

## MINUTES

<b>Date of Meeting</b>	Monday 12 <sup>th</sup> November 2018	<b>Ref</b>	18/05/MO'D
<b>Meeting</b>	<b>IBTS Board</b>		
<b>Present</b>	Chairperson Linda Hickey; Dr Liz Kenny; Deirdre Cullivan; Kate Williams Yvonne Traynor; Dr Satu Pastila		
<b>In attendance</b>	Andy Kelly, Chief Executive; Dr Stephen Field, Medical & Scientific Director; Mirenda O'Donovan, Secretary to the Board		
<b>By Audio-link</b>	John Malone		
<b>Apologies</b>	Dr Ronan Desmond; Brian O'Mahony; Dr Sarah Doyle; Simon Mills		
<b>#</b>	<b>Item</b>	<b>Notes/Action</b>	
<b>1.0</b>	<b>Private session for non-Executives</b>		
<b>1.1</b>	The Chairperson said that the Board had agreed to reverting to the previous position of publishing minutes as a matter of course. The Board will put in place a formal buddy system for when members are unable to attend a meeting.		
<b>2.0</b>	<b>Minutes of the Board meeting of 10<sup>th</sup> September 2018</b>		
<b>2.1</b>	The minutes of the Board meeting of Monday 10 <sup>th</sup> September were agreed without amendment.		
<b>3.0</b>	<b>Matters arising</b>		
<b>3.1</b>	<i>Data retention policy</i> – the CE briefed the Board on the current status of the data retention policy. An extensive internal consultation process has taken place and the current draft is now being reviewed by IBTS solicitors.		
<b>3.2</b>	<i>Pension scheme</i> – changes in the use of the pension levy are due to come into effect on 01/01/2019. IBTS has made a proposal to DPER with DoH support on what should be done with the portion of the levy that is currently remitted to DPER from IBTS staff who are members of the IBTS scheme in conformity with the approach approved for similar schemes. A response from DPER is awaited.		
<b>4.0</b>	<b>Chief Executive's Report</b>		
<b>4.1</b>	<i>Shareholder/Government</i> – HPRA inspection in the Stillorgan Centre last Friday – one minor deficiency identified. The HPRA will commence their inspection of the NBC on Monday next (19 <sup>th</sup> Nov) and will be here for the week. The CE briefed the Board on the breakdown of the irradiator at the NBC last week. He advised that the contingency with the Cork Centre had been activated and worked effectively. The spare part has arrived today. He added that the response from the service provider had been very unsatisfactory and that this would be followed up once the irradiator was back up and running. The CE also advised the Board that an issue arose and required all donations from that clinic to be retested to ensure compliance with the specification for white cells. Units outside the specification were discarded. M&SD added that a special meeting of the MAC is taking place tomorrow to discuss pathogen reduction.		
<b>4.2</b>	<i>Clients and Partners</i> – Fetal genotyping - an issue has arisen regarding the implementation of Medibridge for the etransfer of records in the hospitals. Changes needed at the IBTS side are completed. H&S – it was noted there were 7 reported incidents for 2018 YTD, which is higher than for a full year last year. The CE said that a specific awareness programme was being devised for the clinic teams. The CE confirmed that near misses are		

	not currently captured, but that the introduction of a new software system to capture and monitor this data would make it easier to identify trends.	
	<i>Excellence in Donor Services</i> – O negative usage in hospitals - CE has written to 13 hospitals regarding their O negative usage. Four hospitals have responded to date. He said that O negative made up 18.1% of all blood issued the previous week which is not sustainable. When all of the hospitals have responded he will revert to the Board. HH – 5 patients have been bled by the Limerick Centre. The CE has been in touch with the Consultant in Nenagh hospital again about routing his patients to the IBTS clinics. The IBTS needs to communicate the change more widely.	
	<i>Effective relationships and collaborations</i> – BCP test will take place the week commencing 26/11. CE will report back to the Board on the lessons learned. Joint consultant post with SVUH to be advertised shortly. CE & Chairperson are meeting the Secretary General of DoH next week. There is no update on the academic link with Trinity.	
	<i>Building a high performance organisation</i> – GPTW – this survey is being launched this month. PD is 82% complete. The next round has already commenced. The IT helpdesk service is being discussed with the supplier, unless changes in the delivery of service are agreed, then a tender for managed services will be held early next year. Semester patch – version being taken by IBTS is SI/2017 which has already been implemented by a number of blood services. Second interview for the Project Strategy Officer has taken place. Preferred candidate has been identified.	Project Strategy Officer to come to the Board once they have settled in.
	<i>Contract for Board approval</i> – the contract for the supply of Alinity was signed by the Chairperson and the seal of the Board applied.	
<b>5.0</b>	<b>Budget 2019</b>	
<b>5.1</b>	The FD N Murphy joined the meeting for this item. The FD went through the proposed Budget for 2019. The drop in red cells and platelets has continued for 2018. Budgeting for 116,000 red cells and 20,500 platelets for 2019. Approval for continued HEV funding from central government awaited. The proposed price increases for HLA testing and crossmatch is 2% Two customers now contracted to buy surplus plasma – approximately 25,000 litres for 2019. 5 new posts have been sanctioned. WTE of 496.22 budgeted for 2019. Pay restoration under the Lansdowne Road agreement has also been included. The FD has increased the budgeted diversity factor for vacant posts from an average of 15 posts to 20 posts for 2019 to counter the favourable variances on basic pay that have occurred in 2018. The Board approved the proposed price increases for HLA testing and crossmatch services. FD confirmed that money included in the budget for staff engagement arising from PD process in 2019. The Board approved the budget for 2019. The Chairperson thanked the FD and his team for their work in preparing the budget for 2019.	

<b>6.0</b>	<b>Cork Centre</b>	
<b>6.1</b>	CE briefed the Board on the meeting in Cork on 18/10. CE has written to G Reaney following that meeting outlining what the IBTS would require in terms of space on SFH site. CUH are to respond to the DoH before the end of November. M&SD said he was concerned about the transfer of TAS without an agreed plan. The CE added that the transition of service from IBTS to SJH had been completed successfully a number of years ago and there is no reason why this cannot be achieved in Cork if everyone is prepared to work together on it. M&SD added that the current TAS model in the Munster Centre is not sustainable in the long term. Provided CUH respond to the DoH before the end of November as agreed, the CE will update the Board further in December. It was agreed that the execution of the Board's decision in June is deferred pending the outcome of the DoH process.	
<b>7.0</b>	<b>Research and Development proposal</b>	
<b>7.1</b>	The contents of the M&SD framework document was noted. The Chairperson asked about the composition of the proposed R&D Committee and the terms of reference. The Terms of Reference to be brought back to the Board. The Board approved the setting up of the Committee. The development of clinical governance in the organisation was discussed. M&SD agreed to circulate a paper on clinical governance and transfusion medicine to the Board at its February meeting. It was agreed that the MAC would look at reconfiguration to cover clinical governance and that this should form part of the discussion at the Board's strategy day in March. It was agreed that an internal R&D committee would screen proposals for funding and if necessary these would be referred to an external Ethics Committee. The CE confirmed that IBTS had referred matters to the Ethics Committee in SJH in the past.	
<b>8.0</b>	<b>Minutes of the MAC meeting on 10/09</b>	
<b>8.1</b>	Noted. The Chair of the MAC reported on a meeting Dr Power had with the HSE/DoH regarding the proposed clinical programme in transfusion medicine. She is also going to meet the Irish Haematology Association. It was agreed that this would be a half consultant post which would sit in the health sciences of which the IBTS would be asked to fund 0.25 for one year. Details will be finalised by the end of next week.	M&SD to confirm who Dr Power met from the DoH. Chair requested that all TORs for sub-committees of the Board be reviewed by the Chairs.
<b>9.0</b>	<b>Presentation on microbiology markers</b>	
<b>9.1</b>	Dr Pomeroy joined the meeting and presented the data available from 2008-2017 across the markers for HCV, HIV and syphilis. The commissioning of a compliance study by HRB was discussed. It was noted that while the numbers in Ireland are statistically too small to produce any really reliable data, this would still be a worthwhile exercise. The process of lookback following a positive test for a microbiology marker was explained.	

<b>10.0</b>	<b>Audit, Risk and Compliance Committee – 5<sup>th</sup> June</b>	
<b>10.1</b>	Noted. C&AG attended the meeting. CE confirmed that the outstanding management letter had been received on Friday last. It was noted that there have also been some changes in the C&AG's internal processes.	
<b>11.0</b>	<b>Finance Committee 1<sup>st</sup> August and 26<sup>th</sup> September</b>	
<b>11.1</b>	Noted. The Finance Committee reviewed the 2016 Management letter. Half year results to the end of June were reviewed. Parameters for the 2019 budget were agreed and the Committee got an overview of IT managed services from the ITM. The September meeting of the Committee reviewed the first draft of the budget. The IBTS insurance broker also attended the meeting. Cyber insurance is being costed.	
<b>12.0</b>	<b>Dates for 2019 Board meetings, Committee meetings and awards ceremonies</b>	
<b>12.1</b>	The schedule for meetings in 2019 was approved. Awards ceremonies dates noted. The Chair encouraged the Board members to attend the awards ceremonies.	
<b>13.0</b>	<b>Date of next meeting</b>	
<b>13.1</b>	The next meeting of the Board will take place on <b>Monday 10<sup>th</sup> December at the NBC at 12 noon.</b>	

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

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