

MINUTES

Date of Meeting	26/04/2021	Ref	21/02/MO'D
Meeting	IBTS Board		
Present (via Zoom)	Linda Hickey, Chairperson; Deirdre Cullivan; Deirdre-Ann Barr; Brian O'Mahony; John Malone; Dr Satu Pastila; Kate Williams; Dr Sarah Doyle; Dr Sharon Sheehan; Dr Liz Kenny; David Gray; Dr Ronan Desmond		
In attendance	Orla O'Brien; CEO; Dr Stephen Field, Medical & Scientific Director; Miranda O'Donovan, Secretary to the Board		
By Audio-link			
#	Item	Notes/Action	
1.0	Welcome and apologies		
1.1	The Chairperson welcomed everyone to the meeting. No apologies noted.		
2.0	Private Board time		
2.1	The Board met in private session.		
3.0	Conflicts of interest		
3.1	No conflicts of interest declared.		
4.0	Minutes of Board meeting held on 15/02/2021		
4.1	The minutes of the Board meeting held on 15/02/2021 were approved subject to amendment.		
5.0	Chief Executive's Report		
5.1	Current significant issues		
	Approximately 85% of IBTS staff have been scheduled for vaccination. A task force has been established to start planning for recovery. Post vaccination deferral has been applied on clinics since last week. The draft SLA with the HPRRA on governance arrangements for the NHO is being progressed.		
5.2	Strategy/Business Plan update		
	The CEO reported on the progress of various deliverables for Q1 and deliverables that are currently ongoing for Q2. The R&D strategy was published on 22 nd April. The ICT Strategy and the People and Culture Strategy will be ready for the Board in June. 2022 deliverables will be planned in Q3.		
5.3	Clinic and operations update		
	Project plan for donor ID has been approved. Move from Zoom to Microsoft Teams should be completed by June. Now that the Semester patch has been implemented the online appointments system can be actioned. Distribution of donor awards has commenced and all those outstanding should be delivered by the end of June. The Eye Bank plan will be completed by the end of June. There has been acknowledgement by the management company that issues in D'Olier Street need to be addressed. New donors are down significantly on previous years, this will continue to be an issue while public health restrictions are in place. Over 250,000 calls have been made by donor services since the appointment system came into operation last March. The current 1850 number will be ceasing in June, we are waiting to hear from Vodafone what system will be replacing it. An increase in hospital activity has led to an increase in issues of both red cells and platelets.		

5.4	Corporate update	
	There have been personnel changes in the Blood Policy Unit of the DoH. The quarterly governance meeting took place in March. A meeting with all health state agencies has been scheduled for later this week with the new Secretary General. PDA and Oversight agreements are being progressed. It was noted that the UK Blood Establishments will be introducing risk based assessment in June. The A,R&CC reviewed the Risk Register at its April meeting.	PDA and Oversight agreements will be placed in DT for Board members to access once finalised with DoH.
5.5	People & Culture	
	The M&SD post will be readvertised on the week beginning 4th May. The CEO was advised that the International Plasma Fractionation Association are holding an annual meeting next week and the medical consultant community will be well represented at it, and it will therefore be an opportune time to advertise this post. CEO and HRD are meeting the Consultants this week to discuss succession planning for the medical staff. Transition to Managed Services provider to be completed by July.	
5.6	Quality & Regulatory Update	
	Tissue audit taking place this month and report expected in May. All HPRA reports for 2020 have been closed out. eProgesa semester patch has been implemented. One outstanding issue to be resolved which is being worked on with the supplier.	
6.0	Medical & Scientific Director's Report	
6.1	M&SD reported on the publication of the R&D Strategy. The Chair and the Board expressed their appreciation of the work that went into devising the strategy. M&SD confirmed that the R&D Committee is to convene its first meeting shortly and that already the possibility of a partnership with TCD and SJH on cellular therapies is being explored. It was confirmed that the R&D strategy is being distributed through multiple social media platforms, targeting various groups specialising in R&D. It was suggested that the IBTS consider hosting an annual symposium on R&D.	
6.3	<i>PR</i> – this is in process under procurement rules.	
6.4	<i>Eye Bank</i> – project plan is progressing and the appointment of a part-time Consultant Ophthalmologist is proceeding.	
6.5	<i>CP</i> – there has been no real demand for this. Ten units are being collected and this will confirm that the process is in order in the event that it does need to be collected in the future. The EU monies that are unused will be returned.	
6.7	<i>Consultant resignation</i> – it was noted that Professor Hann is resigning and will finish working with the IBTS in June. The Board thanked him for his contribution.	
7.0	Cork Centre Update	

8.0	HR Presentation	
8.1	The HRD joined the meeting for this item. She outlined the impact of COVID-19 on staff over the last 12 months and while there have been no IBTS transmitted cases, there has been a COVID-19 absence rate of 4.81% and an outbreak in one clinic team where transmission was not connected to the workplace. The 3 phases of the COVID cycle for IBTS were identified as: react and respond, stabilise and integrate and emerge and recover. The key lessons learned were identified people first – safe, supported and connected, leadership – communication and engagement, listening and language and information and data for decision making. She outlined the strategic direction for people and culture with the emphasis on cross-functional partnerships. The four strategic pillars identified are enriching our culture; shaping our future workforce; improving people's experiences and putting health and safety first. Key initiatives under these pillars have already commenced or are due to commence shortly. The critical success factors identified are buy-in, resources, learning and capability. HRD confirmed that KPIs for the HR strategic implementation journey will be developed. HRD also confirmed that there will be some resourcing issues to implement it, but that this will be progressed. The Chairperson thanked the HRD for her detailed and informative presentation.	
9.0	ICT Strategy Update	
9.1	Grant Thornton joined the meeting for this item to give an interim progress update on the work done so far on the ICT strategy. It was noted that the final strategy will be coming to the Board in June. CEO confirmed that the final ICT strategy will come with very clear recommendations to the Board.	
10.0	Bank mandate approvals	
10.1	The Board approved the changes on two bank mandates.	
11.0	Review of Internal Financial Controls	
11.1	The Board approved the Review of Internal Financial Controls. It was noted that the IA annual report for 2020 was satisfactory. C&AG COVID-19 guidance document was circulated by the C&AG last Autumn. A,R&CC asked for a report from the IBTS on the guidance document. It has been confirmed that no internal controls lapsed during 2020 and that all risks were managed appropriately. The CEO confirmed that the IBTS intends to be procurement compliant for PPE by year end.	
12.0	Minutes of A,R&CC of 9th February 2021	
12.1	The minutes of the A,R&CC meeting on 9 th February were taken as read. The Chairperson of the A,R&CC updated the Board on the most recent meeting of the Committee on 13/04. Three internal audit reports were reviewed. All were satisfactory. The IA programme for the next quarter was also agreed. He confirmed that revised ToRs for the Committee will be ready for consideration by the Board in June.	

13.0	Minutes of the M&SAC of 15/02/2021	
13.1	The Chairperson of the Committee updated the Board on the meeting. Major items discussed were PR, the lack of demand for CP and the tissue bank. The sero-prevalence study had been extended to include February donor data. Donor ID was also discussed and it was noted that the destruction of the virology archive was now almost complete. M&SD confirmed that the IBTS has been accepted as members in the Blood Genomics Consortium and we are awaiting the terms of acceptable before formally joining.	
14.0	AOB	
14.2	The CEO confirmed that the technology update for the Board room was progressing.	
15.0	Date of next meeting	
15.1	The next meeting of the IBTS Board will take place on Monday 14th June at 12 noon.	

Signed: _____

Date: _____