

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

Minutes of the NPHDB Board Meeting held on Wednesday, 5 June 2019

from 16.30 to 19.00

Herberton Boardroom, St. James Walk, Rialto, Dublin 8

Attendance (Board)

Fred Barry (Chairman)
Tim Bouchier-Hayes (Vice Chair)
John Cole
Karl Kent
Brian Fitzgerald
Paul Quinn
Anne Butler
Jonathan Hourihane (by telephone)

Attendance (Other)

John Pollock, Project Director
Phelim Devine*, Deputy Project
Director/Design Director
Norman Craig*, Commercial Advisor
Declan Holmes*, Commercial Director
Ed McIntyre*, Construction Director
Richard Fitzpatrick*, Director of Project
Controls
Bridget Gallagher, On behalf of HMP Secretarial
Limited – Board Secretary
Joseph O'Donohue, On behalf of HMP
Secretarial Limited – Board Secretary


Apologies

Liam Woods
Lorcan Birthistle

**For part of the meeting*

1.0	Quorum & Chairman
	<p>The Chairman noted that a quorum, being five Board Members, was present and the meeting proceeded to business.</p> <p>It was noted that Marguerite Sayers and John Martin had resigned from the Board and the Board expressed its gratitude for their service and contribution to the Board and project.</p>
2.0	Declarations of Interest or Conflicts of Interest
	<p>In accordance with Section 19 of Statutory Instrument 246/2017, the Board members confirmed that there were no new declarations of interest or conflicts of interest to be disclosed.</p>
3.0	Previous Minutes
3.1	<p>The Board reviewed the Minutes of the Board Meeting held on 1 May 2019.</p> <p>Following consideration, IT WAS RESOLVED THAT the Minutes were approved for signature by the Chairman.</p>
3.2	<p>Action Items arising from Minutes</p> <p>The Board received an update in relation to the current actions on the Action List and the Secretary undertook to update the Action List in accordance with the updates provided.</p>
4.0	Project Update
4.1	Connolly Update
	<p>The Board was advised that the Outpatient and Urgent Care Centre at Connolly had been certified as Substantially Complete on 13 May 2019 and the building had been handed over to the CHI.</p> <p>An update on the installation of equipment was provided and it was noted that the unit was scheduled to open at the end of July 2019.</p> <p>It was confirmed that BAM had undertaken to complete all snags by the end of June 2019 and engagement was ongoing to ensure that the positive level of progress being made was sustained.</p>
4.2	Tallaght Update
	<p>The Board was provided with an update in relation to ongoing and completed works on the Tallaght site by reference to indicated timelines.</p> <p>The Board was briefed on discussions in relation to the approved positioning of the BAM crane at the site.</p>
4.3	NCH Update
	<p>The Board was updated on completed and ongoing works on the main site, noting that works were now visible above the hoarding. An update was provided in relation to matters being addressed with the North Road.</p>

	<p>In relation to works that were behind schedule, it was advised that BAM had been asked to revert with a plan on how it would address such delays. The Board distinguished this request from an acceleration order and indicated it would be prudent to make that clear to BAM.</p> <p>The Board discussed Health and Safety data for May 2019. It was indicated that a Safety Leadership Team had been established to reduce the number of incidents occurring. It was confirmed that BAM had a trained labour force in place and that enhanced supports to BAM's supervision and management were expected to reduce the number of incidents.</p>
4.4	Commercial Update
	<p>The Board was provided with a summary of the Project Budget Report.</p> <p>The increased volume of claims following completion of Connolly was discussed and their impact on contingency. It was noted that each claim would be subject to validation processes in place and that a clear message of the need to protect the GMP was being communicated to the Design Team. It was confirmed that lessons learned from Connolly would be applied to the Tallaght site.</p> <p>It was noted that the Design Team was attending the Joint Construction & Finance Sub-Committee meeting on 26 June 2019 and the Board was invited to attend a presentation being made by [REDACTED] on that date.</p> <p>It was noted that the current GMP Programme was due for update the following week.</p> <p>[REDACTED]</p> <p>[REDACTED] – Project Controls Solution</p> <p>It was advised that the Finance Sub-Committee was considering appropriate project controls software and would revert to the Board with a recommendation once sufficient information had been collated.</p>
5.0	Finance
5.1	Financial Results
	<p>An update was provided to the Board in relation to costs, payments, Purchase Orders, HSE funding receipts and cashflow.</p> <p>The Board noted the Financial Results for April 2019.</p>
5.2	Annual Report and Accounts Approval

	An update was provided to the Board regarding preparation of draft Annual Accounts. It was confirmed that, following review by the Audit and Risk Sub-Committee, the Board would receive the Annual Report and Accounts for its consideration on 28 June 2019.																						
6.0	Joint Construction & Finance Sub-Committee																						
	<p>The Board received a summary of the proceedings of the Joint Construction & Finance Sub-Committee meeting held on 29 May 2019.</p> <p>Change Order 298 was put to the Board for approval, and an outline provided to the Board.</p> <p>Following consideration, IT WAS RESOLVED THAT Change Order Number 298 be approved.</p> 																						
7.0	Audit & Risk Sub Committee ("ARSC") Update																						
	<p>The Board received a summary of the proceedings of the ARSC meeting held on 21 May 2019.</p> <p>Board Member – Confirmation of Compliance</p> <p>A Confirmation of Compliance Statement was tabled and signed by the present Board Members.</p> <p><i>Mr Devine, Mr Craig, Mr Holmes, Mr McIntyre and Mr Fitzpatrick left the meeting.</i></p>																						
8.0	PwC Report Implementation Committee Update																						
	<p>The Board received a summary of the proceedings of the PwC Report Committee meetings held on 7 May 2019 and 21 May 2019.</p> <p>In particular, the Board noted an update provided with respect to filling the interim Project Director and Interim Chief Officer positions.</p>																						
9.0	Board Committee Proposals																						
	<p>The Board discussed the Board's Sub-Committees, noting some were nearing the end of their natural life cycles given the status of the Project, and others would become less necessary following the appointment of a Chief Officer.</p> <p>Following consideration, IT WAS RESOLVED THAT the following statuses for the Sub-Committees be approved:-</p> <table border="1"> <thead> <tr> <th>Sub-Committee</th><th>Status</th></tr> </thead> <tbody> <tr> <td>ARSC</td><td>Retained</td></tr> <tr> <td>Design</td><td>Retained (to be reviewed later in the year)</td></tr> <tr> <td>PwC Report Implementation</td><td>Retained (to be reviewed later in the year)</td></tr> <tr> <td>Finance</td><td>Retained (to be reviewed later in the year)</td></tr> <tr> <td>Health Technology</td><td>To be discontinued as of end June 2019</td></tr> <tr> <td>Planning</td><td>To be discontinued as of end June 2019</td></tr> <tr> <td>Communications Working</td><td>To be discontinued as of end June 2019</td></tr> <tr> <td>Procurement</td><td>To be discontinued once new authority levels agreed</td></tr> <tr> <td>Construction</td><td>To be discontinued with immediate effect</td></tr> <tr> <td>ORS</td><td>To be discontinued with immediate effect</td></tr> </tbody> </table>	Sub-Committee	Status	ARSC	Retained	Design	Retained (to be reviewed later in the year)	PwC Report Implementation	Retained (to be reviewed later in the year)	Finance	Retained (to be reviewed later in the year)	Health Technology	To be discontinued as of end June 2019	Planning	To be discontinued as of end June 2019	Communications Working	To be discontinued as of end June 2019	Procurement	To be discontinued once new authority levels agreed	Construction	To be discontinued with immediate effect	ORS	To be discontinued with immediate effect
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	Dispute Resolution	To be established (likely maintained for duration of project)
	Commissioning and Transfer	To be established (likely to be maintained for the duration of the project)
	<p>It was clarified that the scope of work covered by the PwC Report Implementation Sub-Committee also encompassed actions arising from the review undertaken by Mazars.</p> <p>It was agreed that the appropriate level of oversight to be exercised by the Design Sub-Committee would continue to be considered.</p> <p>The Board members, as members of various Sub-Committees that had been discontinued, emphasised that they would continue to be available to the Executive for any matters requiring their consideration.</p>	
10.0	Any Other Business	
10.1	Interim Chief Officer	
	<p>The Board received an update in relation to potential candidates for appointment as interim Chief Officer for an initial three month period, recognising that there may be a need to extend that duration.</p> <p>Following discussion, IT WAS RESOLVED THAT the Chairman be authorised to liaise with the discussed candidates and offer the position of interim Chief Officer to the suitable candidate, where it was deemed appropriate to do so.</p> <p>IT WAS FURTHER RESOLVED THAT, in the event the role was not filled by the candidates, the Chairman be authorised to exercise the powers of the Chief Officer on an interim basis.</p> <p>Noting the imminent resignation date of Mr Pollock, the Board took the opportunity to extend their gratitude for his enormous service and contribution to the Project.</p> <p>There being no other business, the meeting concluded.</p>	

Next Meeting:

Wednesday 3 July 2019 in the Boardroom, Herberton, St. James Walk, Rialto, Dublin 8 at 16.00hrs.

Fred Barry
Chairman