

## MINUTES

<b>Date of Meeting</b>	11/11/2019	<b>Ref</b>	19/05/MO'D
<b>Meeting</b>	<b>IBTS Board</b>		
<b>Present</b>	Linda Hickey, Chairperson; Dr Satu Pastila, Dr Ronan Desmond; Dr Liz Kenny, Dr Sarah Doyle; Kate Williams; Deirdre Cullivan; Yvonne Traynor; Deirdre-Ann Barr; Brian O'Mahony; David Gray		
<b>In attendance</b>	Andy Kelly, Chief Executive; Dr Stephen Field, Medical & Scientific Director; Mirenda O'Donovan, Secretary to the Board		
<b>By Audio-link</b>	John Malone		
<b>Apologies</b>			
<b>#</b>	<b>Item</b>	<b>Notes/Action</b>	
<b>1.0</b>	<b>Private Members time</b>		
<b>1.1</b>	The Board noted correspondence from the retiring HR Director. The Board agreed that the Chairperson would write to the HRD to thank him for his service and to wish him well in his retirement.		
<b>2.0</b>	<b>Conflicts of interest</b>		
<b>2.1</b>	It was noted there were no conflicts of interest with the agenda.		
<b>2.0</b>	<b>Minutes of the Board meeting of 16<sup>th</sup> September</b>		
<b>2.1</b>	Minutes of the Board meeting on 16 <sup>th</sup> September were agreed subject to amendment.		
<b>3.0</b>	<b>Chief Executive's Report</b>		
<b>3.1</b>	<i>Shareholder/Government</i> – HPRAs will be inspecting the NBC on the week beginning 18/11. The first two days will be a tissue inspection and the last 3 days will be a blood establishment inspection. IBTS has not yet received the HPRAs Annual Report for 2018. The CE is seeking a meeting with the HPRAs. There have been 2 HSA reportable incidents this year so far. The Risk Register was reviewed by the EMT last week.	CE to include previous year's incident/accident figures for comparative purposes.	
<b>3.2</b>	<i>Clients and Partners</i> – issues with D'Olier Street clinic were discussed, including location, accessibility and issues with the landlord. Dr Power has commenced half time on the National Clinical Programme which may start to have an impact on red cell usage in 2020. Dr Morris has joined the IBTS.		
<b>3.3</b>	<i>Excellence in Donor Services</i> – there is a slow but steady increase in the number of HH donors attending ordinary clinics – 805 donations have been taken since the change was introduced in October 2018. The blood supply has been difficult to maintain in recent weeks, particularly in relation to O negative. The CE briefed the Board on a further meeting with the Immigrant Council of Ireland and representatives of the Sickle Cell and Thalassemia communities. The Tuam Centre is about 4 weeks behind. An ESB upgrade was required and due to a necessary change in design, a revised Fire Safety Certificate was required. Provisional moving date is now 13/01/2020.		
<b>3.4</b>	<i>Build a High Performance Organisation</i> – GPTW survey has been presented to the EMT and high level results have been presented to the Board. Further information sessions have been held and these will provide input for the action plan. The Leadership Education and Development Programme will have the first session in the iLEAD module on 22 <sup>nd</sup> November. . This has been developed in partnership with UL. The business case for the approach outlined has been		

	<p>approved by the EMT and was presented to the PD Committee this morning. The supplier for IT managed services is due to take over the provision of services on 02/12/2019. Semester Patch – hardware is in place and an extension letter with the supplier has been agreed and signed. New HRD commencing in post today. CE successor process is progressing. The Chairperson and D Cullivan are meeting with the recruitment agency next Monday. Approval has been secured from the DoH for filling the M&amp;SD post from March 2021.</p>	
<b>3.5</b>	<p><i>Legal cases</i> – AH case is closed. Next court date for JR is 03/12. Haemospect cases – 6 settled, 3 outstanding. CE confirmed that insurers for D&amp;O cover paid out on the policy for the German proceedings. CE, FD and HoCA met the SCA and IBTS insurance brokers to discuss the Expert report. The CE will update the Board again in December.</p>	
<b>4.0</b>	<b>Medical &amp; Scientific Directors Report</b>	
<b>4.1</b>	<p>M&amp;SD confirmed Dr Morris has commenced work at the NBC. The vCJD deferral removal has been implemented. Discussions have commenced with Octapharma regarding the possibility of Irish plasma being processed for use. In addition, pathogen reduction, specifically for platelets will be reconsidered again by the M&amp;SAC. M&amp;SD will revert to the December Board with a proposed structure for R&amp;D governance. Recruitment for the R&amp;D facilitator is ongoing. The IUBMR has 883 applications to join the registry since the revised HLQ went live in October. The M&amp;SD also made a presentation to the Board on Sickle Cell disease explaining why O negative is used to treat Sickle Cell patients. It was noted that 27% of all O negative issued has been to OLCHC and SJH, the two principal hospitals treating children and adults for this disease.</p>	
<b>4.2</b>	<p>Budget 2020 – the FD joined the Board meeting for this item. The FD presented the budget which had been reviewed by the Finance Committee both in draft form at their September meeting and the current figures under review at their meeting on the 6<sup>th</sup> November. The FD explained the assumptions and rationale for projected red cell and platelet usage in 2020. The FD gave an in depth explanation of the drivers behind the budget numbers and a detailed account of how 2019 which is currently forecasting a surplus to where the budget for 2020 is showing a breakeven position. The FD also brought the Board through the pricing strategy which sees a 3% proposed increase on testing services to cover pay increases and a proposed reduction of €10 per unit of Platelets. This strategy is in line with both Board and DOH policy of activity based prices.</p> <p>The FD confirmed that there is no management letter from the C&amp;AG office for 2018, in the draft received the four points raised were closed out. The Board congratulated the FD and his team for the budget as presented. The Board approved the budget and the revised prices for 2020. It was also confirmed that the C&amp;AGs interim audit for 2019 had commenced today.</p>	
<b>5.0</b>	<b>Items for decision</b>	
<b>5.1</b>	<p><i>Deed of appointment of Trustees of the Superannuation Scheme</i> – the Board approved the amendments to the Deed of the Superannuation Scheme and the seal of the Board was applied to the amended deeds. The CE went through the impact of the</p>	

	Government decision to raise the retirement age to 70 on the pension scheme.	
<b>5.2</b>	<i>Cork Centre</i> – the CE briefed the Board on the meeting in Cork last week, which was chaired by DoH. A proposal on the transfer of TPE to CUH is being prepared for consideration by the SSW Hospital Group. The Mater Private blood bank will open in mid-2020, this will significantly reduce the amount of crossmatching being done by Diagnostics in Cork. The Chairperson expressed her dissatisfaction with progress at the meeting, given that there are clear efficiencies of service delivery and value for money to be achieved. J Malone queried whether the Board’s decision of June 2018 needed to be revisited in light of the lack of progress. This was revisited in November 2018 following the intervention of the Department of Health. The Chairperson will pursue a meeting with the Assistant Secretary with responsibility for blood policy in the DoH.	
<b>4.3</b>	<i>Data Retention Policy</i> – the DPO joined the meeting for this item and presented the proposed data retention policy. Various legal obligations for record retention were outlined, depending on the nature of the record there are different requirements, which requires categorisation of all records held by the IBTS. The Board discussed the value of labelling records as available for destruction. The DPO confirmed that she chairs the GDPR group at the EBA and that there are varying practices across the blood services in Europe. She added that the risk assessment underpinning the policy will be going to the Audit, Risk and Compliance Committee in December.	
<b>5.3</b>	<i>Finance Committee minutes 25<sup>th</sup> September 2019</i> – the Chair of the Committee briefed the Board on the meeting of 25/09. Insurance has been agreed with a fixed premium for 3 years. A budget surplus for 2019 is indicated. The Chair also added that the Finance Committee met last week and had a scheduled meeting with the pension trustees to go through the appropriateness of the investment strategy for the pension scheme, as the scheme is maturing. The CE confirmed that he would be raising the status of the pension scheme as a public service pension scheme with the DoH at the next governance meeting.	
<b>5.4</b>	<i>Resignation of Board Member</i> – Y Traynor announced that she will be resigning from the Board with effect from the end of the year. The Chairperson thanked her for her contribution and wished her well with her appointment to the Board of the HSE.	
<b>6.0</b>	The next meeting of the Board will take place on <b>Monday 9<sup>th</sup> December at 12.30pm</b> in the NBC.	

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

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