

Minutes of the Meeting of the Board of the Irish Blood Transfusion Service held on Monday 19th November 2012 at 1.00pm 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 Brian O'Mahony
Dr Conor McGrane

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

7. Special MAC meeting on 7th November

The Board were joined by the members of the MAC and the Operations Director and Director of Quality & Compliance to discuss the cost saving measures proposals. The Chairperson of the MAC outlined that there had been a special meeting of the MAC on 7th November at which these proposals were presented by the EMT. A note from that meeting was circulated and discussed. The Chairperson of the MAC pointed out that the Consultants welcomed the opportunity to examine the proposals and offer their advice on this matter to the Board. The MAC expressed concern that the detailed contingency planning required to go with the cost saving proposals had not yet been fully developed. The CE pointed out that the detailed planning necessary to put in place full contingency required a significant resource commitment not just from the IBTS, but the other blood transfusion services that had agreed to act as partners and that until a decision was made, it was unreasonable to ask the other blood transfusion services to undertake this workload.

It was noted that it had been agreed that a one day workshop be organised shortly between the Consultants and the Operations Director and Director of Quality & Compliance to work through the contingency requirements and come up with solutions. The Chairperson noted that discussions needed to take place with the RDO of the HSE in Munster and with the General Manager at CUH.

It was agreed that this would be followed up by the CE with a view to convening meetings before Christmas. It was reiterated that the primary concern of everyone was that the quality of service be maintained and enhanced. The impact of this consultation process on timelines was discussed and it was noted that a decision would need to be made in the next 6 months as there were consequences for BECS. The Chairperson of the Board thanked those present for their contribution and MAC and EMT members present for this item left the meeting.

1. Minutes of the meeting of the Board on Monday 15th October 2012.

The minutes of the meeting of the Board on Monday 15th October were approved subject to amendment.

2. Matters arising

Board Membership

Dr Thornton raised concern about the lack of additional Board members. It was agreed that the Chairperson would write to the Minister again, outlining the Governance concerns arising from the lack of a full Board. The Chairperson proposed that the Board establish an Audit & Compliance Committee and get some external expertise on the Committee to meet the C&AG and sign off the accounts for 2011. The CE proposed a former member of the Finance Committee as he would already have reviewed the accounts. This was agreed. Ms J O'Brien agreed to Chair the A&C Committee. Dr C McGrane agreed to sit on the A&C. The CE agreed to contact Mr. S Wyse about attending the A&C.

Members only

The Board agreed that the first section of every Board meeting would be a member only session held without the Executive present.

3. Chief Executive's Report

Blood supply

The blood supply remains strong. There was a significant drop in platelet usage in September/October.

Pension Scheme

A conciliation conference with the unions is scheduled for 29th November. The case in the High Court is scheduled for mention on 26th November. It is unlikely to be listed for a full hearing until next year. The CE raised the matter of the letter received from the Trustees regarding the deficit in the Scheme, seeking payment from the Board of the outstanding contributions. The CE recommended that the amount due to end September be paid as it is a legal obligation under the rules of the Trust Deed. This matter is a substantive item on the agenda.

IMB Inspection

The IMB inspection took place at the NBC last week. There was one 'major' and a number of 'others'. The major was a combination of issues to do with the close out of documentation following up on various incident reports and other issues. The CE assured the Board that there was no risk to patients or concern with product safety. The corrective action had been taken in all cases but the paperwork closing out the IR was not complete.

The CE is meeting the Director of Quality & Compliance and the QA Manager in the NBC this week to discuss the IBTS corrective actions. The CE will circulate the final IMB report to the Board when it is received and will report to the next Board meeting on the IBTS response. It was agreed that the Director of Quality & Compliance would attend the December Board meeting. The CE noted that a Haemovigilance Officer is to be appointed for the IBTS and this post will be advertised internally.

HR

A conciliation conference is scheduled for next week on restructuring the transport function. Two medical scientists have been seconded to CUH today and two more are to transfer shortly.

Health & Safety

There has been one reportable incident this month. The CE confirmed that the statistics were being presented differently as a new reporting system enabling trending was in place.

ICT

Agreement has been reached with Oracle on licensing costs. The Chairperson congratulated the CE on successfully concluding these discussions.

Strategic Plan

There is a meeting with the Department of Health this Friday to present the budget and discuss governance and the Strategic Plan. The quarterly review of the balanced scorecard is going ahead this Thursday. The CE will revert to the Board with the NHO agreement next month.

Board dates for 2013

It was agreed that the Board meeting would move its start time to 12 noon and that the MAC would now start at 10.30am. It was agreed that there would be no Board meeting in March and the meeting schedule as attached was agreed.

4. Presentation on Budget 2013

The Finance Director joined the meeting and presented the draft budget 2013 to the Board. The Chairperson thanked the Finance Director for his detailed and informative presentation. The implementation of ABC costing was discussed. The pricing strategy for 2013 was approved by the Board. The WTE 2013 budget was approved. The CE is to revert to the Board within 3 months with a succession planning strategy. The budget was approved subject to the CE and DoF delivering a balanced budget.

5. Pension Scheme

The CE referred to a letter from the Trustees requesting a payment to cover the deficit from May to September which amounted to €750,000. Dr L Thornton expressed concern about making a decision on this matter without a full Board that included financial expertise. Ms O'Brien expressed reservations about making this payment, while the wider pension issues remain unresolved. It was agreed to defer a decision until the December Board meeting after the conciliation conference.

6. Minutes of the MAC meeting on 17th September

A meeting in the UK on vCJD was attended by Dr O'Riordan. SABTO will hold a further meeting in December. Approximately 80% of the samples required for the anonymised testing for HEV have already been collected. NAT and antibody testing will commence in January. There is no CE marked test for HEV available at this time, however a test is likely to come on the market in the near future. It was noted that a communications strategy around the introduction of testing for HEV should be put in place.

8. Strategy Development

The draft strategy will be presented to the DOH on Friday and the strategy is also being presented to a focus group of hospital based clinicians. It will be discussed with the Board in December.

9. Date of next meeting

The next meeting of the Board will take place on **Monday 17th December at the earlier time of 12 noon**. The schedule of meetings for 2013 has been agreed as the 3rd Monday of every month.

Signed: _____

Date: _____