

MINUTES

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| Date of Meeting | 17/06/2019 | Ref | 19/03/MO'D |
| Meeting | IBTS Board | | |
| Present | Linda Hickey, Chairperson; Yvonne Traynor; Deirdre Cullivan; Brian O'Mahony; Dr Liz Kenny; Dr Sarah Doyle; Deirdre-Ann Barr; David Gray; Dr Satu Pastila; Kate Williams | | |
| In attendance | Andy Kelly, Chief Executive; Dr Stephen Field, Medical & Scientific Director; Mirenda O'Donovan, Secretary to the Board | | |
| By Audio-link | John Malone | | |
| Apologies | Dr Ronan Desmond | | |
| # | Item | Notes/Action | |
| 1.0 | Private members time | | |
| 2.0 | Welcome and apologies – Dr Desmond's apologies were noted. | | |
| 3.0 | Conflicts of interest – the Chair asked if anyone had any conflicts of interest to declare. There were none. | | |
| 4.0 | Minutes of the Board meeting of 8th April | | |
| 4.1 | The minutes of the Board meeting of 8 th April 2019 were approved without amendment. | | |
| 5.0 | Chief Executive's Report | | |
| 5.1 | <i>Building a high performance organisation</i> – an Acting Q&CD is in place. The NHIRL laboratory and the Fetal Genotyping laboratories have merged which will give good synergies across this area of testing which is the future. H&S good catch campaign. 34 cards submitted. R&R replacement has been appointed on a 12 month contract. The M&SD post associated with TCD will have implications for the salary level. It is proposed that this will be included in the documentation only. It was noted that the HRD will be presenting to the Board today for the last time. UL will also present on the Leadership Framework. | | |
| | <i>Excellence in Donor Services</i> – CE & OpsD attended a presentation on the research carried out by MBA students in TCD on donor recruitment in Dublin on Saturday. CE said that he found the outcome could have been more broad-based but that it had been worth doing to get an external perspective on the issues facing donor recruitment in Dublin. There were certain findings that need to be actioned. The IBTS did a joint launch with the Irish Haemochromatosis Association and got some publicity from that. | | |
| | <i>Safe & Sustainable Supply</i> - It was noted that Dr has been appointed to the half time post for the Clinical Haematology Programme. The CE and M&SD to agree what her duties will be in IBTS. There is a possibility of a candidate for a year from SVUH for the current Consultant vacancy. | | |
| | <i>Effective relationships and collaborations</i> – a tender for managed IT services is being prepared. It is expected that it will be published before end of June. It was noted that there were two important vacancies in IT currently. MAK systems were in the NBC last week to carry out the gap analysis in preparation for the Semester Patch implementation. This will form the basis of the scope of the project for the Semester Patch. A fixed price will be agreed with the supplier, once they present the gap analysis. | | |

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| | <p>The Programme Board has been established by the Projects and Strategy Officer and training across the organisation has commenced. The PDC met earlier today and agreed that the CE post will be advertised in September. The CE updated the Board on the outcome of a recent judicial review case against the organisation and advised that JR proceedings have been taken. There is a hearing for directions on 23rd July.</p> | |
| | <p><i>Mandate for Bank of Ireland</i> – the mandate for the Bank of Ireland was approved and signed by the Chairperson.</p> | |
| | <p><i>Appointments to Board Committees</i> – David Gray’s appointment as Chair of the Audit, Risk and Compliance Committee was approved. John Malone’s appointment to the Finance Committee was approved. Deirdre Cullivan’s appointment to the Performance Development Committee was approved. Deirdre-Ann Barr’s appointment to the A,R&CC was approved.</p> | |
| | <p><i>Pension Scheme</i> –A business case was submitted to the DoH proposing that the additional superannuation contribution paid by IBTS staff who are in the pre-2013 scheme should be remitted to the IBTS pension fund. The DoH supported this proposal and sent on to DPER for decision. DPER has approved the proposal that these monies go to the IBTS Superannuation Scheme.</p> | |
| 5.2 | Medical & Scientific Director’s Report | |
| | <p>The M&SD outlined the process undertaken to carry out a review of the vCJD deferral policy. A special meeting with invited guests from the UK was held on 29th April, followed by a special meeting of the MAC on 13th May. The current permanent deferral will be removed. A decision on whether the IBTS should use its plasma has yet to be finalised. Subject to some clarification from Neurologists, the deferral on certain surgical procedures can be modified following a discussion at the MAC at its meeting this morning. Stakeholder engagement is to be carried out. The DoH and Minister for Health are to be informed of the decision. The Chairperson thanked the M&SD for his work on moving this issue on. The CE is meeting one of the sickle cell patient groups tomorrow morning, this group also incorporates Thalessemia. It was noted that a lot of work will be needed to implement this decision and a project plan will be put in place, this will include how the decision will be communicated to the public. It was agreed that the date for implementation will be brought back to the Board in September. The proposal for an R&D partnership was also noted. The M&SD said that the Doctorates that will be supported by the IBTS are in line with the organisation’s strategy.</p> | |
| 5.3 | Presentation on Financial Statements 2018 and 2019 Update | |
| | <p>The Finance Director joined the meeting for this item. There was a year end management accounts surplus and an operating deficit - the difference relates to the additional pension charge under FRS102. 5 Haemospect cases were settled last year and there were 2 post year end adjustments to the accounts for an insurance receipt and retrospective credit notes for blood on sale or return.</p> <p>The REMEDI research partnership concluded last year. Regarding procurement, the IBTS is in compliance with the Code of Practice for the Governance of State Bodies. Fluctuation in FRCC usage since 2014 and the 4.9% drop in Platelet issues in 2018 were discussed as</p> | |

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| | <p>this has implications for budget planning. The role of Dr Power as Lead in the Clinical Programme and how that might influence usage patterns was discussed. It was noted that 53% of all costs were staff costs. Dr Pastila asked for a further breakdown within Operating costs. The WTE is at 477.85. Y Traynor said that at its annual meeting with the C&AGs, the A,R&CC had expressed concern at the delays in the issuing the Management Letter. The Board approved the financial statements and the letter of representation for signing. The Board thanked the FD for his presentation and the Finance team for their hard work preparing the annual financial statements and also assisting in the audit process.</p> | |
| | <p>2019 Update – the FD noted that the price increase on tests requested in 2018 was not approved by the DoH so the year began with a budgeted deficit. The FD highlighted the increase in both red cells and platelets in the first five months of the year and also the drop in Bone Marrow and Tissue and explained the impact of these on the cost side. He also explained the diversity factor incorporated into the staffing costs. A proposal to reduce the blood sample archiving retention period was discussed. The decision on this matter needs to be finalised.</p> | |
| 7.2 | Minutes of the Finance Committee of 30th January | |
| | <p>The impact of FRS102 on the Financial Statements was discussed. The Treasury Policy was updated and the Travel Policy reviewed.</p> | |
| | Minutes of the Audit, Risk & Compliance Committee of 2nd April | |
| | <p>The R&RM presented on the outcome of two exercises, Kestrel on Brexit and Erris on the BCP. The A, R&CC Annual Report was approved. The Risk Register was reviewed with a focus on succession planning, a no deal Brexit and a blood shortage. The C&AGs attended the last meeting of the committee.</p> | |
| 5.4 | HR Presentation | |
| | <p>The HR Director joined the meeting for this item. The HRD gave an overview of the substantial programme of change which had been undertaken in the organisation since 2006. He also identified the areas currently undergoing a change programme and the impact this would have on the organisation in the future. The Chairperson thanked him for his contribution to the organisation during his career in the IBTS. J Malone said it would be helpful if the HRD left a roadmap for the proposed changes that are already underway or about to commence.</p> | |
| | <p><i>Leadership Framework</i> – UL and IBTS Learning and Development Manager joined the meeting for this item. UL presented the Leadership Framework model and the findings of the research done with individuals on leaders and leadership. The definition of leadership in the IBTS has yet to be defined. It was noted that there is a high level of aversion to risk, which UL said was not unusual in a healthcare environment. There was some discussion around the organisation's readiness for leadership training. UL said that from the findings of her research there seemed to be a very strong desire for leadership development. The Board approved the implementation of the Leadership Framework which has been developed for the IBTS.</p> | |

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| 6.2 | Cork Centre | |
| | The CE briefed the Board on the Cork Centre. It has been agreed that a site will be provided at St Finbarr's for a stock holding unit and a donor centre. South/South West Hospital Group has requested a meeting. It was noted that the CEO in CUH and the CE South/South West Hospital Group of the are both leaving their respective posts. It was agreed that the IBTS would set up a Steering Group to prepare a design brief for the St Finbarrs site. The Chair will propose that a Joint Working Group be established to oversee the transition of the other services to CUH. It was agreed that the DoH would be advised of this approach. | Chair to write back to G O'Dwyer and agree to a meeting. |
| 7.1 | MAC Minutes of 11th February & 11th March | |
| | The MAC minutes of 11 th February and 11 th March were noted. The Chairperson of the MAC noted the work that was being done regarding the Eye Bank and the proposed changes to the MAC ToRs. These will be included on the agenda for the September Board meeting. A request for the rotating Registrar to attend the MAC as an Observer was approved by the Board. | |
| 8.0 | Pension Scheme Trustees | |
| | The current Chair of the pension trustees has resigned and the Board appointed Deirdre-Ann Barr as a trustee of the scheme. The Board thanked the retiring Chair for her dedication and for the significant contribution she has made to the management of the pension scheme. | |
| 9.0 | Date of next meeting | |
| | The next meeting of the Board of the IBTS will take place on Monday 9th September at 12 noon. | |

Signed: _____

Date: _____