

MINUTES

Date of Meeting	10/12/2018	Ref	18/06/MO'D
Meeting	IBTS Board		
Present	Linda Hickey, Chairperson; Dr Sarah Doyle; Yvonne Traynor; Dr Ronan Desmond; Deirdre Cullivan; Dr Liz Kenny; Dr Satu Pastila; Kate Williams		
In attendance	Andy Kelly, Chief Executive; Dr Stephen Field, Medical & Scientific Director; Mirenda O'Donovan, Secretary to the Board		
By Audio-link	John Malone		
Apologies	Brian O'Mahony, Simon Mills		
#	Item	Notes/Action	
1.0	Private Members time		
2.0	Minutes of the Board meeting of 12th November		
2.1	The minutes of the meeting of the Board on 12 th November were approved without amendment.		
3.0	Matters arising		
4.0	Chief Executive's Report		
4.1	<i>Shareholder/Government</i> – the HPRA inspection in the NBC took place at the end of November. The CE confirmed that there was one major deficiency. The CE and the Chairperson met the Secretary General of the DoH in November. The CE raised the issue of the number of tissue establishments in the country and the Secretary General indicated he would be interested in looking at this further.		
4.2	<i>Clients & Partners</i> – Fetal Genotyping – this service is still not being fully utilised by the maternity hospitals that agreed to the service provision. It is hoped that as soon as the IT elements for reporting are resolved that the number of tests will increase. The R&RM is participating in the UK Forum for Risk and Contingency. The number of H&S reportable incidents was discussed. Filling of the joint vacancy with SVUH for a Consultant Haematologist has been approved.	CE to confirm comparison with last year's figures for incidents reportable to the HAS.	
4.3	<i>Excellence in Donor Services</i> – 15.5% of all blood issued last week was O negative. The Welsh Blood Service visited last week. A project to look at donations in D'Olier Street will commence in the New Year. The CE confirmed that HH patients could now attend all clinics.		
4.4	<i>Learning and Growth</i> – GPTW – the CE confirmed that the staff survey closed on Friday and participation was at 68% The first round of PD reached 98% compliance. The second cycle has already commenced. Issues with the service provider of IT Helpdesk are continuing. Interviews are taking place this week for the Service Integration Manager post. He also advised the Board on the outcome of a legal case that had been settled. The CE also updated the Board on the ongoing Arbitration case against our insurance provider. There was some discussion about the acceptance of liability by the providers of Directors and Officers cover.	CE to confirm that acceptance of liability by providers of Directors and Officers cover is in writing.	
4.5	<i>BCP</i> – the CE updated the Board on the BCP desktop test that was carried out in the NBC on 27/11. A full report is being prepared on the lessons learned		

5.0	Risk Register	
5.1	R&RM joined the meeting. The Risk Management Policy was presented to the Board. These are ranked as follows: green risks are managed locally, amber risks are escalated to the EMT. The top 10 risks and the inherent risks are reviewed by the A,R&CC and the Board. The R&RM identified the current top 3 risks as shortage of blood, IT/DR site failure and the potential impact of Brexit on operations.	
6.0	Cork Centre	
6.1	The CE briefed the Board on correspondence from CUH. The Board asked the Executive to develop a detailed plan to implement the Board's decision. It was agreed that this would be discussed in full as part of the Board Strategy day in March and that the plan would come to the Board at its April meeting.	
7.0	Presentation on developments in transfusion	
7.1	M&SD Dr S Field presented to the Board on developments in transfusion. There was a discussion on the role of clinical governance in the IBTS. M&SD proposes to hold a workshop on this in the New Year. A substantial review of the donor selection guidelines is underway. An infection sub-group has been established which is Chaired by Dr O'Flaherty. A review of false positives arising from the change in technology in the Virology Laboratory is also underway. A proposal to introduce malarial testing is due to be considered by management later this week. Further engagement with the LGBTQI community will also take place. A compliance study is to be developed with the HRB. The vCJD deferral review is still ongoing. Pathogen Reduction is also to be discussed further and s the risk-based decision-making framework will be used to evaluate this technology, to determine whether the IBTS should implement it or not. The National Clinical Transfusion Programme is still being discussed with the HSE.	
8.0	Minutes of the MAC meeting of 12th November	
8.1	The new testing platform in virology has gone live. A meeting with the Ophthalmologists Association of Ireland regarding reinstatement of the Irish Eye Bank was deferred. The consultant post vacancy is to be advertised internationally. R&D programme will be on the agenda for strategy meeting in March.	
9.0	Audit, Risk & Compliance Committee meeting of 4th September	
9.1	ToR for all sub-committees of the Board to be reviewed. A programme to look at vendor assurance is being developed by the Q&CD. The findings on the IT audit are to be followed up and closed out. The CE added that a lot of those outstanding are related to IT security and a company has been selected from a procurement process to provide these services. The Management Letter from the C&AGs was also discussed.	
10.0	Date of next meeting	
10.1	The next meeting of the Board will take place at the NBC on Monday 11th February 2019 at 12 noon.	

Signed: _____

Date: _____