

Minutes of the Meeting of the Board of the Irish Blood Transfusion Service held on Monday 20th May 2013 at 12.00 noon in the Boardroom, National Blood Centre, James's Street, Dublin 8.

Present: Professor Anthony Staines, Chairperson
Ms. Jane O'Brien
Dr. Paolo Rebutta
Dr Lelia Thornton
Mr John Cregan
Ms Linda Hickey
Dr Cleona Duggan
Ms Olwyn Bennett
Mr Gerard Kelly
Dr Paul Browne
Mr Brian O'Mahony

Also in attendance: Mr. Andrew Kelly, Chief Executive
Dr. Ian Franklin, Medical & Scientific Director
Ms. Patricia McNally, Acting Secretary to the Board

1. Members time

The Board met in private session.

2. Minutes of the meeting on 15th April 2013

The minutes of the Board meeting on 15th April 2013 were agreed and signed by the Chairperson.

3. Matters arising

All matters arising would be dealt with under the Agenda.

4. Chief Executive's Report

Blood Supply

The IBTS did not hit collection targets on a number of occasions but the blood supply remained strong through April and the reason for this is that there has been a drop in demand. The CE did not envisage any problem with supply for the foreseeable future.

Finance

The CE confirmed that the Finance Committee had looked at proposals regarding product pricing and had agreed that the data from the 2012 ABC as well as the agreement from the negotiations from Croke Park II will have an impact and form the basis for a decision on pricing particularly in relation to platelets. It was noted that the Finance Committee will continue to review the pricing model and bring forward proposals to the Board for consideration. The main objective was to get to a position where the product price reflects production cost across all areas of activity. This will be kept under review by the Finance Committee.

BECS

The CE confirmed that MAK are reviewing the possibility of providing a system for haemovigilance but if this was not possible then the IBTS would revert to collaborate with SHOT to develop a new system. The Board will be kept up to date on this.

Strategic Plan

The CE noted that he had received a response from the DoH in relation to the Strategic Plan seeking clarification / discussion. He confirmed that he will speak with the DoH regarding the Strategic Plan noting that the plan has been developed in line with the Balanced Scorecard methodology being used by the IBTS. A revised version of the Plan will be sent to the DoH over the coming days with a view to presenting the Strategic Plan for approval at the June board meeting.

NHO

The CE noted that contract negotiations are still ongoing with the IMB regarding the process for reporting to the NHO. He is meeting with the CE of the IMB to discuss this issue further and will report to the June Board meeting on these discussions.

5. Review of Internal Financial Controls

The Review of Internal Financial Controls report as circulated to the Board had been discussed and approved at the recent Audit & Compliance Committee meeting. The Board approved the report as presented.

6. Proposal on Haemochromatosis Programme

The proposal for extension of the Haemochromatosis Programme was circulated to the Board. The background and possible benefits to the IBTS of such a programme were outlined by the Medical & Scientific Director. It was noted that this programme would initially commence for 2 years to assess its effectiveness and based on the evidence of the first two years whether it should be extended further. There was discussion on some aspects of the proposal with clarifications / amendments to proposed wording suggested by the Board. The Board agreed on the general concept of the proposal. The M&SD will meet with Dr. Murphy to discuss the Board's comments / suggestions.

7. Presentation on ICT

The IT Manager made a presentation on ICT in the IBTS. He outlined to the Board the strides that have been made in ICT over the last 8 years outlining how the legacy systems have been integrated into one national system. He noted the amount of support calls and email filtering which takes place in the IBTS on a daily basis and he outlined the IBTS Disaster Recovery Site. He also outlined the challenges ahead for the IBTS in relation to ICT. The Chairperson thanked the IT Manager for the presentation.

Ms. O'Brien suggested that a presentation from one of the Donor Services Area Managers to look at challenges from their point of view would be interesting to Board members. The CE confirmed that this was covered by the Operations Director but would organise such a presentation to a future Board meeting.

8. Proposal on Governance Arrangements

The proposal on governance arrangements as circulated was discussed. It was noted that the MAC had also discussed the proposed arrangements and had agreed to the proposed 6 meetings a year with the proviso that a “special” meeting of the MAC could be convened if required either in person or via tele / video conferencing. The Board also agreed to the proposal with the same proviso. It was noted that as the Board would not be meeting for approximately 2 monthly intervals DRAFT minutes should be circulated within 2 weeks after the Board meeting. Alternative secure communications for Board members was discussed. The CE agreed to discuss this with the IT Manager. The Chairperson noted that along with the 6 scheduled Board meetings it was also important for the Board to put one day aside per year to focus on Strategy and this would take place in October on a date to be agreed. The new arrangements for the meetings come into effect immediately. The following dates are confirmed for Board Meetings for 2013.

1. Monday 17th June
2. Monday 16th September ~ in the Cork Centre
3. October ~ Strategy Day ~ date and venue to be agreed at June Board meeting
4. Monday 18th November
5. Monday 16th December

9. Pension Fund

The CE noted the request from the Chairperson of the Trustees for the payment of approx €401,000 as per the Trust Deed. Ms. O'Brien expressed her concern and disappointment that no progress had been made with regard to the IBTS pension scheme. Various suggestions were made in relation to how to move the negotiations forward. The CE confirmed that there was a conciliation conference scheduled for tomorrow (21st May 2013) with the Unions in the LRC. He agreed to keep the Board up to date on progress should the conciliation go ahead.

It was agreed that as the Board are legally bound by the Trust Deed the €401,000 would be paid with renewed discussions to resolve this matter to take place between the Executive of the IBTS, the Trustees, the staff and their representatives and Officials from DPER and the DoH.

10. Report from Finance Committee

It was agreed that there would be a report from the Finance Committee on the Agenda for the Board post Finance Committee Meetings. Ms. Hickey updated the Board on the most recent Finance Committee noting that the report from the Actuary on the issues facing the pension scheme had been reviewed and discussed.

Ms. Hickey noted that the Financial Statements had been reviewed and approved for sign off by the Board. She also confirmed that the Finance Committee had reviewed pricing as previously noted. The Finance Committee had also been updated on the new advertising campaign which would include TV advertising. This increase in spend is necessary to deal with the impact of the haemoglobin deferrals which will be in force from October 2013.

11. Minutes of Audit & Compliance Committee 11th February 2013

The minutes were noted. Ms. O'Brien updated the Board on discussions which took place at the A&CC meeting noting that the A&CC had discussed their Terms of Reference and will report back to the June Board meeting. It was also proposed that another external expert on quality should be co-opted onto A&CC and this will be progressed by the CE. The A&CC had also reviewed internal audit reports on Pension Administration, hospital services and end of year stock take. The 2013 Internal Audit plan had been agreed. The CE noted that a workshop on Risk Planning is scheduled to take place in the NBC on 28th May 2013. The Chairperson raised the question of contingency planning. It was agreed that a final decision on Cork facilities is scheduled for the June Board meeting. The CE has been in contact with CUH and is expecting a response before the June Board meeting.

12. Minutes of MAC Meeting 18th February 2013 and Report form MAC Meeting 20th May

The minutes of 18th February 2013 were noted. Dr. Browne noted that the MAC had discussed at length the Terms of Reference. Dr. Browne will report back to the June Board on the proposed changes to the Terms of Reference. The MAC also had a lengthy discussion on vCJD. It was noted that the SABTO minutes in relation to prion filtration testing had been published and SABTO were not recommending this measure. Dr. Browne noted that the Chairperson should write to the Minister updating him on the situation with vCJD, as previously requested. The MAC also discussed Hep E and it was noted that there is no CE marked test for Hep E. The IBTS should budget for such a test as it may need to be implemented as soon as a CE marked test becomes available.

13. Date of next meeting

The next meeting of the Board will take place on **Monday 17th June 2013 at 12 noon.**

Signed: _____

Date: _____