

Minutes of the Meeting of the Board of the Irish Blood Transfusion Service held on Monday 18th February 2013 at 12.00 noon in the Boardroom, National Blood Centre, James's Street, Dublin 8.

Present: Professor Anthony Staines, Chairperson
Ms. Jane O'Brien
Dr. Paolo Rebutta
Dr Lelia Thornton
Mr John Cregan
Mr Brian O'Mahony
Dr Cleona Duggan
Dr Paul Browne

Apologies: Dr Conor McGrane

Also in attendance: Mr. Andrew Kelly, Chief Executive
Dr. Ian Franklin, Medical & Scientific Director
Ms. Mirinda O'Donovan, Secretary to the Board

1. Members time

The Board met in private session.

2. BECS Progress Report

The meeting was joined by the BECS Project Manager P Hendrick to give an update on progress.

3. Minutes of the meeting on 21st January 2013

The minutes of the Board meeting on 21st January 2013 were agreed subject to amendment.

4. Matters arising

NHO agreement with IMB

The CE has received a draft response from the IMB to the agreement which was approved by the Board at the December meeting. The CE will respond pointing out that the obligations under the Directive are significantly different to those under the original establishing SI.

5. Chief Executive's Report

Blood supply

This has been very strong in recent weeks. Platelets sales have fallen again since the new year.

Draft Financial Statements

The draft financial statements for 2012 have been given to the DOH and the C&AGs. The audit commenced last week.

Pension Fund

The CE is asking the LRC to invite all parties for discussions, including the DOH and DPER. The case has a scheduled hearing date of 30th May. The amendment to the Trust Deed appointing the new Trustees was signed by the Chairperson.

IMB Inspection

The Audit & Compliance Committee discussed the IMB inspection report and received a verbal report on the IBTS response.

PAS

The two posts which were approved by the DOH are with the Public Appointments Service.

Transport Roster

The union has been notified that the transport roster changes will come into effect on 8th April. The HSE's selected transport supplier has applied for a licence from the IMB.

Diagnostics Cork

A meeting took place in CUH on 8th February. Correspondence from the CUH General Manager received this morning has asked the IBTS to prepare a proposal as to how this service would be configured on CUH site. IBTS is to respond as soon as possible setting out clearly the proposal and the timeframe.

6. Establishment and Membership of A&C Committee and Finance Committee

The CE confirmed that 3 new Board members have been appointed. They are Ms Olwyn Bennett, Ms Linda Hickey and Mr Gerry Kelly. The Chairperson welcomed the appointment of the new Board members, noting that there was now a full Board. It was agreed that Ms Linda Hickey and Ms Olwyn Bennett would be asked to sit on the Finance Committee and Mr Gerry Kelly would be asked to sit on the Audit & Compliance. The Chairperson agreed that he would contact the new Board Members in person regarding the Sub-Committees.

7. Dates for Board training

It was agreed that the Secretary to the Board would circulate some options for suitable training dates, so that this could be agreed. It was also agreed that a separate date be considered for strategy and that this meeting would be off site.

8. Report on Contingency Workshop

The Medical & Scientific Director briefed the Board on the Contingency Workshop which was held in December. The CE briefed the Board on the background to contingency planning. The recommendations of the workshop were discussed. It was noted that contingency arrangements were national and not just relevant to supply in Cork. It was also noted that a decision would need to be made by June as this has implications for the BECS project. It was agreed that the existing BCP would be amended to reflect the current necessity to import, in the event of a major disaster at the NBC. It was agreed that a summary of the present BCP would be presented to the Board at its April meeting.

It was agreed that the recommendations made in the Workshop report be progressed where possible and that the EMT would work up a detailed proposal on the rest of the recommendations for decision at the June Board meeting.

9. Medical Matters

The Medical & Scientific Director briefed the Board on a number of medical issues. The impact of the minimum donor haemoglobin levels could effect 5% of the donor population and mean that an extra 18,000 donors would need to be recruited. A new information leaflet on haemoglobin is being prepared for donors. A proposal is being developed to allow HH patients to attend an ordinary blood donation clinic. The conclusions of the quantitative research on MSM were also discussed. The M&SD also noted that transfer of transport to the HSE and their subcontractor also had a clinical dimension.

The selection of random anonymised samples for establishing the prevalence of Hepatitis E in the donor population was also complete and testing will commence shortly. The M&SD advised that this would be kept under constant review. The M&SD added that an equivalent study carried out in the UK indicated Hepatitis E antibody prevalence of 1 in 2000 donors.

10. Pension Fund

The CE proposed that the Board seek independent actuarial advice on the minimum funding standard. This was agreed.

11. 2013 Business Plan

The CE noted that this had been submitted to the DOH for comment. A number of amendments were suggested. The CE confirmed that a presentation on Activity Based Costing is being arranged for DOH officials in the first instance.

12. Minutes of the Audit & Compliance Committee on 3rd December

The Chair of the A&C Committee briefed the Board on the meeting held with the C&AG on the draft accounts for 2011 on 3rd December. The newly established A&C Committee had its first meeting last week, where the new Internal Auditor presented the draft audit plan. A number of internal audit reports were reviewed, including one on pension administration which was found to be unsatisfactory. It was noted that Board Governance would be examined by the Internal Auditor. Regarding compliance, the IMB Inspection reports on D'Olier Street and Mobile One were reviewed.

The Internal Auditor has also agreed to examine the 3 risk registers with a view to compiling one. The next meeting of the A&C Committee will be on 29th April.

13. MAC Meeting of 17th December

The minutes were noted.

14. MAC Minutes on 18th February

Dr Paul Browne Chaired the meeting and thanked Dr Lelia Thornton for Acting as Chair over the previous 7 months. MSM was discussed in the context of the quantitative research. The outcome of the contingency workshop was also discussed. Progress on the selection of anonymised random samples for establishing prevalence of Hepatitis E antibodies in the donor population was noted. The MAC would continue to monitor developments at European level.

15. Date of next meeting

The next meeting of the Board will take place on **Monday 15th April 2013 at 12 noon.**

Signed: _____

Date: _____