

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 12 June 2024
From 14.30 to 17.15**

**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
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

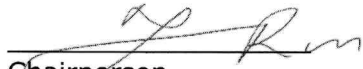
**For part of the meeting only*

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.
2.0	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.
3.0	Previous Minutes
3.1	Minutes of the Board Meeting on 08 May 2024
	The Board reviewed the minutes of the Board Meeting held on 08 May 2024 (the " May Minutes "). IT WAS RESOLVED that the May Minutes were approved for signature by the Chairperson.
3.2	Action Items from 08 May 2024 Board Meeting
	It was noted that there were no open action items arising from the 08 May 2024 Board Meeting.
4.0	Chief Officer Report
	The Chief Officer Report was noted, and the priority items discussed by reference to the Programme; Construction; the Ronald McDonald House, NCH Car Park; Risk; Commercial/Claims; Communications, and Stakeholder Engagement. The Board was advised that engagement with the Main Contractor continued throughout the period, and it was confirmed this would be discussed further in the closed session. An update on the Critical Delay Conciliation was provided, further details of which would be discussed in the closed session. The Board was provided with an update on progress in relation to the project programme. It was advised that an updated Baseline Programme was awaited from the Main Contractor. The Employer's Representative has written to the Main Contractor seeking a Baseline programme in accordance with the Contract. In its monthly progress update, the Main Contractor indicated a revised Substantial Completion date of 20 th Feb 2025, a slip of 20 working days from the last reporting period. Productive resources are reported @812 on average in May, a decrease since the last reporting period (815). The Board received an update regarding the NCH Car Park and discussed the engagement taking place in that regard.

	<p>It was noted that a meeting had taken place with the Public Accounts Committee some weeks earlier and the Board thanked the Executive for the volume of work undertaken for this.</p>
4.1	Design and Quality Update
	<p>The Board received an update on room inspections, NCRs and the position in relation to the consolidated issues list and RCP coordination.</p> <p>The Board received an update on the number of rooms put forward for inspection and discussed the ways in which progress could be achieved in this regard. In the reporting period no rooms were accepted as complete.</p> <p>An update in relation to engagement between the Design Team and the Main Contractor was provided to the Board.</p> <p>The Board received an overview on the NCR close out plan.</p> <p>The Consolidated Design Issues list was discussed, and it was noted that weekly meetings with the Design Team continued.</p> <p>It was reported that work on the Operating Theatre Grilles was now complete, the final solution for these works did not require the relocation of the grilles and the works were completed within weeks. The NPHDB estimates the cost to be less than €200K.</p> <p>An update in relation to RCPs was provided to the Board.</p>
5.0	Finance
5.1	Financial Results for May 2024
	<p>The financial results in respect of May 2024 were discussed and noted by the Board.</p>
6.0	Governance Matters
6.2	Finance, Audit and Risk Sub-Committee ("FARSC")
	<p>The Board received an overview of matters discussed at the most recent FARSC meeting.</p> <p>It was advised that EY had presented the FARSC with findings from their Internal Controls audit, which covered all major control areas. The findings had been reviewed by the FARSC and a number of good practices in relation to matters such as documenting policies and procedures had been identified by EY. Following the audit, EY had determined that NPHDB had robust controls and good governance in place. Another review would be completed once EY's recommendations have been implemented.</p>
6.3	CQV Sub-Committee
	<p>The Board received an update in relation to matters discussed at the most recent CQV Sub-Committee meeting.</p> <p>The position in relation to non-compliance with works requirements and progress was noted.</p>
6.4	Design Sub-Committee

	The Board noted the update provided at its May 2024 meeting in relation to the dissolution of the Design Sub-Committee and it was noted that its final meeting would take place in due course.
6.5	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, adjudications and mediation was noted. It was advised that this would be discussed in further detail in the closed session.</p>
6.6	Memorandum on Email Encryption Options
	<p>The Board received a proposal in relation to adopting a Mimecast encryption module to mitigate against potential cyber security risks.</p> <p>The Board discussed in detail the potential impact of the introduction of such software and agreed next steps.</p>
6.6	Governance Ireland Review of Board Effectiveness
	<p>It was noted that the findings from the Governance Ireland External Evaluation of the NPHDB Board had been published during the period.</p> <p>The Board discussed the findings and recommendations in detail. It was noted that the recommendations were being worked through. The Chair highlighted her availability to all Board Members should they have any matters they wished to discuss with her at any point</p> <p><i>Ed McIntyre, Ed Vernon and Ronan Traynor left the meeting.</i></p>
7.0	Closed Session
7.1	Update on Engagement with Stakeholders
	The Board was provided with an update on recent engagement with key stakeholders, who were being kept updated in relation to engagement with the Main Contractor.
7.2	Update on engagement with the Main Contractor
	The Board was provided with an update on recent engagement with the Main Contractor and discussed, in particular, the position in relation to dispute resolution.
7.3	Update on Critical Path Conciliation
	The Board discussed the recommendation arising from the recent Critical Path Conciliation and next steps. It was agreed that a Notice of Dissatisfaction would issue. (Action 177)
8.0	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, 10 July 2024 at 14.30hrs.


Chairperson

