

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

**Minutes of the NPHDB Board Meeting held on 5 July 2017 from 16.00 to 18.15
Herberton Boardroom, St. James Walk, Rialto, Dublin 8**

Attendance (Board)

Tim Bouchier Hayes (Vice Chair)
Anne Butler
John Cole
Prof. Hilary Hoey
Karl Kent
John Martin
Paul Quinn
Marguerite Sayers

Attendance (Other)

Norman Craig, Commercial Advisor
Dr Emma Curtis, Medical Director
Phelim Devine, Design Director
Jim Farragher, Finance Officer
Richard Fitzpatrick, Director Project Controls
Fiona Mahon, Board Secretary
John Pollock, Project Director
Declan Holmes, Commercial Director
Michael Greene, Construction Director
Neil Vaughan, Project Controls Manager

Apologies

Lorcan Birthistle
Tom Costello
Brian Fitzgerald
Liam Woods

Agenda No.	Specific Issues	Decisions	Action By
1 GOVERNANCE			
1.1	Quorum & Chairman	<ul style="list-style-type: none"> It was noted that a quorum, being 5 Board Members, was present and the meeting proceeded to business. It was noted that in the absence of the Mr Costello, Mr Bouchier Hayes would chair the meeting. 	n/a
1.2	Declarations of Interest or Conflicts	<ul style="list-style-type: none"> Following enquiry, it was noted that there were no new declarations of interest or conflicts to be declared. 	n/a
2 PREVIOUS MINUTES			
2.1	Minutes of Previous Board Meeting	<ul style="list-style-type: none"> The Minutes of the previous meeting held on 7 June 2017 were approved and the Chairman was authorised to sign them. The Secretary circulated the Minutes of 5 April 2007²⁰¹⁷ together with a version highlighting the amendments made. Following review, the Board approved the minutes of 5 April 2017 and authorised the Chairman to sign them. 	<p>Approved</p> <p>Approved</p>
2.2	Review of Matters arising	<ul style="list-style-type: none"> The Chairman reviewed the current actions on the action list. 	Noted

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		<ul style="list-style-type: none"> • Updates were provided and noted on the Action List. The following actions were reviewed in additional detail. • Action 48: It was noted that this action was now complete. The Board was informed that a change had been made to the structure previously circulated to reflect the groups that were working groups rather than committees. A revised structure would be circulated to the Board. • Action 49: The Board noted that a review of each Committee’s terms of reference (“TOR’s”) is in progress. <p>The chair of the Planning and Access Committee provided a draft version of its TORs, on the recommendation of the Committee, to the Board for review. The Board discussed quorum and membership of the committee and particularly discussed who should be members and attendees to the committee. It was agreed that, to allow time for review, any comments on the TORs should be provided to the executive in advance of the next meeting.</p> <ul style="list-style-type: none"> • Action No 51: The board was advised that the concourse design had not progressed as much as hoped since the last meeting and the proposed presentation would therefore take place at the September board meeting. 	<p>Noted</p> <p>Update to Action 48</p> <p>Noted</p> <p>Update to Action 49</p> <p>Update to Action 51</p>

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3	SI REMIT		
3.1	Monthly Project Update	<ul style="list-style-type: none"> The Board noted the June 2017 Project Update, which had been circulated in advance. The Project Director provided further detail to the Board on the following specific matters: 	Noted
3.2	Key Issues	<ul style="list-style-type: none"> It was reported that there was expected to be clarity on a credible plan between HSE and Tallaght Hospital on the matter of the ICT server by mid-July. This would allow the signing of the construction contracts for the satellite centres. It is expected that the decant and the crèche would take place first followed by the new satellite on the site closer to the server by mid-next year. Draft Heads of Bill establishing the Children’s Hospital (the “Bill”) were circulated together with a copy of the current SI for the NPHDB for noting. It was explained that the Bill proposed the change in the function of the NPHDB to include the option of a maternity hospital. It was expected that the Bill would be discussed at the July cabinet meeting and enacted in late 2017. The Board discussed the Bill and its potential implications and following discussion it was agreed that further update could be provided at the next meeting. 	<p>Noted</p> <p>Noted</p>

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3.3	Decanting / Enabling	<ul style="list-style-type: none"> • The Board noted that all phases of decant were complete. BAM had retained some buildings temporarily for their own use. He reported on progress of the utility tunnel, which had been incorporated into the enabling works contract. • The Board were updated on the impact of the construction works on the rear of the houses on O'Reilly Avenue and the impact on the progress of the utility tunnel, while ensuring the on going monitoring and mitigation of any impact on the residents. • Update was also provided on the layout of the temporary access roads and in response to a query from the Board, it was noted that there should be no impact on planning as this had been taken into account. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>
4	Design	<ul style="list-style-type: none"> • The Design Director provided an update to the board. • Contract completion is on going with final planning contribution agreement with DCC outstanding. • Fire Certificate has been appealed to ABP. Meetings to agree a strategy to deal with the Fire Cert conditions are being held with the design team. The approach being taken is to incorporate all the requirements of the granted certificate. The 	<p>Noted</p> <p>Noted</p>

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		<p>Board discussed potential impact on both the construction timeline and anticipated costs to the budget.</p> <ul style="list-style-type: none"> • The planning amendment to the basement floor layouts would be issued to ABP in July, following receipt of their feedback. It was anticipated that an additional planning amendment will be required at the end of the year. • Final date for sign off by the CHG board of the derogation schedule has been changed by BDP, but this is not expected to delay the GMP programme. • BDP are finalising the concourse materials, which will be presented to the Design Committee. BDP are to be contracted as additional scope to specify furniture specification in public areas in addition to sub-waits. It was noted that the timeline of September for Concourse must be met so that the programme is not impacted by these decisions. • The Board noted that the third party validation of the specialist facilities (i.e. stem cell, pharmacy), has commenced. It was noted that while this came under the main contract, specialist contractors were required. A specialist design contractor has also been engaged to support users in the final inputs to the process. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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		<ul style="list-style-type: none"> • An update on the progress of the application for the disability access certificate (“DAC”) was provided. It was noted that final plans need to be agreed prior to application, but this was not on the critical path. • The Board discussed the 2 construction phases of the project and the timelines and decision stages from both the Boards perspective and the main contractor’s perspective. • The Board also discussed the progress of the design optimisation noting that while it would run until the end of the programme, it was substantially done at GMP. Linesight will continue to assess level by level and there would be an on-going assessment of progress. During the discussion, the Board noted that there was a sophisticated 3D BIM model, which at the request of the Board, would be made available to the Board to view. • It was noted that the strategy for the art installations rested with the CHG, but the Board would have input into the strategy. The Board received and discussed an update on progress to date from the design team. • The Design committee minutes of 7 June 2017 were noted. 	<p>Noted</p> <p>Noted</p> <p>Action Number 53</p> <p>Noted</p>
4.1	Procurement	<ul style="list-style-type: none"> • The Director of Project Controls provided an overview of the 	Noted

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		<p>status of the NCH and Satellite centre works contracts.</p> <ul style="list-style-type: none"> • The contract documentation for the main and specialists contracts were being finalised and target sign off was end July. • Following signature of the Letter of Intent for a portion of the Phase A works advance planning works have commenced. • An update was provided on the Lift Works Revised tender. The Board noted that three tender submissions had been received and following their evaluation, clarifications have been issued. • It was also noted that recommendation on MEAT tender would be submitted to the Procurement Sub-Committee for discussion. • MES Advisory Services contract is being finalised and will be issued in the coming weeks. The appointment arrangements for the Standing Conciliator and Independent Expert is being progressed. Once the paperwork has been reviewed and accepted by BAM the appointments are expected to take place in advance of contract signing. • Procurement of Provisional Sums will be procured by main works contractor with a key role taken by the main stakeholders. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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5	Project Controls	<ul style="list-style-type: none"> Mr Neil Vaughan presented a format of a monthly dashboard report, which was discussed in detail. During the discussion, the Board asked that the dashboard would highlight any changes and lack of progress in the program delivery. The Board also asked that there be a traffic light system, which would highlight issues as well as identifying priority issues for Decision. 	<p>Noted</p> <p>Action 54</p>
6	Financial Results for May 2017	<ul style="list-style-type: none"> The Board noted the financial results for May 2017. It was noted that the financial statements for 2016 have now been signed off by the C&AG. The Annual Report for 2016 was currently being finalised and would be circulated in due course. Cash forecast will be updated in late July 2017. Actual Costs for the month were over plan, but following review, it was noted that the variances were a result of timing of expenditure and program execution. It was also noted that the decant costs were €1.369m higher in the month. It was also noted that YTD actual costs remained under budget. The Board reviewed May 2017 payments, which totalled €2.484m. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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		<ul style="list-style-type: none"> The details of the Purchase Orders for May 2017 were also noted. 	Noted
7	Finance Sub-Committee Update	<ul style="list-style-type: none"> The chair of the Finance Committee provided a summary of discussions at the meeting, including change order log be approved. It was noted that there had been no material change orders in the period. TORs were currently under review by the committee. It had been decided to recommend to the Board that Mr Farragher would join the construction committee. The committee had discussed the matter of the NCH design team claims, incl Satellites and an update was provided to the Board of those discussions and the proposed offers and the variance between the design teams expectations. The caveats were also discussed. Following these discussions, and on recommendation of the Finance Committee the Board approved the recommendation in respect of OCSC, Arup and Turner Townsend (satellites) and following conclusion of the remaining claims a further recommendation would be brought to the Board in due course. The Board discussed whether 	<p>Approved</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Decision</p> <p>Noted</p>

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		<p>these payments were covered by the contingency and noted that provision had been made for some of the claims but the capital contingency would need to be reviewed in the capital budget.</p> <ul style="list-style-type: none"> The Finance Sub-Committee Minutes dated 28 June 2017 were noted. 	
8	Minutes	<ul style="list-style-type: none"> The Planning and Access Committee Minutes of the meeting held on 7 June 2017 were noted. 	Noted
9	Correspondence	<ul style="list-style-type: none"> The Board noted the correspondence received since the last meeting. 	Noted
10	Any other business	<ul style="list-style-type: none"> The Board discussed the matter of ICT and agreed to request a formal update on its progress from the CHGB. 	Action Number 55

Next meeting: 2 August 2017 in the Boardroom, Herberton, St. James Walk, Rialto, Dublin 8 at 16.00hrs.



Tom Costello
Chair

