



Irish Blood Transfusion Service

Seirbhís Fuilaidriúcháin na hÉireann

MINUTES

Date of Meeting	08/09/2014	Ref	14/03/MO'D
Meeting	IBTS Board		
Present	Prof Anthony Staines, Chairperson; Gerry Kelly; John Cregan; Kate Williams; Dr Julie Heslin; Dr Liz Kenny; Dr Cleona Duggan; Dr Paul Browne; Linda Hickey; Dr Jorgen Georgsen		
Apologies	Olwyn Bennett; Brian O'Mahony		
In attendance	Andy Kelly, Chief Executive; Dr Willy Murphy, Medical & Scientific Director; Miranda O'Donovan, Secretary to the Board		
#	Item	Notes/Action	
1.0	Minutes of the Board meeting in Cork on 23rd June		
1.1	The minutes of the meeting were agreed subject to one amendment.		
2.0	Matters arising		
2.1	In relation to item 14.1, the Chairperson has written to the Secretary General, but there has been no response yet.		
3.0	Chief Executive's Report		
3.1	<i>Shareholder/Government</i> – the date of the HPRA inspection has been changed. It has been decided that the public cord bank in Northern Ireland will close subject to public consultation. The IBTS has met the DOH again on ABC. This proposal is still under discussion at the DOH and the FD is due to meet the Assistant National Director of Finance of the HSE to discuss it further. It is understood that the DOH will hold the vote for the health budget from January 2015. The research grant payment for this year has been suspended and the collection strategy for 2015 is being revised. There is still no decision from DPER regarding the voluntary redundancy proposal, the proposal is the same offered in 2012. The CE sought Board approval to proceed with the voluntary redundancy proposal as outlined.	Board approved proposal to proceed with voluntary redundancy package.	
3.2	<i>Customer</i> – introduction of Haemospect on clinic. This has allowed 2,600 donations that would previously have been lost because of low HB be recovered. Data protection issues were discussed. The D'Olier Street lease was discussed. At this time, it appears that the IBTS will be retaining a clinic in D'Olier Street. The Hospital Liaison Post has been established. The BECS Steering Group met last week, issues regarding BOSS and the Concentrator are still not closed out. While the go live date has not yet been deferred, other options before Christmas are being considered. PHI – a new supplier has been selected. NHO – HPRA will take on the mandatory reporting once an online system is agreed.		
4.0	Comptroller and Auditor's Report		
4.1	The IBTS has responded to a query submitted by the C&AG's for inclusion in its Annual Report.		



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5.0	Presentation by the Medical & Scientific Director	
5.1	The Medical & Scientific Director made a presentation to the Board on the future direction of medical & scientific activity and resourcing in the IBTS.	M&SD to revert to Board with information on the activities and resourcing in other Blood Services. It was agreed to discuss the matter further at the Strategy meeting in October.
6.0	Strategy Day	
6.1	The Board agreed to complete a self assessment questionnaire for discussion on the Strategy Day in October. The questionnaires will be circulated to the Board electronically and are to be returned for collating to the Secretary of the Board. All feedback will be anonymised in the final document.	
7.0	Cork Centre	
7.1	The draft document was reviewed. A number of amendments were proposed and discussed. It was agreed to introduce a new first paragraph.	
8.0	Pension Scheme	
8.1	The LRC document was discussed, the proposal is in essence to change the future service of staff to an integrated model from 1 st May 2015. This can possibly be managed in 2 ways. The conciliation conference will reconvene on 06/11. The report from the actuary is due back shortly. There is a requirement for the pension scheme to hold a risk reserve from January 2016.	CE to circulate final document to the Board.
9.0	Minutes of the Finance Committee	
9.1	The minutes were taken as read. It was noted that there have been positive developments in finding an alternative customer for plasma. The appointment of a new PHI supplier was also noted. The resolution of the costs issue regarding BECS was noted. Progress with the DOH and HSE on the implementation of ABC was also discussed.	
10.0	Report of the P&D Committee	
10.1	This Committee has had 2 meetings. The programme of change has been reviewed, specifically the scientific and medical components and the Balanced Scorecard. There are 3 action items proposed – a development programme for all staff. Discuss options of a team coach for the EMT and consider what else might need to be done, e.g. carry out a climate survey. At the second meeting of the Committee on 03/09 a proposal from one person on Executive Coaching was discussed in the context of succession planning and building relationships. Engaging the next tier of management was also discussed. Selection of a supplier will be discussed at the next meeting.	It was agreed that input from the EMT was necessary for an agreed proposal and that the supplier options would be explored and that the Committee would revert to the next Board with a detailed proposal.



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11.0	MAC minutes	
11.1	A number of minor changes remain to be made to the TORs for the MAC before these will be ready for Board approval. There was a query as to whether the MAC can avail of legal advice independently. The HEV study is progressing.	
12.0	Date of next meeting	
12.1	The next meeting of the Board will take place on Monday 10th November at 12 noon in the National Blood Centre.	

Signed: _____

Date: _____