

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 9 February 2022
From 13.30 to 18.20**

Herberton Boardroom, St. James Walk, Rialto, Dublin 8

Attendance (Board)

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

Apologies

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*
Denise Cronin, Member of the Finance, Audit and Risk Sub-Committee* **
[REDACTED] Architectural DT Principal, BDP* **
[REDACTED] QS DT Principal, Linesight* **
[REDACTED] CSA DT Principal, OCSC* **
[REDACTED] Employer's Representative, OCMA* **
[REDACTED] Design Team-Lead, BDP* **
[REDACTED] MEP DT Principal, ARUP* **

**Attended via MS Teams*

***For part of the meeting only*

0.0	Quorum & Chairperson
	The Chairperson noted that a quorum, being five Board Members, was present and the meeting proceeded to business.
1.0	Declarations of Interest or Conflicts of Interest
	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.
2.0	Previous Minutes
2.1	Minutes of Board Meeting 12 January 2022
	The Board reviewed the minutes of the Board Meeting held on 12 January 2022 (the "Minutes"). IT WAS RESOLVED THAT the Minutes were approved for signature by the Chairperson.
3.0	Action Items
3.1	Actions Arising from Board Meeting on 12 January 2022
	The Board received an update in relation to action items arising from the previous meeting. It was noted that all actions had been closed, or would be addressed during the course of the meeting.
4.0	Chief Officer Report
	The Chief Officer Report was taken as read and the priority items discussed in detail by reference to construction, risk, commercial/claims, communications and stakeholder engagement. The Board received an update on the quality control matter between the Main Contractor and Kingspan, noting that this matter was ongoing. It was clarified that remediation of the issue, including any commercial considerations, was a matter for the Main Contractor and that satisfactory resolution of the issue was progressing. The Board discussed the intended new CHPP governance arrangements as outlined in the Memo for Government. It was confirmed that further information was awaited in this regard and it was highlighted there may be changes to reporting structures in the future. An update in relation to current and future engagement with key stakeholders was provided. The Board discussed data reported in relation to RDDs and NCRs and agreed the importance of continuing to focus on having these closed promptly by the respective teams. An update on weather proofing the NCH was provided, and the actions required from the Main Contractor discussed in that regard. An update in relation to the Family Accommodation Unit was provided to the Board and it was noted that clarification on a number of points continued to be awaited.
4.1	Update on Risk Workshop
	<i>Denise Cronin joined the meeting.</i>

	<p>The Board received an update following its recent Risk Workshop. The Board Members were invited to provide any further feedback on the key risks identified from that session, further to which additional comments were made.</p> <p>It was agreed the key risks identified that fell outside of the remit of NPHDB would form a separate list. It was requested that a draft watermark be added to the risk documents that were tabled, along with a reference note that information on the management of such risks would be added in due course. (AP159)</p> <p>The Chairperson indicated she would discuss the matter further with the relevant parties outside of the meeting and report back to the Board in due course. (AP160). Furthermore the Executive would proceed to incorporate the risk items raised by the Board within the NPHDB risk management framework and continue to provide periodic reports to the Board and FARSC.</p> <p><i>Denise Cronin left the meeting.</i></p>
5.0	Finance
5.1	Financial Results January 2022
	<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 January 2022.</p>
6.0	Governance Matters
6.1	Feedback on Board Development Survey
	<p>The Chairperson thanked Board members for their contributions to the Board Development Survey that had been circulated. A summary of the Board's feedback was provided.</p>  <p>It was confirmed that Board feedback in relation to skills required for the forthcoming Board recruitment had been submitted to the relevant parties, and the composition of Sub-Committees would be reviewed once new Board members were appointed.</p>
6.2	FAR Sub-Committee ("FARSC")
	<p>The Chairperson of the FARSC notified the Board that the frequency of FARSC meetings were now agenda-driven.</p> <p>It was advised that the FARSC would next convene in March 2022 and an overview of the items to be considered was noted by the Board.</p>
6.3	CQV Sub-Committee
	<p>The Board was advised that the next CQV Sub-Committee meeting would take place in March 2022.</p>
6.4	Design Sub-Committee
	<p>The Board received a detailed update on the proceedings of the most recent Design Sub-Committee meeting.</p>

6.5	Dispute Resolution Sub-Committee
	<p>The Board received an update on the proceedings of the most recent Dispute Resolution Sub-Committee meeting.</p> <p>Ongoing discussions in relation to conciliation were noted.</p>
7.0	Business and Operating Plan 2022
7.1	Project Review 2021
	<p>[REDACTED] joined the meeting.</p> <p>A detailed presentation of the 2021 Project Review and future key objectives was provided to the Board. The Board discussed key aspects of the presentation with the attendees and emphasised the need for continued focus on meeting Project timelines, dealing promptly with RFIs and having robust data in place.</p> <p>The Board thanked the representatives for their contribution to the session.</p> <p>[REDACTED] left the meeting.</p>
7.2	Presentation on Business and Operating Plan 2022
	<p>The Board was presented with the Business and Operating Plan for 2022 and a commentary on the key strategic objectives was provided.</p> <p>After discussion among Board Members, IT WAS RESOLVED to approve the Business and Operating Plan 2022.</p> <p><i>Tom Concannon, Richard Fitzpatrick, Jim Farragher, and Elaine O'Rourke left the meeting.</i></p>
8.0	Closed Session of Board Members
	[REDACTED]
9.0	AOB
9.1	Governance Forum 2022 Brochure
	<p>There was produced to the meeting a document titled "Governance Forum 2022 Brochure" and its contents were noted.</p>

Next Meeting:

It was agreed by the Board that the next Board meeting be convened on Wednesday, 09 March 2022 at 14.30hrs.


Chairperson