board. Having more input from EMT members will be discussed with CE on his return from SL;</p> <p>R17 : Each Board member to provide a 3 line bio and photo for inclusion in the Annual Report;</p> <p>R18 : It was noted that the Chair and Board members of A&CC are to request a meeting with the C&AG to see about progressing the issuing of the Management Letter to the IBTS in a more timely manner.</p>	<p>Chairperson</p> <p>Chairperson</p> <p>Chairperson</p> <p>Secretary</p> <p>Chair of MAC</p> <p>Secretary</p> <p>Chairperson / CE</p> <p>Secretary</p> <p>Chairperson / CE / Secretary</p> <p>Secretary</p> <p>Chairperson / CE</p> <p>Chairperson / CE</p> <p>Chairperson</p> <p>Chairperson / CE</p> <p>Board members</p> <p>Chair of A&CC</p>

9.0	MAC meeting of 12th February 2018	
9.1	<p>The signed minutes of the meeting of 12th February were circulated. Dr Kenny updated the Board on the MAC meeting of 16.04.18. She confirmed that HIV data for deferral for full year will be reviewed at the meeting June. She noted that there were 304 deferrals for STI but since the change in policy had been implemented these have been reviewed and 89% of those deferred have been reinstated as donors. Malaria testing will be investigated and a scoping document will be presented to the June MAC.</p> <p>A review of the vCJD policy is being undertaken by the M&SD and the MAC will have a workshop on 29th May to discuss the policy review / recommendation. Donor ID was also discussed and a new EBA directive on donor ID will be reviewed and discussed at the June MAC meeting.</p>	
10.0	Minutes of Audit, Risk & Compliance Committee 24th January 2018	
10.1	<p>The minutes of the A&CC meeting on 24/01/2018 were circulated. These were noted.</p> <p>The IT Security Audit Report was noted as the IBTS had received an “unsatisfactory” in relation to internal vulnerability and this will be reviewed by our the EMT.</p>	
11.0	Finance Committee Update	
11.1	<i>Revised Authorisation Limits</i> ~ The Chairperson of the Finance Committee noted that the authorisation limit for the DoF had been increase from €500K to €1m. The limit of €500k would not allow the DoF sign off on certain issues in the absence of the CE (e.g. pension / payroll) which necessitated the increase. This was agreed by Board.	
11.2	<i>Revised Bank Signatory Listing</i> ~ due to change in staff and the need to have an up-to-date signatory listing it was agreed that the proposed listing which was signed by the Chairperson.	
12.0	Cork Centre	
12.1	The M&SD noted meetings he had with Dr Power in Cork. He noted that he will be discussing this further with the CE on his return from SL. He noted that he also had met with Prof M Cahill and Dr Carlson (Renal Medicine) regarding therapeutic apheresis in Cork and had discussed the possibility of it being transferred to the hospitals but this had not been agreed. He noted that staffing in Therapeutics in Cork was an issue and another nurse will be required to provide cover for current staff.	
13.0	Date of next meeting	
11.1	The next meeting of the Board of the IBTS will take place on Monday 11th June at 12 noon in the NBC.	

Signed: _____

Date: _____