

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 10 April 2024
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 Barry
Derek Moran
Alan Moore

Apologies

Michael Shelly

Attendance (Other)

David Gunning, Chief Officer
Tom Morris, Commercial Director
Phelim Devine, Project Director
Richard Fitzpatrick, Director of Project Controls*
Ed McIntyre, M&E and Commissioning Director*
Ronan Traynor, Interim Finance Officer*
Ed Vernon, Design Director*
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 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.
1.1	Protected Disclosures
	Each Board Member was asked to confirm if any protected disclosures had been made to them, further to which it was confirmed that there had not. It was agreed that "Protected Disclosures" would be added as a standing agenda item for each meeting to allow any such updates to be captured. (AP1)
2.0	Previous Minutes
2.1	Minutes of the Board Meeting on 13 March 2024
	The Board reviewed the minutes of the Board Meeting held on 13 March 2024 (the " March minutes "). Following a discussion by the Board, it was agreed that the minutes required some minor clarifications and would instead be considered for approval at the next Board meeting, once amendments had been incorporated. (AP2)
2.2	Action Items from 13 March 2024 Board Meeting
	The Board reviewed the actions items arising from the 13 March 2024 Board meeting, noting that AP172 had been closed. It was advised that AP171 was ongoing and the Chair and Mr Cole would liaise to close this.
3.0	Chief Officer Report
	The Chief Officer Report was noted, and the priority items discussed by reference to the Programme; Construction Updates; the Family Accommodation Unit (FAU); the NCH Car Park; Risk; Commercial/Claims; Communications; and Stakeholder Engagement. The Board received an update in relation to engagement with the Main Contractor and it was advised that engagement continued throughout the period, which would be discussed further in the closed session. The Board received a detailed overview of the Main Contractor's performance throughout the reporting period and discussed key issues in relation to progress and commissioning. In its monthly progress update report dated 3 rd March 2024, the Main Contractor indicated a revised Substantial Completion date of 23 rd December 2024, a slip of 5 days from the last reporting period. Productive resources are reported @818 on average for February, peaking at @857, a decrease on last month's peak of 905. It was confirmed that there had been no reportable health and safety incidents in the period.

3.1	Quality & Design Update
	<p>The Board received an update on room inspections, NCRs and the position in relation to the consolidated issues list and Reflected Ceiling Plans coordination.</p> <p>The Board received an update on the NCR close out plan.</p> <p>An update on Reflected Ceiling Plans co-ordination was provided to the Board and it was noted that inspections had concluded in 8 zones. Potential impacts on commissioning were discussed. It was confirmed that engagement was taking place to ensure that issues were being resolved. The Board was advised that this was a top priority for the Design Team.</p> <p>The Board received an update on the Main Contractor's progress relative to plan and the position in relation to leadership and resourcing. Quality inspections were discussed and how the Contractor was planning to address these issues.</p>
4.0	Finance
4.1	Financial Results for March 2024
	The financial results in respect of March 2024 were discussed and noted by the Board.
5.0	Governance Matters
5.1	Finance, Audit and Risk Sub-Committee ("FARSC")
	<p>The Board received an update on matters discussed at the most recent FARSC meeting which took place on 27 March 2024.</p> <p>It was reported that the C&AG had now provided their 2022 report and the key points were relayed to the Board. Management actions had also been presented to the FARSC.</p> <p>It was noted that the NPHDB Code of Governance manual was currently undergoing its annual review, and a further update would be provided to the Board in due course.</p> <p>The Board was advised that an external review of the NPHDB's risk management process ("RMP") had been concluded at the end of 2023, and this had concluded there was a robust RMP in place.</p> <p>It was advised that internal audit had completed an extensive controls audit. Further to which there had been 8 findings. It was confirmed that this had been a rigorous review, and it provided the FARSC and Board with assurance of there being robust internal controls process in place. The findings (8 no.) have been addressed by the Executive.</p>
5.2	CQV Sub-Committee
	The Board was advised that the next CQV Sub-Committee meeting would be held the following month.
5.3	Design Sub-Committee
	It was noted that discussions on potentially winding up the Design Sub-Committee would take place between the Chair and Mr Cole (as Chair of the Design Sub-Committee) in due course.

5.4	Dispute Resolution Sub-Committee
	The Board noted that updates from the Dispute Resolution Sub-Committee meeting would be discussed in the closed session.
5.5	2022 Financial Statements
	<p>The draft NPHDB financial statements for the year end 31 December 2022 (the "Financial Statements") were laid before the meeting.</p> <p>It was noted that these had been reviewed and recommended for Board approval by the FARSC.</p> <p>After due consideration, IT WAS RESOLVED that the Financial Statements be approved, subject to any minor amendments to be agreed by the Chair and Mr Barry (as Chair of the FARSC). IT WAS FURTHER RESOLVED that the Chair and Mr Barry be authorised to sign the Financial Statements on behalf of the Board.</p> <p>The Board extended its thanks to the Finance team for their work on the Financial Statements.</p> <p><i>Richard Fitzpatrick, Ed McIntyre, Ed Vernon and Ronan Traynor left the meeting.</i></p>
6.0	Closed Session
6.1	Update on Engagement with Stakeholders
	The Board was provided with an update on recent engagement with key stakeholders. It was noted that they remained fully up-to-date with the ongoing engagement with the Main Contractor.
6.2	Update on Engagement with the Main Contractor
	The Board engaged in a lengthy discussion on various strategies and approaches to effectively engage the Main Contractor and ensure successful delivery of the desired outcomes were discussed.
7.0	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 May 2024 at 14.30hrs.


Chairperson