

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

**Minutes of the NPHDB Board Meeting held on 4 July 2018
from 16.00 to 17.45
Herberton Boardroom, St. James Walk, Rialto, Dublin 8**

Attendance (Board)

Tom Costello (Chairman)
Tim Bouchier-Hayes
Brian Fitzgerald
Karl Kent
John Martin
Anne Butler
Lorcan Birthistle
Prof. Hilary Hoey
Paul Quinn
Marguerite Sayers

Apologies

Liam Woods
John Cole

Attendance (Other)

Norman Craig, Commercial Advisor
Dr Emma Curtis, Medical Director
Phelim Devine, Design Director
Jim Farragher, Finance Officer
Fidelma Burke, On behalf of The Secretarial
Company Limited –
Board Secretary
Vivienne Feaheny, On behalf of The Secretarial
Company Limited –
Board Secretary
John Pollock, Project Director
Declan Holmes, Commercial Director
Neil Vaughen, Project Controls

Apologies

Pat Molloy, Construction Director

Agenda No.	Specific Issues/Decisions	Action By
GOVERNANCE		
Quorum & Chairman		
	The Chairman 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 June 2018 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 & 65: Mazars had commenced work in terms of looking at the structure and the first briefing was given to the small Board working group (Tom Costello, Tim Bouchier-Hayes, Brian Fitzgerald). The Board was informed that there was a lot of research conducted on behalf of Mazars and that it was a complex project. Action 66: It was noted that the design team were not scheduled to revert to the DCC until August/September. There was a substantial meeting with the fire-brigade officer the end of May 2018. The Board was informed that there was many positive agreements made to include the support of the Art 	<p>Noted</p> <p>Update to Action 60 & 65</p> <p>Update to Action 66</p>

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	<p>interface and although there was a number of outstanding matters remaining, the position remained hopeful.</p> <ul style="list-style-type: none"> Action 76: The Board noted that the expiry date for their term as a Board was end July 2018. The Board further noted and as mentioned in the previous Meeting, that in order to coincide with legislation that would be enacted, it would be necessary to extend the date of expiration. The Chair acknowledged that all members had confirmed their willingness to continue for a period. The Board was informed that a paper was issued to the Department setting out the benefits of members continuing on. The Board was further informed that the Minister had accepted the memo issued and would formally write to the Chair to confirm and accept nominations. Action 77: A query was raised in relation to any staff/visitor suffering from vertigo and access throughout the hospital. The Board was informed that the BDP intend to address the psychological needs of people and would incorporate operational policies throughout the hospital and would consult with the CHG. 	<p>Update to Action 76</p> <p>Update to Action 77</p>
3	SI REMIT	
3.1	Monthly Project Update	
	<i>i) Project Update from John Pollock</i>	
	<ul style="list-style-type: none"> The procedure to conclude the GMP was to adhere rigidly to the well-defined process as set out in the Contract. The Board was informed that it was necessary to ensure that the design drawings, specification, and measures were fully aligned and consistent. The Board noted that Linesight was to prepare and issue priced measure (BoQ) to the Contractors. The Board was updated about the proposed timetable for Children's Health Bill 2018 which included the circulation to e-cabinet on 22 June 2018; publication 13 July 2018; and the enactment in November 2018. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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	<ul style="list-style-type: none"> The Board was informed about the ICT and Acute EHR. The early preparatory work for beginning the procurement process had started with the issue of a PIN notice on 18 June 2018. This was giving notice of an industry briefing session to be held on 17 July 2018 and was to commence procurement in September 2018. The Board was further informed of an innovative Healthcare Science Education Programme, developed as part of the Community Benefit programme, and devised in conjunction with STEAM Education and clinical members of the CHG. The programme had finished its first pilot phase in St James' primary school where 19 children took part in the 10 week programme. The Board noted that as part of the Community Benefit programme, 6 new apprentice plumbers had commenced with Jones Engineering after a specific campaign in the catchment area. Jones Engineering had agreed to be more flexible than usual with regard to their educational requirements and held a pre-interview information workshop in order for the young people in the catchment area to access opportunities. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>
<i>ii) Design Update & Planning</i>		
	<ul style="list-style-type: none"> The Board noted that the focus of the Design Team for the NCH was the completion of the GMP process and that the new agreed engagement structure was being followed. The Board further noted all of the package costs had been exchanged between the contractors and the project QS. The Board was informed that given the design and budgetary challenges associated with the MEP design, a Peer Review would be appointed in July 2018 to check the robustness and appropriateness of the design. The Board noted that the CHG and the NPHDB had agreed the vision regarding a unified theme/graphic for the three buildings. This was then issued to the project architects for their feedback as to how it would be coordinated within the interior design strategy. This was necessary for the Connolly project. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>

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	<ul style="list-style-type: none"> The Board noted that the Art Development Steering and Working groups were established and the initial meetings with Artists regarding the design development was ongoing with positive engagements and concepts emerging. The Board noted that the mock-up of the Bathroom pod had arrived and the feedback from the users was very positive in terms of look and feel. Some construction details would need to be resolved prior to acceptance. The Board was informed that Coady Architects had presented the final internal and external colour palette to the design sub-committee in July 2018 for sign-off prior to issuing to the contractor. The Board noted that the 146B application to An Bord Pleanala ("ABP") encompassing modifications to the location of the surface car park had been lodged and ABP had visited the site. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
<i>(iii) Construction Update including Drone Footage</i>		
	<ul style="list-style-type: none"> An update on the progress of the main construction works since the last Board meeting was presented with main activities relating to: (a) Excavation, (b) Piling, (c) Utility Tunnel Diversion and (d) Drimnagh Sewer (a) Excavation:- the bulk excavation of subsoils and pile arising's was ongoing in Zone 1 (North). The bulk excavations to B1 level along piled wall at south circular road and linear park was ongoing in Zone 2 (South). (b) Piling:- Pile Cropping was ongoing along Cameron Square and there was slow progress with the capping beam from Rialto Entrance to Cameron Square. The Piling works adjacent to the Utility Tunnel/Energy Centre had commenced in Zone 1 (North). The Capping beam construction along Rialto Entrance and Brookfield road was ongoing along with the capping beam construction at H7 in Zone 2 (North). (c) Utility Tunnel Diversion:- The wall pours including the tie-ins had completed and there would be a continuation with roof slab pours. All the service modules were loaded into the tunnel and mechanical installation was well under way and the completion target was end of July 2018. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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	<ul style="list-style-type: none"> • (d) Drimnagh Sewer:- All the tunnel drives were now complete and the DS04 & 05 manholes were under construction. • The Board noted that the dust was still an issue for residents as a result of the continued heatwave. BAM had committed to install a new dust suppression system. • There was an issue with truck movements around a tight corner at the Rialto entrance which was still giving rise to calls. • It was noted that there was a proposed road map for repairs and their implementation agreed with the residents engineers in O'Reilly Avenue. • A 'Construction Dash Board Report' dated June 2018 was circulated to the Board. This included various key performance indicators relating to Health & Safety, Environmental, Earthworks, Piling, Design Packages etc. It was noted that there were 24,065 man hours on site in June 2018, with an average number of 173 personnel on site and there were no health and safety incidents to report. The Board noted that the accident frequency rate ("AFR") was 0.37 per 100,000 hours. • The Board noted that the mechanical and electrical installations was ongoing throughout the crèche and decant in Tallaght and that fit out and plastering was ramping up with the completion of commissioning now anticipated for August 2018. Contractor is in delay and a recovery plan is required. • The satellite site construction at Connolly was progressing well with rising blockwork to all elevations and insulated render had installed on level 00/01. The installations of window frames was complete at the ground floor and the first and second floor was ongoing. • The Board noted the key targets for the next period; July 2018. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
<i>(iv) GMP Update; Declan Holmes</i>		
	<ul style="list-style-type: none"> • The Board noted the updated change of strategy both formal and informal. The previous strategy was to revert to Tender where VE had not worked however, the consequences were 	<p>Noted</p>

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	<p>that you could not instruct GMP until the drawings spec and price was aligned which could take several months. The agreed approach is to base the GMP on the documents as issued to BAM without further change.</p> <ul style="list-style-type: none"> Where costs cannot be agreed they are referred to the Independent Expert The Board noted that it was the quickest way to get into GMP and removed the contractors objection to GMP which would be advantageous. However, the Board further noted the risks surrounding the independent experts decisions and where they could fall.. The Board noted that the intention was to finalise the GMP figure by the end of August 2018 working with David O'Leary; bring it to the Government in September 2018 and decision on GMP in October 2018. The Board was informed that the current construction tendering conditions were very high across the globe with Ireland near the top. The Board noted the meeting of the Project Board that was held between the Contractors and the NPH. Each argued their case with respect to the Secretarial Employment Order ("SEO") however, nothing was resolved. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
3.2 FINANCE		
<i>(i) Financial Results May 2018 – Jim Farragher</i>		
	<ul style="list-style-type: none"> A report of the financial results for May 2018 was presented to the Meeting, copies of which had been circulated to the Board in advance. It was reported that actual costs for May 2018 were €2.1m under budgeted costs, which was mainly attributable to Construction costs. It was further reported that payments for May 2018 totalled €8.3 million. The Board noted all the purchase orders raised in May 2018 as contained within the 	<p>Noted</p> <p>Noted & Approved</p>

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	report.	
	<ul style="list-style-type: none"> The Board noted that the total spend for the year to date is €43,840,111. 	Noted
<i>(ii) Finance Update and Sub-Committee Update – Paul Quinn</i>		
	<ul style="list-style-type: none"> The Board was informed about the Change Orders for approval which consisted of the following: <ul style="list-style-type: none"> I) Change Order 229 for Moston II) Change Order 243 for BAM (Nurse Call Installation Works) III) Change Order 228 for BAM for CRIC IV) Change Order 226 for MKM which was noted at the last Board meeting and a further Change Order 242 for MKM The Board was updated on the cashflow for the year and noted the concern however, it is currently within funding allocation.. Structurally, the overall budget had not changed but the GMP would have a big effect on this. <i>Paul Quinn left the meeting at 5 15 p.m.</i> 	Noted Approved Approved Approved Noted & Approved
		Noted
		Noted
3.3 AUDIT AND RISK UPDATE		
<i>Update from Brian Fitzgerald</i>		
	<ul style="list-style-type: none"> The Board was updated on the NPH Project Risk Management register. A structured approach to the management of Risk on the project had been put in place by the NPH executive based on establishing a Risk Register for each key project work-stream and identifying a Risk lead for each work-stream who was responsible for the management and reporting of Risk. The Board noted that monthly meetings were held with all Risk leads to review and update Risk Registers and once finalised, a 	Noted Noted Noted

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	<p>consolidated project Risk Register for the month was established.</p> <ul style="list-style-type: none"> The Board further noted that Risk is reported to the various sub-committees on a monthly basis or at a time agreed with a sub-committee and the top/high priority risks were reported to the Board at least quarterly. The Board was alerted to the high priority Risk as laid out in the Risk Register and noted the contents therein. 	<p>Noted</p> <p>Noted</p>
	<i>D8 Urban Regeneration Update from John Martin</i>	
	<ul style="list-style-type: none"> The Board was informed that EY circulated their draft report to the D8 Urban Regeneration Joint Working Group on 15 June 2018 and feedback had been requested by 22 June 2018. The Meeting that was held on 19 June 2018 discussed the report and amendments were made and shared with EY. The Board noted that the draft report was virtually finished with some minor amendments remaining and that it would be presented to the Board in September 2018 for their endorsement. 	<p>Noted</p> <p>Noted</p>
	AOB	
	<ul style="list-style-type: none"> The Board was updated on the status of MES with a draft Cost Benefit Analysis due to be completed in August for approval by CHP&P SG prior to submission to DPer The Chairman noted that lack of Collaboration between all parties in the GMP process and the need to address. 	<p>Noted</p> <p>Noted</p>
5	BOARD SUPPORTING DOCUMENTATION	
	<ul style="list-style-type: none"> Draft minutes of the Communications Working Group Meeting held on 5 June 2018 were noted. 	<p>Noted</p>

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	<ul style="list-style-type: none"> • Draft minutes of the Joint Construction & Finance Sub-Committee Meeting held on 30 May 2018 were noted. • Draft minutes of the D8 Urban Regeneration Meeting held on 19 June 2018 were noted. • The National Acute EHR update July 2018 by the CHG/HSE was noted. • The Children's Health Bill including the timelines for enactment was noted. • The June 2018 Risk Update was noted. • The Community Benefit for June 2018 was noted. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

Next Meeting:

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



Tom Costello
Chair