

MINUTES

Date of Meeting	23/02/2026	Ref	26/01/MO'D
Meeting	IBTS Board		
Present	Deirdre-Ann Barr, Chairperson; Ann O'Connor; Dr Nina Orfali; John Quinn; Stephen O'Hare; Una Clifford; Noel Beecher; Kevin Gregory; Dr Sharon Sheehan		
Via Zoom	Jean-Baptiste Thibert		
Apologies	Peter Dennehy		
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	Welcome and Apologies		
1.1	Apologies from Peter Dennehy noted		
2.0	Board private members time		
2.1	The Board met in private members time. The Board noted the resignation of Dr Sarah Doyle from the Board. The Board agreed that a replacement member should be a medical professional with a background in public health/haematology as desirable.		
3.0	Conflicts of interest		
3.1	It was agreed that Stephen O'Hare would recuse himself from the appointment of a new independent member to the Performance Development Committee.		
	For approval		
4.0	Minutes of the Board meeting held on 15th December		
4.1	The minutes of the Board meeting held on 15 th December 2025 were approved without amendment.		
5.0	Appointment of Ms Siobhra Rush to the Performance Development Committee		
5.1	The appointment was approved by the Board. S O'Hare abstained.		
6.0	Hospitality Policy		
6.1	CE presented the updates to the IBTS Hospitality Policy. This was discussed and approved at the Finance Committee on 3 rd February. Hospitality Policy approved.		
7.0	Charities Regulator Record for 2025		
7.1	Approved with a minor amendment.		
8.0	Statement of Internal Financial Controls		
8.1	The CE presented the Statement of Internal Financial Controls. This was reviewed by the ARCC at its meeting last week. This was approved by the Board.		
9.0	Project Delivery Enhancement Plan		
9.1	The Chair updated the Executive present on the Board discussions at Private Members time on this item. The Board do not have confidence in current pace of project delivery, have heard a lot of the detail before and are seeking assurances that the projects scheduled for H1 are well advanced and have detailed project delivery plans and milestones. The CE assured the Board that the IBTS is taking this very seriously and agrees that delivery must be done better. The IBTS is working towards the conclusion of the prioritised projects in the knowledge that management have fallen short of Board's expectations in this regard.		

	The Chair said that the Board would schedule this item for discussion at its away day in May and expects that a number of projects on the list for H1 will have been delivered by that date, will seek assurances that those identified for the rest of the year will have made significant progress.	
10.0	Business Plan and Strategy Close out reports for 2025	
10.1	The S,P&PM presented the close out reports for the 2025 business plan and 'Connections that Count' the organisation's previous strategy. She highlighted a number of key projects delivered in 2025 and the significant progress made in progressing the Eye Bank to the point where it successfully passed its HPRA inspection last week and authorisation is expected next month. The Board noted the successful HPRA inspection outcome for the Eye Bank.	
11.0	Draft Business Plan for 2026	
11.1	S,P&PM presented the draft business plan for 2026. It was noted that once this is approved by the Board, the plan will be submitted to the DoH. The CE noted that this has been approved by the Finance Committee and that a number of amendments were made at that stage. In line with the earlier discussion on project delivery, there was further discussion regarding timelines and the amount of initiatives committed to. The Business Plan was approved by the Board subject to one amendment.	
	For Discussion	
13.0	Chief Executive's Report	
13.1	CE noted that two further members of staff have died in service since the Board last met. The Board expressed their condolences and agreed to write to staff in the relevant centres. CE also noted that the replacement Director for Donor Engagement and Experience is due to commence in post on 11 th May.	
13.2	<i>Cork Centre</i> – CE noted that the evaluation of an additional site option proposed by the HSE is underway.	
13.3	<i>Plasma</i> – the case for plasma collection is being progressed.	
13.4	<i>Eye Bank</i> – HPRA inspection last week was positive and authorisation to commence collections is expected next month.	
13.5	<i>Legal services</i> – tender for legal services is underway. The contract with the existing service provider expires at the end of May.	
13.6	<i>Board evaluation</i> – external review services have been selected and this process is now underway, with a view to completion and presentation on the Board's away day in May.	
13.7	<i>HR</i> – turnover and recruitment rates noted. The CE also confirmed that the IT Manager is retiring shortly and recruitment for a replacement is underway. Staff survey results noted.	
13.8	<i>Quality & Compliance</i> – the regulator's schedule of inspections for the year are noted. CE added that a move to risk based inspections is anticipated as the regulator has indicated they would like to move to this model and have commenced discussions with the Department of Health.	
13.9	AI policy has been approved by the EMT. Chair noted that this is something the Board would be interested in covering on its away day in May.	
13.10	<i>BCP table top exercise</i> – the report on this will come to the ARCC in April.	

14.0	Medical & Scientific Director's Report	
14.1	Blood supply – issues down 4% for red cells on the same period last year. It was noted that surgical units around the country are looking at 7 day surgery rosters which would have an impact on demand. M&SD noted that he expected an increase in hospital demand over the short to medium term. IBTS is one of three blood services in Europe which is seeing an increase in demand for red cells. The expected increase in demand was discussed, mapping increased demand to increased collections discussed. Contingency partners discussed in the context of IBTS reliance on the NHSBT.	
14.2	RCI – ISO 15189 accreditation and ongoing staffing issues with maintaining the on call roster discussed.	
14.3	NTAG – last met in January. Red cell usage discussed.	
14.6	M&SD confirmed that a medical education programme will now take place in the IBTS in Q2 and there are already confirmed participants from Ireland and abroad.	
	For information	
15.0	A,R&CC minutes of meeting held on 9th December	
15.1	Minutes noted. A/Chair A O'Connor updated the Board on the most recent meeting of the ARCC held on 17 th February. The Committee's annual report is in draft and will be finalised at its next meeting in April. IA plan for 2026 approved. It was also noted that the C&AG's audit will not commence this year until May.	
16.0	Finance Committee minutes of meeting held on 11th November	
16.1	Minutes noted. The Chair Noel Beecher updated the Board on the most recent meeting of the Finance Committee held on 3 rd February. €25k surplus at year end noted. The Committee went through the draft financial statements. An actuarial evaluation is due to take place this year on the pension scheme. The revised hospitality policy was reviewed. The business plan for 2026 was reviewed. Late payments from hospitals and its impact on bad debt provision discussed. The Chair added that his assessment of the organisation's overall performance puts it in the top quartile of organisations he has been involved with over the years.	
17.0	Medical & Scientific Advisory Committee minutes of meeting held on 15th December	
17.1	Minutes were noted. The Chair Dr Orfali briefed the Board on the most recent meeting of the Committee. The principal topics for discussion were various donor related projects and the Therapeutic Apheresis Service in Cork.	
18.0	Performance Development Committee	
18.1	The minutes of the PDC meeting held on 15 th September were noted. The Committee last met on 19 th January and this meeting was deferred from December. The Committee Chair Deirdre-Ann Barr briefed the Board on the key issues. The external Committee member resigned due to a conflict arising from her appointment to a position in the IBTS's current legal service providers. The CE's KPIs were reviewed. Succession planning was discussed and further information requested from management. Turnover and annual leave was reviewed. The gender pay gap report was also reviewed. It was noted that 75% of the organisation's workforce is female. The impact of the Pay Transparency Act was discussed.	

19.0	Board Away Day	
19.1	It was agreed that this would take place on Monday 25 th May and that a lunchtime start would be sufficient.	
20.0	Date of next meeting	
20.1	The next Board meeting will take place on Monday 20th April at 12 noon in the National Blood Centre.	

Signed: _____

Date: _____