

MINUTES

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| Date of Meeting | 15/06/2020 | Ref | 20/03/MO'D |
| Meeting | IBTS Board | | |
| Present via video-link | Linda Hickey, Chairperson; Deirdre Cullivan; Dr Liz Kenny; David Gray; John Malone; Dr Satu Pastila; Brian O'Mahony; Kate Williams | | |
| Apologies | Dr Ronan Desmond; Deirdre-Ann Barr; Dr Sarah Doyle | | |
| In attendance | Orla O'Brien, Chief Executive Officer; Dr Stephen Field, Medical & Scientific Director; Mirenda O'Donovan, Secretary to the Board | | |
| # | Item | Notes/Action | |
| 1.0 | Welcome from the Chairperson – conflicts declaration | | |
| 1.1 | The Chairperson welcomed everyone to meeting, including O O'Brien for her first Board meeting as Chief Executive Officer. | | |
| 2.0 | Conflicts of interest | | |
| 2.1 | There were no conflicts of interest declared. | | |
| 3.0 | Minutes of the Board meeting held on 20th April 2020 | | |
| 3.1 | The minutes of the Board meeting held on 20/04/2020 were approved, subject to amendment. | | |
| 4.0 | Chief Executive Officer's Report | | |
| 4.1 | <i>Shareholder/Government</i> – a meeting with the HPRA to be arranged in Q3 2020. The NHO will be on the agenda for discussion. Eye bank is issuing corneas for emergency surgery and a project scoping document on re-establishing the Eye bank has been discussed at Project Board and will be reconsidered again at its next meeting. There were 3 reportable incidents in relation to health & safety in April/May. The Risk Register was reviewed and updated by EMT on 28/05/2020. The testing laboratories will be back to normal rostering in July, Components returned to normal shift patterns last week. Staff in Components are wearing PPE. | | |
| 4.2 | <i>Clients and Partners</i> – D'Olier Street Clinic remained open throughout the COVID-19 restrictions. The future of the clinic and its location will be considered in the context of the current lease terminating in 2026. The CEO advised that she had met the National Consultants Group on 26 th May and the NBC based medical team on 2 nd June. A meeting with the Cork Centre medical team is to be arranged. FRCCs were down 11% in May over May 2019 and 10% YTD. Platelets are down 12%. Urgent and time sensitive surgery, has recommenced in the hospitals. | | |
| 4.3 | <i>Excellence in Donor Services</i> – the number of new donors has dropped significantly due to the introduction of appointment only clinics for existing donors during COVID -19. Just 42 new donors gave blood in May. The targeted appointment system introduced because of COVID -19 has resulted in a more accurate distribution of blood donations collected versus demand and stock requirements. Hospital inpatient capacity is to be restricted to 80% in anticipation of a further increase of COVID -19 admissions. A meeting with the HSE is arranged for next week which should yield more visibility on HSE planning. The re-introduction of new and lapsed donors is commencing this week, through extended telephone interviews utilising redeployed nurses who are unable to work on clinic at this time. The CEO confirmed that 60% of the clinics are appointment led | | |

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| | at this time. She added that the Operations Director target is 80%. Clinic forecast is now 2 weeks instead of the usual 8 week forecast as clinics are now primarily appointment driven. It was noted that venues may become a problem for clinics as Hotels and Schools come back on line. The CEO confirmed that if necessary the assistance of the DoH and DoE&S would be sought to help with this. | |
| 4.4 | <i>Safe & Sustainable Supply</i> – it was noted that even though COVID - 19 is a respiratory illness and not a blood borne virus, it still had a significant impact on the organisation and its business. A decision made at the start of the restrictions regarding donations from healthcare workers is now being reviewed.. | |
| 4.5 | <i>Learning and Growth</i> – the PD process is now fully automated. The leadership programme iLead will recommence in August on line. A search agency for a replacement for the M&SD post has been selected and this process will commence in earnest over the Summer months. The CEO confirmed that no staff member has been infected with COVID - 19. The number of staff working from home is now down to 12. SJH have confirmed they will test IBTS staff if necessary and CUH will do the same in Cork. A survey was carried out among staff working from home and there was an 77% response rate. Remote working policy will be informed by this feedback, and will be reviewed within a framework of flexible working practices . | |
| 4.6. | <i>Learning & Growth IT</i> – new tender for managed services to be published this month. CEO confirmed that she met the CEO of MAK System in May via conference call. | |
| 4.7 | <i>COVID - 19 paper</i> – this gave an overview of the changes implemented and the impact of COVID - 19 on the organisation. This paper outlined the great efforts made by staff across the organisation during the restriction period. | |
| 5.0 | Medical & Scientific Director’s Report | |
| 5.1 | M&SD noted that no funding has been made available for the clinical trial element of the convalescent plasma project. The total cost would be approximately €350,000. Phase one is the clinical trial and includes assessment of donors. Phase two will concentrate on collecting appropriate stocks of plasma for a second wave. The plasma would have a shelf life of 3 years in storage in the IBTS and 3 months in hospitals. Contact has been made with DoH regarding funding. It was noted that Emergency Preparedness Funding is available for a potential second wave. The HPRA licence will need to be amended and this is in hand. FFP for human use is currently sourced from Octapharma. A working group has been established on Pathogen Reduction. Research & Development Lead – candidate selected. Dr P Browne has agreed to join the R&D Committee. | |

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| 6.0 | Presentation by the Quality & Compliance Director | |
| 6.1 | Q&CD K Byrne joined the meeting for this item. The 3 pillars of the vision for Quality were outlined – a modern quality system, stakeholder engagement and a quality workforce. A new IT specialist role has been created. The training and education outreach programme from Quality was discussed as well as the links with R&R. Q&CD confirmed that this could be more collaborative and that Quality and Risk need to speak the same language. She added that there is now a focus on continuous quality improvement using the LEAN approach. The Chairperson thanked the Q&CD for her detailed and informative presentation. | |
| 7.0 | Operational Protocol | |
| 7.1 | This was approved subject to an amendment regarding sub-committees. | |
| 8.0 | Financial Statements 2019 | |
| 8.1 | <p>2019 saw a €3.6m Management Accounts surplus and a Statutory Financial Statements surplus of €1.5m. The difference of €2.1m is the FRS102 pension scheme adjustment which is an additional charge to the Income and Expenditure account as the assumptions under the FRS year end accounting valuation and the triennial valuation that sets the contribution rate are different. Platelets were up by 7.5%, more than reversing the almost 5% drop in 2018. Red Cells were in line with 2018 quantities but had it not been for prior year credits issued this time last year they would have seen an increase of over 500 units. A long standing Hepatitis C case was settled and a couple of one off receipts including a bequest of €52k and also a reduction in the Bad Debt Provision at year end of €240k. Very little research money was spent in 2019.</p> <p>The DoH approved a proposal to allocate the €3.5m management accounts surplus, with €2m going to the Capital Reserve for the development of a new centre in Cork and this reserve now stands at over €10.5m and €1.5m to the IBTS pension fund to go against the past actuarial deficit in the fund. The Capital Reserve transfer is included in the draft Financial Statements but the pension fund transfer will be a transaction carried out in this financial year. The deficit on the pension scheme grew by €8.9m to now stand at €92.258m. The main driver for the increase in the pension scheme liability is the drop in the discount rate from 2.1% in 2018 to 1.25% in 2019. The increase in the liability would have been much larger but for a drop in the long-term inflation assumption from 1.9% to 1.5%. 2016 was the year changes to benefits applied to the scheme with the introduction of integration with the social welfare pension and also an injection of €10m from the pension levy but because the discount rate dropped from 2.7% to 1.9% the deficit increased by almost €16m.</p> <p>The IBTS is still managing to maintain positive interest rates. The salaries drop of €969k is linked to the FRS102 pension charge, and is not an actual fall in salary costs.</p> | |

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| | <p>All cost headings are showing cost decreases.. The increase in whole time equivalents is related to the increase in the number of lab aides in Components to transition the work from Medical Scientists.</p> <p>The Board discussed a suggestion that a note regarding COVID -19 be inserted into the Financial Statements, and declined to do so, noting that the C&AG was not issuing guidance to this effect. . The Board approved the Financial Statements for signing by the Chair and the Chair of the Finance Committee and the Letter of Representation for signing by the Chair and the CEO. The Board also approved the two transfer allocations that the Department of Health have given their approval for, namely the Capital reserve transfer and the pension fund transfer which will occur later in the year after the Finance Committee review the pension fund triennial review.</p> | |
| 8.2 | <p><i>2020 Management Accounts Update</i> - the day after St. Patrick's day there was a dramatic drop in usage in Red Cells while platelets only dipped at the end of March. The worst period was between St. Patrick's day and Easter. Since Easter there has been a gradual recovery in the numbers. The impact would have been reduced had it not been for the delays in getting the private hospitals fully utilised as non COVID - 19 hospitals. Also the complete reduction in public attendances at emergency departments and General Practitioners had an impact in terms of testing income.</p> <p>The deficit at April of €1.371m has increased slightly at the end of May to €1.419 and we are €1.8m behind budget of which we would conservatively estimate at least €1.558m is directly COVID - 19 related. The majority of this is due to reduced sales with Income behind budget in May by €845k. Total costs are over €.5m below budget due to various savings mainly due to reduced collection and processing costs and travel costs. Convalescent plasma may provide a new source of income if there is a second wave of COVID - 19. The Chairperson and the Board thanked the Finance Director and his team on their hard work in preparing the Financial Statements and getting through the Audit process on schedule in these very challenging times.</p> | |
| 9.0 | Cork Centre | |
| 9.1 | <p>CEO briefed the Board on the Cork Centre. It was discussed at the governance meeting with the DoH on 14/05 and will be discussed further at the governance meeting on 16/07. The CEO is proposing a multitrack approach. She is seeking a meeting with G Reaney to progress the St Finbarrs site for the new Centre, she is asking the DoH to host a meeting with the HSE, IBTS and CUH. She is also proposing that key personnel visit existing sites using the proposed model of service delivery in Limerick and Oxford. M&SD added that he had some solutions to discuss with the CEO regarding TAS.</p> | |

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| 10.0 | Audit, Risk & Compliance Committee | |
| 10.1 | The minutes of the A,R&CC meeting of 04/02 were taken as read. The Chairperson of the Committee noted that they were one member short. Two IA reports were considered by the Committee, these were on Business Continuity and GDPR. Issues regarding data retention and destruction were noted. There was an update on outstanding issues which will hopefully be addressed once managed services are in place. The Committee also had a presentation on Risk and Compliance. T&S was reviewed for the CEO and the M&SD for the last 2 years. The Annual Report for 2019 was approved by the Committee. The Committee had its annual meeting with the C&AG without the Executive present – no issues were raised. | |
| 11.0 | Finance Committee | |
| 11.1 | Minutes of the Finance Committee of 29/01 were taken as read. The December management accounts, draft Financial Statements and the Draft Business Plan for 2020 were reviewed. At the Committee's last meeting in May the bank mandates were updated and the Committee considered insurance issues regarding device failure and the Committee will return to this at its next meeting. | |
| 12.0 | AOB | |
| 12.1 | <i>PD Committee</i> - the Chairperson advised the Board that the PD Committee had met earlier and reviewed the CEO's KPIs for the rest of the year. These are the Cork Centre, Strategy, the Semester Patch, Managed Services and filling the M&SD post. | |
| 12.2 | <i>CE retirement</i> – the Chairperson noted that A Kelly will retire at the end of the week after 18 years as Chief Executive. She recorded the Board's thanks for his service and noted that a presentation would be made to him on behalf of the Board on Friday afternoon. | |
| 12.3 | The Secretary to the Board asked the Board to approve the use of Decision Time to all sub-committees of the Board. This was approved. | |
| 13.0 | Next meeting of the Board | |
| 13.1 | The next meeting of the Board will take place on Monday 14th September at 12 noon. | |

Signed: _____

Date: _____