

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 11 March 2020
from 14.30 to 17.00
Herberton Boardroom, St. James Walk, Rialto, Dublin 8**

Attendance (Board)

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

Attendance (Other)

Phelim Devine*, Project Director
David Gunning, Chief Officer
Jim Farragher*, Finance Officer
Richard Fitzpatrick*, Director of Project Controls
Declan Holmes*, Commercial Director
Andrew Gargan* Commercial Manager (for part of the meeting)
Fran Hegarty* Healthcare Technology Officer (for part of the meeting)
Bridget Gallagher, On behalf of HMP Secretarial Limited – Board Secretary
Evija Vanaga, On behalf of HMP Secretarial Limited – Board Secretary

**For part of the meeting*

Apologies

Lorcan Birthistle

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>The Board noted that two new Board members, Michael Shelly and John McGowan, had joined and they were welcomed to the meeting.</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
	<p>The Board reviewed the Minutes of the Board Meeting held on 12 February 2020.</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 and noted an update in relation to current actions on the Action List.</p> <p>An extract from the Corporate Governance Manual distinguishing between the respective roles of the Chief Officer and Chair was noted and formally adopted by the Board.</p>
4.0	Chief Officer Report
	<p>The Chief Officer Report was provided to the Board and discussed in detail by reference to priority items.</p> <p>The Board noted an update regarding Phase B Instruction and the latest correspondence with the Main Contractor.</p> <p>In relation to Covid-19 preparation, the Board was advised that this was being added to the Risk Register and that the Executive's business continuity procedures and work from home arrangements had been tested and were working effectively. The Board discussed the broad range of risks presented by Covid-19 to the Project and potential mitigants. It was confirmed that discussions were ongoing with the Main Contractor with respect to its strategy for dealing with Covid-19.</p> <p>A Project Director update was provided to the Board. The Board discussed an update on design delivery, NCH programme and NCH Health & Safety and the strategic progress in relation to each.</p> <p>It was noted that a health and safety audit had taken undertaken by an independent third party and an update in relation to the findings was provided to the Board. The Board discussed means of addressing such findings, noting that correspondence would be engaged with, and the merit of having behavioural personnel onsite was considered. It was noted that further consideration would be given to the introduction of a behavioural safety programme.</p> <p>The Board noted and discussed the commercial update and received an overview of the position with regards to claims and their timelines.</p>

	<p>A Risk Management update was provided to the Board. 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. Confirmation was provided to the Board that all risks identified were being actively monitored and mitigated against, insofar as possible.</p> <p>The Board was provided with Communications update, noting events and activities that took place during the month.</p> <p>The Board was further provided with a Stakeholder update. It was noted that the Board continued to engage with the Government oversight arrangements for the project. The Board discussed the outcomes of recent engagement with DoH.</p>
5.0	Items for Decision
	None.
6.0	Items for Noting
6.1	Claims Defence Update
	<p>The Board was provided with an update on Phase B Instruction and conciliations. The timeline of conciliations was discussed by the Board. The Board was updated in relation to the Main Contractor's updated programme and payments which were being adjudicated. The Board discussed the ER determinations, including the quality and forensic analysis of ER responses. It was noted that there was an ongoing weekly review of progress relating to 10.3s together with the design team, QS team and ER.</p> <p>An update of record keeping was provided to the Board.</p> <p>The Project Board group composition and strategy was discussed by the Board.</p>
6.2	Expenditure on Contract Exclusions
	<p>The Commercial Manager joined the meeting and provided the Board with a detailed update in relation to expenditure on contract exclusions. The Board discussed the projected expenses for the subsequent number of years and the total claims to date.</p> <p>The Commercial Manager left the meeting.</p>
6.3	Update on Equipping
	<p>The Healthcare Technology Officer joined the meeting and provided the Board with an update on medical and hospital equipment. The Board discussed the timeline, procurement requirements and the required resources to support these work streams.</p> <p>The need to engage with the relevant stakeholders during the process was noted. The Board discussed potential risks regarding equipment and the importance of risk assessment and management in this regard.</p> <p>The Healthcare Technology Officer left the meeting.</p>
7.0	Finance
7.1	Financial Results February 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 February 2020.</p> <p>Mr Devine, Mr Farragher, Mr Fitzpatrick and Mr Holmes left the meeting.</p>
8.0	Governance Matters
8.1	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>
8.2	CQV Sub-Committee
	<p>An update was provided to the Board in relation to the first CQV Sub-Committee meeting which had immediately preceded the Board meeting. It was noted that these meetings would be held every two to three months. The Board discussed the membership of the CQV Sub-Committee.</p>
8.3	Design Sub-Committee
	<p>The Minutes of the Design Sub-Committee meeting of 12 February 2020, as presented to the meeting were taken as read, and noted. The Board discussed the areas of focus, including how the arts programme would be progressed.</p>
8.4	Dispute Resolution Sub-Committee
	<p>The Minutes of the Dispute Resolution Sub-Committee meeting of 15 January 2020 as presented to the meeting were taken as read and noted.</p>
8.5	Chair & CO Roles and Responsibilities
	<p>The Board noted the roles and responsibilities of the Chair and Chief Officer had been discussed earlier in the meeting.</p>
9.0	Any Other Business
	<p>The Board discussed the date of the next Board Meeting noting that it may be postponed in light of Covid-19. It was agreed the matter would be kept under review.</p> <p>The Board noted a personnel update in relation to the Executive.</p> <p>There being no other business, the meeting concluded.</p>

Next Meeting: To be Confirmed


 Fred Barry
 Chairman