

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 09 November 2022  
From 14.30 to 17.30**

**At NCH Boardroom, La Touche House, IFSC, Dublin 1**

**Attendance (Board)**

Fiona Ross (Chairperson)  
Tim Bouchier-Hayes (Vice-Chairperson)  
John McGowan  
Brian Keogh  
Michael Shelly  
Karl Kent  
Michael Barry  
John Cole\*  
Alan Seabourne  
Derek Moran  
Alex White  
Anne Butler\*

**Attendance (Other)**

David Gunning, Chief Officer\*  
Tom Morris, Commercial Director  
Phelim Devine, Project Director  
Tom Concannon, Construction Director\*\*  
Jim Farragher, Finance Officer\*\*  
Richard Fitzpatrick, Director of Project Controls\*\*  
Ed Vernon, Design Director\*\*  
Ingrid McElroy, Community Benefit Programme Manager\*\*  
██████████ HR Advisor\*\*  
Elaine O'Rourke, Executive Support  
Bridget Gallagher, On behalf of HMP Secretarial Limited – Board Secretary\*  
Caitlin McNamara, On behalf of HMP Secretarial Limited – Board Secretary

**Apologies:**

Liam Woods

*\*via MS Teams*


*\*\*part of the meeting only*

<b>0.0</b>	<b>Quorum &amp; Chairperson</b>
	The Chairperson noted that a quorum, being five Board Members, was present and the meeting proceeded to business.
<b>1.0</b>	<b>Declarations of Interest or Conflicts of Interest</b>
	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.
<b>2.0</b>	<b>Previous Minutes</b>
<b>2.1</b>	<b>Minutes of the Board Meeting on 12 October 2022</b>
	The Board reviewed the minutes of the Board Meeting held on 12 October 2022 (the " <b>October Minutes</b> ").  <b>IT WAS RESOLVED THAT</b> the October Minutes were approved for signature by the Chairperson.
<b>3.0</b>	<b>Matters Arising</b>
<b>3.1</b>	<b>Actions Arising from the 12 October 2022 Board Meeting</b>
	There were no outstanding actions from the last meeting.
<b>4.0</b>	<b>Chief Officer Report</b>
	The Chief Officer Report was taken as read and the priority items discussed by reference to the Programme; Construction Updates; Risk; Commercial/Claims; Communications; and Stakeholder Engagement.  A detailed update was provided to the Board in respect of engagement with the Main Contractor.  The Board received a summary of prior and upcoming site visits, noting in particular the upcoming visit from An Taoiseach and the Minister for Health.  The Board emphasised the importance of continually maintaining health and safety standards on site, and of ensuring that a safety culture remained present within all new work areas opening on site. It was confirmed that this message was being communicated to the Main Contractor, who was aware that health and safety needed to remain a key priority.
<b>4.1</b>	<b>Community Benefit and Public Sector Duty Presentation</b>
	<i>Ingrid McElroy joined the meeting.</i>  The Board received a presentation on the Community Benefit Programme for the NCH.  The Board discussed the components of the Social Value Clause included within the NCH Construction Contract. It was noted that this was one of the most comprehensive community benefit clauses used in a construction contract in Ireland to date.  The Board received an update on items achieved thus far in relation to this clause, including the impact on local economy and employment, corporate social responsibility, social enterprise, education and community health and wellbeing.

	<p>The Board noted there would be merit in preparing a reference paper outlining the value and benefits associated with the NCH Community Benefit Programme, including reference papers for other project elements such as sustainability, energy efficiency, transportation, etc.</p> <p>The Board acknowledged its statutory obligations under the Public Sector Duty (PSD) and was briefed on the relevant provisions of the Irish Human Rights and Equality Commission Act, 2014. It was noted how requirements were being met by the NPHDB through a 3-year PSD Action Plan. The Board further noted its Diversity &amp; Inclusion Policy.</p> <p>The Board requested a copy of the PSD action plan and an update on progress.</p> <p><i>Ingrid McElroy left the meeting.</i></p>
<b>5.0</b>	<b>Finance</b>
<b>5.1</b>	<b>Financial Results October 2022</b>
	<p>The financial results in respect of October 2022 were noted and discussed by the Board.</p> <p>The Board noted the work being undertaken in relation to the Public Spending Code.</p>
<b>6.0</b>	<b>Governance Matters</b>
<b>6.1</b>	<b>Finance, Audit and Risk Sub-Committee ("FARSC")</b>
	<p>It was noted that the next meeting of the FARSC would be scheduled for December 2022.</p>
<b>6.2</b>	<b>CQV Sub-Committee</b>
	<p>The Board received an update on matters discussed at the latest CQV meeting. It was noted that a number of important issues had been discussed in detail.</p> <p>The Board discussed quality items being addressed with the Main Contractor. A Board Member emphasised that fire stopping was a particular area where the highest possible quality standards were required from the Main Contractor. It was advised that the Executive continued to engage with the Main Contractor in relation to all quality matters.</p>
<b>6.3</b>	<b>Design Sub-Committee</b>
	<p>The Board was advised that the Design Sub-Committee was visiting the site the following week.</p>
<b>6.4</b>	<b>Dispute Resolution Sub-Committee</b>
	<p>The Board received an update on items discussed at the most recent Dispute Resolution Sub-Committee meeting.</p>
<b>6.5</b>	<b>Business and Operational Plan (Progress Report for Q3 2022)</b>
	<p>The Board received a progress update in relation to the 2022 Business and Operational Plan as at Q3 2022.</p>

	<p>The Board was advised that all actions and activities relating to NPHDB during Q3 had been completed.</p> <p>The Board noted the actions and activities associated with the input of other parties and discussed the timeline within which they would be completed.</p> <p><i>Tom Concannon, Jim Farragher, Ed Vernon and Richard Fitzpatrick left the meeting.</i></p>
<b>7.0</b>	<b>Closed Session of Board</b>
<b>7.1</b>	
<b>7.2</b>	
<b>8.0</b>	<b>AOB</b>
<b>8.1</b>	<b>Board Skills Matrix</b>
	<p>The Chair reminded the Board of the skills matrix that had been circulated for completion by each Board member, and requested this be done as soon as possible for the purposes of the annual self-evaluation.</p> <p>There being no further business, the meeting was brought to a close.</p>

**Next Meeting:** It was agreed by the Board that the next Board meeting be convened on Wednesday, 14 December 2022 at 14.30hrs.

  
Chairperson