MINUTES

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| *Date of Meeting* | | 15/05/2017 | | ***Ref*** | 17/02/MO’D | |
| *Meeting* | | IBTS Board | | | | |
| *Present* | | Professor Anthony Staines, Chairperson; John Malone; Simon Mills; Yvonne Traynor; Deirdre Cullivan; Dr Jorgen Georgsen; Brian O’Mahony; Dr Liz Kenny; Dr Julie Heslin; Kate Williams | | | | |
| *Apologies* | | | Dr Ronan Desmond; Linda Hickey | | | |
| *In attendance* | | | Andy Kelly, Chief Executive; Dr Stephen Field, Medical & Scientific Director; Mirenda O’Donovan, Secretary to the Board | | | |
| **#** | Item | | | | | Notes/Action |
|  | The Chairperson reminded the Board members that there was a donor awards ceremony on Friday next in Kells and in Dublin on 9th June. It was agreed that the Board would hold its September meeting in the Cork Centre and it was noted that the donor awards ceremony in Cork was on the night before. The Chairperson also noted that this was the last Board meeting for Dr Heslin and Dr Georgsen as their term has come to an end. The Chairperson thanked them for their contribution to the Board. | | | | |  |
| **1.0** | **Minutes of the Board meeting of 13th February 2017** | | | | |  |
| **1.1** | The minutes of the Board meeting of 13/02/2017 were approved without amendment. | | | | |  |
| **2.0** | **Matters arising** | | | | |  |
| **2.1** | *Strategic Plan* – the DoH has not yet approved the final version sent in February. The CE advised that he is proceeding with implementation however it cannot be published until formal approval is received from the DoH. | | | | |  |
| **2.0** | *HPRA inspection* – the M&SD advised that a decision log has now been implemented in the quality system and a risk based assessment approach is being incorporated for decision making. | | | | |  |
| **3.0** | **Chief Executive’s Report** | | | | |  |
| **3.1** | *Shareholder/Government* – the issue raised by the HPRA regarding Zika has been resolved as all decisions on deferrals are now logged. In relation to Health and Safety there have been no reportable incidents for the first 4 months of the year.  The recent international cyber attack was discussed. The CE advised that there were no issues in the IBTS as patches and antivirus software is up to date. On DR site testing, the CE updated the Board on work being done for the BCP. He advised that he chairs an emergency planning group of the EBA and that no blood service in the EBA has done a full DR test. He also noted that the SNBTS has two sites one of which is a full hot site. | | | | |  |
| **3.2** | *Customer* – sales have been positive this year so far, the management accounts which became available at the end of last week show a year to date surplus of €202,000. | | | | |  |
| **3.3** | *Excellence in donor services* – maintaining supply has been difficult. The new marketing campaign ‘Everyone Counts’ was launched in mid April and has had significant reach however the targeted audience was males aged 18 to 30 but those who viewed it most were women aged 35 to 44. The media buyers have been asked to analyse this. The ‘Know your type’ campaign has been well received and is nearing the end of the pilot phase. The unions have been reluctant to engage on the D’Olier Street review. The tender for the refurbishment of the new Tuam Centre will close in 2 weeks. | | | | |  |
| **3.4** | *Safe and sustainable supply* - a proposal to bleed HH patients at normal clinics is being considered. This would require bleeding HH patients who are not eligible to donate on the day into dry packs and maintaining two separate streams for blood collection on clinic. | | | | |  |
| **3.5** | *REMEDI* – UCC have requested a 12 month extension for their research grant to conclude the work already underway, there were delays in UCC undertaking the working programme as originally envisaged.  The Board approved the request, reiterating that there would be no additional cost to the IBTS, that invoices would be provided in a timely manner and that the progress reports required under the terms of the contract would be made available to the M&SD in the timeframe outlined. There will not be any further extension. | | | | |  |
| **3.6** | *Building a high performance organisation* – options for outsourcing managed services are being examined. This will also consider the risk associated with outsourcing vs the risk of keeping such services in house. The Personal Injuries Board has recently outsourced their managed services and has been very helpful with sharing their experience of the process. The CE noted that the new M&SD Dr Stephen Field has been in situ since the end of March and he is currently carrying out a review of component manufacture and development with a view to providing a higher level of scientific oversight. The CE advised that there has been some difficulty with getting DPER approval for the Director of Quality post. The Director of Nursing post has been approved. The governance role of the Board was discussed in relation to the rules imposed by DPER. | | | | |  |
| **3.7** | *Contract for Board approval* – this was approved and the seal of the Board was applied. The procedure used under EU procurement rules was discussed. It was noted that competitive dialogue and the negotiated procedure were also available for procurement, as well as the open tender procedure. | | | | | Purchasing manager to present to the Board on procurement practices in the IBTS in June. |
| **3.8** | *Code of Practice for the Governance of State Bodies* – the proposed changes to the way the Board does its business was noted. The Board agreed that they would schedule 10 minutes at the start of the next Board meeting without the Executive present and they would review how this works at the September Board meeting. It was agreed that the Board would nominate someone from among their number to take a minute of the discussion. | | | | |  |
| **3.9** | *Legal* – the CE advised that the arbitration clause in the insurance contract has been invoked and a date is being sought for an arbitration hearing. The CE updated the Board on a number of other legal cases. | | | | |  |
| **3.10** | *Professorship for M&SD* – the CE and the M&SD met Professor Paul Browne to discuss the Associate Professorship in Trinity College for the M&SD. This is being progressed. There are still outstanding issues regarding registration for the M&SD. The Board advised that this can be progressed through the RCPI as an exception. | | | | |  |
| **4.0** | **Suspected TTI Interim Draft Report – Updated April 2017** | | | | |  |
| **4.1** | The supplier of the testing technology has not yet concluded their own investigations. The M&SD advised that the UK report is still outstanding but it is not expected to make any material change to our own conclusions. It was agreed to give the supplier a deadline for their final report. It must be confirmed that the full donor recall has been completed. It was agreed that the DoH would be advised of the proposed release date. The Board confirmed its strategy to put this information in the public domain. | | | | |  |
| **5.0** | **Presentation on Learning and Development Strategy** | | | | |  |
| **5.1** | The HRD and the Learning and Development Manager joined the meeting for this presentation. The L&DM sought Board support for the strategy by keeping it on the Board agenda. There was a discussion on competencies and metrics and it was agreed that this should be reported to the Board. The L&DM confirmed that key roles for professional development were being identified. The L&DM confirmed that external CPD for professional groups is being incorporated into the strategy and that development opportunities will be transparent and accessible to all employees. The L&DM added that the technology required to streamline this is being assessed at the moment. The Board asked for a detailed proposal on cost and resources over the period of the strategy. It was agreed that a progress report would come to the Board 3 times a year. A cost/benefit analysis was also requested over the 4 years of the strategy. The Chairperson thanked the L&DM and the HR team for a detailed and informative presentation. | | | | | Board to be notified of launch dates for L&D Strategy at all centres so that they can attend if available. The L&D Group will submit a progress report at the November Board meeting.  L&DS to be on the Board agenda 3 times a year, or more often if required |
| **7.0** | **Minutes of the PDC meeting on 13/02/2017** | | | | |  |
| **7.1** | There was a general discussion around the reluctance of staff to go forward for roles in middle and senior management. The possibility of rotating the role of Chief Medical Scientist, and other head of division roles, for a set period was discussed. Mentoring of younger staff by older staff was also discussed. The M&SD confirmed that he is looking at the terms of reference for the MAC to incorporate more scientific input. | | | | |  |
| **8.0** | **Minutes of the Audit, Risk and Compliance Committee 08/02/2017** | | | | |  |
| **8.1** | The Chairperson of the Committee briefed the Board on the main issues. The representative from the C&AG had attended the Committee to discuss the draft management letter. There were 2 outstanding issues, the liability and assets of the SPSPS were to be shown on the balance sheet. The proposed employer contribution of 19.5% is in dispute and the C&AGs suggested that a valuation be placed on the blood stocks in bank. Nothing major was raised by the Internal Auditors and the car insurance issue has now been resolved. The Chairperson confirmed that the TORs are to be reviewed. Self evaluation of the Committee’s effectiveness is on the agenda for the next A,R&C meeting. The Risk register is a standing item on the agenda and the top ten will be on the Board agenda on a regular basis. . The DR plan is in progress for testing components of various systems. | | | | | It was agreed that the Risk & Resilience Manager would come to the September Board meeting to present on the top ten risks. |
| **6.0** | **MAC meetings 16/01/2017, 13/02/2017 and 13/03/2017** | | | | |  |
| **6.1** | The Chairperson of the MAC briefed the Board on the main issues discussed by the MAC. The M&SD is looking at deferrals overall. Twenty to 25 people a month are being deferred under the new STI deferral. The likely threat of Zika has been downgraded. The introduction of a Donor ID system was discussed. It was noted that the new PPS card uses biometrics for ID. Succession planning for training the Specialist Registrar in transfusion medicine is ongoing. | | | | |  |
| **9.0** | **Cork Centre** | | | | |  |
| **9.1** | The CE advised that the design brief is being finalised and there is one document outstanding from CUH before we can go to tender. The CE confirmed that IBTS will be appointing the design team. It was agreed that any Board members who want to visit the site in CUH can do so the morning of the September Board meeting. Arrangements will be made to bring them to CUH. | | | | |  |
| **10.0** | **Date of next meeting** | | | | |  |
| **10.1** | The date of the next meeting of the Board is **Monday 12th June in the NBC at 12 noon.** | | | | |  |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_