

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 13 May 2020
from 14.30 to 17.00
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
Tom Corcoran, Commercial Director
Norman Craig, Commercial Advisor
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

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 08 April 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.</p> <p>A summary was provided based on new protocols and procedures with regards to a limited return to work for the NPHDB office team.</p> <p>The Main Contractor's commercial stance with regards to restarting the construction was discussed, and the next steps to be taken agreed.</p> <p>An update was provided to the Board in relation to the Main Contractor programme update received on 30 April 2020 and on-going discussions in relation to contract requirements. Clarification was provided to the Board in relation to the contract status of sub-contractors.</p> <p>The Board was briefed in relation to the status and anticipated timeline in respect of the Phase B instruction proceedings.</p> <p>In relation to COVID-19 preparation and actions taken in response to this, the Board noted the broad range of risks presented by COVID-19 to the Project and potential mitigants.</p> <p>The requirements and mechanics of communication responses were outlined to the Board.</p>

	<p>[REDACTED]</p> <p>The Project Director outlined identified and potential constraints and impacts of COVID-19 on the Project and 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 such as staffing number reductions once the sites re-open.</p> <p>The Project Director also provided an update on government guidance in relation to Procurement and Contract Matters associated with COVID-19 and the Managed Restart of Public Investment Construction Sites, which included any strategic issues that may arise.</p> <p>The Board noted that there was no clear guidance on when sites can re-open and that the Construction Industry Federation (CIF) Standard Operating Procedure (SOP) is to be viewed as guidance rather than holding statutory basis.</p> <p>The Commercial Director provided an overview of the commercial analysis arising from, and in response to, the impact of COVID-19 on the Project as received from the Main Contractor to date, and the Board noted and discussed the ongoing and potential future actions being taken or to be taken in response to this.</p> <p>The Commercial Director advised the Board in relation to the preliminary and on-going analysis of the updated programme from the Main Contractor, including next steps and timeline.</p> <p>The Construction Director provided an overview of the Health and Safety Report, highlighting the key findings of same. It was noted that the Main Contractor had responded positively to the outcome of the report, and that actions were being implemented to mitigate against matters identified. The Construction Director outlined the Health and Safety activities currently on-going on each respective site during the COVID-19 lockdown period. The Board noted the current positive Health and Safety figures.</p> <p>An update was provided to the Board in relation to the Behavioural Based Strategy.</p> <p>It was noted that Employer’s Representative (ER) required additional support on resourcing each site in response to matters arising from COVID-19.</p>
5.0	Items for Decision
	None.
6.0	Finance
6.1	Financial Results April 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 April 2020.</p>

	<p>An update on staff composition and record keeping re COVID-19 associated costs was provided to the Board.</p> <p>It was noted by the Board that with regard to the POs in April, none required Board approval as they were below the associated threshold requiring same.</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. It was confirmed that the Letter of Representation (LOR) and 2019 Financial Statements in current form had been reviewed and approved.</p> <p>An update on discussions regarding anticipated 2020 cashflow was provided.</p> <p>The Minutes of the Committee Meeting of 08 April 2020 as detailed in the meeting papers were noted, including the update therein regarding the Review of Internal Controls and the Annual Review of the Effectiveness of Internal Control Systems.</p>
7.2	CQV Sub-Committee
	<p>An update was provided to the Board in relation to the CQV Sub-Committee meeting which had preceded the Board meeting.</p> <p>The Board was updated on the progress and timeline for the delivery of the Integrated Commissioning Strategy document, and C-Sheets. The importance of making timely decisions regarding equipping matters was highlighted.</p> <p>The Minutes of the Committee Meeting of 08 April 2020 as detailed in the meeting papers were noted.</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 and integrated.</p> <p>It was noted that the amended fire certificate had not yet been received. It was confirmed that this certificate catered for all planned art.</p> <p>It was noted that the Main Contractor presented a plan to address all non-conformance issues identified in respect of certain works, and to provide the quality assurance (QA) required in advance of the certification of such works.</p> <p>It was confirmed that a Quality Assurance Plan had now been provided by the Main Contractor, and that review and agreement of this was ongoing.</p>

7.4	Phase B Instruction Proceedings
	<p>A further update was provided to the Board in relation to the Phase B instruction proceedings.</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, the effectiveness of the conciliation and Project Board process, and actions being taken by the Design Team in the current period in relation to evaluation of claims.</p>
8.0	Any Other Business
	<p>An update was provided to the Board in relation to the use of the Davitt Road compound and the Main Contractor request to use this compound for additional storage in response to additional storage capacity requirements arising from COVID-19.</p> <p>There being no other business, the meeting concluded.</p>

Next Meeting:

It was agreed by the Board that a special Board meeting be convened on 27 May 2020 at 14.30hrs to update the Board on COVID-19 related developments – location to be confirmed.


 Fred Barry
 Chairman