

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 9 June 2021
From 14.30 to 17.30
Via electronic means**

Attendance (Board)

Tim Bouchier-Hayes (Interim Chairperson)
John Cole
Karl Kent
Anne Butler
Michael Shelly
John McGowan
Brian Keogh
Michael Barry

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
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	<p>Quorum & Chairperson</p> <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 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	<p>Declarations of Interest or Conflicts of Interest</p> <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	<p>Previous Minutes</p> <p>The Board reviewed the minutes of the Board Meeting held on 12 May 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	<p>Action Items Arising From Minutes</p> <p>It was noted that all actions arising had been closed, and/or would be discussed in the course of the meeting.</p> <p>In relation to organising site visits for the Board Members, it was advised that a programme of site visits was currently being worked on and all Board Members would be liaised with in due course.</p>
4.0	<p>Chief Officer Report</p> <p>The Chief Officer Report was taken as read and the priority items discussed in detail by reference to the Programme; Health & Safety; Quality; Design; Equipping; MEP and Commissioning; Risk; Commercial/Claims; OP&UCC Tallaght; Communications, and; Stakeholder Engagement.</p> <p>In particular, the Board was briefed in relation to the Project Update report submitted to the Department of Health (DoH) on 29 January 2021. [REDACTED]</p> <p>A discussion took place with the Board in relation to recent arson incidents on the NCH site. It was advised that the Main Contractor, Sub-Contractors, and workforce were being diligent in seeking to prevent any further occurrences. It was advised that preventative actions taken included removal of flammable items from risk areas and the visibility of Management on site was being increased. It was advised that the Gardaí also had a visible presence and were active in investigating the incidents. A Board Member noted the potential damage and disruption such occurrences could create at a more advanced stage of the Project and initiated a discussion regarding this risk being added to the risk register. Confirmation was provided that "Malicious activities on the NCH site" had been added to the risk register as a new risk. It was clarified that the malicious activities had been of a small scale with no permanent damage having been done.</p>

The Board was briefed on measures being taken within the ICT function to assist with safeguarding against any cyberattacks. It was advised that the Executive had also worked with the service provider to enhance monitoring for potential cyberattacks, particularly following the recent HSE cyberattack, and that personnel continued to receive mandatory training in this regard. It was confirmed that the NPHDB had not been directly impacted by the HSE cyberattack.



A Board Member noted that it was intended for the NCH to operate a paperless environment and queried if any further consideration would be given to this in light of the HSE cyberattack and its impact on the IT systems. It was advised that it remained the intention for NCH to operate a paperless environment, and it was more likely focus would be given to having systems in place that could survive such cyberattacks.

The Board was briefed in relation to discussions on a critical care development at St James' Hospital and noted that a decision on the matter would be taken by the HSE in due course.

The Board was referred to the Public Sector Equality and Human Rights Duty of public bodies to promote equality, prevent discrimination and protect the human rights of their employees, customers, service users and everyone affected by their policies and plans. It was advised that in order for NPHDB to meet its obligations thereunder, the Executive was developing a plan to address this, and the Public Duty Sector actions would be incorporated into the Executive's 2021 business plan.

A Board Member queried if there had been an update in relation to the postponed Public Accounts Committee meeting. It was advised that the NPHDB would be invited to attend the PAC once the 2020 annual accounts had been approved.

The Board reviewed and discussed the key points of the NPHDB Integrated Dashboard reporting.

The Board was advised that the NPH had received a BREEAM Excellence Award, which was difficult for a major hospital building to achieve, and that this was a very positive development.

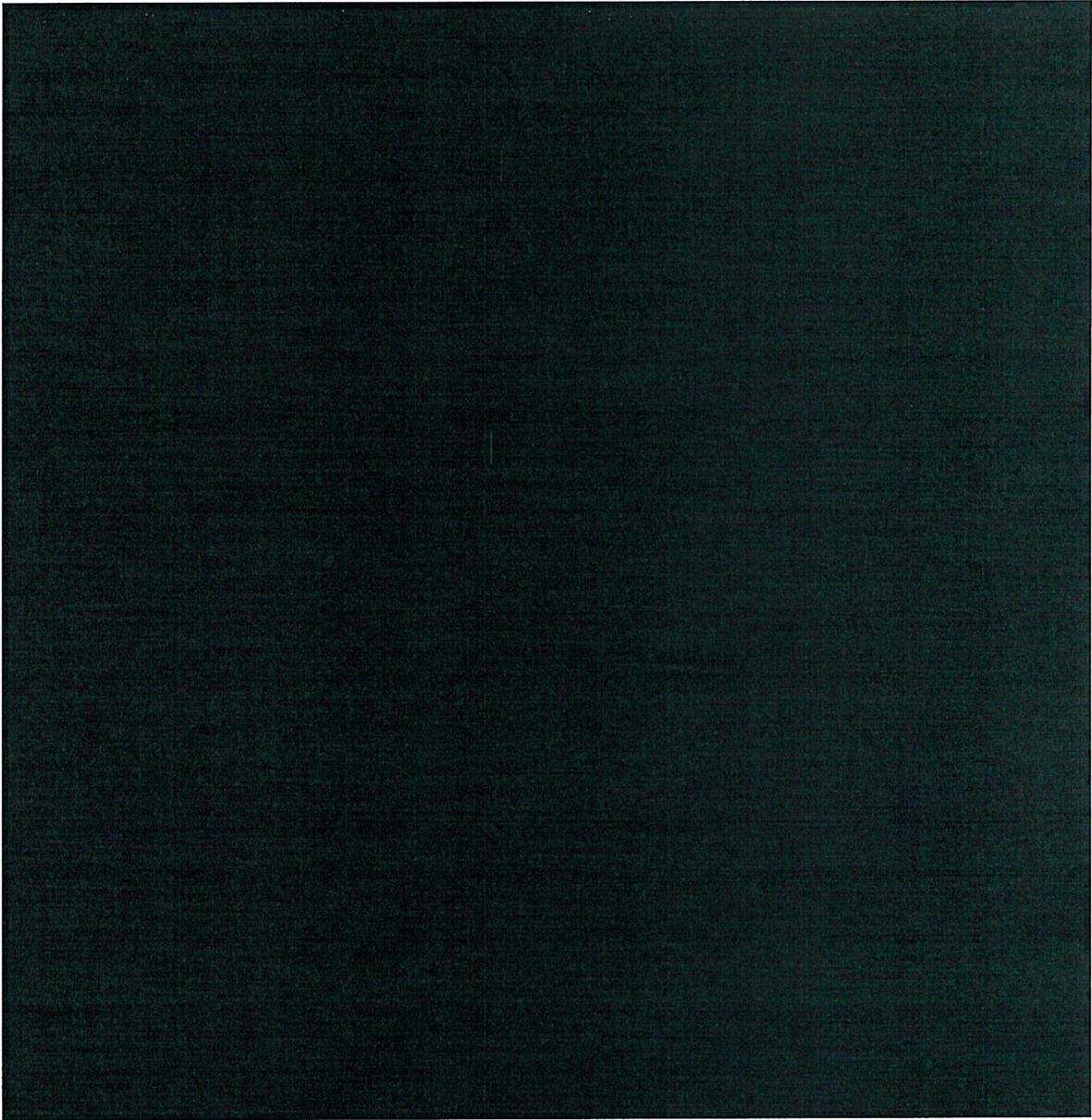
A Board Member initiated a discussion on the merits of having a Health and Safety agenda item in relation to the NPHDB included for future meetings. Following discussion, it was agreed this would be done and an accompanying statement provided. **(AP132)**

A Board Member requested that an organisational chart showing the current and expected positions on the Project be circulated and it was confirmed this would be done. **(AP133)**

A Board Member referred to the quarterly milestones in the CO Report and requested that reporting be provided on the milestones each month which would include their status and progress made. It was confirmed this would be done. **(AP134)**

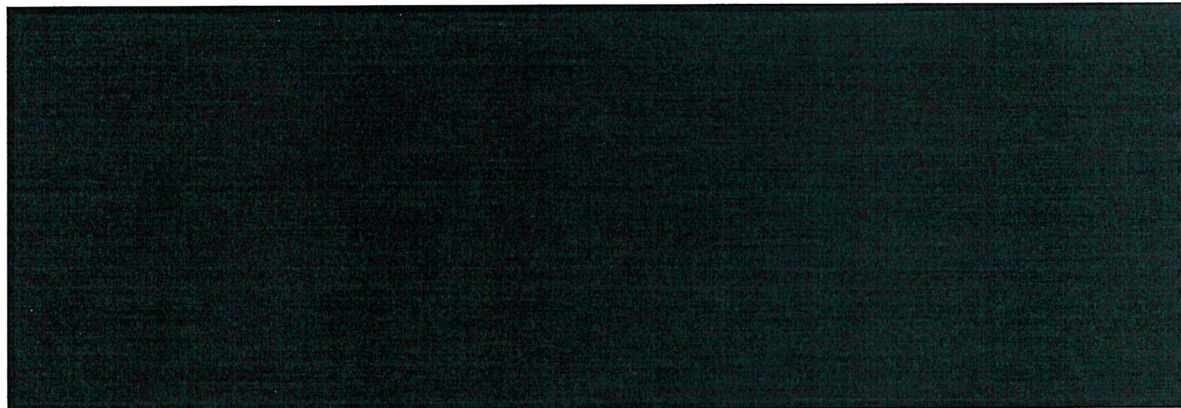
A Board Member queried if commissioning had started on the Tallaght site in May 2021 as had been intended. Confirmation was provided that it had and was on track to complete in early September 2021.

5.0



6.0 Design Update

6.1



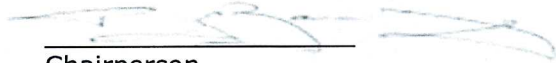
7.0	Finance
7.1	Financial Results May 2021
	<p>The Board received a commentary of expenditure, payments, POs and Year to Date HSE cash receipts.</p> <p>The Board noted the Financial Results for May 2021 and confirmed it had no queries.</p>
8.0	Governance Matters
8.1	Updated Board Effectiveness Report
	<p>Further to discussions at the previous Board meeting, the Board was presented with the Board and Committee Evaluation Report dated May 2021, prepared by Governance Ireland.</p> <p>Following review and discussion, IT WAS RESOLVED to approve in broad terms the Board and Committee Evaluation Report dated May 2021, as tabled, whilst noting that the NPHDB was an atypical board in terms of its purpose and its fixed tenure, and that not all recommendations would be appropriate to incorporate. It was further noted that the position would be reviewed periodically as required under the State Code, and that recommendations would be discussed, as appropriate, with the Sub-Committees and their Chairs.</p> <p>The Board discussed in detail all the recommendations set out in the report and in particular those where action would be beneficial.</p> <p>In relation to the Sub-Committees and their size and skills, it was noted that new members had been recently added and discussions in this regard were also taking place in relation to the Finance, Audit and Risk Sub-Committee ("FARSC").</p> <p>In relation to the rotation of Chairpersons, it was noted that new Chairs had been appointed to the FARSC and the Dispute Resolution Sub-Committee, however, following discussion, it had been agreed that the current Chair of the Design Sub-Committee and CQV Sub-Committee remained the most suitable individual for those roles in light of his in-depth knowledge and expertise.</p> <p>In relation to a renewed emphasis on induction and any other training requirements, it was advised that the NPHDB currently had a membership with the Institute of Public Administration ("IPA") and that a list of their courses currently being offered would be</p>

	<p>circulated to the Board. (AP136) The Board was also invited to provide any further suggestions for training. The Chairperson queried with the Board if there were any other areas they'd like to have addressed as part of induction. Feedback was provided by the more recent Board Members that the induction training provided had been very comprehensive. It was noted that site visits would be very beneficial to furthering an understanding of the Project and it was noted that a site attendance schedule would be finalised in due course.</p> <p>The Board also discussed and agreed the merit in retaining each of its established sub-committees. It was noted that the NPHDB was atypical in that the Board's role was concerned with providing direction and oversight to the execution of the Project and it was agreed that the sub-Committees complimented that purpose, with appropriate levels of involvement from the Executive and the Board.</p> <p>It was agreed that the recommendations set out in the Governance Ireland Report would be discussed and considered by each sub-committee Chairperson with the members of the sub-committee and that the resulting position would be considered by the Chairperson of the Board jointly with each sub-committee Chairperson.</p>
8.2	Finance, Audit and Risk Sub-Committee ("FARSC")
	<p>The Board was briefed on the FARSC meeting held on 9 June 2021 and the key areas that had been addressed.</p> <p>It was advised that the FARSC had received a Risk update and had discussed the Risk Management Framework. It was advised that the FARSC had recommended for Board approval a document relating to this matter, and this document would be presented to the Board for its consideration at the next Board meeting.</p> <p>It was advised that the top five risks had not changed from the prior reporting period and an overview of FARSC discussions held in relation to new risks added was provided, some of which had already been discussed by the Board during the course of the meeting.</p> <p>It was advised that the FARSC had reviewed and recommended for Board approval a Fraud & Corruption Policy, and had also considered the independent review of internal controls performed by Mazars. It was advised that these would be presented to the Board for its consideration at the next Board meeting. (AP137)</p>
8.3	CQV Sub-Committee
	<p>The Board was advised that the next CQV sub-committee meeting would be held on 14 July 2021 and the frequency of these meetings would shortly be increasing.</p>
8.4	Design Sub-Committee
	<p>The Board was briefed on the most recent Design sub-committee meeting held on 9 June 2021 and the key areas that had been addressed.</p> <p>The Board discussed the position with the Family Accommodation Unit and noted the matter would need to be progressed by the HSE.</p> <p>An update was provided in relation to a planning application submitted in relation to minor changes and it was advised that no issues were expected to arise.</p>

8.5	Dispute Resolution Sub-Committee
	The Board noted a detailed presentation from Dispute Resolution Sub-Committee meeting dated 8 June 2021, and noted the items set out therein, including minutes of the previous meeting. It was noted that referrals to dispute resolution were currently on hold.
9.0	Any Other Business
9.1	Update on Recruitment of Chairperson
	<p>The Board was updated on the ongoing recruitment process for the new Chairperson of the NPHDB, noting that the Department of Health had been indicated it was intended that the process would be completed by the end of June 2021.</p> <p>A Board Member advised that they had been asked to hold a Q&A briefing with members of the interview panel, responsible for selecting the new Chair, on 11 June 2021.</p> <p>There being no other business, the meeting concluded.</p>

Next Meeting:

It was agreed by the Board that the next Board meeting be convened via electronic means on 14 July 2021 at 14.30hrs.



Chairperson