

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

Minutes of the NPHDB Board Meeting held on Wednesday, 11 October 2023

From 14.30 to 17.30

**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

Apologies

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
Kroll*
Kroll*

**part of the meeting only*

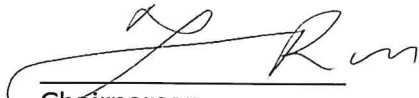
0.0	Quorum & Chairperson
	The Chairperson noted that a quorum, being five Board Members, was present and the meeting proceeded to business.
1.0	Declarations of Interest or Conflicts of Interest
	In accordance with Section 19 of Statutory Instrument 246/2017, the Board Members confirmed that there were no new declarations of interest or conflicts of interest to be disclosed.
2.0	Previous Minutes
2.1	Minutes of the Board Meetings on 13 September 2023
	The Board reviewed the minutes of the Board Meeting held on 13 September 2023 (the " September Minutes ") IT WAS RESOLVED THAT the September Minutes were approved for signature by the Chairperson.
3.0	Matters Arising
3.1	Actions Arising from the 13 September Board Meeting
	It was agreed that actions arising from the 13 September 2023 Board meeting would be dealt with in the closed session 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 update on engagement taking place with the Main Contractor. It was advised that the Main Contractor had issued a new baseline programme on 29 September 2023 and this was being reviewed by the Executive, ER and Kroll. Kroll would join later in the meeting to discuss their analysis of the revised programme. A Board Member referred to the Executive's repeated requests for a cashflow forecast from the Main Contractor and queried if this had been provided with the revised programme. It was advised that it was not and continued to be requested. In relation to the operating theatres' ventilation performance, the Board was informed that testing of the ventilation programme had taken place and this had successfully met the compliance requirements of HTM. It was advised that all key stakeholders had been present for testing, along with an independent expert, and that a formal report would issue shortly. The Board discussed the progress with the remedial works and it was confirmed that any disruption was being actively managed. The responsibility of the Design Team in the context of ventilation work was noted. The Board received an overview of stakeholder engagement, noting that there had been engagement during the period and that key stakeholders were being kept informed of the most up-to-date position with the project. It was advised that the Public Accounts Committee had invited the NPHDB to appear before them on 19 October 2023, and the Board noted the matters to be discussed.

	<p>The most up-to-date position with commissioning was noted, along with the turnkey contracts.</p> <p>It was advised that remedial works at O'Reilly Avenue had now completed and the Board welcomed this update and the positive outcome.</p>
4.1	Design and Quality Update
	<p>The Board received an update on progress between the Design Team and the Main Contractor.</p> <p>The Board was informed that the Main Contractor had offered 330 rooms for inspection in the month of September, which represented an increase in the offered cumulative number. Meetings were ongoing with the Main Contractor in order to reinforce the room offer standard, exclusions and closure of NCRs. In response to a query from a Board Member, it was advised that no ward rooms had yet been put forward for inspection. The Board indicated this should be an area of focus for the Main Contractor.</p> <p>The Board was updated on the NCR close out plan. It was clarified that the Main Contractor had closed seven NCRs in September. It was advised that the Main Contractor continued to proceed with rectification works.</p> <div style="background-color: black; height: 40px; width: 100%;"></div> <p>The Board further discussed the data reported and queried if the Executive was satisfied with the level of progress being made by the Main Contractor with closing out matters. It was advised that there were some items on the list whose closure should be accelerated. The current number of overdue actions for the Main Contractor was 32 and for the Design Team 9. At the end of September, there were 97 open items, 52 of which sat with the Main Contractor and 45 with the Design Team. Many of these were repeated from the prior month.</p>
4.2	Family Accommodation Unit Update
	<p>The Board was provided with an update in relation to the Family Accommodation Unit ("FAU").</p> <p>It was noted that the tender process for the FAU was now complete and Board approval was being requested to award the contract, subject to the NOG and Ronald McDonald House Charity approving the budget.</p> <p>It was clarified that NPHDB was not responsible for approving the budget and was in charge of the procurement process only. The Board discussed and considered the procurement process undertaken and the tender outcome, including costings of the proposed contract.</p> <p>After due and careful consideration IT WAS RESOLVED that the proposed contract be awarded, subject to the NOG and Ronald McDonald House Charity approving the budget.</p> <p>The Board discussed additional details in relation to the FAU.</p>

4.3	Update on Budget Status
	The Board received an update on budget.
5.0	Finance
5.1	Financial Results for September 2023
	The financial results in respect of September 2023 were discussed and noted by the Board.
6.0	Governance Matters
6.1	Finance, Audit and Risk Sub-Committee ("FARSC")
	<p>The Board was provided with a progress update on the 2021 financial statements and the C&AG's audit of the 2022 financial statements.</p> <p>It was advised that the annual review of the NPHDB's Code of Governance Manual was being undertaken, with minor non-material updates being proposed. It was confirmed that this would be circulated to the Board for approval in due course once all updates had been reviewed by the FARSC.</p>
6.2	CQV Sub-Committee
	The Board noted that the next meeting of the CQV Sub-Committee would be scheduled in due course.
6.3	Design Sub-Committee
	The Board noted that the next meeting of the Design Sub-Committee would be scheduled in due course.
6.4	Dispute Resolution Sub-Committee
	<p>The Board received an update in relation to matters discussed at the most recent Dispute Resolution Sub-Committee meeting.</p> <p>It was noted that Susan Bryson was being proposed as a member of the Dispute Sub-Committee, further to which IT WAS RESOLVED that such appointment be approved.</p> <p><i>Richard Fitzpatrick, Ed McIntyre, Ed Vernon and Ronan Traynor left the meeting and [REDACTED] and [REDACTED] joined.</i></p>
7.0	Closed Session
7.1	

7.2	
7.3	
9.0	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, 08 November 2023 at 14.30hrs.


Chairperson