

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

**Minutes of the NPHDB Board Meeting held on 7 February 2018
from 16.00 to 18.45
Herberton Boardroom, St. James Walk, Rialto, Dublin 8**

Attendance (Board)

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

Apologies

John Cole
Liam Woods

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
Neil Vaughan, Project Controls NPH

Apologies

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 10 January 2018 were approved subject to some minor amendments 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 64: It was noted that there was good progress with the overall budget for equipping costs and this was going to be achieved in March Action 65: It was noted that the Chairman would provide an update following discussions with Mazars in relation to TOR for review under Action item 60. Action 72: Noel Carberry gave a presentation to the Board in relation to the progress and risks regarding the CHG ICT integration plan. 	<p>Noted</p> <p>Update to Action 64</p> <p>Update to Action 65</p> <p>Update to Action 72</p>

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3	SI REMIT	
3.1	CHG & ICT Update Presentation	
	<ul style="list-style-type: none"> Noel Carberry (a representative on behalf of Frank McGuinness CHG ICT Manager) gave a presentation to the Board on the CHG ICT integration plan including impacts on the converged network with NPH/CHG. 	Noted
	<ul style="list-style-type: none"> The Board was informed of the three components –core elements - for the developing of an electronic medical healthcare record ("EHR") system which consisted of acute, community and share care record and integration. 	Noted
	<ul style="list-style-type: none"> The Board was given a sequential timeframe for the EHR which ran from March 2018 to January 2020. 	Noted
	<ul style="list-style-type: none"> The Board raised concerns about the sequential timeframe and interdependency with national HSE EHR and the digital vision for the hospital and in particular the training necessary to implement the ICT integration and challenging public procurement it may face. There were also concerns surrounding the roll out period and whether the timelines were realistic. 	Noted
	<ul style="list-style-type: none"> The Board wished to formally express their concerns with the ICT integration to the CHG and in addition requested that a clear programme setting out the ICT timelines be created with monthly updates throughout. 	Noted & update to Action 74
3.2	Monthly Project Update	
	<i>i) Design Update</i>	
	<ul style="list-style-type: none"> The Board noted that the design team was mostly on programme for the design packages delivery. It was further noted that strategy for the delivery of the design coordination addenda was agreed with clashes resolved by 23 March 2018 to facilitate the final GMP costs. 	Noted

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	<ul style="list-style-type: none"> The Board was informed that the reference site visits with the granite façade supplier Stone Systems was undertaken in early December 2017. A consolidated note was issued from the Design team to BAM and there was a full storey sample being arranged for the site in March 2018. The drainage proposed by the Design team was re-engineered in collaboration with all parties to mitigate possible cost and programme creep. The loose furniture specification in all public areas including sub-waits was progressing with BDP and the CHG. The Board noted that a meeting with the Fire Officer was required to test any fire constraints with respect to the completion of the art risk assessment. The Board was updated in relation to procurement of Specialist URS Turn-key areas including the Helipad. The Board noted that Jones and Mercury were making presentations on possible vendors for key building systems that require ICT integration. CHG engaged a digital integration specialist to assist in closing out the ICT architecture between building and healthcare software systems. The Board was informed that CHG was undertaking reviews of mission critical infrastructure such as ventilation, medical gases, water and electrical power. There was four independent reviews undertaken and three were completed and water was the final review that remained outstanding. The Board noted that discussions with the ESB was on-going regarding the routing of the permanent dual power supply to the campus. There was a range of options available and the NPHDB was preparing a position paper, agreed with the CHG, prior to their instructions. The Board was informed that Contractor BIM requirements was to be completed in February/March 2018. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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<i>(ii) Construction Update</i>		
	<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 	Noted
	<ul style="list-style-type: none"> (a)Excavation:- the volume of bulk excavation had increased throughout January 2018 in order to reach the production levels required. The disposal facility quota constraints were lifted and it was on target to catch up next month or two. The through road was now moved along Hospital 7 piled wall. The bulk excavation was to start from the central zone to the new road and further bulk excavation has commenced at the private clinic. 	Noted
	<ul style="list-style-type: none"> (b) Piling:- the current production was hitting the target. Communications with Cameron Square residents was issued by BAM and the responses were positive so far on temporary raking anchors. The second piling rig started at Cameron square boundary. 	Noted
	<ul style="list-style-type: none"> The road clean up remained an issue but had significantly improved. The Board was informed of a letter received from the residents alliance group. The contents of the letter were noted and the Construction Director had proposed to meet the new DCC enforcement officer and brief him on the project controls. 	Noted
	<ul style="list-style-type: none"> A 'Construction Dash Board Report' dated January 2018 was circulated to the Board. This included various key performance indicators related to Health & Safety, Environmental, Earthworks, Piling, Design Packages etc. It was noted that there was 23,398 man hours on site in January, with an average number of 140 personnel on site with one health and safety incident on site. It was noted that the utility tunnel excavation was complete. The concrete works to slab and walls were ongoing from SJH Tie-in to NE corner and NE corner to energy centre. It was also noted that the boring rig extraction was completed with the Drimnagh sewer and the second rig was due during February 2018. 	Noted
	<ul style="list-style-type: none"> The Board noted that the Decant & Creche site clearance work in the satellite site at Tallaght was now making progress with 	Noted

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	completed service diversions and that the satellite site construction at Connolly was progressing well and on programme.	
<i>(iii) Commercial Update by Declan Holmes</i>		
	<ul style="list-style-type: none"> The Commercial Director updated the meeting on summary of project to date, reviewing current project outrun, VE Targets, change management, contingency levels and project risk. The GMP Meetings are continuing on a regular basis, Engagement with BAM on package agreement ongoing, workshop to be held to progress GMP process. 	Noted
<i>(iv) Procurement Update</i>		
	<ul style="list-style-type: none"> <i>Tim Bouchier-Hayes temporarily left the Meeting.</i> 	Noted
	<ul style="list-style-type: none"> The tender for legal services during the construction of the NCH and Satellite Centres was received from the three framework consultants. Taking into consideration the evaluation criteria for Quality & Price the most economically advantageous tender (MEAT) was McCann Fitzgerald who scored the highest. 	Noted
	<ul style="list-style-type: none"> The Board was satisfied with the recommendation and approved the issuing of the notification letters. The Chairman informed the Board that Mr Bouchier-Hayes had resigned from his role as a consultant with McCann Fitzgerald last year. Mr Quinn confirmed that regardless of his resignation, Mr Bouchier-Hayes should still be asked to leave the Meeting in relation to any discussions concerning McCann Fitzgerald. 	Noted
	<ul style="list-style-type: none"> <i>Tim Bouchier-Hayes re-joined the Meeting.</i> 	Noted
	<ul style="list-style-type: none"> The Board noted the proposed completion of a draft MES Imaging Business Case for the end of February 2018 with a target approval of the end of April 2018. The Board noted the lack of engagement to date with NDFA & D/Per and the significant risk this poses. 	Noted
	<ul style="list-style-type: none"> The Board was informed of the subsequent equipment business cases related to medical devices and the laboratory. The former was to complete in March 2018 and the latter in April 2018. 	Noted

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	<ul style="list-style-type: none"> The Board noted that independent Process Auditor confirmed the NPHDB appropriately complied fully with all requirements during the procurement of the various contracts for the NCH and Satellite Centres and did not raise any matters of concern. The Board noted the huge volume of design and measurement work that was completed and released to BAM to date. The Board noted the path to GMP programme with the approvals processes and timelines up to end June 2018. 	<p>Noted</p> <p>Noted</p>
3.3 FINANCE		
<i>(i) Financial Results January 2018</i>		
	<ul style="list-style-type: none"> A report of the financial results for December 2017 was presented to the Meeting, copies of which had been circulated to the Board in advance. It was reported that actual costs for January 2018 were €6.107m under re-forecasted costs, which was mainly attributable to Construction costs. It was further reported that payments for December 2017 totalled €28.3 million. The Board noted the purchase orders raised in December 2017 as contained within the report. The grand total net expenditure up to 2017 was €126,951,494. 	<p>Noted</p> <p>Noted & Approved</p> <p>Noted</p>
<i>(ii) Finance Update and Sub-Committee Update</i>		
	<ul style="list-style-type: none"> 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. The Change Order to McCann Fitzgerald was issued. The Change Order 207 for BAM in respect of the balance of the cost relating to Sprinklers was approved. The Board noted the few early warning items surrounding the issues with the satellite site at Tallaght and this was using costs from their contingency plan. 	<p>Noted</p> <p>Noted & Approved</p> <p>Noted</p>

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	<ul style="list-style-type: none"> Declan Holmes updated the board on the executive summary of the project budget to date. He provided the Board with a GMP Measure, Cost and Agreement Tracker diagram showing the variance between the planned measure accumulative, cost accumulative and agreement accumulative, against the actual measure accumulative, cost accumulative and agreement accumulative. He further discussed the GMP for the Satellites and that there was various issues being dealt with at the Balance Sheet Discussion meetings. Declan Holmes provided the Board with a drawdown of the GMP contingency including the unforeseeable issues currently being dealt with, the other GMP risk items and the overall budget risks. The Board was informed about Phase A and Phase B works with BAM redefining what Phase A works were by changing the layout to the temporary road. A programme for the GMP Approval process was also discussed. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>
4	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> The Board was informed of a meeting with Mazars and the discussion of Terms of Reference of a possible external review of NPH structures/governance and complex interface with key stakeholders such as CHG. The Board noted the preparation of the revised plan that would be presented to the auditing committee. The Board was updated in relation to progress on agreeing a Backstop Plan in relation to funding to address any cost overruns for issues such as sprinklers, completing GMP and seeking Government approvals. 	<p>Noted</p> <p>Noted</p>
5	CORRESPONDENCE	
	<p>NPH Letter to HSE Re 2018 Capital Allocation dated 24 January 2018</p> <ul style="list-style-type: none"> The Board noted the letter of 24 January 2018 from Mr John Pollock, Project Director, acknowledging the approved capital allocation for the project in 2018, to Mr Jim Curran, Head of 	

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	Estates with the HSE.	
6	BOARD SUPPORTING DOCUMENTATION	
	<ul style="list-style-type: none"> Draft minutes of the Design Sub-Committee Meeting held on 10 January 2018 were noted. Draft minutes of the Construction Sub-Committee Meeting held on 8 January 2018 and 31 January 2018 were noted. Draft minutes of the HTEG Sub-Committee Meeting held on 9 January 2018. Draft minutes of the Children's Hospital Programme & Project Board Meeting (CHP&P) held on 17 January 2018 were noted. Community Benefit Progress Update December 2017 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

Next Meeting:

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



Tom Costello
Chair

