



Irish Blood Transfusion Service

Seirbhís Fuilaidriúcháin na hÉireann

MINUTES

Date of Meeting	20/04/2015	Ref	15/03/MO'D
Meeting	Board		
Present	Professor Anthony Staines, Chairperson; Olwyn Bennett; Gerry Kelly; Dr Cleona Duggan; Dr Julie Heslin; Kate Williams; Dr Liz Kenny; Brian O'Mahony; Jorgen Georgsen; Linda Hickey		
In attendance	Andy Kelly, Chief Executive; Dr Willy Murphy, Medical & Scientific Director; Mirinda O'Donovan, Secretary to the Board		
Apologies			
By Audio-link			
#	Item	Notes/Action	
1.0	Minutes of the Board meeting of 23rd February		
1.1	These were agreed, subject to amendment.		
1.2	Minutes of the Special Board meeting of 13 th April – these were agreed subject to amendment.		
2.0	Matters arising		
2.1	Voluntary redundancy – the CE confirmed that it has been agreed to release of the person seeking VR in Cork.		
3.0	Chief Executive's Report		
3.1	<i>Shareholder/Government</i> – Meetings have taken place with the HSE regarding the monies owed to the IBTS by OLCHC and SJH. Progress has been made.		
3.2	<i>Manage reputation and related risks</i> – issues for both red cells and platelets have been good for the first 3 months of the year. The CE briefed the Board on the conclusion of one legal case and a settlement in a bone marrow donor case. Management will present a proposal to the Board in June on how to manage the anticipated 15,000 less attendances needed.		
3.3	Excellent Donor Services – Correspondence from the Minister regarding HH is listed separately on the agenda. The arrangements for managing HH patients at the two fixed clinics is under review due to the poor attendance during the dedicated clinic periods. There is also correspondence in relation to HEV testing.		
3.4	Learning and Growth – The go live date for BECS is 01/06/2015. There have been some issues regarding middleware not being compatible with ISBT 128 which has required work arounds. Boss is currently on target. The CE briefed the Board on the outcome of the LRC Conciliation Conference. The CE also briefed the Board on a meeting with the DOH last Friday where some concern was expressed regarding the decision of the Board at its Special meeting on Monday last. This decision was discussed at length and it was agreed to pay this money to the DOH, subject to the remainder being made available to the pension scheme as part of the overall solution. On behalf of the Board the Chairperson expressed thanks to all staff involved in the effort to bring BECS to go live, noting that this required huge effort on their part. Invoicing queries regarding MAK Systems have been deferred to post the go live date.	CE to follow up on invoices with MAK	
3.5	Safe and Sustainable supply – the Chairperson of the MAC briefed the Board on discussions regarding HEV testing at the MAC. There has been no response from the DoH regarding the request for funding to introduce HEV testing. The Board reiterated its position	M&SD agreed to send a communication to all clinicians re:	



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	previously communicated to the DoH, that testing for HEV should be introduced and that this required DoH funding. It was agreed to write to the clinicians advising them to test their immunosuppressed patients who are in receipt of the blood and platelets.	the possibility of HEV transmission
4.0	Presentation on Financial Statements	
4.1	The Acting Finance Director made a presentation to the Board on the Financial Statements for 2014 and the accounts for Q1. The Board approved the financial statements for 2014. The Financial Statements were signed by the Chairperson and the Chairperson of the Finance Committee, Linda Hickey. The Chairperson and Chief Executive signed the letter of representation. The Chairperson thanked the Acting Finance Director for his detailed and informative presentation.	
5.0	Cork Centre	
5.1	The CE advised the Board that he would establish the project team for the new Cork Centre shortly.	
6.0	Output from strategy day	
6.1	<p>Kate Williams' appointment to the Finance Committee was approved by the Board. The outputs from the Strategy day were discussed. Redeployment was still not progressing. It appears that medical scientist posts in CUH are being filled by agency staff, interviews have not yet been arranged for IBTS staff. The Chairperson has met the Minister's adviser and brought this issue to his attention. Contingency planning is progressing, the CE advised the Board that discussions with NHSBT on a contract for contingency are progressing well. It was further noted that Succession Planning is to come to the Board in June.</p> <p>Correspondence from the DoH regarding HH and the establishment of a HH Disease Register was noted. It was agreed that the scope of the register and the purpose for which it was being developed as well as the cost of this would be fully established before proceeding. It was noted that there will be 7 vacancies on the Board from the end of May and the closing date for applications is 5th May. The Chair urged Board members due to finish their term of office at the end of May to consider reapplying if they are available to do so. Applications will be reviewed by PAS with the Chairperson and the appointments will be made by the Minister. The issue of scientific staff attending the MAC was discussed. The Chair of the MAC said this would be tabled for discussion at the next MAC. It was agreed that a second induction for Board members would be arranged over the Summer months.</p> <p>It was agreed that Performance Management would be relaunched later in the year, post BECS go live.</p>	Secretary to the Board to arrange second induction.
7.0	Minutes of the Audit & Compliance Committee Meeting of 9th February	
7.1	The Chairperson is to clarify the reference to Standing Orders in the IA report with the former Chair of the Audit & Compliance Committee. A correction on a draft report was not incorporated in the A&C Committee's Annual Report. The CE agreed to have this correction made.	Secretary of the A&C Committee to cross reference the changes.
8.0	Audit & Compliance Committee Annual Report 2014	
8.1	The Chair of the A&C Committee has retired and there is a	Secretary to A&C



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	requirement for a minimum of 2 and preferably 3 Board members on the A&C Committee. The Chair urged the Board members to consider serving on the A&C Committee.	to circulate the C&AGs training day notice to all Board Members
9.0	Minutes of the MAC meeting of 15th December	
9.1	The main issues for discussion at the MAC were HEV and MSM. The MAC had agreed that the Board via the Chair of the MAC would approve someone to attend as an observer and that this arrangement would be reviewed on an annual basis. This would be agreed between the Chair of the MAC and the Chair of the Board. The Board queried the cost of the establishment of the NTC being absorbed by the IBTS.	
10.0	Minutes of the Performance & Development Committee of 16th September 2014	
10.1	The minutes were circulated at the meeting. It was noted that a wider group including middle management participate in the Balanced Score Card process and review. The staff climate survey will be carried out later this year.	
11.0	Correspondence	
11.1	CMO letter re: MSM – the Board agreed to reiterate its position to the DoH and the timelines for presenting the additional data to the DoH is to be agreed. The M&SD is seeking external statistical analysis expertise and he would hope it might be ready for the MAC in June.	Chairperson to attend next MAC as an observer.
12.0	Date of next meeting	
12.1	The next meeting of the Board will take place on Monday 15th June at 12 noon in the National Blood Centre.	
12.2	The Chairperson noted that this was Olwyn Bennett's last meeting and thanked her for her service on the Board.	

Signed: _____

Date: _____