

Minutes of the Meeting of the Board of the Irish Blood Transfusion Service held on Monday 21st May 2012 at 12.30pm in the Boardroom, National Blood Centre, James's Street, Dublin 8.

Present:

Ms. Katharine Bulbulia, Chairperson
Mr. Sean Wyse
Ms. Jane O'Brien
Dr. Paolo Rebullia
Mr. David Lowe
Mr Dave Keenan
Dr Paul Browne
Dr Hilary O'Leary
Dr Lelia Thornton
Ms Marie Keane
Ms Ann Horan
Ms Sinead Ni Mhaille

Apologies: **Dr Hilary O'Leary**

Also in attendance: **Mr. Andrew Kelly, Chief Executive**
Dr. Ian Franklin, Medical & Scientific Director
Ms. Mirenda O'Donovan, Secretary to the Board

1. Minutes of the meeting of the Board on Monday 16th April 2012.

The minutes of the meeting of the Board on Monday 16th April were approved without amendment.

2. Matters arising

Recombinants Products transfer

The transfer of national responsibility for recombinant products to St James' Hospital was completed as scheduled on 30th April. The CE thanked all those involved in managing the transfer which was completed smoothly and efficiently.

Transport Review

The HSE is currently tendering for a national transport service provider. The tender closes on 22nd May.

3. Revised March Minutes

The Board Minutes of March 2012, did not correctly record the approval by the Board of the Review of Internal Financial Controls. The revised minutes were re - circulated and approval was proposed by Dave Keenan and seconded by Jane O'Brien.

4. CE's Report

Blood supply

There have been some difficulties maintaining the blood supply in particular groups during the month of April. It is anticipated that there may be difficulties maintaining supply over the Summer months, due to Euro 2012, the Olympics and the usual seasonal decline. Measures have been put in place to counter these difficulties,

including an increase in local radio advertising and a new media campaign to commence on 30th May.

Finance

The accounts show a positive variance at the moment. Platelets are on budget for May so far, but red cells are down by 1.3% for the year to date.

IMB/Haemoglobin Project

The changes on clinic to implement the requirements not to bleed borderline donors have had a significant impact. Only 30% of those initially not meeting the requirement do so are eligible to donate with the venous sample. This has meant the loss of approximately 200 donations a week. The new practice has also proved disruptive to the flow on clinic. The EMT has reviewed the impact of the new practice on clinic and has decided to reverse its decision to meet the IMB requirements in this way. Borderline donors will be deferred, but reversal of the decision will take until June to implement.

HR

HSE tender for transport services to close tomorrow. A new set of rosters has been proposed to IBTS driver clerks and these are being considered.

Voluntary Redundancy Scheme

There have been applications for voluntary redundancy. The EMT will consider the recommendations of managers on these applications this week. The CE has had further discussions regarding the redeployment of some staff in the Cork Centre to CUH. The consolidation of virology testing will now be completed on 25th June. The IMB inspection in Cork will commence on 2nd July.

Diagnostics Cork

The CE has had further discussions with the General Manager in CUH and is meeting the CEO of MUH on Thursday.

Health & Safety

There were 3 reportable incidents in the first four months of the year.

BECS

A visit from MAK Systems is scheduled for this week to agree the deliverables.

Strategic Plan

A 2 day workshop is planned for next week to develop a Balanced Scorecard for the IBTS. This will form the basis of the next Strategic Plan.

WMDA Accreditation

The IUBMR has received full accreditation to the WMDA. The Chairperson congratulated the team involved in securing this important accreditation.

Contract for Board Approval

A contract with a supplier valued at more than €2m per year required the Seal of the Board. This was proposed by David Lowe and seconded by Ann Horan. The Seal of the Board was applied to the contract.

5. Presentation on Quality Review

The Director of Quality & Compliance gave a presentation on the Review of the Quality function. The Chairperson thanked the Director of Quality & Compliance for a detailed and informative presentation.

6. Pension Scheme

It was noted that the letter from the Trustees regarding the deficit to the fund was outstanding since the last meeting of the Board. The Chairperson of the Finance Committee briefed the Board on the efforts made to generate a proposal for the DOH based on the independent actuarial advice. This proposal has been submitted to the DOH. The proposal as submitted was approved by the Board, proposed by Jane O'Brien and seconded by Sean Wyse.

Cost Saving Measures

The Chairperson briefed the Board on the meeting with the Minister. The Chairperson thanked the Chair of the Finance Committee for his contribution at the meeting on the Pension Scheme and she also thanked the Chief Executive and the Operations Director for their contribution on the cost saving measures. It was noted that the Minister agreed to give the proposals consideration and that he would revert after 31st May.

The CE added that a further meeting with DOH officials took place last week to explain the detail of the redeployment proposals. A further paper on this matter is due to be submitted to the DOH this week.

7. Minutes of the MAC meeting on 20th March

The minutes were taken as read. The Chair of the MAC noted that the revised approach to borderline donors had been discussed at today's MAC meeting.

8. Minutes of the Audit & Compliance Committee of 13th March

The Quality Review presentation to the Board today had previously been seen by the Audit & Compliance Committee, where it was discussed in detail. The Chair of the Committee thanked the members, including the external members for their contribution. The Chair also thanked the Internal Auditor, Assistant Auditor and senior management for their support of the work of the Committee over the years.

9. Minutes of the Finance Committee meeting of 14th February

The minutes were taken as read. The Chair of the Committee confirmed that issues about whether the IBTS was a going concern because of the pension liability had been clarified and it was not an issue.

The Chair of the Committee thanked the members, the CE and senior management for their work and support over the years.

10. Any other business

The Chairperson of the Board noted that 9 members' terms of office end on 31st May. The Chairperson thanked all of those for their service, their time and their commitment to the Board and the IBTS. The Chairperson added that their generosity with their time and expertise had helped in the Board operating as an effective team. The Chairperson also extended her thanks to the Chief Executive and the Medical & Scientific Director for their support and professionalism. The Chairperson also thanked the Secretary to the Board for her support.

The CE also spoke to thank the outgoing Board Members and he thanked the Chairperson for her support and dedication during her tenure.

11. Date of next meeting

The next meeting of the Board will take place on Monday 18th June at 12.30pm

Signed: _____

Date: _____