

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

**Minutes of the NPHDB Board Meeting held on 4 October 2017
from 16.00 to 18.30
Herberton Boardroom, St. James Walk, Rialto, Dublin 8**

Attendance (Board)

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

Apologies

John Cole
Prof. Hilary Hoey
Liam Woods

Attendance (Other)

Norman Craig, Commercial Advisor
Phelim Devine, Design Director
Jim Farragher, Finance Officer
Richard Fitzpatrick, Director Project Controls
Michael Greene, Construction Director
Declan Homes, Commercial Director
Dearbhla Kelly, Board Secretary
John Pollock, Project Director

Apologies

Dr Emma Curtis, Medical Director

Agenda No.	Specific Issues/Decisions	Action By
1	GOVERNANCE	
1.1	Quorum & Chairman	
	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	
	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	
	The Minutes of the previous meeting held on 6 September 2017 were approved and the Chairman 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. 	Noted
	<ul style="list-style-type: none"> Updates were provided and noted on the action list. The following actions were reviewed in additional detail. 	Noted
	<ul style="list-style-type: none"> Action 49: The Board noted that the review of each Committee's terms of reference ("TORs") is nearing completion and the Chair of each Committee was requested to provide a final update on the status of each TOR before final sign off. 	Noted
	<ul style="list-style-type: none"> Action No 52: The Board was advised that the Construction Committee have now agreed a formal plan of how to liaise with the Finance Committee and that the Project Controls Dash Board is also being agreed. 	Update to Action 52
	<ul style="list-style-type: none"> Action 57: It was agreed that the Project Director and Chairman would arrange a meeting with CHGB Chair to progress the discussion on Art funding. 	Update to Action 57
	<ul style="list-style-type: none"> Action 60: The Board were informed that the results of the 	Noted

Agenda No.	Specific Issues/Decisions	Action By
	<p>Survey will be presented at the November meeting.</p> <ul style="list-style-type: none"> Action 61: A date is to be agreed for the review of buildings with a view to looking at material specifications with the design team and BAM are to be included in the proposed site visits. 	Update to Action 61
3	SI REMIT	
3.1	Monthly Project Update	
	<ul style="list-style-type: none"> The Board noted the August 2017 Project Update, which had been circulated in advance. The Project Director provided further detail to the Board on the following specific matters: The Board were informed of the success of the recent event 'Project Vision' organised by the design team and held on 14 September 2017 in which they engaged with contractors with a patient & parent in attendance to reinstate the core principles of the project and served as a reminder to everyone involved of the purpose of the project. A short video was shown to the Board of the event which captured the "hearts and minds" of all involved. The Project Director also informed the Board of the new governance structure for the Children's Hospital Project & Programme Board chaired by Jim Breslin who held their first meeting on the 14 September where an update was provided to them on the pre-phase B process, confirmation of cost increases. He further informed them that the next meeting was scheduled in December 2017 to provide them with an update on the status the design and planning of the project. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>
	Design/Planning Update	
	<ul style="list-style-type: none"> The Board were updated on the Fire Cert appeal and noted that no correspondence has been received since the response had been sent to An Board Pleanála ("ABP"). A 'Construction Dash Board Report' dated September 2017 was circulated to the Board. Further to discussion the chair requested a modified version of this be circulated at the next Board meeting to illustrate one month progress, with KPI's in order for the Board to gain greater insight of development at this stage. 	<p>Noted</p> <p>Action No 62</p>

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	<ul style="list-style-type: none"> Mock ups of the Internal and External area of the building will be completed in quarter 1 of 2018 and the internal design has been approved, however it was noted that depending on the estimated costs at the time of completion the final design may be subject to amendment. The benefits for the "WELL" standard for the building are currently being reviewed. It was confirmed to the Board that all final designs are currently being finalised, and final decision on the detail of the final finish on of concourse balustrade in particular is nearing completion. It was further noted that design and decisions on the layout and build have all been confirmed, however the Value Engineering project has still to be completed which may give rise to some final amendments upon completion of the review. Final Derogation schedule to issues to CHG DOCT Leadership team in October for CHB Board approval in November 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
4.2.4 Construction		
	<ul style="list-style-type: none"> The Construction Director provided an update on progress of the main construction and noted that the contract start date on site was the 2 October 2017 and confirmed that meetings are on-going each week with the contractor. The Board were shown a short time lapse video of the site that showed the progress on clearing and excavating the site to date, which was well received. The Board discussed the correct disposal of waste in light of the Section 27 considerations. It was noted an alternative site has now been sourced by BAM for the disposal of materials following excavation. The Board was informed that the construction team disturbed a water main which had caused disruption to work for a period of two weeks, however, it was stressed that the construction team should be able to regain this lost time and it will not affect the program. In September one H&S incident was reported on site which was considered a category 3 incident and resulted in less than a day off work. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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	<ul style="list-style-type: none"> Action Item 63: It was reported that piling for the secant pile wall will commence next week and piling adjacent to Cameron Square will commence before the end of October. The Board was briefed on a recent breach of noise levels adjacent to the ORA boundary. The Chair noted that this should be addressed immediately in order to cause no interference with neighbours and the Board were assured that BAM have been appraised of the issue and are working to ensure it is resolved. The Chairman requested that a summary copy of the log of complaints be made available for review. The Board further discussed BAM's responsibilities and noted that they need to ensure that they stay on program, that there is also accountability where appropriate and that this should be reported to the Board on a regular basis. 	<p>Action Item 63</p> <p>Noted</p> <p>Noted</p>
4.3 Financial Results July 2017		
	<ul style="list-style-type: none"> It was reported that the expenditure for the month of September was €2.1m The Finance Committee updated the Board on spending on the project in 2017. It was noted that €21 million had been spent up to August 2017, however this amount is expected to rise in accordance with the commencement of construction works. 	<p>Noted</p> <p>Noted</p>
4.4 Finance Committee		
	<ul style="list-style-type: none"> The Board was informed of the HSE funding allocation to NPH for 2017 and the Board needs to ensure that this is fully allocated. The Finance Committee presented to the Board an overall project cash flow summary which has been issued to HSE. This will be updated on receipt of Contractors 60 day programme and will be shared with the Board. The Board were informed in relation to new POs. It was also noted that all Finances need to be considered in terms allocated funding. Ideally any actions impacting on costs would be brought to pro-active Finance Committee attention, However the NPH Executive will at times need to take early reactive decisions that will subsequently be brought to Finance Committee for noting. Minutepad training was held in advance of the Board meeting. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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	<ul style="list-style-type: none"> There is a requirement for BIM QS services to support in the area of GMP. The Committee was asked to consider the following areas under GMP moving parts; Value engineering, change management procedure and BoQ re-measurement all taking place over a nine month GNP period. The Board were informed that the Change Register and Risk Register are both available for review by the Board upon request. The following Change Orders, presented to Finance Committee, were noted & approved by the Board 188-191 & 193 The following Design Change Request Ref no's presented to Finance Committee, were noted & approved by the Board: 004 sprinklers, 005 fire lifts, 011 fire cert utility tunnel, 013 ORA services road Discussion took place regarding the overall Budget variance v approved business case and the Committee confirmed that they will have to review this over the coming months and ascertain if there is any possibility to reduce this variance, in particular it was noted that a backstop/ contingency plan will need to be prepared including possible descoping. Discussion took place in relation to additional Clinical Commissioning Services to support the project as a possible variation to Construction Management services. Additional information to be sought from NPH & CHG exec. Action Item 64: Overall Budget for equipping costs needs to be rechecked. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted & Approved</p> <p>Noted & Approved</p> <p>Noted</p> <p>Noted</p> <p>Action Item 64</p>
4.6 Status of TOR NPH Committees		
	<ul style="list-style-type: none"> The Board were informed that the TOR's are nearing completion and any outstanding TOR's would be finalised by the chairs of each Committee in advance of the next meeting. 	Noted
5 Minutes		
	<ul style="list-style-type: none"> Draft Minutes of the Finance Sub-Committee Minutes held on 	Noted

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	<p>the 27th September 2017 were noted.</p> <ul style="list-style-type: none"> Draft Minutes of the Construction Sub-Committee Minutes held on 26th September 2017 were noted. The Children's Hospital Programme & Project Board Minutes held on 14th September 2017 were noted. The Design Sub-Committee Meeting Minutes held on 6th September 2017 were noted. The Planning & Access Committee Meeting Minutes held on 27th September 2017 were noted. The D8 Urban Regeneration Meeting Minutes held on 5th September 2017 were noted. Draft HTEG Meeting Minutes held on 4th September 2017 were noted. Summary Status Update TOR NPH Committees and Working Groups was noted. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6 Correspondence		
	<ul style="list-style-type: none"> The Board noted the correspondence received since the last meeting. 	Noted
4 ANY OTHER BUSINESS		
	<ul style="list-style-type: none"> A brief update was given following the D8 Urban Regeneration Meeting held at the beginning of September as it was noted that there has been consideration being given to the provision of affordable housing for hospital staff. Action Item 65: The rotation of the Board towards the end of 2018 was considered and each Board member was asked to speak to the Chairman to indicate their willingness to continue on the Board. The Chairman committed to completing these discussions before the end of 2017. The meeting was then closed. 	<p>Noted</p> <p>Action Item 65</p>

Next meeting: 1st November 2017 in the Boardroom, Herberton, St. James Walk, Rialto, Dublin 8 at 16.00hrs.



Tom Costello

Vice Chair

1 November 2017