

MINUTES

Date of Meeting	22/04/2024	Ref	24/02/MO'D
Meeting	IBTS Board		
Present	Deirdre-Ann Barr, Chairperson; Dr Sharon Sheehan; Ann O'Connor; Dr Sarah Doyle; David Gray; Dr Liz Kenny; Stephen O'Hare; Peter Dennehy; Kevin Gregory; Dr Nina Orfali; Dr Satu Pastila		
Apologies	Una Clifford		
In attendance	Chief Executive; Medical & Scientific Director; Secretary to the Board		
#	Item	Notes/Action	
1.0	Welcome and apologies		
1.1	The Chair welcomed everyone to the meeting and apologies from U Clifford were noted.		
2.0	Private Members Time		
2.1	The Board met in private session.		
3.0	Conflicts of Interest		
3.1	High value contract for Board approval. A O'Connor advised that she had previously worked for the supplier. This was noted.		
4.0	Minutes of the Board meeting held on 19th February 2024		
4.1	The minutes of the Board meeting held on 19 th February 2024 were approved without amendment.		
5.0	Contract for Board approval		
5.1	The CE explained the context of this contract. The contract for the supply of NAT Technology was approved by the Board and the seal applied.		
6.0	Carlow Centre Lease		
6.1	The Lease for the Carlow Centre premises was approved by the Board and the seal applied.		
7.0	Preliminary design brief for the Cork Centre redevelopment		
7.1	Project Manager and Architect STW joined the meeting for this item. The CE went through the context of the work done to date to prepare the design brief. It was suggested that the selected design team should do a phase one feasibility study on the preferred site option. A drainage survey was also recommended. The location of an electricity substation was discussed. IT contingency was discussed. Timelines for procuring planning permission discussed. Broader development plans for the SFH campus discussed. Sustainability requirements for the new Centre also highlighted. M Doolan confirmed that there had been extensive consultation with the staff in the Cork Centre during the preparation of the design brief. Risks associated with the project discussed. Cost of relocating the donor clinic during the build discussed. The Board approved the next steps which are to complete the procurement documentation and go to tender for a design team in Q3 and engage a QS to determine a high level costing for the development, based on the brief.		
8.0	Appointment of external member of MSAC		
8.1	The MSAC Chairperson sought Board approval for the appointment of a new external member to MSAC. Dr Kevin Ryan's appointment to MSAC was approved by the Board.		

9.0	NIS2	
9.1	<p>A O'Connor gave the Board an update on the NIS2 workshop organised by the NCSC for Board members. Key points for actions were training, cyber security policies, cyber security audits, contractor compliance, reporting to Board and oversight. Board discussed the cyber security third party provider and the scope of their activities. Resourcing and compliance discussed. It was noted that assessments carried out to date in the IBTS were based on compliance with NISD. A meeting between IBTS and the NCSC is scheduled for 7th May. Board Strategy day and the session on cyber security scheduled for that day discussed. Board sought confirmation of a plan for NIS2 compliance and a progress report on same for every ARCC / Board meeting.</p>	
10.0	Chief Executive's Report	
10.1	<p>CE advised that the supplier of the NHO reporting system has been selected and that the contract is now being progressed.</p> <p>The IBTS Business Plan for 2024 is still with the DoH. It was noted that there are 14 Strategic Initiatives for 2024 and the CE updated the Board on progress with these initiatives.</p> <p>It was noted that the blood supply overall remained stable, however the Rh negative groups remain very tight.</p> <p>Tender to replace the weigher mixers/heat sealers is ongoing.</p> <p>Eye Bank – cornea retriever has been appointed. Tendering process in the IBTS overall discussed.</p> <p>Stakeholder meeting between the Chair and the Assistant Secretary in DoH on 20/04 noted.</p> <p>CE also noted that the new M&SD has confirmed a start date of 1st July. He will attend the Board meeting in June as an observer.</p> <p>It was noted that the HPRA inspection report for the NBC is still open with further responses submitted. A GDP inspection also resulted in 2 majors. The inspection for RCI INAB accreditation is 31st May.</p> <p>The SEAI table showing IBTS energy consumption in relation to other Health care agencies was noted. The energy audit is almost complete and a register of opportunities should be ready for the June Board meeting.</p>	

11.0	Medical & Scientific Director's Report	
11.1	M&SD noted that a pre-amber alert had been issued for O negative. Progress on the re-introduction of Irish plasma for therapeutic use noted. M&SD also provided an update on the medical model of care. It was noted that the Laboratory review which is aligned with the medical model of care has also commenced. M&SD also gave an update on R&D activities. He noted that Dr Ni Loingsigh was working closely with medical colleagues in CUH to strengthen the TAS service in Cork. The CE confirmed that Dr Ni Loingsigh would attend the Board in September.	
12.0	Presentation by the Director of Donor Services and Logistics P McKinney	
12.1	DoDS&L joined the meeting for this item. He noted that 40% of all attendances now come from appointments made through the donor portal. He presented the main points of the marketing plan for the year. The Irish Language requirements regarding advertising were noted. Plans to diversify the donor base noted. First time donors and the year end target of 15,000 new donors discussed. Impact of the advertising spend and how to measure its success discussed. The Chair thanked DoDS&L for his presentation.	
13.0	Minutes of the MSAC of 18/12/2023	
13.1	The minutes of the MSAC of 18/12 were noted. The Chair of the MSAC updated the Board on discussions at the February MSAC meeting and the meeting earlier that day. Key topics for discussion were SAHH; the Eye Bank; NTAG reporting relationship to change with the establishment of the new regional authorities in the HSE. Dr Waters also presented to the MSAC earlier that day on the future of cellular therapies in Ireland.	
14.0	Minutes of the ARCC meeting of 14th February 2024	
14.1	Minutes of the ARCC of 14/02 noted. Key issues for discussion were NIS2 compliance, two Internal Audit Reports, the risk register and HPRA inspection reports.	
15.0	Performance Development Committee meeting minutes 04/12/2023	
15.1	The minutes of the PDC meeting on 04/12/2024 were noted. The Chair updated the Board on the Committee's most recent meeting on 08/04. Organisation review reporting discussed. PDC ToRs to be reviewed later this year. Medical Model of Care – issues with progressing joint appointments noted. Staff survey outputs noted.	
16.0	Board Strategy Away Day	
16.1	The proposed agenda for the Board Strategy Away Day in May was discussed and approved.	
17.0	Date of next meeting	
17.1	The next meeting of the Board will take place on Monday 10 th June at 12 noon in the NBC.	

18.0	End of Board term for Dr Liz Kenny	
18.1	The Chair thanked Dr Kenny for her service to the IBTS over many years and presented her with a bouquet of flowers on behalf of the Board.	

Signed: _____

Date: _____