

## MINUTES

<b>Date of Meeting</b>	Monday 12/12/2016	<b>Ref</b>	16/06/MO'D
<b>Meeting</b>	<b>IBTS Board</b>		
<b>Present</b>	Professor Anthony Staines, Chairperson, Deidre Cullivan; Dr Ronan Desmond, Brian O'Mahony; Dr Liz Kenny; Dr Julie Heslin; John Malone; Yvonne Traynor; Simon Mills; Kate Williams; Linda Hickey		
<b>Apologies</b>	Dr Jorgen Georgsen		
<b>In attendance</b>	Andy Kelly, Chief Executive; Mirenda O'Donovan, Secretary to the Board		
<b>By Audio-link</b>	Professor Ian Hann, Acting Medical & Scientific Director		
<b>#</b>	<b>Item</b>	<b>Notes/Action</b>	
<b>1.0</b>	<b>Minutes of the Board meeting of 14<sup>th</sup> November</b>		
<b>1.1</b>	The minutes of the Board meeting of 14 <sup>th</sup> November were agreed without amendment. The Chairperson agreed to re-order the agenda and item 7 and 9 will be taken after the Chief Executive's Report.		
<b>2.0</b>	<b>Matters arising</b>		
<b>2.1</b>	Haemospect issue – the CE briefed the Board on the latest developments with this case. He also updated the Board on the issue regarding insurance cover.		
<b>3.0</b>	<b>Chief Executive's Report</b>		
<b>3.1</b>	<p><i>Shareholder/Government</i> - the HPRA inspection at the NBC took place in the last week of November. The Chair of the MAC briefed the Board on their discussions regarding Zika virus and the proposed actions being taken.</p> <p>The CE advised the Board that a QMS plan to streamline processes on clinic was commencing today. The IBTS has been asked to participate in research under the DEMAND programme which is being coordinated by NUIG.</p> <p>The budget has been approved by the DoH and it partly implements ABC. FRCCs and platelets were down in November. HSE planned usage for 2017 is 110,000 units of FRCCs and 22,000 units of platelets.</p>		
<b>3.2</b>	<i>Excellent donor services</i> – Haemochromatosis – proposals to commence a clinic in Limerick University Hospital have stalled. The Christmas donor recruitment campaign was launched yesterday.		
<b>3.3</b>	<i>Learning and Growth</i> – the strategy that has been developed on this is due to go to the EMT for discussion this Friday. A full options appraisal of the proposed semester patch for eProgesa is to be carried out. If the decision made is not to proceed with this option then an appointments system will be purchased separately. The CE also added that the IBTS will be tendering for Oracle services in the New Year.		
<b>3.4</b>	<i>Medical &amp; Scientific Director post</i> – the CE advised the Board that interviews took place on 2 <sup>nd</sup> December. The preferred candidate has been offered the post. . The CE also advised that the NHSBT have agreed to provide clinic support for components production. The Board noted their appreciation for the NHSBT support. The CE also advised that Dr Niamh O'Flaherty, Consultant Microbiologist, has started in the IBTS.		

<b>7.0</b>	<b>MSM policy</b>	
<b>7.1</b>	The CE advised the Board that he had held briefings and meetings with various interest groups to keep them apprised of the progress towards implementation. The implementation plan is well underway with the revised HLQs going to print this week. The CE also advised that the SNBTS had shared the work they had already done on an electronic, searchable A to Z of the deferral guidelines.	
<b>10.0</b>	<b>Cork Centre</b>	
<b>10.1</b>	<p>It was noted that during the last Board meeting, the Chair took a call from the Group CEO seeking a top level meeting to discuss the proposal from CUH. The Board agreed to defer a decision so that this meeting could go ahead. The Chair and the CE walked the proposed site last week.</p> <p>The CE is currently seeking dates from the CEO of CUH for a further meeting in early January. The Board agreed that this decision would not go past the February Board meeting. Before then, the issue of parking for donors will need to be resolved. The A/M&amp;SD asked about the agreement to fund half a Professorship with UCC. The CE explained the background to this Board decision. The CE also added that he spoke to the Clinical Director of the Group a number of months ago about a single TAS service for the region. The Board reiterated that a final decision will be made in February. The CE confirmed the amount of monies spent on the project to date. The CE confirmed that he is keeping the DoH informed.</p>	CE to arrange for a space allocation plan to be prepared.
<b>4.0</b>	<b>Presentation by Operations Director</b>	
<b>4.1</b>	The meeting was joined by the Operations Director and he gave a presentation to the Board on developments and issues in his area of responsibility. The comparative statistics on blood and platelets usage with other blood services in Europe were discussed. The Board thanked him for his detailed and informative presentation.	
<b>6.0</b>	<b>Strategy 2017 – 2020 review</b>	
<b>6.1</b>	The CE presented the outcome of the various consultation processes with the Board, the EMT and the individual groups on the latest iteration of the Strategy map. It was proposed that the Board should take a detailed look at one of the IPs on a random basis to see how the strategy was progressing. The Chair also suggested that the box on project prioritisation be moved to a more prominent position. The CE confirmed that the actions and KPIs behind each box on the Strategy map were being compiled and the final strategy will come back to the Board in February for approval.	
<b>9.0</b>	<b>Combined Risk Register</b>	
<b>9.1</b>	The R&RM joined the Board meeting for this item and went through the risk framework and the combined risk register. He confirmed that the Risk Register will be reviewed quarterly at EMT. The R&RM explained how the actions to mitigate against risks are monitored and how risks are captured in the first instance. The increase in the risk of donor incidents was noted. The CE explained that this was to do with a number of issues including high turnover of nurses, operational matters and reflects the greater need for continuous competency assessment and retraining by the Practice Development Team in conjunction with the CNMs.	

	It was also noted that most other risks had decreased. The R&RM added that both Internal Audit and the C&AG have a role to play in external oversight and that he also participates in a UK wide blood services risk management group and that he and the CE sit on an EBA working group on risk. The Chairperson thanked him for going through the risk register with the Board.	
<b>5.0</b>	<b>Minutes of the MAC of 10/10/2016</b> <b>Minutes of the MAC of 20/10/2016</b>	
<b>5.1</b>	It was noted that the MSM issue was discussed under a different heading. The threat from Zika was discussed at length at the MAC. It was proposed at the MAC that the HLQ be changed to defer people who may have had sex with an asymptomatic Zika carrier by the end of January this would be two weeks after the MSM deferral change implementation. The Board expressed concern that this would be very difficult to implement and could cause a possible supply shortage. The phrasing of any question here was very important and not very easy so that the appropriate information could be elicited from the donor. It was further suggested that as the risk is currently estimated at 1 in 37 million that the impact on deferrals would be excessive. The Chairperson of the MAC agreed to take the Board's concerns back to the next MAC meeting. It was noted that there was no new developments on HEV and the A/M&SD confirmed that he was making some progress on succession planning.	Secretary to the Board to circulate Dr O'Riordan's document to the Board.  Response from MAC to issues raised about Zika virus.
<b>11.0</b>	<b>Correspondence</b>	
<b>11.1</b>	Correspondence to the Chair from a Consultant in Nenagh Hospital was noted. The CE said that a report to the Minister on the development of HH services was with the DoH. The CE said that he is considering an alternative model of a mobile clinic for HH patients only and this needs to be explored. The Chairperson confirmed he would respond in writing.	CE & A/M&SD to make contact and arrange a meeting
<b>12.0</b>	<b>Date of next meeting</b>	
<b>12.1</b>	The next meeting of the Board will take place on <b>Monday 13<sup>th</sup> February at 12 noon.</b>	

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

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