

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 08 December 2021
From 14.30 to 16.30
Via MS Teams**

Attendance (Board)

Fiona Ross (Chairperson)
Tim Bouchier-Hayes (Vice Chairperson)
John Cole
Karl Kent
Anne Butler
Michael Shelly
John McGowan
Brian Keogh
Michael Barry
Liam Woods

Attendance (Other)

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

0.0	Quorum & Chairperson
	<p>The Chairperson noted that a quorum, being five Board Members, was present and the meeting proceeded to business.</p> <p>It was noted that, in order to continue to comply with COVID-19 safety requirements, all Board Members and attendees were participating in the meeting electronically.</p>
1.0	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>
2.0	
3.0	Previous Minutes
3.1	Minutes of Board Meeting 10 November 2021
	<p>The Board reviewed the minutes of the Board Meeting held on 10 November 2021 (the "Minutes").</p> <p>IT WAS RESOLVED THAT the Minutes were approved for signature by the Chairperson.</p>
4.0	Action Items
4.1	Actions Arising from Board Meeting 10 November 2021
	<p>It was noted that action items arising from the previous meeting had been closed.</p>
5.0	Chief Officer Report
	<p>The Chief Officer Report was taken as read and the priority items discussed in detail by reference to the Programme, Health and Safety, Quality, Design, Equipping, MEP and Commissioning, Risk, Commercial/Claims, OP&UCC Tallaght, Communications and Stakeholder Engagement.</p> <p>It was noted the Board had received an update on Programme earlier in the meeting.</p>

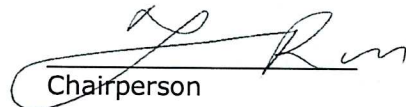
	<p>In relation to the recent change of a Design Team lead, it was confirmed that a replacement candidate had been put forward and a positive meeting had taken place with members of the Executive.</p> <p>The Board was reminded of the current moratorium in place relating to disputes due to expire on 10 December 2021, and a separate moratorium in effect until 10 January 2022.</p> <p>The Board was notified of two minor arson incidents on-site that week. The Board discussed the measures implemented in recent months by the Main Contractor in order to mitigate the risks of further such incidents. It was advised that confirmation was awaited from the Main Contractor that it had considered the various inputs submitted by multiple parties, undertaken appropriate risk assessments, and implemented the outcome of those assessments in order to comply with its statutory and contractual responsibilities.</p> <p>In relation to the 2020 Annual Accounts, it was noted that C&AG had confirmed on 6 December 2021 that the accounts were signed off.</p> <p>The Board noted the integrated dashboard reporting contained in the papers, together with the top risks identified.</p>
5.1	Update on OP&UCC Final Account
	<p>The Board received an update in relation to the OP&UCC in Tallaght, noting it had opened to the public as planned on 13 November 2021 and final minor snag issues were being addressed by the Main Contractor and CHI. The closing of the OP&UCC Final Account with BAM was approved.</p>
6.0	Finance
6.1	Financial Results November 2021
	<p>The Board received a commentary of expenditure, payments, POs and Year to Date HSE cash receipts.</p> <p>The Board noted the Financial Results for November 2021.</p>
7.0	Governance Matters
7.1	Draft 2022 Budget
	<p>The Board was briefed on the draft 2022 Budget. It was requested that this be provisionally approved, subject to any updates that may be required once the business operations plan was completed in February 2022. It was highlighted that the plan was dependent on discussions ongoing with the Main Contractor and contained a number of assumptions, however any changes would be communicated to the Board.</p> <p>It was confirmed that the draft 2022 budget had been considered by the FARSC who was satisfied to recommend same for Board approval, subject to the foregoing.</p> <p>Following consideration, IT WAS RESOLVED to approve in principle the draft 2022 Budget, subject to amendments that may be required and notified to the Board.</p> <p>It was confirmed that the 2022 contract costs reflected the Programme completion date indicated by the Main Contractor.</p> <p>A Board Member queried if inflation had been factored into the 2022 Budget. It was confirmed that it had, and an overview of the assumptions used to inform this was provided to the Board.</p>

<p>7.2</p>	<p>Finance, Audit and Risk Sub-Committee (“FARSC”)</p> <p>It was advised that the FARSC had not convened as usual in advance of the Board meeting as it was now intended to hold meetings less frequently but for a longer duration when they did take place.</p> <p>It was noted that a Board discussion on the key risks to the Project was scheduled to take place at its January 2022 meeting. A Board Member noted that this would be an opportunity for the Board to consider risks from a top down perspective, independent of the system that operated on a day to day basis, and to consider whether any additional risks needed to be captured.</p> <p>It was confirmed that recommendations from the Arcadis risk review were being progressed, with completion expected in January 2022. The Board was reminded of Arcadis’ findings of there being a robust risk management process and framework in place, and that there was good risk leadership, governance and positive engagement through workshops. It was noted that deep dives took place quarterly and that the benefits of the Quantitative Cost Risk Analysis was being looked at further.</p> <p>It was advised that a workshop had taken place with Arcadis on 24 November 2021 and a commentary on the risks identified was provided. [REDACTED]</p> <p>A Board Member referred to the design delivery areas where ownership was being disputed by the Main Contractor and queried if these had been resolved. It was advised that these continued to be worked through and confirmation was provided that this were captured in the risks.</p>
<p>7.3</p>	<p>CQV Sub-Committee</p> <p>It was noted that the CQV Sub-Committee was due to next convene in January 2022. It was advised that the latest version of the Commissioning Programme would be considered at that point.</p>
<p>7.4</p>	<p>Design Sub-Committee</p> <p>The Board was advised that the Design Sub-Committee had convened earlier that day, and had received a presentation from the principal architect.</p> <p>An overview of the matters discussed at the meeting was provided, including the design of the Plaza, landscaping areas, and artwork funding. It was advised that the Family Accommodation Unit and the remit of the Sub-Committee in that regard had been discussed, and this would be determined in due course. It was advised that work was ongoing to identify the remaining Design matters for the Sub-Committee’s consideration.</p> <p>In response to a query from a Board Member, it was advised that pressure continued to be applied in order to have the Main Contractor close out legacy NCRs and to also ensure that focus was on getting things right the first time.</p> <p>The Board was advised that it was intended to combine the Design and CQV Sub-Committees and review the membership of each Sub-Committee. It was noted that revised Terms of Reference would come to the Board for its approval in due course. (AP151)</p>

7.5	Dispute Resolution Sub-Committee
	The Board noted the most current position in relation to disputes and the moratoriums in place. It was noted the Sub-Committee was scheduled to meet on 10 January 2022.
8.0	AOB
8.1	Awards
	The Board noted the Main Contractor had been shortlisted for the Engineers Ireland Engineering Excellence Digital Services award for their work on the NCH. The Board agreed there were merits to the Design Teams applying for similar awards for their creativity.
8.2	Board Appointments
	A Board Member initiated a discussion in relation to whether there had been any progress with considering the addition of Board members to reach its full complement. It was noted that board appointments are made by the Minister for Health, however we are aware that consideration is being given to the matter including the requisite skillset of new Board members, and a further update would be provided at the January 2022 Board meeting. (AP152)

Next Meeting:

It was agreed by the Board that the next Board meeting be convened on Wednesday, 12 January 2022 at 14.30hrs.


Chairperson