

**NATIONAL PAEDIATRIC HOSPITAL DEVELOPMENT BOARD
("NPHDB" or the "Board")**

**Minutes of the NPHDB Board Meeting held on 10 January 2018
from 16.00 to 18.00
Herberton Boardroom, St. James Walk, Rialto, Dublin 8**

Attendance (Board)

Tom Costello (Chairman)(Part of Meeting)
Tim Bouchier-Hayes (Chairman)(Part of Meeting)
Anne Butler
Brian Fitzgerald
Prof. Hilary Hoey
Karl Kent
John Martin
Marguerite Sayers
Paul Quinn
John Cole (Part of Meeting)
Liam Woods

Apologies

Lorcan Birthistle

Attendance (Other)

Norman Craig, Commercial Advisor
Dr Emma Curtis, Medical Director
Phelim Devine, Design Director
Jim Farragher, Finance Officer
Richard Fitzpatrick, Director Project Controls
Vivienne Feaheny, On behalf of The Secretarial Company Limited – Board Secretary
Fidelma Burke, On behalf of The Secretarial Company Limited – Board Secretary
John Pollock, Project Director
Michael Greene, Construction Director

Apologies

Declan Homes, Commercial Director

Agenda No.	Specific Issues/Decisions	Action By
GOVERNANCE		
Quorum & Chairman		
	It was noted that a quorum, being 5 Board Members, was present and the Meeting proceeded to business.	N/A
1 DECLARATIONS OF INTEREST OR CONFLICTS		
	<ul style="list-style-type: none"> • Following enquiry, it was noted that there were no new declarations of interest or conflicts to be declared. 	Noted
2 PREVIOUS MINUTES		
2.1 Minutes of Previous Board Meeting		
	<ul style="list-style-type: none"> • The Minutes of the previous Meeting held on 6 December 2017 were approved and Tom Costello was authorised to sign them. 	Approved
2.2 Review of Matters arising		
	<ul style="list-style-type: none"> • The Chairman reviewed the current actions on the action list. Updates were provided and noted on the action list. The following actions were reviewed in additional detail. • Action 60: Following the results of the Board skills review and self-evaluation survey, IT WAS RESOLVED that a suitable external Facilitator with the possibility that the newly appointed Internal Auditors would provide a service scope for a separate Board workshop to consider the outcomes from the Board Self Evaluation. It was noted that Mazars had been approached and preliminary discussions were in place. • Action 65: It was noted that the Chairman would provide an update following discussions with Mazars under Action item 60. • Action 69: It was noted that the risk registers relevant to the work of individual committees would be tabled at the next Meeting of each Committee. • Action 71: It was noted that a training session would take 	<p>Noted</p> <p>Update to Action 60</p> <p>Update to Action 65</p> <p>Update to Action 69</p>

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	<p>will be required to resolve any outstanding coordination issues to issue by March 2018 in order to facilitate a robust GMP agreement.</p> <ul style="list-style-type: none"> • The Board noted that the strategy for the addenda had been presented to the contractors that morning and this was now under consideration by the contractors. • The Board were reminded of the art submissions for the development that had been made and 7 shortlisted. The Board recognised the challenges that would be faced and the rigorous viability tests the art work would have to go through regarding integration, fire safety constraints, coordination and risk assessments to name but a few. • It was noted that specialist URS Turn-key areas were complete and issued to BAM. There had been a two stage procurement process agreed with BAM to facilitate agreement of design and costs for GMP. • The Revised Phase A scope and packages were now complete and issued for Construction. The revised mock up scope had been agreed and would be complete on site by May 2018. • The Board noted the very helpful discussions that had taken place with the ESB regarding the routing of the permanent power supply to the campus. These solutions would also be agreed with the CHG to ensure the delivery of appropriate resilience. • The Board noted the commencement of the work stream to review the asset management of the building operations and how it would be integrated with BIM. This was hoped to be completed in February to inform the GMP process. • <i>John Cole left the meeting</i> 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
	<i>(ii) Construction Update</i>	
	<ul style="list-style-type: none"> • In order to try and combat the mud on the South Circular Road, improved wheel wash facilities would be installed in January 2018 and the hoardings would be kept clean. Since works resumed in the 2018 the Contractors had 2 workshops to address Health & Safety Concerns. 	<p>Noted</p> <p>Noted</p>

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	<ul style="list-style-type: none"> • The Construction Director provided an update on progress of the main construction works since the last Board Meeting which centred on: (a) Excavation and (b) Piling • (a) Category A was now being exported and there were expectations that the volume would increase throughout January to reach the production levels required. Site haul roads were being moved in early January and this would lead to a significant increase in Category C being exported. • (b) Piling: there was some stop start activity but the rate of piling was good. It was noted that there would be challenges ahead with Cameron Square/Mount Brown/Rialto gate area. The second rig was due this month at Cameron Square and the neighbours were aware of this. • A 'Construction Dash Board Report' dated December 2017 was circulated to the Board. This included various KPI's related to Health & Safety, Environmental, Earthworks, Piling, Design Packages etc. It was noted that there was 21,169 man hours on site in December, with an average number of 99 personnel on site with one health and safety incident on site. It was noted that the utility tunnel piling along tunnel was complete. The concrete works to slab and walls were slow and ongoing from SJH Tie-in to NE corner. It was also noted that the Drimnagh sewer diversion works were temporarily suspended on 12 December 2017 due to a clash with an undocumented existing sewer. • The Board noted that the work in the satellite site in Tallaght was slow at present due to unknown water, electrical and gas service diversions and the satellite site in Connolly was progressing well and on programme. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
<i>(iii) Backstop/Contingency Plan</i>		
	<ul style="list-style-type: none"> • The Capital Budget Backstop/Contingency Plan No 1 draft report was further discussed at the Meeting. It was noted that all key stakeholders (CGH, NPH, HSE, DoH) did not recommend the adoption of Plan No 1. • The DoH are sympathetic to a Business Case to be submitted seeking additional funding in relation to out of scope sprinklers. 	<p>Noted</p> <p>Noted</p>

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	<ul style="list-style-type: none"> Capital Backstop Plan no 2 involving savings identified in relation to equipment and using MES/Capital funding to offset increased costs was discussed. The Board noted that early discussions with DoH & HSE would take place to discuss overall funding. Action no 73 Letter received from HSE in relation to NPH Funding Allocation for 2018. NPH to write an acknowledgement to HSE noting a Business Case will be submitted in relation to additional funding for Sprinkler 	<p>Noted</p> <p>Action no 73</p>
<p>3.3 FINANCE</p>		
<p><i>(i) Financial Results November 2017</i></p>		
	<ul style="list-style-type: none"> A report of the financial results for November 2017 was presented to the Meeting, copies of which had been circulated to the Board in advance. It was reported that actual costs for November 2017 were €21.3k under re-forecasted costs, which was mainly attributable to Construction costs. It was further reported that payments for November 2017 totalled €7.9 million. The Board noted the purchase orders raised in November 2017 as contained within the report. Cash expenditure for 2017 ended on plan for the year at €68m. 	<p>Noted</p> <p>Noted & Approved</p> <p>Noted</p>
<p><i>(ii) Finance Update and Sub-Committee Update</i></p>		
	<ul style="list-style-type: none"> <i>Tim Bouchier-Hayes temporarily left the Meeting.</i> The Board were provided with an update in relation to the legal fees estimate provided in relation to the legal procurement & construction contracts services provided to the Board. After receiving a very detailed breakdown and with further analysis at the Finance Committee Meeting, the proposed fee settlement was presented to the Board. After due consideration, IT WAS RESOLVED to approve this fee settlement. 	<p>Noted</p> <p>Action number 68</p> <p>Noted & Approved</p>

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	<ul style="list-style-type: none"> • The Change Order in respect of the Budget Costs relating to Sprinklers was approved • <i>Tim Bouchier-Hayes returned to the Meeting.</i> • <i>Tom Costello left the meeting and Tim Bouchier-Hayes assumed the Chair.</i> 	<p>Noted & Approved</p> <p>Noted</p> <p>Noted</p>
3.4 NPH CODE OF GOVERNANCE MANUAL		
	<ul style="list-style-type: none"> • The Board received the revised Code of Governance Manual which was presented by Jonathan Ennis of Eversheds Sutherland at its Meeting and it was noted that a training session would take place on 6 March 2018 with respect to the Manual. 	<p>Noted</p>
4 BOARD SUPPORTING DOCUMENTATION		
	<ul style="list-style-type: none"> • Draft minutes of the Design Sub-Committee Meeting held on 6 December 2017 were noted. • Draft minutes of the Meeting of the Dublin 8 Urban Regeneration Joint Working Group held on 5 December 2017 were noted. • Draft minutes of the Planning and Access Meeting held on 6 December 2017 were noted. • Draft minutes of the Communications Working Group Meeting 2 held on 6 December 2017 were noted. • Draft minutes of the Children’s Hospital Programme & Project Board Meeting (No 2) held on 12 December 2017 were noted. • Draft minutes of the Children’s Hospital Programme & Project (CHP&P) Steering Group Meeting number 2 held on 22 November 2017 were noted. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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5	<p>CORRESPONDENCE</p> <p>HSE Capital Approval Letter</p>	
<ul style="list-style-type: none"> The Board noted the letter of 5 January 2018 from Mr Paul de Freine, Chief Architectural Advisor of the Health Business Services within the HSE, which confirmed that the National Paediatric Hospital Project had been included in the HSE 2018 Capital Programme and had been granted a Capital Allocation in 2018. 	Noted	
6	<p>ANY OTHER BUSINESS</p>	
<ul style="list-style-type: none"> The Board requested an update surrounding ICT issues, and in particular the integration and conversion network, from paper based to electronic, with the merge of the hospitals. 	Action number 72	

Next Meeting:

7 February 2018 in the Boardroom, Herberton, St. James Walk, Rialto, Dublin 8 at 16.00hrs.



Tom Costello
Chair