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

Minutes of the NPHDB Board Meeting held on Wednesday, 8 September 2021
From 14.30 to 17.00
Via electronic means

Attendance (Board)

Fiona Ross (Chairperson-Designate)
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 Concannon, Construction Director
Tom Morris, Commercial Director
Richard Fitzpatrick, Director of Project Controls
Jim Farragher, Finance Officer
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

1.0	Quorum & Chairperson
	<p>The Board discussed and agreed that the Chairperson-Designate would chair the meeting. Accordingly the Chairperson 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> <p>The Board expressed its condolences to the Vice-Chairperson on recent family bereavements.</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 14 July 2021 (the "Minutes").</p> <p>IT WAS RESOLVED THAT the Minutes were approved for signature by the Chairperson, subject to a minor amendment.</p>
3.1	Action Items Arising From Minutes
	<p>It was noted that the actions arising from the previous meeting had been closed and/or would be discussed in the course of the meeting.</p>
4.0	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; Design; Commercial/Claims; OP&UCC Tallaght; Communications; and; Stakeholder Engagement.</p> <p>The Board was briefed in relation to engagement between the ER and Main Contractor in relation to programme. An update in relation to progress versus programme was provided, and noted by the Board.</p> <p>The Board discussed change management control processes. The Board was advised that change management control processes were fundamental to the success of the project, and that an update in relation to this would be provided to the Board. (AP142)</p>
4.1	Update on Arson Incidents on site
	<p>The Board received a detailed account of the arson incidents occurring on site since the date of the last Board meeting, and surrounding engagement with associated stakeholders.</p> <p>The Board noted the update provided in relation to the arson incidents over a period of time, and expressed concern regarding the increased frequency and nature of the incidents occurring. An update was provided on the evolution of the Main Contractor's</p>

Health and Safety team over the period. It was confirmed that NPHDB was in daily and weekly contact with the Main Contractor in relation to eliminating the arson incidents. An overview of the mitigating actions being taken by the Main Contractor in response to the incidents was provided, noting recent improvement.

The Board noted that three third party audits have been commissioned by NPHDB and that the Main Contractor has engaged in respect of these, and has been responsive to taking on-board and implementing the recommendations of these.

4.2 Update on OP&UCC Tallaght

The Board was briefed on the imminent target date for substantial completion.

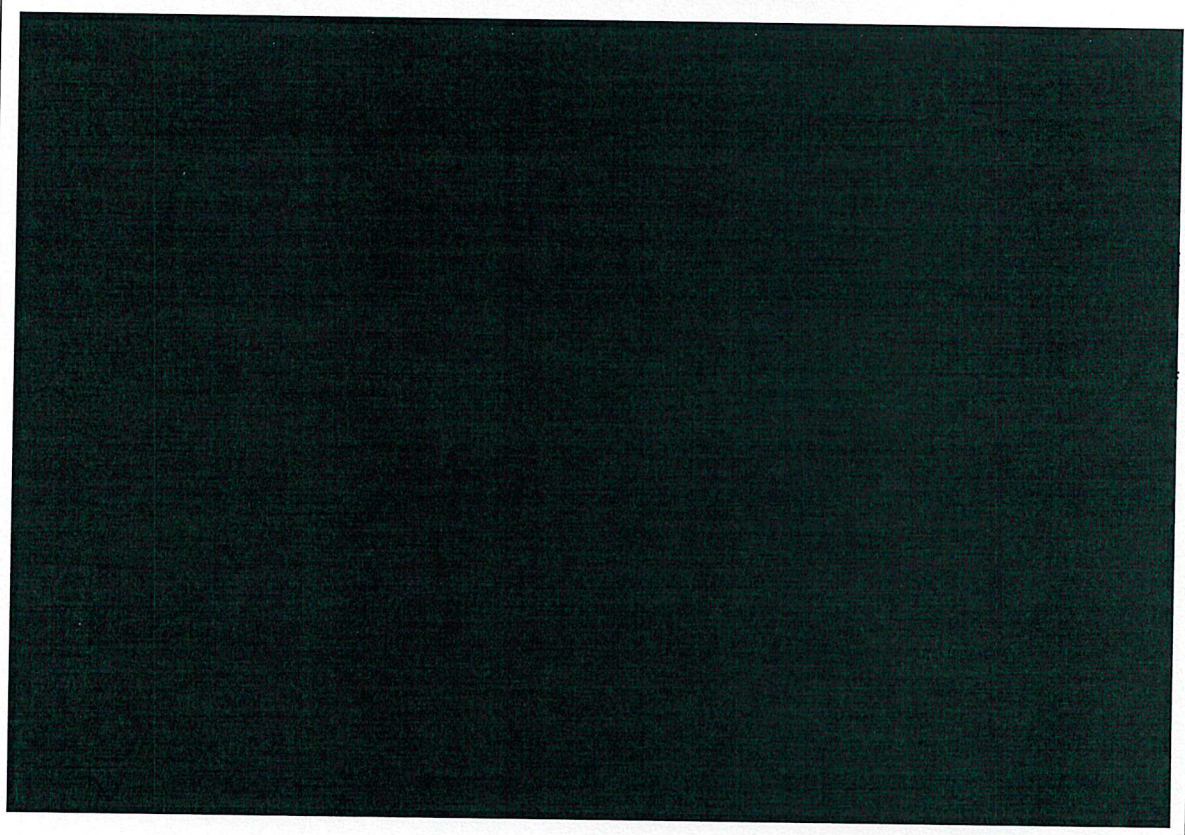
The Board was advised that once substantial completion occurs, the project would then be returned to the Board from the Main Contractor, for handover to CHI shortly thereafter.

A number of Board members provided an update on their visit to the site earlier in the day, and their impressions were noted by the Board. The Board emphasised the importance of carrying the lessons learned from the Connolly and Tallaght sites into the main site.

The Board noted the update on proposed communications in respect of achieving this milestone.

The Board extended their thanks to the Executive for all their substantial efforts in bringing this project to the current stage.

4.3

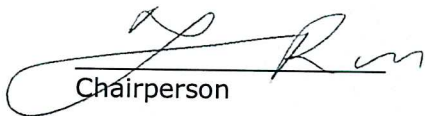


5.0	Family Accommodation Unit Governance
	<p>The Board noted that continued support has been provided to the HSE in relation to this project, and that NPHDB had also engaged with CHP&P in respect of progressing this.</p> <p>The Board was advised that a revised programme has been issued to Stakeholders, and noted same, including timelines.</p> <p>It was confirmed to the Board that the Executive had undertaken a detailed review of the Governance Arrangements proposed. It was requested that the Board would assume ownership of the project at Stage (ii)C.</p> <p>The Board discussed potential impacts of assuming ownership of the project. It was agreed that the Executive would continue work in relation to scoping and clarifying the proposed NPHDB role and responsibilities in relation to the project, and would come back to the Board in relation to this (AP143)</p>
6.0	Finance
6.1	Financial Results August 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 July 2021.</p>
7.0	Governance Matters
	<p>The Board was advised that it was proposed that the role, purpose and membership of each of the sub-committees would be reviewed and potentially reorganised.</p> <p>The Board noted that each Chair would discuss this with members of each sub-committee.</p>
7.1	Finance, Audit and Risk Sub-Committee ("FARSC")
	<p>The Board noted and took as read the minutes of the previous FARSC meeting.</p> <p>It was noted that FARSC had convened in advance of the Board meeting and a summary of items discussed was provided to the Board.</p> <p>The Board was advised by the Committee Chair that an independent review had been conducted by an independent third party on risk management, and that engagement was continuing to address feedback received. It was confirmed that the associated report would be provided at the next Board Meeting. (AP144)</p> <p>It was proposed that Fiona Ross, and Denise Cronin be appointed as an additional members of the FARSC, noting that Denise Cronin would be an external appointment, and an overview of her background and experience was provided. It was noted that, subject to these new appointments to the sub-committee Tim Bouchier-Hayes would leave the committee.</p> <p>IT WAS RESOLVED by the Board to approve the appointments and resignation.</p>
7.2	CQV Sub-Committee
	<p>The Board noted and took as read the minutes of the previous CQV Sub-Committee meeting.</p>

	The Board were advised that the CQV Sub-Committee had not met since this meeting, and that its next meeting would be held next month.
7.3	Design Sub-Committee
	The Board noted that the Design Sub-Committee had visited the Tallaght site in lieu of this month's meeting.
7.4	Dispute Resolution Sub-Committee
	The Board were advised that the Dispute Sub-Committee meeting had been cancelled in lieu of the current Moratorium on disputes.
8.0	Any Other Business
	A discussion took place between the Board and the Executive in relation to current monitoring of performance on site, and the role of the Executive in undertaking such monitoring in general, and providing observations and feedback through appropriate channels.

Next Meeting:

It was agreed by the Board that the next Board meeting be convened on 13 October 2021 at 14.30hrs.


Chairperson