

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 12 August 2020
from 14.30 to 16.30
via electronic means**

Attendance (Board)

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

Attendance (Other)

David Gunning, Chief Officer
Phelim Devine, Project Director
Tom Concannon, Construction Director
Jim Farragher, Finance Officer
Richard Fitzpatrick, Director of Project Controls
Norman Craig, Commercial Advisor
Elaine O'Rourke, Executive Support
Bridget Gallagher, On behalf of HMP Secretarial
Limited – Board Secretary
Anthony Irvine, On behalf of HMP Secretarial
Limited – Board Secretary

Apologies

Liam Woods

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 Meetings held on 8 July 2020 and 22 July 2020 (the "Minutes").</p> <p>IT WAS RESOLVED THAT the Minutes were approved for signature by the Chairman, subject to a minor wording clarification to the minutes of 8 July 2020.</p>
3.1	Action Items Arising From Minutes
	<p>The Board received an update in relation to current action on the Action List and it was agreed this action could be closed.</p>
4.0	Chairperson's Update on Engagement with Stakeholders
	<p>The Board discussed the matters arising from engagement with Stakeholders.</p> <p>It was noted that a Report sent to certain Stakeholders had been reviewed and an extensive discussion had taken place regarding how to progress the Project. It was noted that work remained ongoing in that regard, with ongoing consideration being given to costs, quality, resourcing and the timeframe for completion.</p>
5.0	Chief Officer Report
	<p>The Chief Officer Report was presented to the Board and discussed in detail by reference to priority items.</p> <p>It was noted that engagement was continuing with the Main Contractor and an overview of discussions held was noted. The Board received an update on resources being applied to the Tallaght and NCH site, and confirmation was provided that this continued to be monitored with weekly updates being provided to the Board.</p> <p>The Board sought assurance that Covid-19 requirements were being complied with on site. It was advised that whilst discussions with the Main Contractor continued with respect to health and safety and reporting, compliance with Covid-19 requirements onsite was very positive.</p> <p>An update on litigation and claims was provided to the Board, and the position with respect to Conciliation noted.</p>
6.0	Finance

6.1	Financial Results July 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 July 2020.</p>
6.2	Annual Report 2019
	<p>The Board noted that the Annual Report for 2019 and supporting compliance letter had been circulated in advance of the meeting and the Board discussed whether any further updates were required.</p> <p>Following consideration, IT WAS RESOLVED that the Annual Report for 2019 and compliance letter be approved, subject to a final discussion and review, and that Fred Barry and Liam Woods be authorised to sign same, as applicable, on behalf of the Board.</p>
6.3	KPMG Report
	<p>A KPMG Report was noted and taken as read.</p>
7.0	Governance Matters
7.1	Finance, Audit and Risk Sub-Committee
	<p>The Board noted that the Finance, Audit and Risk Sub-Committee had not met since the previous Board meeting.</p>
7.2	CQV Sub-Committee
	<p>The Board noted that the CQV Sub-Committee had not met since the previous Board meeting.</p> <p>The Board discussed the current design format of the Project and its compatibility with future hospital designs to manage future pandemic type viruses. The Board discussed potential design modifications to take place post completion of the Project and noted it would be some years before any industry guidance was available to provide certainty in this regard.</p>
7.3	Design Sub-Committee
	<p>It was noted that the Design Sub-Committee had not met since the previous Board meeting and any such meetings were being convened on an ad-hoc basis.</p> <p>The Board noted a resourcing update and discussed the importance of having any design challenges resolved promptly. An overview of the engagement taking place to achieve this was provided to the Board. It was advised that a Design Sub-Committee meeting was being scheduled for September 2020 to progress such matters.</p>
7.4	Dispute Resolution Sub-Committee
	<p>The Board noted the proceedings of the previous Dispute Resolution Sub-Committee meeting and received a verbal update on the most up-to-date position.</p>
8.0	Any Other Business

The Board sought confirmation that resourcing was adequate within the Executive to deal with current ongoing matters. An overview of the intended resourcing framework was provided to the Board and it was also advised that a new Commercial Director would be joining the Executive.

Next Meeting:

It was agreed by the Board that the next Board meeting be convened via electronic means on 9 September 2020 at 14.30hrs.



Fred Barry
Chairman