

MINUTES

Date of Meeting	12/09/2016	Ref	16/04/2016
Meeting	Board meeting		
Present	Professor Anthony Staines; Deirdre Cullivan; Dr Ronan Desmond; Dr Jorgen Georgsen; Dr Julie Heslin; Dr Liz Kenny; Kate Williams; Linda Hickey		
Apologies	John Malone; Yvonne Traynor; Brian O'Mahony; Simon Mills		
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 23rd June 2016		
1.1	The minutes of the Board meeting on 23 rd June were agreed subject to amendment.		
2.0	Matters arising		
2.1	<i>Recruitment campaign for M&SD post</i> – the CE briefed the Board on the process to recruit a new Medical & Scientific Director. There was one potential candidate as of last Friday. The closing date is the end of September. Professor Ian Hann has agreed to act as Medical & Scientific Director until the end of February 2017. Alternative structures to fill the post were discussed. Dr Desmond advised that the Irish Haematology Society had discussed the appointment at their most recent meeting. There was a discussion on the development of a transfusion track at the Royal College of Pathology. The Master model in place in the maternity hospitals was also discussed. It was noted that medical manpower was on the MAC agenda and that a model is to be prepared.	Dr Desmond to provide assistance with contacts in Royal College of Pathology.	
2.2	<i>Recruitment campaign for Consultant Virologist</i> – CE confirmed that interviews are taking place for this post on 05/10.		
3.0	Chief Executive's Report		
3.1	<i>Shareholder/Government</i> - HPRA inspection completed in Cork Centre and on mobile, no majors and 6 'others'. Risk Register discussed at the A&C Committee. Discussions with DoH are ongoing regarding the introduction of ABC. FRCCs usage is down by 3.3% YTD. Platelets usage was up in August but YTD is 1.3% below budget.		
3.2	<i>Customer</i> – MAK visited to make a presentation on the on line appointments system, the self - assessed health and lifestyle questionnaire and the web based ordering system. A final report is awaited then a decision will be made about the semester patch and phase 2. The model of service provided by the combined team of D'Olier Street/Mobile One is being revisited to provide maximum flexibility. Discussions are ongoing with the unions. A number of issues required clarification on the proposed lease for the new Centre in Tuam. These should be resolved over the next few weeks. The HSE are seeking a further reduction in red cell usage for 2017.	CE to contact HSE Head of Planning to discuss planned usage in 2017.	
3.4	<i>Excellent donor services</i> – new donors have increased by 44% so far this year. The target of 20,000 new donors has been set for the full year. Numbers attending D'Olier Street and the Cork Centre for HH remain small. The M&SD has been pursuing a solution with University Hospital Limerick to extend the programme. The Hb issue		

	should normalise by the end of September, reducing deferrals for Hb. Blood supply was at 6 days of O positive and 5 days of O negative this morning.	
3.5	<i>Learning & Growth</i> – a proposal from the People Capability Group will be made to the EMT by the end of October. A workshop with a provider has been organised to look at outsourcing and outosting some IT services. The difficulty recruiting nurses in Dublin was highlighted. The role of nurses on clinic was discussed. It was noted it would take a minimum of 12 months to upgrade eProgesa.	
3.6	<i>Bank mandate</i> – changes to the bank mandate were approved.	
4.0	Update on the Strategic Plan 2017 – 2019	
4.1	The CE presented an update on the ongoing working developing the Strategic Plan for 2017 – 2019, including the extensive consultation process with staff in all centres over the Summer months. Three key issues are emerging from the consultation process, maintaining the blood supply, funding and succession. The final draft of the Strategic Plan will be presented to the Board in November. It was noted that the organisation’s vision needed to be redescribed.	Chairperson and CE to work on a revised vision for the organisation to be circulated to the Board members for discussion and agreement.
5.0	Presentation by the HR Director	
5.1	The HRD joined the meeting and gave a presentation on the current challenges facing HR. The HRD stressed the importance of the Board supporting decisions of the EMT in line with Strategy and Policy. The importance of timelines and an action plan against the key issues was emphasised. The Chairperson thanked him for a detailed and informative presentation.	CE to circulate presentation to Board members.
6.0	Minutes of the MAC of 13th June 2016	
6.1	The main issue for discussion at the June MAC was the pending recommendation on MSM deferral. The implementation plan was discussed as was the time line. The IBTS has proposed an indicative date of mid January 2017.	
7.0	Red Cell Immunohaematology – present and future	
7.1	Dr Ni Loinsigh joined the meeting and gave a presentation on Red Cell Immunohaematology. The Chairperson thanked her for her detailed and informative presentation.	
8.0	MSM policy	
8.1	This was covered under agenda Item 6.	
9.0	Cork Centre	
9.1	The CE outlined the proposal from CUH Estates to relocate the CUBE (IT Communications hub) from its current site on the CUH campus. The estimated cost of the proposal is €13.4m excluding the cost of relocating the CUBE which is estimated at between €500,000 and €750,000. The revised proposal from CUH is to be examined further. The Risk & Resilience Manager has been asked to review the proposal and to visit the site to see the revised proposal. It was agreed that the proposal be examined in detail and if it is feasible to proceed to the next stage. It was agreed that if a conference call was necessary with the Board before the next Board meeting to progress the project then this would be arranged. It was agreed that the cost implications of the new proposal had to be clearly identified and if the issues outstanding are not resolvable by the next Board meeting, the	

	Chair advised the Board that he would advise the Board to consider giving up on the CUH site option, and going immediately to a stand-alone solution for the Cork centre.	
10.0	Minutes of the Audit & Compliance Committee meeting of 7th June	
10.1	The BDO network security audit is still not completed. The risk analysis of the DR site is to be circulated to the A&C members. The report of the BCP desk top exercise is also to be circulated. The risk register was also discussed and a paper on actions to offset the ongoing difficulties with the blood supply. Revised terms of reference for the A&C Committee will come to the next Board meeting for approval. It was noted that the MAC TOR were still under discussion.	Condensed version of the risk register to come to the Board.
11.0	Minutes of the Finance Committee meeting of 25th May	
11.1	The Chair of the Finance Committee advised that there was a straight forward run through on the accounts with the C&AG. The Finance Committee meeting in July looked at the budget assumptions for 2017. It was noted that companies that report at the end of year were showing major losses in pension funds. The insurance renewal process was discussed.	
11.2	<i>Review Terms of Reference</i> - the Finance Committee TOR were reviewed with some minor changes, these are before the Board for approval. The Board approved the revised Committee terms of reference.	
12.0	Outputs from the Board self-assessment workshop	
12.1	The Chairperson felt that analysis of the outputs were missing and that there was no summary. It was agreed to put the final report on the agenda for the next Board meeting.	
13.0	Date of next meeting	
13.1	The next meeting of the Board will take place on Monday 14th November at 12 noon.	

Signed: _____

Date: _____