MINUTES

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| *Date of Meeting* | | 13/11/2017 | | ***Ref*** | 17/ /MO’D | |
| *Meeting* | | IBTS Board | | | | |
| *Present* | | Professor Anthony Staines, Chairperson; Deirdre Cullivan, Yvonne Traynor; Linda Hickey; Dr Ronan Desmond; Dr Satu Pastila; Kate Williams; Dr Liz Kenny; John Malone | | | | |
| *In attendance* | | | Andy Kelly, Chief Executive; Dr Steven Field, Medical & Scientific Director; Mirenda O’Donovan, Secretary to the Board | | | |
| *Apologies* | | | Brian O’Mahony; Simon Mills | | | |
| **#** | Item | | | | | Notes/Action |
|  | The Chairperson explained that G O’Dwyer, the CE of the South/South West Hospital Group will call in to the meeting at 2pm to take any questions the Board may have regarding the proposed new Cork Centre on CUH. | | | | |  |
| **1.0** | **Minutes of the Board meeting of 11/09/2017 and 20/10/2017** | | | | |  |
| **1.1** | The minutes of the Board meeting of 11/09/2017 were agreed without amendment. The minutes of the Board meeting of 20/10/2017 were agreed subject to amendment. | | | | |  |
| **2.0** | **Matters arising** | | | | |  |
| **2.1** | No matters arising not already on the agenda. | | | | |  |
| **3.0** | **Chief Executive’s Report** | | | | |  |
| **3.1** | A contract for the provision of NAT technology was approved and the seal of the Board was applied. | | | | |  |
| **3.2** | *Shareholder/Government* – HPRA inspections of the IUBMR and the Tissue Laboratory, no critical or major deficiencies – 2 others.  Risk & Resilience Manager replacement has been appointed and will start later this month.  The CE has asked the DoH to establish a working group to look at tissue services in Ireland, however no action has been taken. The IBTS will continue with current tissue services and look for opportunities for collaboration. | | | | |  |
| **3.3** | *Excellence in Donor Services* – the CE confirmed that the payment element of the mediated settlement with the supplier of Haemospect has been concluded. It was noted that the manufacturers’ website still makes reference to IBTS using the device.  HH – additional hospitals have now started charging patients for this service – M&SD working on a proposal to improve the service to HH patients which should be completed by the end of the year.  M&SD added that we may have to consider introducing a test for malaria as it has now been identified in Greece.  CE has requested a meeting with the Secretary General of the DoH and the CMO – nothing has been confirmed yet. CE confirmed that the Professorship with Trinity has still not been awarded and the M&SD confirmed that he is resubmitting his application for registration on the Specialist Register with the IMC. | | | | |  |
| **3.4** | *Learning and Growth* – there have been a number of initiatives under the GPTW to improve communications across the organisation. The CE confirmed that the roll out of the Learning and Development Strategy is ongoing and that additional resources will be provided in 2018 budget.  A meeting with Teagasc about their experience with managed services has taken place and the CE advised that this was very useful as that organisation has gone through 3 iterations of outsourced managed services.  ITM attended the MAK User Group meeting and it appears that the Semester Patch is being implemented over a 6 month period in Sanquin. The company developing a system for the Finns also presented their work here at the NBC last week. The CE also advised that a resource has been hired to advise with the implementation of Sharepoint across the organisation.  GDPR training is commencing this week in the NBC. A data classification tool is being considered to assist in the process of preparing a data inventory. The CE confirmed that a full time DPO has been appointed for 3 years. The CE pointed out that legislative change is required to give the IBTS explicit legislative authority to collect personal data. The DoH was advised of this last January.  The Chairperson suggested that the CE and M&SD approach the HSE directly about tissue if the DoH were not going to establish a Working Group. | | | | | The Chair suggested that the GDPR be put on the Board agenda for February.  Chairperson proposed a letter from CE & M&SD to HSE |
| **4.0** | **Presentation on STI deferral** | | | | |  |
| **4.1** | The M&SD gave a presentation on his proposed change to the STI deferrals which were introduced at the same time as the change to the MSM deferral policy. It was noted that responsibility for deferral policies normally resided with the National Consultants as the most appropriate place for these decisions to be made. | | | | | M&SD to bring proposal on STI deferral times to MAC in December. |
| **5.0** | **Presentation of Budget 2018** | | | | |  |
| **5.1** | FD joined the meeting to present the budget for 2018. FD confirmed that the payment for the mediation settlement had been received, but that the Arbitration with the insurance provider was ongoing. He indicated that the year to date surplus of €370k at the end of September had increased to €897k at the end of October and forecasted a year end surplus of €1.89m for 2017 which includes the mediation settlement. There has been a 2.8% increase in FRCCs usage year to date in 2017. FD proposed to reduce the CMV charge to €5 from €15 which would give approximately €500,000 back to the hospitals and bring the price in to line with the ABC cost. A 2% price increase for Crossmatch charges is proposed in the budget for 2018.  The FD discussed both the income and expenditure assumptions that the 2018 budget is based on and explained the significant movements in forecasted income and expenditure for 2017 to the amounts budgeted for in 2018.  The pension scheme and employer contribution of 20.8% were also discussed. The FD explained that following recent trends and discussions with the DoH he was proposing some adjustments to the volumes for 2018.  The revised quantities as proposed and the 2018 budget were approved as presented. The Chairperson thanked the FD and his team for their work in preparing the budget. | | | | |  |
| **6.1** | **Minutes of the MAC meetings of 10/07 and 11/09** | | | | |  |
| **6.2** | The MAC reviewed its TORs and these were finalised and sent to the Board for approval. The STI deferral issue was discussed. The National Clinical Programme in Transfusion Medicine was discussed, it was confirmed that the HSE will fund a half time consultant to work on this with the Royal College of Pathology.  M&SD advised that he is now on the SABTO sub-committee on paediatric components and is planning a review of the vCJD deferral which will take a year.  Medical Succession Planning is ongoing  The CMS in Virology made a presentation to the MAC on the future options regarding HTLV testing. This issue will come back to the MAC for further discussion. . | | | | |  |
| **8.0** | **Cork Centre** | | | | |  |
| **8.1** | The Board were joined by G O’Dwyer Group CEO of the South/South West Hospital Group and G O’Callaghan via telecon.  G O’Dwyer outlined the new governance structure that was being put in place to support the hospital group and said he expected to have a Board appointed by Christmas. He explained that any cost over run in excess of the €14m the IBTS has for this project would be managed through the HSE. He confirmed that he was committed to the project but accepted that there had been obstacles to progress and he apologised for this.  The Board asked a number of questions regarding the project including the possibility of the IBTS remaining on the St Finbarr’s site and building its new centre there. G O’Dwyer said that he thought it highly unlikely that the HSE would be able to facilitate a site for the IBTS on St Finbarrs.  The Chairperson thanked G O’Dwyer and G O’Callaghan for their time and contribution to the discussion with the Board. The call ended. The Board discussed the alternatives available to it at this time. It was agreed that the decision made by the Board at the special meeting of 20/10 would remain unchanged. The Board reiterated that it has a duty to do what is right for the IBTS. It was also suggested the CE would contact an estate agent in Cork as soon as possible and begin the process of sourcing a greenfield/brownfield site in Cork for the IBTS Centre. | | | | | CE to disseminate letter about Board decision, and to follow up with estate agents in Cork about possible sites. |
| **7.0** | **Finance Committee meetings of 26/07 and 25/09** | | | | |  |
| **7.1** | It was agreed to change the date of the next Finance Committee to 01/02/2018. The Chairperson of the Finance Committee noted that the issue regarding the employer contribution to the SPSPC has yet to be clarified.  The Committee had a detailed update from the brokers on insurance issues. | | | | |  |
| **9.0** | Proposed dates for 2018 | | | | |  |
| **9.1** | The Board reviewed the proposed dates for 2018 and it was agreed to change the date of the April meeting to the 3rd Monday of the month. | | | | |  |
| **10.0** | **Date of next meeting** | | | | |  |
| **10.1** | The next meeting of the Board will take place on **Monday 11th December at 12 noon.** | | | | |  |

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