

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 08 April 2020
from 14.30 to 15.30
via electronic means**

Attendance (Board)

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

Attendance (Other)

Phelim Devine, Project Director
David Gunning, Chief Officer
Jim Farragher, Finance Officer
Richard Fitzpatrick, Director of Project Controls
Declan Holmes, Commercial Director
Elaine O'Rourke, Executive Support
Ray Hunt, On behalf of HMP Secretarial Limited
– Board Secretary
Anthony Irvine, On behalf of HMP Secretarial
Limited – Board Secretary

Apologies

None

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| 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>It was noted that all Board members and attendees at the meeting were participating electronically in order to comply with guidelines in response to the COVID-19 pandemic, associated travel restrictions and work from home recommendations.</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 11 March 2020.</p> <p>Subject to incorporation of comments from the Board, 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> |
| 4.0 | Chief Officer Report |
| | <p>The Chief Officer Report was presented to the Board and discussed in detail by reference to priority items. It was agreed that Health & Safety should be included as a priority item.</p> <p>In relation to COVID-19 preparation and actions taken in response to this, the Board discussed the broad range of risks presented by COVID-19 to the Project and potential mitigants.</p> <p>The Board noted that the Main Contractor had taken the decision to close both sites. It was further noted that current shut down plans are being reviewed on a weekly basis and an update in relation to this was provided.</p> <p>The Project Director confirmed that discussions were on-going with the Main Contractor with respect to its strategy for re-opening the sites, and measures it would take in response to the challenges posed by COVID-19 once the sites re-open.</p> <p>An update was provided to the Board in relation to on-going Design Team delivery obligations, nothing these remained unchanged, and an overview of technological solutions to validation being utilised by the Design Team to overcome COVID-19 restrictions was outlined.</p> <p>The Board noted an update regarding Phase B Instruction and the latest correspondence with the Main Contractor.</p> <p>The Commercial Director provided an update on claims, including those arising from, and deferred as a result of, Covid-19.</p> |
| 5.0 | Items for Decision |
| | <p>None.</p> |

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| 6.0 | Finance |
| 6.1 | Financial Results March 2020 |
| | <p>An update was provided to the Board in relation to costs, payments, POs and Year to Date HSE cash receipts.</p> <p>The Board noted the Financial Results for March 2020.</p> <p>An update on staff composition and record keeping re COVID-19 costs was provided to the Board.</p> |
| 7.0 | Governance Matters |
| 7.1 | 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, which the Board was advised had been heavily focused on the consideration of the draft 2019 Financial Statements.</p> <p>The Minutes of the Committee Meeting of 11 March 2020 as detailed in the meeting papers were noted.</p> <p>It was noted that a Statement of Internal Controls to the Board had been reviewed and considered by the Committee at its meeting of 11 March 2020, and that a copy of this had been circulated to the Board and recommended for approval. IT WAS RESOLVED that the Statement of Internal Controls to the Board was noted and approved.</p> <p>It was further noted that the 2019 Actual V's Budget Expenditure report had been reviewed and considered by the Committee at its meeting of 11 March 2020, and that a copy of this had been circulated to the Board and recommended for approval. IT WAS RESOLVED that the 2019 Actual V's Budget Expenditure report was noted and approved.</p> |
| 7.2 | CQV Sub-Committee |
| | <p>An update was provided to the Board in relation to the CQV Sub-Committee meeting which had immediately preceded the Board meeting. It was noted that the Project Execution Plans had been presented to the Committee for consideration, and that the main area of focus of these would be in reference to checking and ensuring quality on site.</p> <p>The Minutes of the Committee Meeting of 05 March 2020 as detailed in the meeting papers were noted.</p> <p>The Board discussed the membership of the CQV Sub-Committee and IT WAS RESOLVED to approve the appointments of Michael Shelly and John McGowan as additional members of the Committee.</p> |
| 7.3 | Design Sub-Committee |
| | <p>The Board discussed the areas of focus, including access to and snagging of the Mock Up Unit, and how the Arts programme would be progressed.</p> <p>It was noted that all supporting infrastructure in relation to the Arts programme is with the design team for incorporation into the design and is expected to be finalised this month.</p> <p>The Minutes of the Committee Meeting of 11 March 2020 as detailed in the meeting papers were noted.</p> |

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| 7.4 | Dispute Resolution Sub Committee |
| | <p>The Minutes of the Committee Meeting of 01 April 2020 as detailed in the meeting papers were noted.</p> <p>The Board noted that Phase B instruction proceedings had been issued and is expected to be heard at an early date.</p> <p>An update was provided to the Board in relation to current and on-going claims, including claims that have been deferred due to Covid-19, and actions being taking by the Design Team in the current period in relation to evaluation of claims.</p> |
| 9.0 | Any Other Business |
| | <p>An update was provided to the Board in relation to the 'working from home' measures implemented across the NPHDB team in response to Covid-19, including how these were operating and functioning.</p> <p>There being no other business, the meeting concluded.</p> |

Next Meeting:

Wednesday 13 May 2020 at 14.30hrs – location to be confirmed

Fred Barry
Chairman

