

MINUTES

Date of Meeting	14/04/2014	Ref	14/02/MO'D
Meeting	IBTS Board		
Present	Prof Anthony Staines, Chairperson; Linda Hickey; Olwyn Bennett; Brian O'Mahony; Dr Cleona Duggan; Dr Paolo Rebutta; Kate Williams		
Apologies	Dr Paul Browne; Gerry Kelly; John Cregan		
In attendance	Andy Kelly, Chief Executive; Dr William Murphy, Medical & Scientific Director; Mirinda O'Donovan, Secretary to the Board		
#	Item	Notes/Action	
1.0	The Board met in private session.		
2.0	Minutes of the Board meeting of 24th February 2014		
2.1	The minutes of the Board were agreed with one correction.		
3.0	Matters arising		
2.0	There were no matters arising		
4.0	Chief Executive's Report		
4.1	<i>Shareholder/Government</i> – GDP inspection in March – one deficiency cited. Tissue review – this has been postponed for 2 years due to the large number of projects currently being implemented. The Risk & Resilience Manager has been appointed. Management made a presentation to the DOH on the implications of implementing ABC. The HSE representative was unable to attend the meeting, however at this time the DOH see no reason why implementation cannot go ahead on 01/01/2015.		
4.2	<i>Customer</i> – the option of remaining in D'Olier Street has been reviewed and the substantial increase in cost expected on rent review has been considered. The offer of the ground floor has been deemed unsuitable for our needs. There has been a loss of €250,000 so far this year on red cells and platelets. International trends have shown a significant drop in usage across blood services in developed countries. DR – it has been agreed to defer testing this until BECS is fully implemented. A meeting was held with MAK in Paris to discuss invoicing and ongoing costs with implementing BECS. A formal response from MAK is now overdue. The A&C Committee were looking for a second external expert on Quality. The CE proposed Tony O'Connell and this was approved by the Board. National Transfusion Committee – this is not meeting currently. The M&SD said that the formation of the 6 Hospital Groups would form the basis of the National Committee and that the Chair would rotate between the Hospital Groups. The IBTS will resource it, by providing administrative support, but would not Chair it. M&SD has discussed it with Dr Power and she has agreed to convene it and is currently examining what resources this would require.		
4.3	<i>Safe and sustainable supply</i> – prevalence study for the presence of HEV in Irish population to be carried out in the coming months. Sanquin have agreed to carry out confirmatory testing. SaBTO recommendation on the ratio of apheresis vs pooled platelets to be reviewed by the national consultants. The results of the review will be presented to the MAC and Board. The M&SD noted that the rate of transfusion in Ireland is 26 per thousand population, this is in line with International best in class, e.g Canada and Australia. Best practice in platelets usage has declined significantly from a high in	Review of collection policy on platelets to be presented to MAC & Board in September.	

	2008/2009. It could go to as low as 3.5 doses per thousand population, it is currently at 4.5 per thousand population. The M&SD added that it was hoped to re-establish the NTC in Q3 and this would facilitate the streamlining of SOPs across the hospital groups.	
4.4	<i>Learning & Growth</i> – the IT Auditors have completed an audit on the BCP and DR plan. A Gap analysis on centralised processing has been completed. The CE will revert with a progress report to the A&C Committee in June.	Progress report to A&C Committee in June on BCP audit report.
5.0	Update on legal cases	
5.1	The CE went through a list of outstanding legal cases arising from Hepatitis C infection.	
6.0	Presentation on HR	
6.1	The Human Resources Director made a presentation to the Board on the evolution of current management structure, the change process in the IBTS and succession planning. The Board thanked the HRD for his detailed and informative presentation.	
7.0	TOR for MAC	
7.1	The proposed changes were discussed. It was agreed that the issue of clinical governance needed to be discussed further and that a proposal would be brought to the MAC to cover this. B O'Mahony requested that he would be able to continue to attend MAC as an observer. There was some discussion as to whether point 10. of the TOR allowed observers from the Board to attend. Dr Duggan agreed to bring this back to the MAC for further discussion.	M&SD and Dr Duggan to revert to MAC with revised wording on clinical governance.
8.0	Audit & Compliance Committee minutes of 20/01/2014	
8.1	The C&AG has concluded its audit. No significant issues have been raised to date. An audit of governance arrangements is ongoing. The Chairperson is due to meet the Internal Auditor.	Chairperson to meet Internal Auditor.
9.0	MAC meetings	
9.1	Minutes of the MAC meeting of 18/11/2013 were noted.	
9.2	Minutes of MAC meeting of 16/12/2013 were noted.	
10.0	Report of the MAC meeting on 24/02/2015	
10.1	Issues up for discussion included vCJD and the implication of the SaBTO recommendation on pooled vs apheresis platelets. The HEV study has received Ethics Committee approval, but has not yet commenced. The emergence of viral infections from the tropics was also noted, this is continuously changing as patterns and trends of infections change with the seasons and travel patterns. It was agreed that discussions on a national roster needs to be brought to a conclusion.	
11.0	Cork Centre	
11.1	Correspondence received from CUH that morning was circulated and discussed. The CE had also received an email from the Interim CEO of the South/South West Hospital Group on the subject. It was confirmed that the original deadline of June to conclude negotiations still stood.	CE to revert to the Interim CEO of the Hospital Group to arrange a meeting.
12.0	Pension Fund	
12.1	Correspondence from the DOH on the pension fund was noted. The CE advised the Board that the Chair of the Trustees is resigning with effect from 30/04. The Chair has written to the Board seeking payment to meet the monies due in accordance with the trust deed to year end. The Board approved payment of the monies to year end	Agreed that Chair was to explore options for chairing the trustees

	<p>on an exceptional basis. The CE advised the Board that he had held a meeting with all staff at the NBC last week to discuss the issues regarding scheme stabilisation. There was some discussion around the appointment of a new Chair of the Trustees, traditionally, the Chair of the Trustees has been the Board appointee. It was suggested that a former Board Member might be interested in taking up the role and it was agreed to explore this possibility further. It was noted that the Chair of the Trustees receives no payment. It was agreed to consider the payment of an emolument to the Chair of the Trustees. The meeting scheduled with the Secretary General and the Chief Executive to discuss the pension scheme and secondment/redeployment was deferred and no new date has been agreed. The unions sought information from the Pension Scheme Actuary to get their own independent advice and they received that information last week. The IBTS has also had correspondence from DOH regarding redeployment and the pension scheme. It was agreed to await the outcome of efforts to commence negotiations with the unions and/or staff.</p>	<p>CE to make inquiries regarding professional services option. Trust deed to be checked regarding making a payment to the Chair of the trustees. A copy of the correspondence regarding redeployment and the pension scheme is also to be circulated to the Board.</p>
13.0	Date of next meeting	
13.1	The next meeting of the Board will be held on 23rd June at 12.30pm in the Cork Centre .	
14.0	Strategic Planning	
14.1	<p>The Chairperson raised the issue of Strategic Planning and whether the Board should consider dedicating a day to it as the IBTS was now half way through this Strategic Plan. The CE suggested that this be scheduled for October as the budget cycle will have commenced and financial data for the first 3 quarters of the year will be available to the Board. It was agreed to propose 2 date options in October, 15th or 17th, the Secretary to the Board to circulate the date options to all.</p>	<p>Secretary to circulate date options for strategic planning to all Board Members.</p>

Signed: _____

Date: _____