

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 13 December 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  
Caitlin McNamara, On behalf of HMP Secretarial Limited – Board Secretary

*\*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 08 November 2023</b>
	The Board reviewed the minutes of the Board Meeting held on 08 November 2023 (the " <b>November Minutes</b> ")  <b>IT WAS RESOLVED THAT</b> the November 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 08 November Board Meeting</b>
	It was agreed that actions arising from the 08 November 2023 Board meeting would be closed during the course of the meeting.
<b>4.0</b>	<b>Chief Officer Report</b>
	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 in relation to engagement with the Main Contractor. It was noted that a number of reports in relation to progress had been received from the Main Contractor.   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.
<b>4.1</b>	<b>Design and Quality Update</b>
	The Board received an update on progress between the Design Team and the Main Contractor.  

<b>4.2</b>	<b>Update on Operating Theatres</b>
	The Board was provided with a detailed update on progress in relation to the operating theatres.
<b>5.0</b>	<b>Finance</b>
<b>5.1</b>	<b>Financial Results for November 2023</b>
	The financial results in respect of November 2023 were discussed and noted by the Board.
<b>6.0</b>	<b>Governance Matters</b>
<b>6.1</b>	<b>Finance, Audit and Risk Sub-Committee ("FARSC")</b>
	<p>The Board received an update on matters discussed at the most recent FARSC meeting held on 07 December 2023.</p> <p>It was noted that FARSC had recently reviewed the finalised version of the 2021 Annual Report, and it was agreed that a summarised commentary would be presented in due course.</p> <p>It was noted that the annual evaluation of FARSC, which was required under the Code, had been carried out and following the evaluation, it was concluded that the sub-committee was effective.</p> <p>The Board received an overview of the Protected Disclosure Policy which had been presented and reviewed by FARSC. It was noted that this largely reflected that Protected Disclosures Act 2022.</p> <p>The Board was asked to consider and, if thought appropriate, approve the Amended Finance Policy and Procedures, a copy of which had been provided to the Board in advance of the meeting. Following due and careful consideration, <b>IT WAS RESOLVED</b> to approve the Amended Finance Policy and Procedures.</p> <p>The Board was also asked to consider and, if thought appropriate, approve the Amended Bank Authorisation Policy, a copy of which had been provided to the Board in advance of the meeting. Following due and careful consideration, <b>IT WAS RESOLVED</b> to approve the Amended Bank Authorisation Policy</p>
<b>6.2</b>	<b>CQV Sub-Committee</b>
	The Board noted that the next meeting of the Design Sub-Committee would be scheduled in due course.
<b>6.3</b>	<b>Design Sub-Committee</b>
	The Board noted that the next meeting of the Design Sub-Committee would be scheduled in due course.



<b>6.4</b>	<b>Dispute Resolution Sub-Committee</b>
	<p>The Board received an update in relation to matters discussed at the most recent Dispute Resolution Sub-Committee meeting.</p> <p>The position in relation to claims, conciliation, and adjudications was noted.</p> <p><i>Richard Fitzpatrick, Ed McIntyre, Ed Vernon and Ronan Traynor left the meeting.</i></p>
<b>7.0</b>	<b>Closed Session</b>
<b>7.1</b>	
<b>7.2</b>	
<b>8.0</b>	<b>AOB</b>
	<p>The Board expressed their sincere gratitude to the executive for all of their hard work throughout the year. It was noted that there had been significant progress made throughout 2023.</p> <p>It was further noted that the Board Self Evaluation for 2023 was now complete and the findings would be presented to the Board at the next Board meeting.</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 would be convened on Wednesday, 10 January 2023 at 14.30hrs.

  
Chairperson