

## MINUTES

<b>Date of Meeting</b>	16/09/2019	<b>Ref</b>	19/04/MO'D
<b>Meeting</b>	<b>IBTS Board</b>		
<b>Present</b>	Linda Hickey, Chairperson; Deirdre Cullivan; David Gray; John Malone; Dr Satu Pastila; Brian O'Mahony; Dr Liz Kenny; Kate Williams		
<b>In attendance</b>	Andy Kelly, Chief Executive; Mirenda O'Donovan, Secretary to the Board		
<b>By Audio-link</b>	Deirdre-Ann Barr; Dr Sarah Doyle		
<b>Apologies</b>	Dr Ronan Desmond; Dr Stephen Field, Medical & Scientific Director		
<b>#</b>	<b>Item</b>	<b>Notes/Action</b>	
<b>1.0</b>	<b>Private Board Members time</b>		
<b>1.1</b>	The Chairperson confirmed that the proposal on the CE's salary was approved by the Board.		
<b>2.0</b>	<b>Minutes of the meeting of the Board of 17/06/2019</b>		
<b>2.1</b>	The minutes were approved without amendment.		
<b>3.0</b>	<b>Chief Executive's Report</b>		
<b>3.1</b>	<p><i>Shareholder/Government</i> – CE to meet Q&amp;CD to resolve issues of duplicate donor reconciliations. There have been 2 HSA reportable incidents this year. There has been a very positive response to the 'good catch' initiative and 47% of issues identified have been closed out which is significant.</p> <p><i>Clients &amp; partners</i> – the Risk Register was discussed at the EMT last week. The R&amp;RM will meet each EMT member before doing a deep dive.</p> <p><i>Excellence in Donor Services</i> – blood usage is changing in some of the hospitals and with the establishment of the National Clinical Programme it is possible that there will be a further reduction. It is currently at approximately 24 per 1,000 of the population. Dr Pastila confirmed that the rate of transfusion in Finland is 31 per thousand. The location of the fixed clinics in Dublin was discussed. The CE said that the possibility of a 'pop-up' clinic in the suburbs would be examined. Refurbishment of the new Tuam Centre is progressing.</p> <p><i>Safe &amp; Sustainable supply</i> – the National Clinical Programme commenced last week. Dr Kieran Morris will be joining the IBTS on 1<sup>st</sup> October. Aligning the schedule of the HH clinic in Dundalk with our clinics is being worked on. GPs are being contacted to inform them directly of the service now available on all mobile clinics. M&amp;SD post proposal has gone to DoH for approval. Current M&amp;SD contract ends in March 2021.</p> <p><i>Learning and Growth</i> – Leadership development programme will go out to tender – URS being prepared. Semester patch project has commenced. The pricing has not yet been agreed. Finishing the hardware requires documentation from the supplier. A Project Manager has been appointed. JR – employee case is being appealed. JR – TH next Court date is in October. The volume of FOI requests was discussed.</p> <p><i>IT Managed Services</i> – this has been brought back to the Board for approval due to the revised costs for level 3 support and additional services.</p>		

	<p>A supplier has been selected. The CE confirmed that the biggest risk with this contract is that the staff supplied by the contractor are not of sufficient calibre to deliver the service. However, this will be managed by the Service Integration Manager to ensure that the terms of the contract are delivered.</p> <p>The CE confirmed that the IBTS has attained membership of the All Ireland Business Foundation.</p>	
<b>3.2</b>	<p><i>M&amp;SD Report – vCJD and Tissue Bank – proposal to explore reopening of the Eye Bank endorsed by the Board. A business case is to be developed. Possibility of recruiting a Specialist Registrar to follow a programme in Transfusion Medicine being investigated but this will require the approval of the Faculty of Pathology of the Royal College of Physicians. Implementation of malaria testing is on schedule for Q1 2020. Consultant cover in Cork was discussed – this will essentially be a job-shared post. The Board confirmed that there should be no additional costs incurred by providing cover.</i></p>	
<b>3.3</b>	<p><i>Presentation on the Blood Supply – Operations Director Paul McKinney joined the meeting. He presented on the achievements in H1 and the current state of the blood and platelet supply The 8 week forecast looks positive. The HSE have retendered for distribution and a contract is being offered. . Overall decline in the issue of FRCCs over the last 10 years. Operations KPI dashboard discussed – this is a work in progress. Hb deferral rate discussed. Dr Doyle confirmed she would discuss this with Dr McSweeney. TUs have increased primarily due to the change in clinic process. Pooled platelets are at between 25% and 30% of all platelet issues. OpsD also presented on the social media platforms being used by the IBTS. The success of various marketing initiatives and repurposing of digital media marketing material was also discussed. The Chairperson thanked the Operations Director for his detailed and informative presentation.</i></p>	
<b>3.4</b>	<p><i>Presentation on Projects and Strategy – Projects and Strategy Officer Laura Carrigan joined the meeting. She outlined her vision for the PMO. Since commencing in the post she has carried out a staff survey on knowledge levels and participation in projects as well as carried out in depth interviews with senior managers. The Project Board has been established. The composition of this was confirmed as the EMT plus the IT Manager. PSO confirmed that Project Board oversight includes scientific projects but not medical. Issues identified through the survey and interviews included resource bottlenecks, communication and scheduling appropriately so that the limited resources particularly in IT and validation are available. The Chairperson thanked her for her presentation and wished her well in the role.</i></p>	

<b>4.0</b>	<b>Items for discussion</b>	
<b>4.1</b>	<i>Cork Centre</i> – the CE has spoken to the DoH who has agreed to arrange a meeting between all stakeholders following on from the meeting in Cork last October. It was noted that the papers for this item on the agenda were not included in the pack – this will be circulated separately after the meeting.	Brief for Donor Centre at St Finbarrs site to be progressed. Chairperson to respond to correspondence from GO'Dwyer.
<b>4.2</b>	<i>Components Review</i> – updated document – the CE confirmed that scientists would be moving out of production in components but there would still be scientific oversight - the revised document was approved by the Board. The CE confirmed that the testing review was due to come to the EMT in the near future.	The Chairperson asked that the M&SD would update the Board on Research and Development at the November Board meeting.
<b>4.3</b>	<i>Minutes of the MAC meeting of 17/06 and revised TORs for approval</i> – revised TORs have been reviewed by the MAC and it is now the MSAC. These were approved by the Board. vCJD policy change and Dr Power's appointment were principal issues discussed.	
<b>4.4</b>	<i>Minutes of the Finance Committee meeting of 22/05</i> – Chairperson welcomed J Malone to the Finance Committee. Finances are performing strongly against budget. Signatures on bank mandates were reviewed and updated. The half year results were reviewed. Next Finance Committee meeting next week. It was noted that there has been a settlement in a long outstanding Hep C case.	Chairperson asked that the Finance Committee would review their TORs.
<b>4.5</b>	<i>Minutes of the Audit, Risk &amp; Compliance Committee meeting on 11/06</i> – taken as read. Chairperson highlighted the meeting with the C&AG. The C&AGs report is still outstanding. A,R&C had its last meeting on 03/09. IA had identified 4 category 2 items – CE to follow up with Q&CD. Revised TORs to come to December Board meeting.	
<b>5.0</b>	<i>Meeting schedule for 2020</i> – B O'Mahony asked for the June meeting to be rescheduled this was agreed as Monday 22 June. It was noted that a strategy date for 2020 needs to be agreed. The Chairperson asked that the Risk Review be included in the December meeting agenda concentrating on the top ten risks and the inherent risks together with the mitigations taken.	Risk review for December meeting.
<b>6.0</b>	<i>AOB</i> – the Board discussed the epacks and agreed that the current solution was not satisfactory. Other solutions to be explored.	
<b>7.0</b>	Date of the next Board meeting – the next Board meeting will be at <b>12.00pm on Monday 11<sup>th</sup> November.</b>	

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

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