

MINUTES

Date of Meeting	09/12/2019	Ref	19/06/MO'D
Meeting	IBTS Board		
Present	Linda Hickey, Chairperson; David Gray; Deirdre Cullivan; Dr Liz Kenny; Dr Satu Pastila; Dr Ronan Desmond; Dr Sarah Doyle; Deirdre-Ann Barr; Brian O'Mahony		
In attendance	Andy Kelly, Chief Executive; Dr Stephen Field, Medical & Scientific Director; Mirenda O'Donovan, Secretary to the Board		
By Audio-link	John Malone		
Apologies	Kate Williams; Yvonne Traynor		
#	Item	Notes/Action	
1.0	Welcome and apologies		
1.1	The Chairperson welcomed everyone to the meeting and apologies from two Board members were noted.		
2.0	Conflicts of interest		
2.1	Board confirmed that there were no conflicts of interest for the meeting.		
3.0	Minutes of Board meeting held on 11/11 and actions		
3.1	The minutes of the Board meeting on 11/11 were approved without amendment.		
3.2	The Chairperson confirmed that she had responded in writing to the former HRD.		
3.3	The Chairperson informed the Board that the final round of interviews for the new CE will take place on Friday 13/12.		
3.4	The CE confirmed that Budget approval was not yet complete. The DoH confirmed at the quarterly governance meeting last week that the budget has not yet been submitted for Ministerial approval.		
3.5			
4.0	Chief Executive's Report		
4.1	<i>Shareholder/Government</i> – The HPRA inspections this year were for both Tissue and Blood Establishment. There was one major for the TE – labelling of heart valves was not compliant, it does not have any quality or safety issues. H&S – an audit was completed on the tissue laboratory and issues identified will be addressed. The laboratory will be re-audited in 6 months.		
	<i>Excellence in Donor Services</i> – the blood supply continues to be difficult, particularly in maintaining stocks of O negative, some O negative donors have asked that the organisation stop contacting them. The M&SD confirmed that about 12 new sickle cell patients are seen and coming on the list in OLCHC every year.		

	<i>Safe & Sustainable supply</i> – the IBTS collects approximately 130,000 units a year – issues of O negative are running in excess of 15% of all total issues, where O negative donors represent just 8% of the population.	
	<i>Effective Relationships and Collaborations</i> - a meeting is scheduled with the CMO and the Assistant Secretary in the DoH with responsibility for blood policy next week.	
	<i>Build a high performance organisation</i> – the iLearn programme has commenced. There have been difficulties concluding an agreement with the preferred supplier for the managed IT services contract. The supplier has submitted a report which would cost an additional €300,000 per annum on top of what was tendered for. The IBTS intends to close down the tender and look at other options. Competitive Dialogue is being proposed by procurement. JR case – response from the applicant received. The next Court date is 14/01.	
	<i>Lease renewal</i> – the seal of the Board was applied to the lease renewal for the Limerick Centre.	
4.2	M&SD report	
	<i>Pathogen reduction and plasma</i> - options appraisal on plasma to be carried out in early 2020. Malaria testing will be implemented by the end Q1 of 2020.	
4.3	Presentation by M&SD on R&D	
	The IBTS will ask the RCPI Ethics Committee to approve any research projects that would require ethics approval. The R&D programme will attract talent into the IBTS and help to future proof medical manpower. The proposed ferritin study was discussed. Dr Pastila confirmed that Finland had carried out a ferritin study. Dr Doyle confirmed she had met Dr McSweeney about the Hb deferral rates. . It was noted that further work needed to be done on the design of the study. There was some discussion about the title of the R&D post. It was agreed that a Board sub-committee on R&D be established which wouldn't need to meet more than 3 or 4 times a year. The proposed compliance study was discussed. The role of R&D in delivering on IBTS strategy was discussed.	Peer reviewed publications to be listed in the annual report. Secretary to the Board to seek advice from BW re: ToRs for R&D sub-committee. M&SD to propose external members for sub-committee
4.7	M&SAC meetings of 16/09 and 11/11	
	Dr Power is doing a study on the treatment of severe haemorrhage. It was noted that in Finland they have a different solution to sickle cell treatment. Chairperson of the M&SAC confirmed that the guidelines produced by Dr Power will be implemented nationally. The national consultants looked at the retention of documents policy. It was confirmed that this policy had been approved by the EMT. There was some discussion about the impact of GDPR on document retention. Chairperson of M&SAC confirmed that this was coming back to the M&SAC.	

4.4	Cork Centre	
	Chairperson briefed the Board on the meeting with the Assistant Secretary in the DoH with responsibility for blood, cancer and acute hospitals. Issues discussed included the Cork Centre, tissue banking and TPE. The Chairperson confirmed that the IBTS would go back to the Assistant Secretary with a document that was evidence based, prioritising quality of service, improved patient outcomes and efficiencies.	CE to send information on TPE to Dr Oonagh Gilligan.
4.5	Risk Management Presentation and BCP Exercise Report	
	R&RM joined the meeting for this item. He outlined the outcome of the Internal Audit of the BCP and the Business Impact Analysis that he is carrying out. The BCP was tested with an exercise on 14 th November. A number of learning points have been identified as a result of the exercise. The emergency planning group will streamline communications with the hospitals. He confirmed that the escalation process had been successful and that the relevant information was sent to the appropriate people. Risk update – it was agreed that a rota would be built around what risks are reviewed by the Board. The Chair of the A,R&CC added that he has asked IA to give an assessment of how the risks are being managed. The Chairperson said that the Board shouldn't be duplicating the work of the Committee and that the Risk Register was reviewed every quarter by the management team. It was noted that the discussion on risk is embedded in the IBTS, rather than being treated as a separate item. It was agreed that the A,R&CC would examine the top 20 risks closely and if there was an issue the Committee felt needed the Board's attention then the Committee could bring it to the Board.	
4.6	Minutes of A,R&CC of 03/09	
	The minutes of the A,R&CC meeting of 3 rd September were taken as read. The A,R&CC Chairperson advised the Board that T O'Connell has resigned from the Committee. A number of internal audits were reviewed, including one on procurement and the BCP, both of which got satisfactory ratings. HPRAs reports on inspections were reviewed. Formal letters of appointment will be introduced for external committee members. The Committee's ToRs will be aligned with the Code of Practice. The Chair of the Committee also confirmed to the Board that the IBTS has received a 'nil' management letter from the C&AGs.	Secretary is to circulate the IPA Governance forum brochure for training in 2020 to Board members.
5.0	AOB	
	<i>M&SAC membership</i> – the appointment of Dr Richard Hagan to the M&SAC was approved by the Board. M&SD confirmed that he has written to Dr S Thomas in the NHSBT seeking an external scientific nominee.	
6.0	Date of next meeting	
	The next meeting of the Board will be on Monday 10 th February 2020 at 12 noon in the NBC.	

Signed: _____

Date: _____