

**Minutes of the Meeting of the Board of the Irish Blood Transfusion Service held on Monday 17<sup>th</sup> October 2011 at 12.30pm in the Boardroom, National Blood Centre, James's Street, Dublin 8.**

**Present:** Ms. Katharine Bulbulia, Chairperson  
Mr. Sean Wyse  
Ms. Jane O'Brien  
Ms. Sinead Ni Mhaille  
Dr. Paolo Rebullia  
Mr. David Keenan  
Mr. David Lowe  
Ms Ann Horan  
Dr Paul Browne

**Apologies:** Ms Marie Keane  
Dr Hilary O'Leary

**Also in attendance:** Mr. Andrew Kelly, Chief Executive  
Dr. Ian Franklin, Medical & Scientific Director  
Ms Mirinda O'Donovan, Secretary to the Board

**1. Minutes of the Meeting of the Board on 19<sup>th</sup> September 2011**

The minutes of the Board meeting on 19<sup>th</sup> September 2011 were agreed without amendment.

**2. Matters arising**

*Therapeutic Apheresis Service*

The CE is trying to arrange a meeting with all of the relevant stakeholders to try and resolve this issue, while insuring a service is available to the hospitals that need it. Another member of staff is due to leave in mid-November and the CE has written to the hospitals where the IBTS provides the service, pointing out that the IBTS will not be able to provide an on – call service beyond 18<sup>th</sup> November.

*NHO*

The IMB have returned a further amended draft SLA. The CE is now proposing that this be finalised at a meeting with the IMB.

*Voluntary Redundancy Scheme*

There is no update on the proposed voluntary redundancy scheme.

*MSM*

There are no further developments

*BECS*

The Peer Review Group have been circulated with the draft URS and are due to meet this Friday.

#### *Future strategic direction of the IBTS*

The CE briefed the Board on the current status of this project. The implementation plan is progressing for the December Board meeting.

#### *Virology Contingency*

The SNBTS have agreed to provide Virology contingency to the IBTS, following the consolidation of virology testing in the NBC. This is expected to be ready by April 2012.

#### *Diagnostics Cork*

The CE and M&SD met CUH management and clinicians last week to discuss the future of this service, in the context of the reconfiguration of services in HSE South and the impact that has on the service currently provided by the Cork Centre.

### **3. Chief Executive's Report**

#### *Blood supply*

The blood supply has remained very strong into the Autumn, while platelet usage has increased again. A pilot of a new marketing letter is being undertaken in 3 different clinics and the response from donors attending those clinics is being assessed as part of research.

#### *DOH Governance*

The biannual meeting with the DOH officials on Governance matters took place last week.

#### *Electronic Ordering*

This project is now live in 6 hospitals. It is proving difficult to contact the relevant IT personnel particularly in the smaller hospitals. The issue of two hospitals sharing the same IP address is still unresolved. The project manager will be presenting a progress report to the EMT this week.

#### *IMB inspection*

The IMB carried out an inspection of the NBC Tissue Establishment licence, including the Bone Marrow Registry and there were no deficiencies. The Board commended the staff on the success of the IMB inspection.

#### *Quality Review*

The consultant is holding a kick off meeting with the EMT tomorrow and then he will meet the Audit & Compliance Committee and other stakeholders.

#### *HR*

Unions have been notified that aggregate hours will be implemented in mid-November. The transfer of undertakings issue is being heard in the LRC tomorrow. The transfer of Virology to the NBC will be dependent on the SNBTS element of the contingency being finalised in time for go live in April.

It was noted that CUH have advertised publicly for 2 Medical Scientists, although the IBTS has surplus Medical Scientists in Cork and the IBTS has sought redeployment for them.

#### **4. Finance Committee minutes of 10<sup>th</sup> May and 18<sup>th</sup> July**

The Chairperson of the Finance Committee said that a very high percentage of IBTS costs were fixed, whereas revenue could be erratic month on month. Substantial work had been done on activity based costing, but this would have limited impact this year and would be more evident next year. The IBTS Travel Policy has been approved. The first draft of the budget for 2012 was discussed at the last Finance meeting on 4<sup>th</sup> October.

The independent actuaries have presented their report on the pension scheme. There is a difference of 5% in the calculation of the funding necessary by the Scheme actuaries and the independent assessment – the gap between present funding and what is deemed necessary is significant. A number of options to address the gap were discussed, including the integration of future benefits. It was agreed that the numbers for assumptions needed to be agreed and signed off by both actuaries, before any discussions could be held with the unions. However, as the actuarial valuation is nearing completion which will recommend the contribution required to fund the scheme it will also provide the basis for negotiations to commence with the staff. The CE proposed a short briefing for senior officials in the DOH as concluding successful negotiations with the unions will be difficult if the levy issue remains unresolved. It was agreed that the CE would prepare a paper for the Board meeting in November.

#### **5. Medical Advisory Committee meeting of 20<sup>th</sup> June**

There is ongoing concern that there has been no progress in resolving the future of the Therapeutic Apheresis Service in Dublin. The MAC accepts that this is not due to any lack of effort on the part of the IBTS, but that the other stakeholders involved need to engage in finding a solution. In relation to the HIQA report on prion filtration, the MAC had decided to draft a response to this report, prior to the announcement by the Minister that the Government is not proceeding with the implementation of prion filters. The MAC will conclude its response and the Board will take this as a separate item on the agenda for the next Board meeting. Confirmation of the appointment of a new Board member should be received shortly. The appointment of that new Board member to the MAC was approved. It was noted that there was no current CE marked commercially available test for Hepatitis E. The MAC will be returning to this matter shortly and will be seeking the advice of a specialist virologist on the matter.

#### **6. Audit & Compliance Committee meetings of 8<sup>th</sup> March and 7<sup>th</sup> June**

The minutes were taken as read. The A&C Committee carried out a review of audits carried out to date and these are being followed up by the Internal Auditor. Tendering for IT audit will take place in the new year. The next meeting of the Audit & Compliance Committee will take place in November and there will be a facilitated workshop as part of that meeting.

#### **7. Presentation on ICT**

The IT Manager gave a presentation on the activities and challenges facing the ICT department, outlining the existing ICT structure and the progress made on developing the infrastructure, strategy and risk management. The Chairperson thanked the IT Manager for his detailed and informative presentation.

**8. Any Other Business**

The CE informed the Board that the IBTS had been shortlisted for the National Procurement Awards on 17<sup>th</sup> November for work on the combined purchase of blood bags with the NHSBT.

**9. Date of next meeting**

The next meeting of the Board will take place on **Monday 14<sup>th</sup> November at 12.30pm.**

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

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