

MINUTES

Date of Meeting	Monday 7 th September	Ref	15/05/MO'D
Meeting	Board meeting		
Present	Prof Anthony Staines, Chairperson; Kate Williams; Deirdre Cullivan; Linda Hickey; John Malone; Dr Yvonne Traynor, Dr Julie Heslin; Dr Jorgen Georgsen; Brian O'Mahony, Dr Liz Kenny; Simon Mills		
Apologies	Dr Ronan Desmond		
In attendance	Andy Kelly, Chief Executive; Dr William Murphy, Medical & Scientific Director; Mirenda O'Donovan, Secretary to the Board		
By Audio-link			
#	Item	Notes/Action	
1.0	Minutes of the Board meeting of 15th June		
1.1	The minutes of the Board meeting of 15 th June were agreed without amendment.		
2.0	Matters arising		
2.1	SSP – The CE advised the Board that the closing date for processing activity in the Cork Centre was now 23/10/2015. Single Site Processing will commence in the NBC on 28/10/2015.		
2.2	<i>New Board members</i> – the Chairperson welcomed the new members to the Board and suggested that all Board Members introduce themselves.		
3.0	Chief Executive's Report		
3.1	<i>Shareholder/Government</i> – HPRA inspections have been ongoing. They have been to the Carlow and Tuam team in July and the Ardee team in August. The Tissue Establishment inspection will take place on 29/09, Limerick on 02/09, IUBMR on 08/09, the Cork Centre from 03/11 to 05/11 and the NBC w/c 23/11. The monies owing from SJH and OLCCHC have not been paid. The CE confirmed that there were further redundancies due in Cork in October. The CE also confirmed that there was no further movement with the implementation of ABC and that the figures put forward by the IBTS to resolve the funding of the pension scheme were based on ABC.	CE to write to hospitals concerned and notify DoH	
3.2	<i>Excellent Donor Services</i> – a number of improvements to increase the visibility of the D'Olier St clinic are being discussed with Dublin City Council. The rent is also up for review this November. Replacement of the Centre in Tuam has run into some difficulties, if these issues are not resolved then the purchase will not be going ahead be going ahead.		
3.3	<i>Customer</i> – National Transfusion Committee – this paper didn't come to the Board as the last meeting of the Board approved a proposal to go to the DoH to resource the Committee. It was noted that the conversion rate for HH patients attending IBTS clinics for venepuncture was 50% The M&SD confirmed that the conversion rate was expected to be around 70% The Contingency Agreement with the NHSBT for post Single Site Processing is almost complete.		
3.4	<i>Safe and Sustainable supply</i> – BECS – there are 4 elements to BECS. TCS, eTraceline, eProgesa and eRiskline. The go live date was deferred from the end of June to this weekend just passed. The system went live on Sunday 06/09 at 2.37pm.		

4.0	Appointments to Sub-Committees of the Board	
4.1	<p>The Board approved the following appointments to the Board sub-committees:</p> <p>Finance Committee, Linda Hickey, Chairperson, Kate Williams, Deirdre Cullivan.</p> <p>Audit & Compliance Committee, Dr Yvonne Traynor, Chairperson, John Malone, Simon Mills.</p> <p>Medical Advisory Committee, Dr Liz Kenny, Chairperson, Dr Julie Heslin, Dr Jorgen Georgsen, Dr Ronan Desmond.</p> <p>Performance & Development Committee Prof Anthony Staines, Kate Williams, James Fitzpatrick.</p> <p>Brian O'Mahony attends the MAC as an observer.</p>	MAC to consider the attendance of Medical Scientific staff at the next MAC meeting.
5.0	Succession Planning	
5.1	<p>The CE briefed the Board on the senior posts identified as likely to become vacant over the next 3 to 5 years. Filling vacancies in the Medical Department remains a cause for concern. It was noted that ongoing issues with the pension scheme could adversely impact on the organisation's ability to recruit externally. It was also noted that the lead time to fill a Consultant post is 6 to 12 months. The Chairperson advised the Board that he had met Dr Paul Browne to discuss the possibility of an academic post shared with SJH and TCD and he was supportive of this link to the Medical School.</p>	
6.0	Judicial Review	
6.1	<p>The CE briefed the Board on a legal case. Brian O'Mahony advised the Board that the HIS would consider its position next week on joining the action as a Notice Party. The Medical Advisory Committee has been examining the MSM issue. The M&SD gave a presentation to the MAC on the current status of the review. It was agreed that the M&SD would write with a progress update to the Minister. It was noted the MAC was meeting again on 12/10.</p>	
7.0	Progress Report on Research Programme	
7.1	<p>The CE explained to the Board that 1% of core income is reserved for research. The Board decided to partner with a number of academic institutions to share the work programme, the CE confirmed the value of the IBTS grant as €500,000 per year. The meeting was joined by Professor Frank Barry from REMEDI, NUIG who presented on the progress with the various work programmes in stem cells therapies over the last 3 years. It was noted that while they were at varying degrees of advancement, at least one is ready for clinical trial and the IBTS could play a significant role in the product facility element of stem cell therapies in the future. The Chairperson thanked Prof Barry for his presentation.</p>	The Board agreed that pending budget approval in November, the work programmes are funded until the end of 2015.

11.0	Minutes of the Finance Committee meeting on 27/05	
11.1	The Chair of the Finance Committee briefed the Board on its last meeting. The sale of plasma for YTD was below budget which was disappointing, the contract did not start when anticipated and the customer is currently taking reduced volume. The implementation of BECS has had some cost overrun, in the region of 10% which is modest and within the margins expected for the implementation of a major IT project of this kind. The Finance Committee had also been monitoring the issue of monies owed by SJH and OLCCHC. Management letter issues were discussed with the C&AG. Further correspondence from the Chair of the Trustees regarding the outstanding deficit was noted. It was agreed to normalise payments to the scheme as deferring the payments has not assisted in finding a resolution. The Board advised that the CE inform the DoH of this decision after the meeting of 24/09.	Board proposed that the CE write to the hospitals .
8.0	Cork Centre	
8.1	The CE briefed the Board on progress over the Summer with the new Cork Centre and the site options under consideration on the CUH Campus. The Steering Group is holding its next meeting on 05/10 having reviewed the relevant elements of the design brief.	
9.0	Presentation by Operations Director on the Collections Strategy	
9.1	Operations Director P Bowler joined the meeting. He presented an overview of the recent patterns in usage and collections, including changes in practice at clinic that have impacted on the donor deferral rate. The IBTS rate of transfusion per 1000 is now one of the lowest in the Western WorldThe Board approved the proposal on collections strategy, subject to keeping a watching brief on the demographics.	Operations Director to revert to Board with a proposal to develop D'Olier Street attendance.
10.0	Minutes of the MAC meeting of 15/06/2015	
10.1	It was confirmed that HEV testing will be funded by the DoH for 3 years. Testing is likely to start before the end of the year. The MSM issue has already been discussed. The CE's correspondence to the DoH regarding the .5 WTE Consultant for the NTC noted. The Chair of the MAC advised that Dr Power was proceeding to establish an Ad Hoc Committee in the interim. The introduction of photo ID for donors was also discussed. The successful implementation of BECS now makes it possible to move forward with this.	
12.0	Correspondence	
12.1	The Board noted the work of Dr J O'Riordan and Dr W Murphy in progressing the HEV test. The Board also recorded a vote of thanks to the staff involved in bringing the BECS project to a successful conclusion.	

12.2	<i>Strategy Day</i> – it was agreed the Board would have a Strategy day in February 2016 and that a training day on Governance and Board related matters would be organised before the end of the year.	
13.0	Date of next meeting	
13.1	The next meeting of the Board will take place on 16/11/2015 at 12 noon at the NBC.	

Signed: _____

Date: _____