

MINUTES

Date of Meeting	18/11/2013	Ref	13/01/MO'D
Meeting	IBTS Board		
Present	Professor Anthony Staines, Chairperson; Gerry Kelly; Linda Hickey; Olwyn Bennett; Brian O'Mahony; Dr Paolo Rebutta; Dr Paul Browne; John Cregan		
In attendance	Andy Kelly, Chief Executive; Dr Ian Franklin, Medical & Scientific Director; Miranda O'Donovan, Secretary to the Board		
Apologies	Dr Cleona Duggan		
By Audio-link			
#	Item	Notes/Action	
1.0	Members time		
1.1	The Board met in private session		
2.0	Minutes of the Board meeting on 16th September		
2.1	The minutes of the Board meeting held in Cork on 16 th September were agreed without amendment.		
3.0	Matters arising		
3.1	The CE confirmed that there had been no formal response from the HSE, regarding a site in St Finbarrs.		
4.0	Chief Executive's Report		
4.1	<i>Blood supply</i> – this had been maintained for September and October. The impact of the Haemoglobin deferral is being constantly monitored. It has resulted in an increase in the deferral rate of between 3 and 5%		
4.2	<i>Platelets</i> – this was 5.3% lower than budget. NHO conference last week, presentation on blood use optimisation by Beaumont, reduced usage by 18% over a year.		
4.3	<i>IMB</i> – NBC inspection last week, no critical, no major, a number of 'others'. NQAM starting today. IBTS has received a response from the IMB regarding Haemovigilance and governance.	IMB response on NHO to come to the December Board.	
4.4	<i>First Direct Medical</i> – CE & OpsD met National Director for Acute Clinical Services to outline concerns regarding the management of the transport contract. He confirmed that the SLA would be signed and returned within a week and that a clinical and operational lead would be appointed.		
4.5	<i>BECS</i> – eTraceline implementation deferred to 17/01/2014 to allow for the infrastructure for the back up of BECS to be upgraded and to implement IT Audit recommendations regarding server security.		
4.6	<i>Risk management</i> – a small risk management review group is currently looking at risk management and the risk registers with the auditors to come up with a more streamlined approach. This group will report back to a larger group.	When complete will be presented to the A&C Committee first and then to the Board. CE to bring forward	
4.7	<i>HH Programme</i> – this commenced in D'Olier Street in August, it is slow but it is hoped that volume of patients converting to donors will be in the region of 80%		

4.8	<i>Contract approval</i> – the Board approved a contract of which the value is in excess of the CE's limit. The contract was signed by the Chair and the Seal of the Board was applied.	
5.0	Balanced Scorecard as a reporting tool	
5.1	The Balanced Scorecard methodology in use for the Strategic Plan was discussed. The CE explained that Q2 reviews have been completed by the various Theme Teams responsible and reviewed by the EMT. Q3 reviews are ongoing.	CE to prepare a 2 page summary report for the Board, including CE's KPIs. Draft to be made available to December Board.
6.0	Presentation on contingency planning	
6.1	The EMT joined the meeting for this item. The OpsD presented a summary of the planning document for single site processing contingency. The HRD spoke to the HR implications and the FD went through the costs. It was confirmed that this had been discussed at the MAC prior to the Board and concerns raised included making sure that the contingency plan maintains currency, that it is frequently tested. There were questions regarding the 'hot site' specification and location, the viability of both existing clinics in Dublin and whether a 3 rd site could amalgamate one or both of those clinics. The Chairperson proposed that the Board accept and approve the proposal. This was seconded by Gerry Kelly and approved by the Board. The Board thanked the OpsD and his team for the work that had gone into preparing the contingency plan.	CE to set up working group to progress the contingency plan. CE to inform staff of Board decision.
7.0	Presentation on Budget 2014	
7.1	The FD presented the budget for 2014 to the Board for approval. The reduction in the price of platelets is a direct pass through to the hospitals of savings achieved under HRA. The price of red cells was discussed, as this still does not reflect the true cost of a red cell unit. The possibility of reducing the numbers of clinics to save money was discussed. The deficit in the budget was discussed. The Board approved the pricing strategy for 2014. The Board approved the WTE budget. The Board approved the overall 2014 budget.	Budget approved by the Board to be presented to the DOH. CE/FD
13.0	Pension Fund	
13.1	<i>Pension Scheme</i> – correspondence from the DOH to the Chairperson was noted. The Chairperson and the Chair of the Finance Committee proposed that they would meet the officials in the DOH to try and progress this issue. The Actuary has completed the work on comparing members of the IBTS scheme with public service employees in the standard public service scheme. The comparison clearly demonstrates that IBTS employees are not in a more favourable position vis a vis their pension benefits than any other public servants. It was agreed that this information needed to be presented to the DOH.	Dates to be optioned for Chair's meeting with DOH – CE to arrange.
12.0	Cork Centre	
12.1	Correspondence from CUH was noted. The CE briefed the Board on the discussions which had been ongoing since the September Board meeting.	CE to draft letter for Chair to CUH.

11.0	Minutes of the MAC on 17th June	
11.1	Minutes taken as read. The MAC will meet 10 times a year. The Chairperson of the MAC is seeking an alternate for Chairing MAC meetings. It is planned to have an approved testing strategy for Hepatitis E by the second half of next year. The Board approved a plan to seek ethics approval for an anonymised study of 20,000 samples.	Chairperson of MAC to discuss alternate role with Dr Duggan
8.0	Report on Board Strategy Day	
8.1	The facilitator of the Strategy Day joined the Board to present on the outcomes.	Board to incorporate top ten priorities into the BSC. Board to discuss minutes being made available on the website at the December meeting. Board meetings to include a session on strategic thinking on a topic. Format of Board minutes to be changed.
9.0	Finance Committee Minutes of 24th July and 9th October	
9.1	The minutes were taken as read. The Chairperson of the Finance Committee noted that the funds for the Limbal Stem Cell programme had been depleted. The Committee had been updated on developments with the BECS project at its November meeting. The Chairperson noted that the budget and the pension scheme had been covered separately by the Board. The sale of plasma continues to be an issue as there is an oversupply in the market.	
15.0	Date of next meeting	
15.1	The date of the next meeting of the Board is on Monday 16th December at 12 noon . Dinner has been arranged for 6pm.	

Signed: _____

Date: _____