

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 13 November 2019
from 14.30 to 16.15
Herberton Boardroom, St. James Walk, Rialto, Dublin 8**

Attendance (Board)

Fred Barry (Chairman)
Tim Bouchier-Hayes (Vice-Chair)
John Cole
Anne Butler
Lorcan Birthistle

Attendance (Other)

David Gunning, Chief Officer
Phelim Devine, Interim Project Director
Tom Concannon, Construction Director
Ed McIntyre, Interim Construction Director
Declan Holmes, Commercial Director
Neil Vaughan, Project Controls
Norman Craig, Commercial Advisor
Emma Curtis, Medical Director
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

Karl Kent
Liam Woods

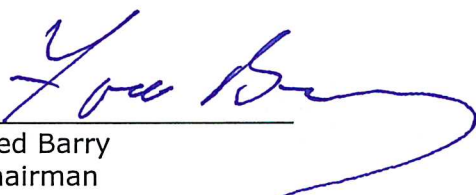
1.0	Quorum & Chairman
	The Chairman noted that a quorum, being five Board Members, was present and the meeting proceeded to business. The Chairman noted the resignation of Brian Fitzgerald from the Board, and thanked him for his long and dedicated service.
2.0	Declarations of Interest or Conflicts of 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
	The Board reviewed the Minutes of the Board Meeting held on 9 October 2019. Following consideration, IT WAS RESOLVED THAT the Minutes were approved for signature by the Chairman.
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 Status
4.1	Project Update Summary
	<p>The Board received a Project Update.</p> <p>[REDACTED]</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>Confirmation was provided that an analysis of BAM's revised integrated programmes was ongoing.</p> <p>The Board noted the position as regards closure of snag items in Tallaght and Connolly, and related actions.</p> <p>The Board noted the H&S update and approved the engagement of an external H&S auditor.</p> <p>The Board noted the status of IFC documentation.</p> <p>The Board noted the status of the Equipment Procurement Strategy Plan.</p>
4.2	Commercial Update
	<p>The Board noted the commercial update, and an overview of submitted 10.3 claims and ER determinations.</p> <p>The Board noted that an update on the cashflow for 2020 had been issued to the HSE.</p>

	It was confirmed that quantities for any re-design submissions were tracking to the quantities previously indicated.
5.0	Risk Management Update
	<p>A Risk Management update was provided to the Board and amendments to the risk profile agreed.</p> <p>It was confirmed that monthly risk meetings continued to be held wherein a rigorous review and discussion of the risk register and key project risks was undertaken.</p> <p>The Board reviewed and discussed the priority project risks identified, noting any changes reported from the previous month. The Board noted that mitigating actions were underway in respect of each risk.</p> <p>Confirmation was provided to the Board that all risks identified were being actively monitored and mitigated against, insofar as possible.</p> <p>The Board noted an update in relation to the Design Team KPI review in respect of Q3 2019. An overview of the scoring obtained was provided to the Board, along with matters raised and discussed.</p>
6.0	Finance
6.1	Financial Results September 2019
	<p>An update was provided to the Board in relation to costs, payments, POs and HSE funding receipts.</p> <p>The Board noted the Financial Results for September 2019.</p>
6.2	Finance Sub-Committee Update
	The Board was provided with an overview of proceedings from the Finance Sub-Committee meeting held on 7 October 2019.
7.0	Governance Matters
7.1	Finance, Audit & Risk Sub-Committee Terms of Reference
	<p>It was advised that it was being proposed to amalgamate the Audit & Risk Sub-Committee with the Finance Sub-Committee in order to establish the Finance, Audit & Risk Sub-Committee. This proposal was approved by the Board.</p> <p>Terms of Reference for the Finance, Audit & Risk Sub-Committee were presented and reviewed by the Board. Following consideration, IT WAS RESOLVED THAT these terms of reference be approved and adopted.</p>
7.2	Finance, Audit & Risk Sub-Committee Membership
	<p>It was proposed that Liam Woods be appointed as Chairman of the Finance, Audit & Risk Sub-Committee and Fred Barry be appointed as a member of that Sub-Committee, with appointments being reviewed once new members were appointed to the Board.</p> <p>Following consideration, IT WAS RESOLVED to approve Liam Woods as Chairman of the Finance, Audit & Risk Sub-Committee and Fred Barry as member of that Sub-Committee.</p>

8.0	Business Plan and Budgeting
	<p>The Board received an update in relation to the 2020 Business Plan and Budgeting.</p> <p>An overview of priorities for Q4 2019 and 2020 was provided and it was advised that the Board would receive a formal proposal for approval in the following weeks.</p>
9.0	Any Other Business
	<p>There being no other business, the meeting concluded.</p>

Next Meeting:

Wednesday 11 December 2019 in the Boardroom, Herberton, St. James Walk, Rialto, Dublin 8 at 14.30hrs.


 Fred Barry
 Chairman