MINUTES

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| *Date of Meeting* | 18/11/2024 | ***Ref*** | 24/06/MO’D |
| *Meeting*  | IBTS Board |
| *Present* | Deirdre-Ann Barr, Chairperson; Dr Sharon Sheehan; Una Clifford; Ann O’Connor; Peter Dennehy; Stephen O’Hare; Noel Beecher; Dr Satu Pastila; Dr Nina Orfali; Kevin Gregory |
| *Apologies* | Dr Sarah Doyle (sick leave) |
| *In attendance* | Orla O’Brien, Chief Executive; Dr Andy Godfrey, Medical & Scientific Director; Mirenda O’Donovan, Secretary to the Board |
| **#** | Item | Notes/Action |
| **1.0** | **The Board met in private members time.** |  |
| **1.1** | The Board noted the resignation of David Gray and thanked him for his contribution to the Board, ARCC and Finance Committee during his tenure. |  |
| **2.0** | **Conflicts of interest** |  |
| **2.1** | No conflicts of interest declared. |  |
|  | **For approval** |  |
| **3.0** | **Minutes of the Board meeting held on 16th September**  |  |
| **3.1** | The minutes were approved subject to amendment |  |
| **4.0** | **Special Board meeting held on 16th October** |  |
| **4.1** | The Chairperson recused herself for the discussion on these minutes. Minutes were approved subject to amendment. |  |
| **5.0** | **Presentation on Budget 2025** |  |
| **5.1** | The Finance Director joined the meeting for this item. The forecasted year end surplus is €1.25m and this includes our first shipment of plasma for fractionation. Both Red Cell and Platelet income have held up in quarter three compared to last year. The DOF went through his Board presentation on the budget and highlighted the budget parameters for income, staff costs and non staff costs. 2025 will see the DOH HEV grant come to an end along with the majority of IVD plasma income as we transition in to supplying Irish Octaplas for therapeutic use. The DOF highlighted the investments made this year in facilities works in components and NAT laboratory, the staff and equipping investment in Tissue and the destruction of samples from 2004 to 2013 that will deliver a combination of increased income or reduced expenditure in 2025. The presentation also highlighted the investment in climate and sustainability initiatives in 2025 and how the strategic workforce planning posts and the painting of National Blood Centre have been included in budget 2025 in order that the budget is balanced to a break even position. The Finance Committee Chair confirmed that they had reviewed the budget in detail. The new capital projects for 2025 were discussed. The Board approved the 2025 budget. The Board also approved the 2025 price list which includes the new price for Irish Octaplas.   |  |
| **6.0** | **Appointment to Board sub-committee** |  |
| **6.1** | N Beecher recused himself from the meeting for this discussion. The Board approved the appointment of Noel Beecher to the Finance Committee. |  |

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|  | **For information** |  |
| **7.0** | **Schedule of Board and sub-committee meetings for 2025** |  |
| **7.1** | The final schedule of meetings for 2025 was noted. The Chair also noted the dates for donor awards ceremonies in 2025 and urged Board Members to attend these events. |  |
|  | **For Discussion** |  |
| **8.0** | Chief Executive’s Report  |  |
| **8.1** | Cork development – tender for a design team is open. CE & FD to meet HSE team in Cork on Wednesday. Strategy – initiatives for 2025 will come to the February Board for approval. Eye Bank – it is expected that the first retrieval will take place in Q1 2025. Plasma – first shipment of Irish plasma for fractionation will be in December. CE noted that between 6 and 7% of plasma has been excluded from fractionation because of the UK question. CE also noted that there have been 223 donations from donors of AH so far this year. The Hb deferral rate was noted. M&SD will present on the current situation with the blood supply later in the meeting. The next DoH governance meeting will take place on 11/12. No date has been proposed yet for the tripartite meeting between the DoH, IBTS and HPRA. INAB accreditation for the RCI laboratory has been confirmed until March 2025. IBTS has an external expert assisting with the action items arising from the last INAB inspection. CE confirmed that the Sustainability Strategy and Climate Action Plan will be coming to the December Board meeting for approval. Mandatory registration paper also noted. It was noted that PD cycle completion rate is at 61% Reasons for the low completion rate discussed. It was also noted that the completion rate for mandatory training was at 77%. The new donor target for 2024 discussed. The figure for new donors at the end of October was just under 10,000. NIS2 progress discussed. |  |
| **10.0** | **Presentation on the review of Donor Services and Collections** |  |
| **10.1** | The meeting was joined by Director of Donor Services and Logistics and the team from EY who worked on the project. They outlined the methodology and approach used for the project, including a number of blood service comparators and an analysis of IBTS data on clinic locations and attendances against the CSO census data. They confirmed that the current clinic locations are broadly in the right places reflecting population density. They reviewed structure, processes, technology and data, performance and people as well as donor populations. There are 21 recommendations in total. These cover clinic management, standardisation and staffing; clinic accommodation; donor relationship management; quality of the donor journey and data analytics. The importance of online booking for new donors discussed. The value of mobile vs fixed clinics and the experience of other blood service comparators were discussed. The next stage in the project was discussed and the CE confirmed that the Executive Management Team would need some time to reflect on the recommendations and would revert to the Board with an implementation plan with short, medium and long term actions in 2025. It was noted that this report was timely as a new strategy cycle was commencing in 2025 and the implementation plan for this report would play a significant part in the development of the organisational strategy for 2025 to 2030. The Chairperson thanked the EY team for attending the meeting to present the report. | The Board agreed to the recommendation that the IBTS hire a data analytics resource. |
| **9.0** | M&SD Report and presentation on the blood supply |  |
| **9.1** | M&SD written report to the Board taken as read. The M&SD presented on the blood supply and the impact of the appeal in October on O negative supply. This was the first time that an appeal had not generated a significant increase in O negative supply. This meant that a decision to import RhD negative blood had to be taken a number of weeks later. The increase in Hb deferral since June 2024 was also highlighted. The recalibration of the technology for measuring Hb on clinic had an adverse impact on deferral numbers and it estimated that since June approximately 1200 donations were lost. Demand for RCE relies almost exclusively on RhD negative donors. The M&SD outlined a number of action items to address the ongoing deficit between supply and demand for these particular blood groups but noted that none of these actions would be solution in the short term and that it is highly likely that importation will occur more frequently to address the shortfall in the short term.  |  |
| **12.0** | **Presentation by Quality & Compliance Director** |  |
| **12.1** | Q&CD joined the meeting for this item. She outlined the structure of the Quality function which includes Quality Assurance, Quality Control, Regulatory Compliance, Validation, IT Quality, Quality Systems and Risk Management. Impact of SoHO on the Quality landscape discussed in the context of work required over the next two years before it is implemented in 2027. Current contingency arrangements with the NHSBT in light of the new SoHO regulations discussed. Cleanroom and Annex I requirements discussed. The Chair thanked the Q&CD for her detailed and informative presentation. |  |
| **13.0** | **Review of the outcome of the Board self-evaluation** |  |
| **13.1** | Outcomes were noted. Chair to discuss further with Secretary to the Board regarding some of the suggestions and comments made by those who completed the evaluation. |  |
|  | **For information** |  |
| **14.0**  | **Minutes of the Finance Committee meetings held on 17th July and 24th September** |  |
| **14.1** | Noted. The Finance Committee Chair noted a correction to be made to the signed minutes  |  |
| **15.0** | **Minutes of the R&D Sub-Committee held on 27th August** |  |
| **15.1** | Noted. ToRs to be reviewed by the Committee before coming back to the Board for approval |  |
| **16.0** | **Minutes of the Medical & Scientific Advisory Committee held on 10th June** |  |
| **16.1** | Noted. Chair outlined the discussion at MSAC regarding the blood supply presentation from the M&SD. MSAC have agreed to encouraging the use of RhD positive blood for men and women not of child bearing age. An increase in the number of infections identified in donors was discussed. The importance of participation in the compliance study was noted. |  |
| **16.2** | The Chair noted that the timelapse between Board meetings and when sub-committee meeting minutes are approved and available for Board review means that a number of months may have passed since the Sub-committee met before the Board sees the minutes of the meeting. The Chair proposed that current practice of reviewing agreed minutes at Board be changed so that minutes that are draft but have been reviewed by the Sub-Committee Chairs be on the Board agenda for review. This was approved by the Board.  |  |
| **17.0** | **Date of next meeting** |  |
| **17.1** | The next meeting of the Board will take place on **Monday 16th December at 1pm.** |  |

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