

MINUTES

Date of Meeting	10/02/2020	Ref	20/01/MO'D
Meeting	IBTS Board		
Present	Linda Hickey, Chairperson; Deirdre Cullivan; Dr Satu Pastila; Deirdre-Ann Barr; Dr Liz Kenny; Dr Ronan Desmond; Kate Williams; Brian O'Mahony		
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	Dr Sarah Doyle; David Gray		
#	Item	Notes/Action	
1.0	Decision Time Training		
1.1	Training completed		
2.0	Welcome & apologies		
2.1	Apologies from 2 Board members noted.		
3.0	Conflicts of interest		
3.1	No conflicts of interest declared.		
4.0	Minutes of the Board meeting on 09/12/2019 and 23/12/2019		
4.1	The minutes of the Board meetings of 09/12 and 23/12 were approved subject to amendment.		
4.2	<i>Matters arising</i> – Apheresis sets – there was a revised offer from the supplier last week for the Celtic Services. The IBTS contract is up on 01/07 and other blood services have contracts that are up before the IBTS. The IBTS blood bag contract has another 2 years to run, this will be an issue in the future.		
5.0	Chief Executive's Report		
	<i>Shareholder/Government</i> – CE, Q&CD and M&SD met HPRA in early January. Another meeting will take place in June. There was an issue with the manufacturers labelling of the top and top bags, this was identified but could have been escalated in a more timely manner. The CE explained that there had been 3 issues of this nature over the past 18 months and that the EMT will examine the cultural approach to the escalation of issues. H&S – HSA reportable incidents were down to 3.		
	<i>Clients and Partners</i> - Allogenic tears proposal is coming to the EMT on 20/02. In relation to Fetal Genotyping, the Coombe is still not using the service, neither are a lot of the smaller hospitals. In relation to Brexit, the IBTS is maintaining a watching brief. A meeting took place between the IBTS and a user hospital about O negative usage. It was agreed not to carry out a hospital survey on O negative usage at this time as there are a number of initiatives underway in the HSE related to blood usage. A photo call took place in January with Dublin Chamber of Commerce and Vodafone to promote blood donation in the workplace and there has been a very positive response to it.		

	<p><i>Excellence in Donor Services</i> – Tuam Centre – relocation is now complete. The IBTS is still acting as blood bank for RVEEH. Dr Morris is in discussions with RVEEH to progress this as it has particular implications for ISO 15189 accreditation for the RCI laboratory. IHA AGM will take place in the IBTS on 16th May. The Area Manager in Ardee is in discussions with the HSE HH clinic in Dundalk.</p>	
	<p><i>Building a high performance organisation</i> – GPTW – the CE and the HRD met the Staff Matters group last week – an action plan will go to the EMT for approval on 20/02. PD is in its second cycle. Managed services – the previous service supplier is providing service under contract until June with an option to extend by 3 months. The external advisors used for the tendering process will attend the next EMT. The Semester patch upgrade is slower than expected as the version of Oracle had to be upgraded. CE updated the Board on the JR case and the DPC case.</p>	
	<p><i>Attendance at Board</i> – It was noted that the SI is silent on the matter of whether Board members need to be physically present. In the absence of any prohibition on attendance at Board Meetings by telephone, based on the common law position, there was no difficulty with board Meetings being held by telephone or other electronic means or with individuals joining Board Meetings by telephone or other electronic means, where the circumstances so require. For the avoidance of doubt, a protocol detailing the procedures for telephone or other electronic Board Meetings will be prepared. It was also agreed that the Board would review matters reserved for the Board and that a Board Effectiveness Review would take place in March.</p>	<p>Board Secretary to prepare protocol as outlined and prepare effectiveness review survey.</p>
6.0	Medical & Scientific Director's Report	
	<p>The appointment of NHSBT to the MSAC was approved by the Board. R&D Facilitator post has been advertised. ToRs are being considered. R&D Oversight Committee discussed. It was suggested that the external members should consist of at least 1 academic and 1 person from industry. The issue of pathogen reduction and Irish plasma is still being considered. M&SD confirmed that the volume was approximately 40,000 litres per annum. There is a delay in the introduction of malaria testing because of a delay in equipment delivery. Corona virus – a group has been established to look at the potential impact on the blood supply.</p>	
7.0	Review of the 2019 Business Plan	
	<p>The big change in 2019 was the reversal of the vCJD permanent deferral. The donor testing laboratories review is coming to the EMT next week for consideration. The merging of fetal genotyping and HLA is ongoing. The change to the HLQ has led to a dramatic increase in the numbers joining the Bone Marrow panel. Components review – the gowning policy is being implemented from today. Quality – Smartsolve has been upgraded. BCP test carried out in November. HR – the iLead programme has commenced. The failure to implement managed services has been a big disappointment. It was noted that new donors were up by 2% in 2019. There was some discussion around recruitment and attrition rate.</p>	

	The CE confirmed that younger donors were always required but that the IBTS was also targeting group specific donors. It was noted that there had been an increase in the number of TUs on clinic since the introduction of the new chairs.	
8.0	Cork Centre	
	The CE is expecting a response next week to the proposal for TAS sent to CUH in December. The Board re-affirmed its decision on the Cork Centre and added that the decision in relation to the Cork Centre was made to ensure an optimal blood transfusion service in the interest of donors and patients for the entire country.	
12.0	Finance Committee meeting of 06/11/2019	
	Minutes taken as read. FD updated the Committee on discussions with the SCA regarding insurance cover. Budget parameters reviewed. Rewording of the going concern part of the Financial Statements. It was noted that the C&AG had commenced their audit last week.	
9.0	Audit, Risk & Compliance Committee meeting of 04/12/2019	
	Minutes taken as read. A,R&CC also met again last week. IA audit report had no significant issues. The report on internal financial controls was reviewed. A consolidated list of outstanding IT matters was presented by IA. Risk management – a lot of analysis is going on at departmental level. HPRA – issues closed out. Text of appointment letter for committee members was approved subject to amendment. ToRs for the Committee to be reviewed.	
10.0	Review of Internal Financial Controls	
	The Board congratulated the FD and his team on the preparatory work and documentation presented on the Internal Financial Controls. These were approved. The documented budget policy was also approved.	
11.0	M&SAC meeting minutes 11/11/2019	
	It was noted that vCJD deferred donors were returning to give blood. Corona Virus – travel deferrals are being updated on a rolling/daily basis –a 28 day travel deferral has been implemented. Donor ID to be progressed. Data retention policy to be discussed at National Consultants first and then will go to the M&SAC in April. The CE confirmed that this needed to be closed out.	
13.0	Any Other Business	
	The Chairperson confirmed that there were 2 strong candidates selected for the vacancy on the Board. These will go to the Minister for consideration.	
	<i>Strategy Day</i> – the Board will spend a day on the new Strategic Plan in May.	Board Secretary to circulate possible dates to Board members.
	<i>Board effectiveness review</i> – the Board will consider the outputs of the effectiveness review at the April Board meeting.	

14.0	Date of next meeting	
	The next meeting of the Board will take place on Monday 20th April 2020 at 12 noon.	

Signed: _____

Date: _____