MINUTES

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| *Date of Meeting* | | 11/09/2017 | | ***Ref*** | 17/05/MO’D | |
| *Meeting* | | IBTS Board | | | | |
| *Present* | | Professor Anthony Staines, Chairperson; John Malone, Deirdre Cullivan, Dr Ronan Desmond, Dr Liz Kenny, Dr Yvonne Traynor, Dr Satu Pastila | | | | |
| *Apologies* | | Simon Mills, Kate Williams | | | | |
| *In attendance* | | | Andy Kelly, Chief Executive; Dr Stephen Field, Medical & Scientific Director; Mirenda O’Donovan, Secretary to the Board | | | |
| *By Audio-link* | | | Linda Hickey, Brian O’Mahony | | | |
| **#** | Item | | | | | Notes/Action |
| **1.0** | **Minutes of 12th June and 14th July 2017** | | | | |  |
| **1.1** | The minutes of the Board meeting of 12th June were agreed without amendment. The minutes of the Board meeting of 14th July were agreed subject to amendment. | | | | |  |
| **2.0** | **Matters arising** | | | | |  |
| **2.1** | The CE confirmed that the Management Letter from the C&AGs had not yet been received. | | | | |  |
| **3.0** | **Chief Executive’s Report** | | | | |  |
| **3.1** | *Shareholder/Government* – the CE briefed the Board on the outcome of both GDP inspections, the first in Cork and the second at the NBC. The CE confirmed that the GDP licence will be consolidated to one site. There were no reportable incidents to the HAS for the YTD. | | | | |  |
| **3.2** | *Clients & Partners* – the CE confirmed that the Risk & Resilience Manager had resigned. He participated in a group with the UK on contingency planning and this participation will continue once the post has been filled. The CE confirmed that the HSE continued to raise issues about the price of blood, however the figures have been explained to them as they include manufactured products as well as components supplied by IBTS in the cost heading. | | | | |  |
| **3.3** | *Safe & Sustainable supply* – sales of red cells are strong which is reflected in the positive variance in finances. Issues are up particularly for Crumlin and SJH. | | | | |  |
| **3.4** | *Excellence in Donor Services* – Know Your Type campaign has proved very successful in the pilot study. The plan is to concentrate this model of recruitment in one region which has difficulty reaching its targets and this is currently the Limerick Centre.  In Dublin there will be a Luas stop right outside the D’Olier street clinic, which will be helpful. IBTS has been in touch with Luas about the branding of the stop. Discussions with the unions are ongoing about splitting the Mobile One/D’Olier street teams.  The Tuam Centre should be ready by next June. It has been agreed with the design team to run the design and planning application in parallel to speed up the process. | | | | |  |
| **3.5** | *Effective relationships & collaborations* – The Haemochromatosis Association has been in touch again regarding this project. The CE confirmed that the M&SD is working on a proposal for this.  The CE also noted that Hbs have been lower over the Summer months than anticipated and that further analysis of the donor profile was necessary to understand why. This could be considered in conjunction with a study on ferritin and iron levels in the population in general.  CE confirmed the quarterly Governance meeting with the DoH will take place this Thursday. | | | | |  |
| **3.6** | *Building a high performance organisation* – the link with TCD for the M&SD is being actively pursued.  CE has a second town hall meeting planned for next week. Under the Performance Development programme, senior management have completed their direct reports.  L&D Strategy is being launched at the end of September.  A meeting is scheduled with Teagasc for the end of the month on their experience with managed services.  Sanquin are putting in a Semester Patch with a timeline of 5 months. IBTS will make a decision in the next month.  Components review – M&SD is visiting the Belgian Red Cross this week.  Testing laboratories review – CE advised that external expertise will be required to progress this. | | | | | Outline proposal on managed services to be ready for the Board before the end of the year, but external expertise will be required. |
| **3.7** | *Marketing – Every One Counts* – National Donor Services Manager joined the meeting. He made a presentation outlining the components of the Every One Counts social media campaign and the impact of the campaign. In addition, the impact of the #MissingType campaign was discussed.  He confirmed that approximately 50% of first time donors come back. The success of the social media campaigns were noted by the Board and the Chairperson thanked him for his detailed and informative presentation. | | | | |  |
| **4.0** | **Final report of the Transfusion Transmitted Hepatitis B virus investigation** | | | | |  |
| **4.1** | The CE confirmed that the information was released to the media. All testing and donor selection guidelines have been reviewed, there was nothing that could have been done differently to prevent this transmission. The transmission is being prepared for publication in a peer reviewed science journal.  The Board thanked everyone who had been involved in the investigation for their work in preparing the report. | | | | |  |
| **5.0** | **MBR/Haemospect** | | | | |  |
| **5.1** | The CE confirmed that the agreement has been signed by all parties and that Commercial Court had been advised of same. The PI cases are being managed.  The first meeting with the Arbitrator and Allianz will take place on 19/09 to agree the timeline for the exchange of pleadings. The CE confirmed that the insurance provider has been changed.  The M&SD confirmed that Haemocue 301, which is a proven technology will be trialled in the Limerick Centre and it will also be tested on those with low Hbs. L Hickey noted that the endorsement from W Murphy in the early study of the technology is still on MBR’s website. The CE added that Allianz and the SCA are being kept informed of all developments. | | | | | CE undertook to get the endorsement removed from the supplier’s website. |
| **6.0** | **Presentation by M&SD** | | | | |  |
| **6.1** | The M&SD made a presentation to the Board outlining priorities for Components, testing, medical staffing, horizon scanning, possible research programmes and reviewing donor selection guidelines. The emergency preparedness plan was also discussed and the Board agreed in principle to the development of an MOU with the NIBTS in this context. M&SD to progress and revert to the Board for approval. J Malone queried whether Statistical Process Control was on the Risk Register and if not, then it should be – CE to confirm.  The research grant to REMEDI is now coming to an end and the M&SD will be visiting NUIG to discuss the outputs of the various projects, and possible future links with cell therapy for the IBTS. The Chairperson thanked him for his detailed and informative presentation. | | | | |  |
| **7.0** | Minutes of the MAC meetings of 15/05 and 12/06 | | | | |  |
| **7.1** | *STI deferral* - there had been a discussion at the MAC meeting regarding the 5 year deferral for STIs and the appropriateness and length of this deferral period for some but not all STIs.  B O’Mahony expressed concern that the IBTS had originally agreed to review the decision after a year and that making the decision before the year was up was premature. It was noted that this deferral criteria was part of the Board decision on MSM deferral. It was agreed that a presentation would be made to the November Board meeting outlining the evidence to support a change in deferral criteria for some STIs. | | | | |  |
| **7.2** | *Donor ID* – a subcommittee has been established to look at this separately. | | | | |  |
| **7.3** | *HEV* – there had been a reduction in the number of donors testing positive for this virus, but in recent months there has been an increase again. | | | | |  |
| **7.4** | *TORs* – there was one change to the TORs for the MAC which were put to the Board for approval. There was some discussion about the participation of non-clinical consultants on the MAC. The TORs as presented were approved by the Board. | | | | |  |
| **8.0** | **Finance Committee meeting of 23/05** | | | | |  |
| **8.1** | The Chair of the Finance Committee said that there had been no further response from the DoH or DPER regarding the outstanding issue of the SPSPS scheme. The CE confirmed that we would not be making further contact on the issue. | | | | |  |
| **8.2** | Finance Committee meeting in July – the meeting in July was Chaired by D Cullivan. She noted the positive variance on income YTD. The spend on legal fees was also noted to be above budget, but was not surprising where commercial litigation was being actively pursued. The revised TORs for the Committee were put to the Board for approval. The TORs as presented were approved by the Board. | | | | |  |
| **9.0** | **Minutes of the Audit, Risk and Compliance Committee 30/05** | | | | |  |
| **9.1** | The committee carried out an effectiveness review and also included their annual report for the Board. The pension scheme was discussed and the Committee had their meeting with the C&AGs – the issues raised by the C&AGs at the meeting were subsequently clarified. The speed at which issues were being closed out, particular minor matters was a cause for concern. The CE confirmed that the process for closing out minor non-conformances needed to be streamlined. He added that the recruitment process for the new Q&CD was ongoing and this would accelerate the change process. The revised TORs for the Committee were put to the Board for approval. The TORs as presented were approved by the Board. The CE briefed the Board on an incident that arose during a generator test at the NBC. While power was being brought back to the building, a socket failed in the Bacti screening laboratory and the master controller was off line for a period of time. As soon as staff became aware of the problem, a review of all platelets was carried out and retesting commenced. It was decided that a recall wasn’t required and the supplies were managed during the retesting phase by increasing the supply of pooled platelets and increasing appointments for apheresis donors. | | | | | The Board approved the proposal that a letter be sent to the C&AG signed by the Chairs of the Finance and Audit, Risk and Compliance Committees in relation to the delay in receiving the management letter prior to signing the Financial Statements. |
| **10.0** | **Cork Centre** | | | | |  |
| **10.1** | The CE circulated a memorandum that he sent to the Steering Group last Friday. A meeting that had been scheduled to progress matters was cancelled at short notice. The CE does not want to appoint a design team until the space allocation has been agreed and signed off by the Steering Group, this has not yet happened. In addition, the estimate of cost for the proposed blood bank was put forward as a blended rate, included unspecified additional costs and these were substantially higher than the costs associated with traditional build for the IBTS element of the Centre.  The CE proposed hiring a QS to get a true estimate of the building cost before appointing a design team. L Hickey proposed the Board make a decision on whether or not to proceed in November, once clarity has been received on the costing issue. Various options were discussed and it was agreed that the Board would meet on 20/10 and would invite the Chair of the Hospital Group, the CEO of the Hospital Group and the General Manager of CUH to propose how they see this project progressing. The Chairperson also suggested that the HRD attend the Board meeting. It was agreed that S Mills and K Williams would be informed of the arrangements for 20/10. | | | | | S Mills and K Williams to be informed of an additional Board meeting on Friday 20/10 at 12 noon. |
| **11.0** | **Date of next meeting** | | | | |  |
| **11.1** | The next meeting of the Board will take place on **Friday 20/10/2017 at 12 noon in the NBC**. The next scheduled meeting of the Board will take place on **13/11/2017 at 12 noon in the NBC**. | | | | |  |

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