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

**Minutes of the NPHDB Board Meeting held on Wednesday, 13 October 2021
From 14.30 to 17.30
Herberton Boardroom, St. James Walk, Rialto, Dublin 8**

Attendance (Board)

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

Attendance (Other)


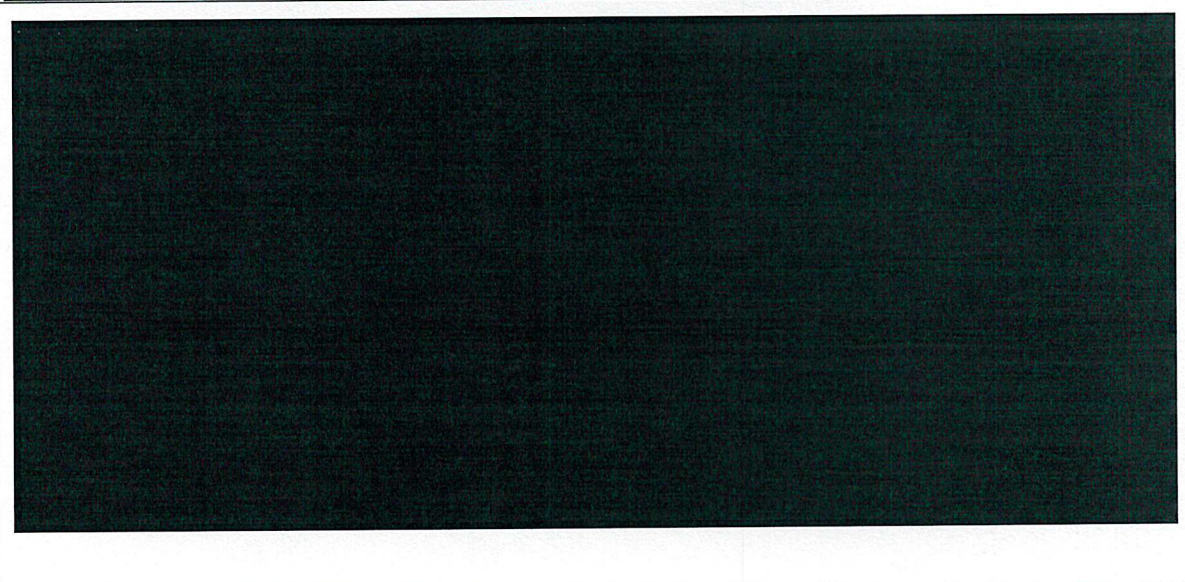
David Gunning, Chief Officer
Phelim Devine, Project Director
Tom Concannon, Construction Director
Tom Morris, Commercial Director
Richard Fitzpatrick*, Director of Project Controls
Jim Farragher, Finance Officer
Elaine O'Rourke, Executive Support
Bridget Gallagher, On behalf of HMP Secretarial Limited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


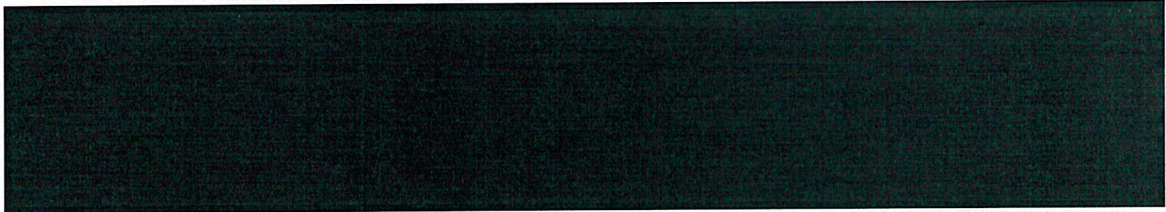
Apologies

Liam Woods

**Participating via MS teams*

1.0	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, some Board Members and attendees were participating in the meeting electronically.</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 September 2021 (the "Minutes").</p> <p>IT WAS RESOLVED THAT the Minutes were approved for signature by the Chairperson.</p>
3.1	Action Items
	<p>It was noted that action items arising from the previous meeting had been closed and/or would be discussed during the course of the meeting.</p> <p>The Board received an update on the current and future intended working arrangements of the Executive in light of COVID-19. It was agreed that the Board and Executive would continue to monitor COVID-19 safety requirements and remain agile in adapting to same. The Chief Officer advised that personnel within the Executive had shown great cooperation throughout COVID-19 and he and the Board extended their gratitude in that regard.</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, Quality, Design, Equipping, MEP and Commissioning, Risk, Commercial/Claims, OP&UCC Tallaght, Communications and Stakeholder Engagement.</p> <p>Considering the integrated dashboard reporting, the Board discussed in detail the top five risks reported and the factors informing such risks and their classification. It was agreed that an in depth Board review of the top 5 risks on the risk register would be scheduled, which would also include a discussion on how risks were classified. (AP145)</p>
4.1	Update on NCH Design
	<p>The Board was presented with an NCH Design update.</p> <p>The Executive informed the Board that a new Design Team Lead would shortly be appointed.</p>

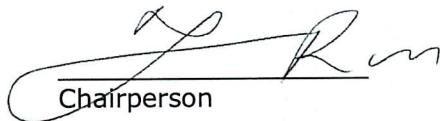
	<p>An update was provided in relation to the status of actions from June 2021, and it was confirmed that each of those actions were now closed. The Board was provided with detail in relation to a review of drawings that had been undertaken, noting most changes made had been as a result of normal issues on site that required to be resolved and would be expected, particularly given the complexity and scale of the Project.</p> <p>The Board noted that significant progress had been made by the Design Team in relation to RDD/RFI responses.</p> <p>The Board discussed the results of the Q3 2021 quarterly Design Team review.</p>
4.2	Update Health and Safety and Arson Incidents
	<p>The Board received a detailed health and safety update.</p> <p>The Board was notified there had been no regulatory reportable incidents during September 2021. Detail in relation to a number of arson incidents on site was provided to the Board. The Board expressed grave concern in relation to the incidents, deeming them as unacceptable.</p> <p>Noting that it was the legal responsibility of the Main Contractor for ensuring health and safety on site, an overview of the remedial action being taken by the Main Contractor was provided to the Board. It was advised that the Main Contractor had issued a Health and Safety and Security improvement plan and certain improvements had been notable on site as a result, such as flammable objects being immediately disposed of.</p> <p>The Board discussed particulars of the Main Contractor's Health and Safety and Security improvement plan, and discussed further potential improvements that could be made by reference to a Garda briefing note.</p> <p>The Board noted that NPHDB had engaged CMSE to audit the site from a fire resilience and security perspective and an update was provided in relation to a site audit to be performed in the context of a site insurance renewal due diligence exercise.</p> <p>It was noted that the site was participating in the National Site Safety week commencing 26 October 2021.</p>
4.3	
	

5.0	Update on Family Accommodation Unit ("FAU")
	<p>The Board received an update on the current position with the Family Accommodation Unit and key stakeholder discussions in that regard.</p> <p>The Board discussed in detail the key matters needing to be addressed and recommendations being made by the Executive as set out in the tabled FAU report. The Board emphasised, in particular, the need for clear and defined roles in relation to the proposal. The Board further noted and discussed the factors influencing the timeline for completion of the FAU. It was agreed that a detailed peer review of the FAU project would be undertaken before it went to tender. (AP146)</p> <p>Following discussion, IT WAS AGREED that the Executive be authorised to continue engagement in relation to the FAU, and that the Board accept in principle the recommendations of the Executive noting that key matters would require to be satisfactorily addressed. IT WAS NOTED that any matter requiring decision would come back to the Board.</p>
6.0	Finance
6.1	Financial Results September 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 September 2021.</p>
6.2	
	
7.0	Governance Matters
7.1	Finance, Audit and Risk Sub-Committee ("FARSC")
	<p>The Board noted and took as read the minutes of the previous FARSC meeting. It was advised that the FARSC had convened in advance of the Board meeting, and a summary of items discussed was provided to the Board.</p> <p>In particular, an update in relation to internal audit was provided and it was noted that the FARSC review of the 2020 NPHDB Statutory Accounts would be concluded shortly and thereafter recommended for Board approval.</p> <p>An overview of discussions held in relation to the external risk management review was provided. The Board's discussion earlier in the meeting in relation to the risk dashboard was noted.</p>
7.1(i)	Arcadis Risk Review Report
	<p>A Risk Management Review Report was discussed and considered by the Board.</p> <p>It was noted that the FARSC had considered the report in detail and would progress any relevant actions, as appropriate.</p>

	After discussion, IT WAS RESOLVED to approve the Risk Management Review Report.
7.2	CQV Sub-Committee
	<p>It was noted that the CQV Sub-Committee had convened in advance of the Board meeting and a summary of items discussed was provided to the Board.</p> <p>It was noted that a presentation on equipment had been received and the professionalism of that process had been welcomed by the Sub-Committee.</p>
7.3	Design Sub-Committee
	The Board was updated in relation to the most recent meeting of the Design Sub-Committee and this was noted.
7.4	Dispute Resolution Sub-Committee
	The Board was updated in relation to the proceedings of the Dispute Sub-Committee and confirmed there were no queries.
8.0	Any Other Business
8.1	Site Visit to NCH
	It was agreed that the Minister for Health would be formally invited to visit the site of the NCH. (AP148)
8.2	Location of Next Board Meeting
	It was agreed that, where possible, and where COVID-19 restrictions permitted, the location of the next Board meeting would be at Tallaght OP&UCC.

Next Meeting:

It was agreed by the Board that the next Board meeting be convened on Wednesday, 10 November 2021 at 14.30hrs.


Chairperson