

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 12 February 2020
from 14.30 to 17.15
Herberton Boardroom, St. James Walk, Rialto, Dublin 8**

Attendance (Board)

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

Attendance (Other)

David Gunning, Chief Officer
Jim Farragher, Finance Officer
Richard Fitzpatrick, Director of Project Controls
Declan Holmes, Commercial Director
Tom Concannon, Construction Director
Rhonda Evans, Communications Manager (for part of the meeting)
Ray Hunt, On behalf of HMP Secretarial Limited – Board Secretary
Evija Vanaga, On behalf of HMP Secretarial Limited – Board Secretary

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 8 January 2020.</p> <p>The Board was reminded of the matter discussed at paragraph 5.1 ("Phase B Instruction").</p> <p>The Board revisited the undertaking of the next step following the recent discussions with the Department of Health and the Taoiseach's office. Having discussed the matter it was agreed by the Board that the next step in relation to the Phase B instruction should be deferred.</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.</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. The Board was advised that there has been no update in relation to this. The Board noted that this could be further delayed because of the new government formation post General Election 2020.</p> <p>The Board was advised of the status in relation to the CQV Committee and IT WAS AGREED that Fred Barry (Chair of the Board) would be appointed to the CQV Committee on a temporary basis until a suitable replacement candidate has been appointed to the Board. IT WAS FURTHER AGREED by the Board that [REDACTED] will be approached in due course with a view to joining the CQV Committee as a permanent appointee.</p>
4.0	Project Status
4.1	Project Update Summary
	<p>The Board received a Project Update.</p> <p>[REDACTED]</p> <p>The Board emphasised the importance of carrying forward lessons learned from Connolly and how these can be incorporated into the Tallaght site, noting planned workshops.</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. The Board noted the position as regards closure of snag items in Connolly and discussed outstanding matters.</p> <p>The Board was provided with the Health & Safety update and noted an improved performance overall, and incidents in the period. The Board was advised that a third party will undertake a Health & Safety audit in March 2020.</p> <p>The Board was further provided with a design update. The Board was advised that the completion of issue of C Sheets has been scheduled for June 2020. The Board noted the status of IFC delivery and the fabrication/shop drawings as well as submittals. The Board further noted that specialist turn-key packages have been issued for procurement by the main contractor.</p> <p>The Board was provided with an update on equipment and commissioning. The Board discussed the required resources to support these work streams.</p>
<p>4.2</p>	<p>Commercial Update</p>
	<p>The Board noted and discussed the commercial update, and an overview of the position with regards to Main Contractor claims. The Board discussed the timeline relating to these claims.</p> <p>The Board further discussed Connolly and NCH conciliations and their respective timelines.</p> <p>The Board was updated in relation to the dispute regarding the Main Contractor's updated programme, and payments, which is being adjudicated.</p>
<p>4.3</p>	<p>Risk Management Update</p>
	<p>A Risk Management update was provided to the Board. The Board was updated on the previous and upcoming risk workshops.</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. The importance of timely procurement regarding equipping was noted.</p> <p>Confirmation was provided to the Board that all risks identified were being actively monitored and mitigated against, insofar as possible.</p>
<p>5.0</p>	<p>Items for Decision</p>
<p>5.1</p>	<p>Bank Account Signatories</p>
	<p>The Board carefully considered the authorised bank account signatories on behalf of the Board.</p> <p>IT WAS RESOLVED that [REDACTED] be appointed as an additional authorised bank account signatory on behalf of the Board.</p> <p>Recognising the on-going support that Fred Barry and Tim Bouchier Hayes had provided in facilitating the Bank Payments process to date, IT WAS RESOLVED that Fred Barry and Tim Bouchier Hayes be removed as authorised bank account signatories of the Board.</p>

	IT WAS FURTHER RESOLVED that the appropriate updated 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.
6.0	Items for Noting
6.1	Communications Strategy 2020
	<p>The Communications Manager joined the meeting.</p> <p>The Board was provided with an update on the Communication Strategy for 2020 by the Communications Manager. The Board comprehensively discussed the Communication Strategy 2020 and advised how some of the strategy points could be updated.</p> <p>The Communications Manager left the meeting.</p>
6.2	Quality Update Presentation
	<p>The Board was provided with quality update. The Board discussed contract requirements, interface and engagement, resources, NCR's, off-site fabrication and assembly. The Board further noted recommendations in relation to NCR's, snags, quality excursions and defects.</p> <p>The Board noted that the role of the ER is providing quality assurance on the project.</p>
7.0	Finance
7.1	Financial Results December 2019 and January 2020
	<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 December 2019 and January 2020.</p>
7.2	Revenue Commissioners – Review of Tax Compliance
	<p>An update was provided to the Board in relation to the Revenue Commissioners and the review of tax compliance noting the key focus points of the review.</p>
8.0	Governance Matters
8.1	Chair & CO Roles and Responsibilities
	<p>The Board agreed that the roles and responsibilities of the Chair and Chief Officer will be presented to the Board at the next board meeting in March 2020.</p>
8.2	Dispute Resolution Sub-Committee
	<p>The Board agreed that the Minutes of the Dispute Resolution Sub-Committee meeting of 15 January 2020 will be presented to the Board at the next board meeting in March 2020.</p>
9.0	Any Other Business
	<p>There being no other business, the meeting concluded.</p>

Next Meeting:

**Wednesday 11 March 2020 in NCH Boardroom, Herberton, St. James Walk,
Rialto, Dublin 8 at 14.30hrs.**

Fred Barry
Chairman

A handwritten signature in black ink, appearing to read 'Fred Barry', is written over a horizontal line. The signature is stylized and extends to the right with a long, sweeping stroke. A small, handwritten mark resembling a checkmark or the number '1' is located below the end of the signature.