

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 11 December 2019
from 14.30 to 16.30**

Hyatt Centric Hotel, Dean Street, The Liberties, Dublin 8

Attendance (Board)

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

Attendance (Other)

Phelim Devine, Project Director
David Gunning, Chief Officer
Jim Farragher, Finance Officer
Norman Craig, Commercial Advisor
Richard Fitzpatrick, Director of Project Controls
Ed McIntyre, M&E Director
Declan Holmes, Commercial Director
Neil Vaughan, Project Controls
Tom Concannon, Construction Director
Ray Hunt, On behalf of HMP Secretarial
Limited – Board Secretary
Evija Vanaga, On behalf of HMP Secretarial
Limited – Board Secretary

Apologies

N/A

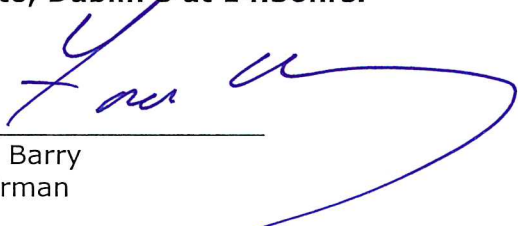
1.0	Quorum & Chairman
	The Chairman noted that a quorum, being five Board Members, was present and the meeting proceeded to business.
2.0	Declarations of Interest or Conflicts of Interest
	In accordance with Section 19 of Statutory Instrument 246/2017, the Board members confirmed that there were no new 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 13 November 2019.</p> <p>Following consideration, IT WAS RESOLVED THAT the Minutes were approved for signature by the Chairman.</p>
3.1	Action Items arising from Minutes
	<p>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.</p> <p>The Board was advised that an assessment of the new Board member applicants had been completed by the Public Appointment Service, and that a shortlist of recommended candidates had been submitted to the Minister for Health for consideration.</p> <p>An outline of the process for the renewal of contract roles with NPHDB was provided to the Board.</p> <p>An update was provided in relation to the recent appearances of NPHDB representatives at the Oireachtas Health Committee (27 November) and Public Accounts Committee (05 December).</p>
4.0	Project Status
4.1	Project Update Summary
	<p>The Board received a Project Update.</p> <p>The Board was provided with, and discussed, a budget update.</p> <p>The Board was further provided with a design update. The Board noted the status of IFC packages, and discussed the status of RFI's, and actions to be taken in response. It was confirmed to the Board that validations have been carried out by the design team.</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 and discussed by the Board.</p> <p>The Board discussed the quality of works at Connolly and NCH and the inputs required from the design team and contractor in relation to this. The Board noted the position as regards closure of snag items in Connolly and discussed related actions.</p> <p>The Board was informed that an analysis of BAM's proposed revised integrated programme was ongoing, together with mapping of associated NPHDB actions.</p>

	<p>The Board was provided with the Health & Safety update, and it was noted that it was proposed to engage a third party to undertake a Health & Safety audit.</p> <p>It was confirmed to the Board that a Security audit had taken place.</p> <p>The Board was informed of the progress regarding the MEP & technical commissioning, and discussed associated actions to be taken by NPHDB.</p> <p>With regard to equipment, the Board was provided with an update in relation to ongoing and completed works on the Tallaght site and NCH.</p> <p>The Board was further informed on the progress of the building operations.</p>
4.2	Commercial Update
	<p>The Board noted and discussed the commercial update, and an overview of the position with regards to Main Contractor claims.</p> <p>The Board was reminded that either party could issue a notice of dis-satisfaction with regards to a Standing Conciliator recommendation. An update was provided in relation to the potential implications of, and potential responses to, such notice.</p>
4.3	Risk Management Update
	<p>A Risk Management update was provided to the Board and amendments to the risk profile were agreed.</p> <p>The Board was informed that monthly risk meetings are being held to actively manage project risks.</p> <p>It was confirmed that a review of the risk management framework will be undertaken in Q1 of 2020.</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 ongoing 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>
5.0	Finance
5.1	Financial Results October 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 October 2019.</p>
5.2	Approval of Forensic Scheduling Tender
	<p>An update in relation to the Forensic Scheduling Tender was presented and reviewed by the Board, including a recommendation in relation to the award of this contract.</p> <p>Following consideration, IT WAS RESOLVED THAT that award of the Forensic Scheduling contract to Blackrock be approved.</p>

6.0	Governance Matters
6.1	Commissioning, Qualification and Validation Sub-Committee Terms of Reference
	<p>Terms of Reference for the Commissioning, Qualification and Validation Sub-Committee were presented and reviewed by the Board.</p> <p>Following consideration, IT WAS RESOLVED THAT these terms of reference be approved and adopted.</p>
6.2	Commissioning, Qualification and Validation Sub-Committee Membership
	<p>It was noted that Mr John Cole had previously been appointed as Chairman of the Commissioning, Qualification and Validation Sub-Committee.</p> <p>The Board agreed that further consideration would be given to the membership of the Sub-Committee once additional Board members had been appointed.</p>
6.3	Dispute Resolution Sub-Committee
	<p>The Minutes of the Dispute Resolution Sub-Committee meeting of 05 November 2019 as presented to the meeting were taken as read, and noted.</p>
6.4	Finance, Audit and Risk Sub-Committee
	<p>An update was provided to the Board in relation to the Finance, Audit and Risk Sub-Committee meeting which had immediately preceded the Board meeting.</p>
6.5	External Board Evaluation
	<p>In relation to the External Board Evaluation required under the Corporate Governance Code, the Board noted that the External Board Evaluation would be deferred to Q2 of 2020 to allow for the appointment of new Board members, and to provide such new Board members time to familiarise themselves with the requirements of the Board.</p>
7.0	Budget
	<p>The 2020 Budget was presented and reviewed by the Board. It was noted that the 2020 Budget had been considered by the Finance, Audit and Risk Sub-Committee.</p> <p>It was confirmed that the 2020 Budget was in line and consistent with the 2020 cash flow forecast submitted to the HSE and other associated reports.</p> <p>Following consideration, IT WAS RESOLVED THAT the 2020 budget be approved.</p>
8.0	Any Other Business
	<p>There being no other business, the meeting concluded.</p>

Next Meeting:

**Wednesday 8 January 2020 in NCH Boardroom, Herberton, St. James Walk,
Rialto, Dublin 8 at 14.30hrs.**



Fred Barry
Chairman