

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


**Minutes of the NPHDB Board Meeting held on Wednesday, 14 July 2021
From 14.30 to 17.00
Via electronic means**


Attendance (Board)

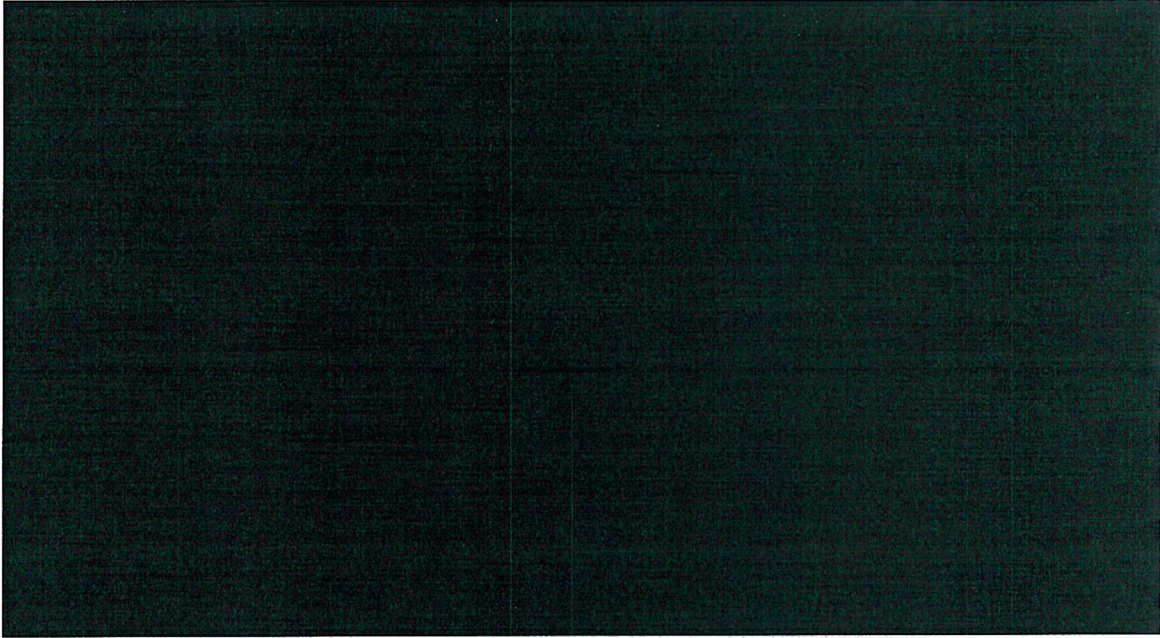
Tim Bouchier-Hayes (Interim Chairperson)
John Cole
Karl Kent
Anne Butler
Michael Shelly
John McGowan
Brian Keogh
Michael Barry
Liam Woods


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
Bridget Gallagher, On behalf of HMP
Secretarial Limited – Board Secretary

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 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 Meeting held on 9 June 2021 (the “Minutes”).</p> <p>IT WAS RESOLVED THAT the Minutes were approved for signature by the Chairperson.</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; Quality; Design; Equipping; MEP and Commissioning; Risk; Commercial/Claims; OP&UCC Tallaght; Communications, and; Stakeholder Engagement.</p> <p></p> <p>It was advised that confirmation of the Substantial Completion Date for Tallaght OP&UCC unit had been provided by the Main Contractor.</p> <p>The meeting was advised that Arcadis LLP had been appointed to complete a “best in class” review of the NPHDB’s risk management process, and any recommendations or findings would thereafter be incorporated into the risk management process.</p> <p>The Board discussed the stakeholder engagement that had taken place during the period, and extended its gratitude to members of the Executive for their contribution at the various Oireachtas Committee meetings that had taken place.</p> <p>The Board noted the key points of the NPHDB Integrated Dashboard reporting, together with the top 5 risks, their ratings and mitigating actions in place.</p>
4.1	3 Month Look Ahead on Project Milestones
	<p>The Board received a commentary of a three month look ahead on various Project milestones, and discussed and considered how progress was tracking.</p> <p>It was noted that this was a standing agenda item and the documents would be updated and would evolve monthly, with new milestones being added in.</p>

	
4.2	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.</p> <p>It was noted that detailed reports had been requested from the Main Contractor and ER, and that the NPHDB was in daily and weekly contact with the ER and Main Contractor in relation to the arson incidents. The Board expressed concern regarding the increased frequency and nature of the incidents occurring. An overview of the mitigation actions being taken by the Main Contractor in response to the incidents was provided.</p> <p>The Board noted that the Main Contractor has responsible for ensuring health and safety on site and following consideration, it was agreed that the NPHDB should refresh the safety training of its own personnel, including first aid programmes as appropriate. (AP139)</p>
4.3	Update on Materials Supply to Site
	<p>The Board was briefed on reports produced by Turner Townsend and Linesight in relation to supply shortages of raw materials. It was noted that the Project had not yet experienced raw materials being unavailable for supply.</p>
4.4	Family Accommodation Unit Governance
	<p>The Board discussed in detail a Memorandum in relation to a Family Accommodation Unit ("FAU"), together with proposed Governance Arrangements.</p> <p>It was confirmed that the Executive would undertake a detailed review of the Governance Arrangements proposed, and an overview of considerations being examined was provided.</p> <p>It was noted that the Board would be kept updated on the matter.</p>
4.5	NPHDB Team Resources Update
	<p>The Board received a commentary on the NPHDB team structure and objectives and future possible resource requirements.</p> <p>It was noted that the matter would be discussed further at a future Board meeting. (AP140)</p>
4.6	Project Risk Management
	<p>The Board took as read a Risk Management Framework document.</p> <p>It was noted that the Finance, Audit and Risk Sub-Committee ("FARSC") had recommended Board approval of the Risk Management Framework document.</p> <p>Following consideration, IT WAS RESOLVED that the Risk Management Framework document be approved by the Board.</p>
4.7	Business Plan 2021 – Q2 2021 Actions/Activities
	<p>The Board noted and took as read a Business and Operations Plan 2021, including a progress summary in respect of Q1 and Q2 2021, and confirmed there were no queries.</p>

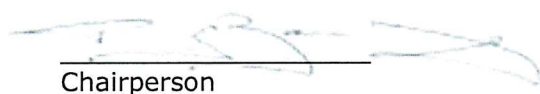
5.0	
	
6.0	Finance
6.1	Financial Results June 2021
	<p>The Board received a commentary of expenditure, payments, POs and Year to Date HSE cash receipts.</p> <p>The Board noted the Financial Results for June 2021.</p>
7.0	Governance Matters
7.1	Audit – Mazars Review of System of Internal Control
	<p>The Board took as read a Memorandum in relation to an internal audit on the Review of System of Internal Control 2020, together with a draft Mazars Report.</p> <p>It was noted that the FARSC had recommended the draft Mazars Report on the review of internal control 2020 for approval by the Board.</p> <p>Following consideration, IT WAS RESOLVED that this was approved by the Board.</p>
7.2	Audit – Mazars Review of Capital Budgeting Reporting Procedures
	<p>The Board took as read a Memorandum in relation to the internal audit on the NPHDB Capital Budgeting Reporting process in place, together with a draft Mazars Report.</p> <p>It was noted that the FARSC had recommended the draft Mazars Report for approval by the Board, subject to a final review with Mazars.</p> <p>Following consideration, IT WAS RESOLVED that this was approved by the Board, subject to the foregoing.</p>

7.3	Policy on Fraud & Corruption Prevention
	<p>The Board took as read a Policy on Fraud & Corruption Prevention that had been recommended for Board approval by the FARSC.</p> <p>Following consideration, IT WAS RESOLVED that the Policy on Fraud & Corruption Prevention was approved by the Board.</p>
7.4	Change Order Update
	<p>The Board noted and took as read an extract from the Change Order log and confirmed it had no queries.</p>
7.5	Finance, Audit and Risk Sub-Committee ("FARSC")
	<p>The Board noted and took as read the minutes of the previous FARSC meeting.</p>
7.6	CQV Sub-Committee
	<p>An overview of items discussed at the CQV Sub-Committee held in advance of the Board meeting was provided to the Board.</p> <p>The Board was advised that the CQV Sub-Committee had agreed that the commissioning programme from the Main Contractor is a crucial piece of documentation and that it is imperative to obtain an early view of the key timelines involved.</p>
7.7	Design Sub-Committee
	<p>The Board noted and took as read the minutes of the previous Design Sub-Committee meeting.</p>
7.8	Dispute Resolution Sub-Committee
	<p>The Board noted and took as read the minutes of the previous Dispute Sub-Committee meeting.</p> 
8.0	Correspondence
8.1	Efectis Fire Performance of External Cladding Systems Confirmation Letter
	<p>The Board took as read a draft test results confirmation letter from Efectis UK/Ireland Limited in relation to the fire performance of external cladding systems.</p> <p>It was noted that the replicated section of the façade tested had been compliant and it was advised that a draft report was being finalised.</p>
9.0	Any Other Business
9.1	Recruitment of Chairperson
	<p>The Board was advised that an update in relation to the recruitment of a chairperson continued to be awaited.</p>

9.2	Date of Next Board Meeting
	<p>Following discussion, it was agreed that the next Board meeting would take place on 8 September 2021. It was noted however that the Board would convene during August 2021 should the need arise.</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 8 September 2021 at 16.00hrs.



Chairperson