

**Minutes of the Meeting of the Board of the Irish Blood Transfusion Service held on Monday 23<sup>rd</sup> July 2012 at 1.00pm in the Boardroom, National Blood Centre, James's Street, Dublin 8.**

**Present:** Professor Anthony Staines, Chairperson  
Ms. Jane O'Brien  
Dr. Paolo Rebullia  
Dr Lelia Thornton  
Mr Brian O'Mahony

**Apologies:** Dr Hilary O'Leary  
Dr Conor McGrane

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

The Chairperson and CE welcomed Mr B O'Mahony to his first meeting of the Board.

**1. Minutes of the meeting of the Board on Thursday 22<sup>nd</sup> June 2012.**

The minutes of the meeting of the Board on Thursday 22<sup>nd</sup> June were approved without amendment.

**2. Matters arising**

*Risk Registers*

It was agreed that these would be circulated to all Board members and would be discussed when a full Board is appointed. It was also agreed that the Risk Registers and Strategy would be standing items on all future agendas. The CE explained that the Risk Register is divided in 3, the clinical risk register managed by the Consultants and overseen by the MAC, the organisational risk register which is managed by the Executive Management Team and the IT Risk Register which is managed by the CE and IT Manager and overseen by the ICT Council. In addition the Audit and Compliance Committee have engaged external auditors to audit IT activities.

**3. Appointment of members to sub-committees of the Board**

There has been no further progress on filling the remaining vacancies on the Board. Two further names have been submitted to the Minister and the Chairperson has written to the Minister again today, stressing the importance of filling these posts. A teleconference will still be held to appoint the Audit & Compliance Committee to approve the financial statements, in the event that the remaining vacancies are filled between now and the next Board meeting. The Chairperson thanked Dr Thornton for Chairing the MAC this morning. It was agreed that contact details would be circulated to all Board members. The Chairperson agreed to contact Dr O'Leary regarding Chairing the MAC.

#### 4. Chief Executive's Report

##### *Blood supply*

The blood supply is struggling at the moment, which is not unusual for this time of year. However, we have had to do more tele-recruitment and local media this year. The CE has been visiting clinics around the country in recent weeks. He added that an appointment system was 2/3 years away. Ms O'Brien suggested wifi be made available in D'Olier Street, the CE said that he would look into this proposal. Dr Franklin stated that hospital orders were being met currently.

Platelets usage is up to 6.5% and red cells are down 1.6% Ireland's usage of platelets is 6 per 1000 of the population, which is higher than international practice. The platelets report published 2 years ago estimated over use at 19%

##### *Finance*

The Finance position is positive. The Director of Finance presented to the Board on the Financial Statements and the first 5 months of the year in June.

##### *IMB Inspection*

The IMB inspection of the Cork Centre went very well. There were no 'critical', no 'major' and just 3 'other' incidents. The IMB also inspected a clinic in Mallow. Virology was transferred to the NBC the week before the inspection. Ms O'Brien inquired about the transfer of mandatory reporting from the NHO to the IMB. The CE said that the IBTS had met the IMB on 17<sup>th</sup> March and that he will bring a paper to the Board on this issue in September.

##### *HR*

The restructuring of the transport function is going to conciliation, no date has been offered yet for this. One of those who was offered redundancy but was on annual leave has declined. Virology was successfully centralised in the NBC – the CE congratulated all those involved in the smooth transfer. Further discussions are to take place with CUH regarding the Diagnostics service in Cork. The redeployment of 4 staff has been agreed with CUH. The requirement for Garda clearance may delay the transfer of these staff.

In relation to health and safety the CE updated the Board on the changes for June.

##### *ICT*

In relation to the replacement of Progesa, the IBTS resource allocation will be tracked but not costed to the project. The BECS Project Manager joined the meeting at this time. The Chairperson sought assurances that the risks associated with this project had been identified and were being proactively managed. The Project Manager confirmed that IBTS Project Management Framework was being used for the project, that the risks were identified and under constant review and the Peer Review Group also had oversight of the risk log. It was agreed that the Finance Committee, once appointed would oversee the implementation of this project. In the interim, the Chairperson proposed that a Board Sub-Committee of everyone available would meet before the Board meeting in September to get a report on progress. The CE and the Project Manager will attend this sub-Committee prior to the September Board meeting.

The CE confirmed that BECS would be hosted internally, following an independent expert review of that recommendation by the IT Manager. The BECS Project Manager left the meeting.

The Chairperson signed the contract for the provision of a Blood/Tissue Establishment Computer System, on behalf of the Board.

#### *Strategic Plan*

The next session on the Balanced Score Card will be the week commencing 10<sup>th</sup> September. The CE confirmed he would circulate the draft strategy map to the Board. Following this session the Draft Strategy Map with supporting documentation would be circulated to the Board.

#### *Legal case*

The CE briefed the Board on the outcome in a legal matter.

### **5. Presentation on the Business Plan 2012**

The CE made a presentation on progress to date with the 2012 Business Plan. The Chairperson thanked the CE for his detailed and informative presentation. In relation to the Limbal Stem Cell project the Chairperson proposed that a plaque be put up in the NBC in recognition of the Bequest. The CE agreed to circulate the presentation and a copy of the Business Plan in soft copy to the Board members.

### **6. Pension Fund**

The CE briefed the Board on recent developments regarding the pension scheme. He confirmed that the Trustees had lodged an appeal with the High Court against a determination by the Pensions Ombudsman that was in favour of a scheme member. Further correspondence from the DOH was discussed the CE confirmed that the DOH were seeking full integration of all service. The CE was still waiting on written legal advice regarding previous correspondence from the DOH. The CE confirmed that he would include examples of benefit calculations based on before and after integration in the response to the Department of Health. Ms J O'Brien inquired as to progress on the amendment of the Trust Deed. The CE confirmed that he had spoken to individual Trustees on this matter and that any changes to the Trust Deed would only be considered in the context of a complete solution to the current difficulties with the scheme. This was the advice received from the Board legal advisors also.

### **7. Cost saving measures**

The CE pointed out that these were substantial and far reaching proposals and that the EMT would present on cost saving measures and progress to date when a full Board is appointed. The CE confirmed that it was his intention to create a post of Risk and Resilience Officer in the IBTS and that this would be an internal appointment.

### **8. Minutes of the MAC meeting on 21<sup>st</sup> May**

The minutes of the MAC meeting on 21<sup>st</sup> May were noted. WNV testing has been introduced and this has resulted in the testing of 1.25% of donors attending and was reducing the number of deferrals for travel to affected areas.

### **Update on MAC meeting of 23<sup>rd</sup> July**

Dr L Thornton updated the meeting on matters discussed at the MAC earlier. The Chairperson suggested that a note of appreciation be sent to the Chief Medical Scientist in Virology Cork for the success of the transfer of testing to the NBC. The Board thanked the staff in Virology Cork for their work and their dedication over the years.

In relation to the Haemoglobin project, the medical team are now looking at donor management of those deferred for low haemoglobin.

Dr J O'Riordan presented a proposal to look at the underlying prevalence of Hepatitis E in the donor population. It was noted that there may be a consent issue for a broader study and that this would need Ethics Committee approval. It was agreed that this would be an anonymised study and an alternative route for ethics approval via public health was suggested.

Mr B O'Mahony also added that he understood that leave for judicial review was likely to be granted on the decision of the Northern Ireland Minister for Health not to implement the one year deferral policy for MSM behaviour which has been implemented in the rest of the UK. The M&SD said that there was a European Commission report on risk management in blood donors which gives some comfort to countries opting for more stringent deferral policies regarding MSM.

Mr B O'Mahony requested that he attend the MAC as an observer. This was agreed by the Board for the next two meetings. It was agreed that the Board would review all TORs of the Board subcommittees at the October Board meeting. It was also agreed that the date of the October Board meeting would be Monday 15<sup>th</sup> October.

### **9. Date of next meeting**

The next meeting of the Board of the IBTS will take place in the Cork Centre on Monday 17<sup>th</sup> September at 1pm.

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

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