

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 9 October 2019
from 14.30 to 16.45
Herberton Boardroom, St. James Walk, Rialto, Dublin 8**

Attendance (Board)

Fred Barry (Chairman) (by telephone)*
Tim Bouchier-Hayes (Vice-Chair)
Brian Fitzgerald
John Cole
Karl Kent
Anne Butler
Liam Woods

Attendance (Other)

Phelim Devine, Interim Project Director
Ed McIntyre, Interim Construction Director
Declan Holmes, Commercial Director
Neil Vaughan, Project Controls
Richard Fitzpatrick, Director of Project Controls
Jim Farragher, Finance Officer
Bridget Gallagher, On behalf of HMP
Secretarial Limited – Board Secretary
Joseph O'Donohue, On behalf of HMP
Secretarial Limited – Board Secretary

Apologies

Lorcan Birthistle
David Gunning

**For part of the meeting*

1.0	Quorum & Chairman
	The Vice-Chair acted as the Chairman for the meeting (the " Chairman "). The Chairman noted that a quorum, being five Board Members, was present and the meeting proceeded to business.
2.0	Declarations of Interest or Conflicts of Interest
	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.
3.0	Previous Minutes
	<p>The Board reviewed the Minutes of the Board Meeting held on 11 September 2019.</p> <p>Following consideration, IT WAS RESOLVED THAT the Minutes were approved for signature by the Chairman of the meeting.</p>
3.1	Action Items arising from Minutes
	The Board received an update in relation to the current actions on the Action List and the Secretary undertook to amend the Action List in accordance with the comments provided.
4.0	Project Update Summary
	<p>The Board received a Project Update.</p> <p>[REDACTED]</p> <p>It was confirmed that the new Chief Officer had joined the Project Board and additional changes to that board's composition were anticipated. It was agreed that the Chief Officer would be authorised to agree such changes.</p> <p>An update in relation to a Fire Safety Certificate was provided, wherein it was noted that engagement with the Fire Officer was ongoing and the matter was being progressed.</p> <p>It was highlighted that a CHP&P Board meeting was due to be held the following week.</p> <p>Construction Update</p> <p>The Board was provided with a construction update in relation to ongoing and completed works on the Tallaght site and NCH. An overview of timelines and how these were tracking was presented.</p> <p>It was noted that BAM had submitted revised integrated programmes and that an analysis of same was underway.</p> <p>The Board was briefed on correspondence between the Executive and BAM during the period and the matters addressed therein including H&S, resourcing and programme timelines.</p> <p>It was advised that there were no reportable H&S incidents during the period in Tallaght and NCH. The Board noted the definition of a reportable incident. It was advised that a two-day H&S audit would be carried out by the Safety Lead in the following week.</p>

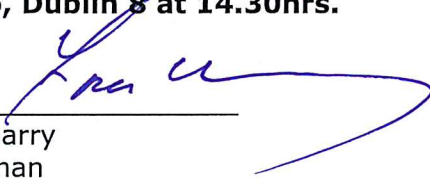
	<p>Design Update</p> <p>[REDACTED]</p> <p>The Board was advised that the new design manager was providing oversight regarding the successful closure of RFI's and technical submissions between the contractors and the Design Team.</p>
4.2	Commercial Update
	<p>The Board received a commercial update, including a project controls update and summary of project funding and contingencies.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
5.0	Risk Management
	<p>The Board noted the updates to the risk report.</p>
6.0	Finance
6.1	Financial Results August 2019
	<p>Financial Results</p> <p>An update was provided to the Board in relation to costs, payments, POs, HSE funding receipts and the cashflow update for 2019 was noted.</p> <p>The Board noted the Financial Results for August 2019.</p>
6.2	Finance Sub-Committee Update
	<p>The Board was provided with an overview of proceedings at the previous Finance Sub-Committee meeting. It was advised that members of the Design Team had attended that meeting and had provided an overview of work currently being undertaken.</p>
6.3	Banking Mandate Approval
	<p>The Board was briefed in relation to a number of proposed resolutions.</p>

	<p>Following consideration, IT WAS RESOLVED that the person occupying the position of Chief Officer be appointed as an additional authorised bank account signatory on behalf of the Board.</p> <p>IT WAS FURTHER RESOLVED that any two authorised bank account signatories be authorised to approve and/or sign any electronic bank transfer instructions and/or cheques on behalf of the Board, subject to in all such cases, internal approvals and/or controls having been satisfied.</p> <p>IT WAS FURTHER RESOLVED that the appropriate bank mandate be completed to reflect the revised authorised bank account signatory details, and the Finance Officer was authorised to arrange accordingly on behalf of the Board.</p>
6.4	Annual Accounts Approval
	<p>It was noted that the audited NPHDB Financial Statements for the year ended 31 December 2018, having been circulated and reviewed by the Board, were being recommended for its approval.</p> <p>IT WAS RESOLVED that the NPHDB Financial Statements for the year ended 31 December 2018 be approved.</p>
7.0	Governance Matters
7.1	Commissioning, Qualification & Validation ("CQV") Sub-Committee
	<p>It was noted that Terms of Reference for the CQV Sub-Committee were currently being drafted and John Cole was being proposed as Chair of that Sub-Committee.</p> <p>Following consideration, IT WAS RESOLVED THAT John Cole be approved as Chair of the CQV Sub-Committee.</p>
7.2	PwC Report Implementation Committee
	<p>The Board was advised that, as the PwC report recommendations as they applied to the NPHDB were now in advanced stages, it was now an appropriate time to discontinue the PwC Report Implementation Sub-Committee.</p> <p>Following consideration, IT WAS RESOLVED THAT the PwC Report Implementation Sub-Committee be discontinued.</p>
7.3	New Board Members
	<p>The Board received an update in relation to the recruitment of new Board Members.</p>
7.4	Design Sub-Committee
	<p>It was advised that it was being proposed for the Design Sub-Committee to meet on an ad hoc basis going forward. The Board noted and agreed with this approach.</p>
8.0	Any Other Business
	<p>(i) Reporting on Quality</p> <p>Further to discussion at the previous Board meeting, it was agreed that a report relating to quality would be provided to the Board at its next meeting. The Executive gave an overview of the quality process and received feedback from the Board.</p>

	There being no other business, the meeting concluded.
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Next Meeting:

**Wednesday 13 November 2019 in the Boardroom, Herberton, St. James Walk,
Rialto, Dublin 8 at 14.30hrs.**



Fred Barry
Chairman