

## MINUTES

<b>Date of Meeting</b>	10/06/2024	<b>Ref</b>	24/03/MO'D
<b>Meeting</b>	<b>IBTS Board</b>		
<b>Present</b>	Deirdre-Ann Barr, Chairperson; Dr Satu Pastila; Una Clifford; Stephen O'Hare; Dr Nina Orfali; Ann O'Connor; Dr Sharon Sheehan; Dr Sarah Doyle, David Gray; Kevin Gregory		
<b>Apologies</b>	Peter Dennehy		
<b>In attendance</b>	Orla O'Brien, Chief Executive; Dr Tor Hervig, Medical & Scientific Director; Dr Andy Godfrey, Medical & Scientific Director Designate; Mirenda O'Donovan, Secretary to the Board		
<b>#</b>	<b>Item</b>	<b>Notes/Action</b>	
<b>1.0</b>	<b>The Board met in private members time.</b>		
<b>2.0</b>	<b>Conflicts of interest</b>		
	No conflicts of interest declared.		
<b>3.0</b>	<b>Introduction of new Medical &amp; Scientific Director</b>		
	The Chair welcomed Dr Godfrey to the IBTS. The CE outlined Dr Godfrey's background and experience and advised he would be taking up post officially in July.		
<b>4.0</b>	<b>Minutes of the Board meeting of 22<sup>nd</sup> April</b>		
	The minutes were approved without amendment.		
<b>5.0</b>	<b>Appointment of external member to the Performance &amp; Development Committee (PDC)</b>		
	The Chair advised the Board that the previous external member of the PDC has resigned from the Committee and she is proposing that Ms Blathnaid Evans replace her. The Chair outlined her experience in employment law and related areas. The Board approved the appointment of Ms Evans to the PDC.		
<b>6.0</b>	<b>Presentation on Financial Statements.</b>		
	<p>Director of Finance Noel Murphy joined the meeting for this item. DOF presented on the Financial Statements for 2023 which show a surplus of €3.3m compared to a deficit of just under €5m in 2022. The price increase from January 1<sup>st</sup> 2023 assisted with the return to surplus and a positive adjustment of the pension scheme of €355k was also a contributory factor.</p> <p>DOF explained the various movements in income and expenditure and explained that many of the increases in expenditure were driven by the higher income in the cases of Blood Products, Tissue and Bone Marrow. Red Cells increased by just one unit in 2023 while Platelets were down by 1,019 units with the drop in issues particularly seen in the second half of the year.</p>		



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	<p>The acting Chair of the ARCC confirmed to the Board that they had met with the external auditors and confirmed that both the ARCC and Finance committee had reviewed the financial statements which they were recommending for signing.</p> <p>Following questions from the Board on whole time equivalents and Platelet trends the Board approved the Financial Statements to be signed and the letter of representation and thanked the DOF and his Finance Team for their work both during the financial year and throughout the audit process.</p> <p>The DOF continued with an update on the 2024 position which has seen a very solid start to the year with a surplus reported for the first four months of the year of €3m compared to a budgeted surplus of €2.7m. It was explained that although the overall budget for the year is a breakeven position, a surplus is required to be built up, due to the payroll months of May and October in 2024 when there are three fortnightly payrolls that mean deficits in those months. The DOF concluded his presentation by looking at the financial challenges this year so far and what is required in the remainder of the year in order for the positive financial position to continue and various important projects can be adequately funded and progressed.</p>	
<b>7.0</b>	<b>Presentation on Energy Audit</b>	
	<p>Graham Healy, Facilities Manager, Kevin Barron, IBTS Climate and Sustainability Lead, EnerJ who performed the energy audit joined the meeting for this item. John Hassett and John Hayes presented the findings of their energy audit to date. The objective of the audit is to identify a register of opportunities to meet the mandated climate action targets for 2030.</p> <p>Those targets are a 51% reduction in energy related greenhouse gas emissions; a 51% reduction in thermal (heating and transport) related greenhouse gas emissions and a 50% improvement in energy efficiency.</p> <p>It was noted that the NBC accounts for 92% of the organisation's total energy consumption. The timetable for initiating projects was discussed. CE confirmed that the new Cork Centre will be a net zero building.</p> <p>The challenges of retrofitting a building like the NBC were discussed. Replacement of the gas boilers which are now end of life was discussed. The transport fleet was discussed. The timeline for completion of the climate change road map was outlined by the Facilities Manager. It was agreed that some projects, like the boiler replacement would commence soon. Other projects will need to be</p>	



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	scoped in detail to offset the risk of disruption to the organisation's activities. It was confirmed that the climate action road map and project plan will be presented to the Board in November.	
<b>8.0</b>	<b>Cork Centre</b>	
<b>8.1</b>	This item was covered under Item 6 on the agenda.	
<b>9.0</b>	<b>CE Report</b>	
<b>9.1</b>	<p><i>RTU</i> – CE advised that two companies had submitted proposals for a possible approach to these archives. Further discussion to take place internally on these proposals.</p> <p><i>NHO</i> – IT system supplier has been engaged and a nominee from the HPRA for the project team requested.</p> <p><i>Plasma</i> – EMA have issued a reflection paper regarding vCJD and plasma products. This will not impact the IBTS plans for re-introducing Irish plasma.</p> <p><i>Business plan 2024</i> – DoH responded with a number of queries on the business plan which have been answered.</p> <p><i>Strategy</i> – CE updated the Board on current status of initiatives for 2024.</p> <p><i>Collections &amp; issues</i> – demand for red cells particularly Rh Negative remains strong. WBDD is on Friday 14<sup>th</sup> June. IBTS attended Africa Day in the Royal Hospital Kilmainham to get the message out to people of African Heritage. Replacement of weigher mixers followed by heat sealers on clinic to commence shortly.</p> <p><i>Donor Services collections review</i> – a company has been appointed to carry out this review which will take place over the summer.</p> <p><i>Governance</i> – the Chairperson and CEO met with Ms Tracey Conroy, Assistant Secretary, DoH on 30<sup>th</sup> April 2024. The next governance meeting with the DoH will take place in July.</p> <p><i>Risk register</i> – this was reviewed by the ARCC at its last meeting.</p> <p><i>INAB inspection</i> – there was one major finding identified.</p>	
<b>10.0</b>	<b>Medical &amp; Scientific Directors Report</b>	
<b>10.1</b>	<p><i>IDRA</i> - M&amp;SD noted the ongoing monitoring of IDRA post implementation.</p> <p><i>TAS</i> – Dr Ni Loingsigh will present to the Board later this year on future developments for the TAS in Cork.</p> <p><i>Medical Model of Care</i> – issues with progressing the joint Consultant</p>	

	<p>posts identified in the Medical Model of Care are ongoing because of the recruitment embargo in the HSE. It was noted that the model of collaborative posts identified in the MMOC may have to be revisited if these are not progressed.</p> <p>The CE thanked Dr Hervig for his tenure as Medical &amp; Scientific Director over the past couple of years and noted the number of major policy developments that had been achieved during that time. The Chair thanked him and wished him well in his retirement.</p>	
<b>11.0</b>	<b>Minutes of the M&amp;SAC meeting on 19<sup>th</sup> February</b>	
<b>11.1</b>	<p>The minutes were noted. The Chair of the MSAC Dr Orfali updated the Board on issues of note discussed at the MSAC that morning. The EMA guidance on vCJD deferral for plasma. The recent increase in Parvovirus was also discussed and a seroprevalence study to identify immunity levels in a health donor population is proposed. The meeting was short as a number of those in attendance attended at an event on the main SJH campus to mark 40 years of bone marrow donation in Ireland.</p>	
<b>12.0</b>	<b>Minutes of the ARCC meeting on 9<sup>th</sup> April</b>	
<b>12.1</b>	<p>The minutes were noted. The Acting Chair of the ARCC added that the DOF had presented to the Board earlier in the meeting and the Chair had nothing further to add.</p>	
<b>13.0</b>	<b>Finance Committee meeting on 7<sup>th</sup> February</b>	
<b>13.1</b>	<p>The minutes were noted. The Finance Committee most recently met on 22<sup>nd</sup> May to review the Financial Statements. A further meeting was held last week with the IBTS pension scheme advisors.</p>	
<b>14.0</b>	<b>R&amp;D Committee meeting on 18<sup>th</sup> December</b>	
<b>14.1</b>	<p>The ToRs of the Committee are being reviewed. The Addendum to the R&amp;D Strategy is to be progressed internally. The volume of research projects underway discussed. Global health partnership discussed. It was also noted that an internal research oversight group is being established.</p>	



<b>15.1</b>	The next meeting of the Board will take place on <b>Monday 16<sup>th</sup> September at 12 noon.</b>	
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Signed: \_\_\_\_\_

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