

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 13 September 2023
From 14.30 to 17.10**

**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
Michael Shelly**
Michael Barry
John Cole
Derek Moran
Alex White
John McGowan
Alan Seabourne
Alan Moore
Susan Bryson

Attendance (Other)

David Gunning, Chief Officer
Anthony Clifford, Commercial Executive
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
Ray Hunt, On behalf of HMP Secretarial Limited – Board Secretary**
Caitlin McNamara, On behalf of HMP Secretarial Limited – Board Secretary
██████████, Kroll ***

**part of the meeting only*

***Via MS Teams*

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via MS Teams*


	<p><i>Fiona Ross left the meeting and Tim Bouchier-Hayes took the Chair.</i></p> <p><i>Ed McIntyre, Ed Vernon, Richard Fitzpatrick and Ronan Traynor joined the meeting.</i></p>
4.0	Previous Minutes
4.1	Minutes of the Board Meetings on 12 July 2023, 04 August 2023 and 28 August 2023
	<p>It was noted that the minutes of the Board Meetings held on 12 July 2023, 04 August 2023, and 28 August 2023 had been circulated to the Board.</p> <p>Subject to the incorporation of minor comments provided in advance of the meeting, the minutes of the 12 July 2023, 04 August 2023 and 28 August 2023 Board Meetings were approved.</p>
5.0	Matters Arising
5.1	Actions Arising from the 12 July 2023, 04 August 2023, 28 August 2023 Board Meetings
	<p>It was noted there were no actions arising from the 12 July 2023, 04 August 2023, and 28 August 2023 Board meetings.</p>
6.0	Chief Officer Report
	<p>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.</p> <p>The Board received an update on engagement with the Main Contractor.</p>

	<p>The Board noted that Vodafone were due to complete 30% of SCR's slightly ahead of their schedule.</p> <p>The Board received an update on the Operating Theatre Ventilation. It was noted that CFD analysis had been completed and that the modelling was encouraging, indicating that the proposed ventilation arrangements meets HTM requirements. Confirmation was provided in relation to live testing scheduled with Experts in attendance and associated next steps.</p> <p>The Board received an overview of stakeholder engagement during the period, including with the Secretary General, the Department of Health ("DOH"), the Assistant Secretary and other officials from the DOH and HSE.</p> <p>An update was provided in relation to site visits, and it was noted that there had been a number of key stakeholder visits during this reporting period.</p> <p>The Board noted the status of the 2021 Financial Statements, which were signed on behalf of the Board prior to the meeting. The Board noted the C&AG approval of the statements is expected later in September 2023. A recap of the processes of finalising the preparation and audit of these financial statements was provided for the benefit of recently joined Board members.</p> <p>The Board received an overview of the result of a recent adjudication in relation to secondary steel partitions. The Board was reminded of the details of the claim made by the Main Contractor. It was noted that the adjudication had gone in favour of the NPHDB.</p> <p>A status update was provided in respect of the tender process for the Family Accommodation Unit, including next steps.</p>
6.1	Design Update
	<p>The Board received a progress update on actions agreed to be closed out between the Design Team and the Main Contractor.</p> <p>The Board received an update on the Consolidated Design Issues List., It was confirmed that the Design Team continued to close off items, many of which relate to RFI's raised by the Contractor and its Sub-Contractors.</p> <p>An update was provided to the Board in relation to the fire certificate compliance review.</p> <p>The Board was briefed in relation to developments with the Turnkey Specialist Works tender process.</p>
6.2	Overview of NCR's
	<p>The Board were provided with an update in relation to the NCR close out plan.</p>
7.0	Finance
7.1	Financial Results for August 2023
	<p>The financial results in respect of August 2023 were discussed and noted by the Board.</p>

7.2	Expenditure v's Approved Budget
	An overview of projected expenditure in the coming months was provided to the Board, and associated actions agreed in anticipation of this.
8.0	Governance Matters
8.1	Finance, Audit and Risk Sub-Committee ("FARSC")
	<p>The Board received an overview of items discussed at the most recent FARSC meeting.</p> <p>It was noted that the FARSC had met with the recently appointed internal auditors, Ernst and Young ("EY") and were assured in relation to the auditing services that they would provide to the NPHDB.</p> <p>In relation to financial matters it was noted that the 2021 financial statements had been signed off, and further to this that the 2022 financial statements were anticipated to be completed in the coming weeks.</p> <p>The Board were advised that the FARSC has considered and discussed internal corporate governance, and it was noted that the Executive would review the processes already in place with regard to compliance with the Code of Practice for the Governance of State Bodies+ and would revert to the FARSC in due course.</p> <p>It was confirmed that the FARSC had also considered the NPHDB processes and arrangements in relation to the employment arrangements of NPHDB employees and arrangements associated with seconded personnel.</p> <p>It was confirmed that consideration was being given to the next external evaluation of the Board, in conjunction with EY.</p>
8.2	CQV Sub-Committee
	<p>The Board received an update in relation to matters discussed at the most recent CQV Sub-Committee meeting.</p> <p>It was noted that the CQV Sub-Committee continued to seek engagement with the Main Contractor, through the Employer Representative, to progress soft landings.</p>
8.3	Design Sub-Committee
	<p>The Board received an update on items discussed at the most recent Design Sub-Committee meeting.</p> <p>The Board noted that the Design Sub-Committee was continuing to consider issues in relation to the commissioning, storage, and integration of artwork.</p>
8.4	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>The position in relation to claims, conciliation, and adjudications was noted.</p> <p>An update was provided in relation to the programme critical path conciliation. It was noted that the Conciliator continued to await information from the Main Contractor.</p>

	<p>Accordingly the Board was advised this was likely to delay conclusion of this conciliation until early 2024.</p> <p>It was noted that no date had been agreed for the next Project Board Meeting.</p>
9.0	AOB
	<p>It was confirmed that the biographies of recently appointed Board members had been added to the NPHDB website.</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, 11 October 2023 at 14.30hrs.


Chairperson