

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 08 November 2023
From 14.30 to 17.00
At NCH Boardroom, Block A, Herberton, St James's Walk, Rialto, Dublin 8,
D08 HP97 and via MS Teams**


Attendance (Board)

Fiona Ross (Chairperson)
Tim Bouchier-Hayes (Vice-Chairperson)
Brian Keogh
John Cole
Alex White
John McGowan
Alan Seabourne
Susan Bryson
Michael Shelly
Michael Barry
Derek Moran
Alan Moore

Attendance (Other)

David Gunning, Chief Officer
Tom Morris, Commercial Director
Phelim Devine, Project Director
Richard Fitzpatrick, Director of Project Controls*
Ed Vernon, Design Director*
Ed McIntyre, M&E and Commissioning Director*
Ronan Traynor, Interim Finance Officer*
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

**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 the Board Meetings on 11 October 2023
	The Board reviewed the minutes of the Board Meeting held on 11 October 2023 (the "October Minutes") IT WAS RESOLVED THAT the October Minutes were approved for signature by the Chairperson.
3.0	Matters Arising
3.1	Actions Arising from the 11 October Board Meeting
	It was agreed that actions arising from the 11 October 2023 Board meeting would be closed during the course of the meeting.
4.0	Chief Officer Report
	The Chief Officer Report was noted, and the priority items discussed by reference to the Programme; Construction Updates; Risk; Commercial/Claims; Communications; and Stakeholder Engagement. The Board received an overview of engagement taking place with the Main Contractor, including that related to the baseline programme. The Board discussed the Main Contractor's progress with achieving certain targets and the level of resources on site. It was clarified that this was being measured against the programme with a data date of 03 September 2023. It was noted that the ER was currently reviewing this programme. In relation to the operating theatres' ventilation performance, the Board was informed that testing of the ventilation had been successfully completed and verified as being compliant with HTM. The Board received an overview of stakeholder engagement, noting that key stakeholders were being kept informed of the most up-to-date position with the project. It was noted this would be discussed in further detail later in the meeting.
4.1	Design and Quality Update
	The Board received an update on progress between the Design Team and the Main Contractor. 

4.2	Secondary Steel Goal Post Survey
	The Board was provided with an update in relation to the Secondary Steel Post Survey and interactions taking place between the Design Team and Main Contractor.
5.0	Finance
5.1	Financial Results for October 2023
	The financial results in respect of October 2023 were discussed and noted by the Board.
6.0	Governance Matters
6.1	Finance, Audit and Risk Sub-Committee ("FARSC")
	<p>The Board received an update on matters discussed at the FARSC meetings held on 06 September 2023 and 01 November 2023 respectively.</p> <p>It was noted that FARSC had met with the newly appointed internal auditors and had discussed their audit plan. An update on the status of the 2022 accounts was provided. It was advised that the FARSC had also received an update regarding ongoing compliance with the Code of Practice for the Governance of State Bodies (the "Code") and work was ongoing to close out the annual activities in this regard.</p> <p>The Board was informed that a review of the Code of Governance Manual had taken place and the Board was being asked to consider and, if thought appropriate, approve the proposed non-material amendments. Following due and careful consideration, IT WAS RESOLVED to approve the Code of Governance Manual update.</p> <p>It was further noted that the annual evaluation required under the Code had been discussed and a survey would be issued for completion in early course.</p> <p>The Board received an update on a draft letter to the Minister in accordance with the Code. Following discussion, IT WAS RESOLVED to approve the letter, subject to any minor amendments.</p> <p>It was advised that the FARSC had received an update on the implementation of recommendations arising from a review of internal controls, and the status of each was noted. An update on the C&AG management letter for 2021 was provided and discussed by the Board.</p>
6.2	CQV Sub-Committee
	<p>The Board received an update on matters discussed at the most recent CQV Sub-Committee meeting.</p> <p>It was noted that good progress was being made in relation to equipment.</p> <p>An update on the Turnkey projects was provided.</p>

6.3	Design Sub-Committee
	The Board noted that the next meeting of the Design Sub-Committee is to be confirmed.
6.4	Dispute Resolution Sub-Committee
	The Board received an update in relation to matters discussed at the most recent Dispute Resolution Sub-Committee meeting. The position in relation to claims, conciliation, and adjudications was noted. <i>Richard Fitzpatrick, Ed McIntyre, Ed Vernon and Ronan Traynor left the meeting.</i>
7.0	Closed Session
7.1	[REDACTED]
7.2	
8.0	AOB
	There being no further business, the meeting was brought to a close.

Next Meeting: It was agreed by the Board that the next Board meeting would be convened on Wednesday, 13 December 2023 at 14.30hrs.


Chairperson