

MINUTES

Date of Meeting	15/12/2014	Ref	14/05/MO'D
Meeting	IBTS Board		
Present	Prof Anthony Staines, Chairperson; Gerry Kelly; Linda Hickey; Olwyn Bennett; Kate Williams; Dr Julie Heslin; Dr Liz Kenny; Dr Jorgen Georgsen; John Cregan		
Apologies	Dr Cleona Duggan; Brian O'Mahony		
In attendance	Andy Kelly, Chief Executive; Dr William Murphy, Medical & Scientific Director; Mirenda O'Donovan, Secretary to the Board		
#	Item	Notes/Action	
1.0	Minutes of the Board meeting of 10th November 2014		
1.1	The minutes of the Board meeting were agreed, subject to amendment.		
2.0	Matters arising		
2.1	It was agreed to change the order of items on the agenda.		
3.0	Chief Executive's Report		
3.1	The report was taken as read.		
3.2	<i>Shareholder/Government</i> - The CE reported on the outcome of the HPRA inspection last month which was very positive.		
3.3	<i>Customer</i> – OLCHC have responded to the revised SLA which was sent last month. The issue of payment for services has yet to be resolved. Correspondence with the hospitals that owe monies was discussed.	Meeting to be held with the Head of Acute Hospital Services in the HSE. Board to make a decision on this at the February meeting.	
3.4	<i>BCP</i> – the BCP went to the Audit & Compliance Committee this month and will come to the Board meeting in February.		
3.5	<i>Finance</i> – There was a positive variance for the month of November, however sales for December so far are down about 5% on last year in FRCCs and Platelets.		
3.6	<i>Voluntary redundancy</i> – the CE met to discuss some applications from diagnostic staff in Cork. Letters are being issued tomorrow to those who applied. Five staff have looked for redeployment to CUH.		
3.7	<i>BECS</i> – invoices are about 2 months behind. This has been raised with the vendor and will continue to be raised at each Steering Committee meeting.		
3.8	<i>Communications Strategy</i> – the importance of utilising existing donors to recruit new donors was discussed and it was agreed to strengthen this in the Strategy. The quality and availability of materials for teachers and schools, particularly in transition year was also discussed. The Presidents Gaisce award could be explored.		
3.9	<i>Pension Scheme</i> – The actuary has done a number of calculations based on information required by DPER. These will be submitted to the DOH.		
3.10	<i>Premises</i> – the Board discussed a proposal to buy a premises for the Tuam Centre.		



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3.11	Legal cases – the Board approved a limit proposed for negotiating a settlement.	
4.0	Study on prevalence of HEV	
4.1	Dr J O’Riordan joined the meeting to present her research on the prevalence of HEV in Ireland, and results from other countries where some research has been done. The M&SD has invited representatives from the FSAI, HPSC, HPRA, Department of Agriculture and the CMO of the DOH to a meeting to share the data and discuss mitigating measures to remove HEV from the food chain. The Board discussed the merits of partial vs universal testing for HEV. The Board approved the introduction of universal HEV testing.	
8.0	Minutes of the Audit and Compliance Committee meeting 22nd Sept	
8.1	The CE advised the Board that the lead Internal Auditor is leaving the company and she will be replaced by a colleague in the interim. Various items identified in IA reports have been closed out.	
5.0	Strategy Review	
5.1	IA Draft Report on Corporate Governance – the Board discussed the draft report at length. A number of comments were noted for feeding back to the Internal Auditor. It was agreed that the facilitator of the Strategy Day could share data on self evaluation (anonymised) with his colleagues.	<p>Chairperson to contact Board Members regarding additional participation on sub-committees.</p> <p>Board to review the risk register at the February Board meeting.</p> <p>Chairperson to revert to CE with comments from the Board for the draft IA Report.</p>
5.2	<p>Training – Individual Board Members to consider any training needs they might have and revert to the Chairperson on their requirements. Depending on the replacement level of Board membership, it was agreed that IPA training may be appropriate again. It was noted that the process of appointment/reappointment has not yet been clarified.</p> <p>The M&SD noted that Blood Transfusion presented an unusually salient area of risk, given its history of the catastrophic effects of seemingly remote events, the high level of public interest and engagement, and the high costs involved in managing the risk at personal, organisation and national levels. As such it provided a potential subject for detailed academic risk management input to strengthen approaches to risk policy.</p>	<p>The Chairperson will identify an activity/theme for the March Strategy Day.</p>
5.3	Board plan – the proposed Board plan for 2015 was agreed.	
5.4	MSM – the M&SD is preparing a report for the CMO of DOH. It will be a substantial paper, detailing the issues, options and possible consequences of a change in IBTS policy on MSM.	MSM paper to be circulated to the Board for



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		discussion at the February Board meeting.
7.0	Minutes of the Finance Committee, 13th October, 22nd October and 5th November	
7.1	The minutes were noted.	
9.0	MAC Minutes of 8th September	
9.1	A proposed amendment to the TORs of the MAC was brought back to the Board. The Board proposed an alternative wording, this will go to the next MAC meeting for agreement. Succession planning for the medical department was discussed as was HEV, Ebola updates and MSM.	
9.2	<i>Chair of the MAC.</i> Dr Paul Browne's term as Board Member and MAC Chair ended last month. The thanks of the Board for Dr. Browne's services was expressed. It was agreed that Dr Liz Kenny be appointed as Chair of the MAC.	
6.0	Cork Centre	
6.1	The heads of agreement outlining the services to be delivered at the new Cork Centre on CUH Campus has been signed by all of the relevant parties. The agreement is now with the DOH for approval of a reconfigured Centre as what is proposed differs from the original Cabinet decision of 2008. Once DOH approval has been received a Working Group will be established to progress the project. It was noted that the Chairperson and the CE will be in the Cork Centre on Wednesday to meet staff.	
10.0	Correspondence	
10.1	Correspondence was noted.	
11.0	Date of next meeting	
11.1	The next meeting of the Board will take place on Monday 23 rd February 2015 at 12 noon at the NBC.	

Signed: _____

Date: _____