

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

**Minutes of the NPHDB Board Meeting held on 5 April 2017 from 16.00 to 19.10
Herberton Boardroom, St. James Walk, Rialto, Dublin 8**

Attendance (Board)

Tom Costello (Chair)
Lorcan Birthistle
Tim Bouchier Hayes (Vice Chair)
Anne Butler
John Cole
Brian Fitzgerald
Karl Kent
John Martin
Paul Quinn
Marguerite Sayers
Liam Woods

Apologies

Prof. Hilary Hoey

Attendance (Other)

Norman Craig, Commercial Director
Phelim Devine, Design Director
Jim Farragher, Finance Officer
Richard Fitzpatrick, Director Project Controls
Fiona Mahon, Board Secretary
John Pollock, Project Director

Agenda No.	Specific Issues	Decisions	Action By
1 GOVERNANCE			
1.1	Quorum & Chairman	<ul style="list-style-type: none"> It was noted that a quorum, being 5 Board Members, was present and the meeting proceeded to business. 	n/a
1.2	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. 	n/a
2 PREVIOUS MINUTES			
2.1	Minutes of Previous Board Meeting	<ul style="list-style-type: none"> The Minutes of the previous meeting held on 1 March 2017 were approved, subject to some amendments and the Chairman was authorised to sign them. 	Approved
2.2	Review of Matters arising	<ul style="list-style-type: none"> The Chairman noted and the meeting reviewed the actions on the current action list. Updates were provided and noted on the Action List. The Board were updated particularly on Action number 44 and the issues regarding the server in Tallaght. 	<p>Noted</p> <p>Update to Action 44</p>

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		<ul style="list-style-type: none"> The Board discussed the expiry of the tender validity period, which was also a factor. It was agreed that a clearer position on this would be required but that the Connolly Satellite could proceed and services could continue to be delivered out of Tallaght while matters were being resolved there. 	Noted
3 SI REMIT			
3.1	Monthly Project Update	<ul style="list-style-type: none"> The Board noted the March 2017 Project Update, which had been circulated in advance. The Project Director provided further detail to the Board on the following specific matters: 	Noted
3.2	Project Brief and Definitive Business Case	<ul style="list-style-type: none"> The Project Director updated the Board on the engagement with DoH & D/Per in relation to the Project Brief and Definitive Business Case. There had been a number of D/Per queries and clarifications, which were responded to by NPH, CHG & DoH. Current indications are that a memorandum to Government may be submitted for decision on Tuesday 11th April. If approved, the Minister's letter of consent and the HSE's letter of approval would be finalised after April 11th. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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		<ul style="list-style-type: none"> The Board discussed communication message and arrangements, particularly around costs, should the Project Brief and Definitive Business Case be approved. 	Noted
3.3	Decant and Enabling Works Contract ("EWC") Update	It was noted that both the decant and enabling works continued to progress on time and on budget.	Noted
3.4	Communications	<ul style="list-style-type: none"> The Board noted the media communications update which was circulated at the meeting. The Project Director updated the Board on supportive meetings with various ministers and members of the Oireachtas. 	Noted Noted
4	Design	<ul style="list-style-type: none"> The Design Director, during his update, provided a detailed overview on work relating to design optimisation (incl. value engineering). It was noted that a significant portion of the savings would be agreed with the main contractor and specialist at contract execution stage and the remainder later when design information is finalised & issued for construction. It was noted that very good and detailed progress had been made by the design team in relation to the design optimisation period 	Noted Noted Noted

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		<ul style="list-style-type: none"> Following a query from the Board, it was confirmed that the clinical functionality and quality of the building design would not be compromised by the design optimisation. The design director reported that there was pressure on the design team to work on contract completion, finalisation of the design program to GMP to ensure that there are no delays. The design director also flagged that discussions on fees would need to take place with the design team members reflecting the extended programme and any change in scope. The Design Sub-Committee Minutes dated 1 March 2017 were noted. 	<p>Noted</p> <p>Noted</p>
5	Commercial	<ul style="list-style-type: none"> The Commercial Director provided an overview on the Design Team Report on Tenders for the Main Works. A very comprehensive report was received addressing design optimisation/VE associated risks, recommended contingency sum thru' to conclusion of GMP process to align with agreed NPH Budget and Definitive Business Case. Report on Tenders for Satellites yet to be received, noting outstanding issues in relation to aspergillus, ICT server and impact on overall programme. 	<p>Noted</p> <p>Noted</p>

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5.1	Procurement	<ul style="list-style-type: none"> The Director of Project Controls provided an overview of the status of tender documents, responses & the evaluation process. He reported that pre-contract discussions were on-going with the preferred tenderers for both NCH and Satellite Centres; these discussions are addressing contractual issues, information and paperwork requirements that will form the basis of the contract. The Procurement Working Group were engaging with design team to support pre-contract process and were currently targeting the issue of a Letter of Acceptance towards end of April, subject to Government approval. The Board received an update on the contract close out process including an update on the validity periods for each contract. The Board noted that when the validity period expires tenderers can give 21 days' written notice to withdraw tender any time after validity period, following which the tender could be withdrawn if a Letter of Acceptance was not issued. The Board discussed the MES Advisory and Procurement Services. It was noted that the the tender evaluation process had been completed and had identified MESAS (JV consortium) 	<div>Approved</div> <div>Noted</div> <div>Noted</div>

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		<p>as the most economically advantageous tender. Following the issuing of a tender evaluation report to the Procurement Sub-Committee, the Committee was recommending the award of the contract to MESAS. Following discussion, the Board approved the award of the contract (within budget) to MESAS. It was noted that the NPH team would now issue the notification letters and progress the contract award process.</p> <ul style="list-style-type: none"> The Board received an update on the Lift Works Revised Tender Stage. Following a pre-tender briefing the Tender and associated documentation were issued with a return date of 22 May. The Construction Management Services notification letters issued on the 23 March and standstill period ends 06 April. It is anticipated that the Letter of Acceptance would issue on 10 April. The letter of acceptance for the Aspergillus Works at Connolly and Tallaght issued to Moston and works are expected to commence on-site on 7 April. Other on-going initiatives reported included the procurement of NCH and Satellite Centres Group 2, 3 and 4 equipment (clinical and non-clinical). 	<p>Approved</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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		<ul style="list-style-type: none"> The Board discussed the next steps and timeline should approval be granted on 11 April. It was agreed that an ad-hoc special board meeting be arranged on 12 April should the necessary approval be granted. 	
6	Financial Results for February 2017	<ul style="list-style-type: none"> The Board noted the financial results for February 2017. Actual Costs for the month were €2.2m under budget, due to timing of expenditure and program execution. The Board noted and reviewed the costs that were under plan and noted the this was primarily relating to timing of expenditure and project execution. The Board reviewed February 2017 payments totalling €1.080m. The details of the Purchase Orders for February 2017 were also noted. An update was provided on the progress of the Audit by the Comptroller and Auditor General. It was noted that the audit was due to complete on 7 April with no significant issues raised. An update on the progress of the internal audit on the 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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		management of contracts was provided.	
7	Finance Sub-Committee Update	<ul style="list-style-type: none"> The Finance Sub-Committee minutes dated 29 March 2017 were noted. The chair of the Finance Committee provided a summary of discussions at the meeting, including change orders Approved. The changes to the project accounts reporting were noted. 	<p>Noted</p> <p>Approved</p> <p>Noted</p>
8	Audit and Risk Committee Update	<ul style="list-style-type: none"> The chair of the Audit and Risk Committee (the "Committee") provided an update on the meeting held on 2 March. A report on the meeting with the Auditor and Comptroller General was noted. The Committee recommended the updated Corporate Governance Manual to the Board who approved it. Copies were circulated. Actions arising from the review were outlined and noted by the Board. Board to be updated at next meeting on work of Audit Committee and additional controls A hospitality policy had been discussed and would be recommended to the Board. A discussion on the maximum 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Action no 46</p>

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		<p>levels to be included in the policy took place and it was suggested that they be aligned with the Civil Service Policies.</p> <ul style="list-style-type: none"> The Minutes of the Committee Meeting held on 2 March 2017 were noted. 	Noted
9	Minutes	<ul style="list-style-type: none"> The Decant Oversight Group Minutes dated 1 March 2017 were noted. The HTEG Sub-Committee Minutes dated 1 March 2017 were noted. 	<p>Noted</p> <p>Noted</p>
10	Correspondence	<ul style="list-style-type: none"> The Board noted the correspondence received since the last meeting. 	Noted
11	Any other business	<ul style="list-style-type: none"> The Board discussed the board structures including the re-appointment of directors. It was suggested, as part of this review that consideration should be given to whether the board, as it is currently structured, is right for the construction phase. A discussion took place on the plans for construction of the RMHC family accommodation unit. 	<p>Action No 43 updated</p> <p>Noted</p>

Next meeting: 3 May 2017 in the Boardroom, Herberton, St. James Walk, Rialto, Dublin 8 at 16.00hrs.



Tom Costello
Vice Chair

Timothy Bouchier-Hayes

5th July 2017