

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 08 May 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 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 Meetings on 13 March 2024 & 10 April 2024
	The Board reviewed the minutes of the Board Meetings held on 13 March 2024 and 10 April 2024 (the " Minutes "). IT WAS RESOLVED that the Minutes were approved for signature by the Chairperson.
3.2	Action Items from 13 March 2024 & 10 April 2024 Board Meetings
	The Board reviewed the action items arising from the 13 March 2024 and 10 April 2024 Board meetings. It was noted that these had been completed and would be discussed further, as appropriate, later in the 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. An update on the progress being made by the Main Contractor against the Programme was provided. The Board was advised that engagement with the Main Contractor continued throughout the period. It was confirmed that this would be discussed further in the closed session. In its monthly progress update report dated 31 March 2024, the Main Contractor indicated a revised Substantial Completion date of 23 January 2025, a slip of 20 working days from the last reporting period. Productive resources are reported @815 on average in April, no change in the last month. An update on the critical delay adjudication was provided to the Board. The Board was updated on the Ronald McDonald House Turning the Sod event, which was held on 11 April 2024, which the Minister for Health and the CEO of the HSE attended. It was noted that a working group had been established to look at the requirements of winding down the NCH project and NPHDB following project completion. It was advised that work was in early stages, and this would be discussed with the Board more substantively at the next meeting.

	The Board was updated on recent stakeholder engagement.
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 discussed the quality and number of rooms put forward for inspection and the steps needed in order to progress in this regard. In this reporting period no rooms were accepted as complete.</p> <p>An update on engagement between the Design Team and the Main Contractor was provided.</p> <p>The Board received an overview on the NCR close out plan.</p> <p>The Board was updated in relation to manual sliding doors, which were currently being tested.</p>
5.0	Finance
5.1	Financial Results for April 2024
	The financial results in respect of April 2024 were discussed and noted by the Board.
6.0	Governance Matters
6.1	Review of NPHDB Sub-Committees
	<p>It was advised that, following a review of the NPHDB Sub-Committees, the following matters were being proposed:</p> <ul style="list-style-type: none"> • Dissolution of the Design Sub-Committee, with the date for its final meeting to be decided in due course; • The Chair intended to step down as a member of the Finance, Audit and Risk Sub-Committee ("FARSC"), and Derek Moran was being proposed as a new member; • Alan Moore was being proposed as a new member of the CQV Sub-Committee; • A Remuneration Sub-Committee was being proposed to be established, with Alex White as the chairperson and Derek Moran and the Chair (Ms Ross) as members. <p>(collectively, the "Sub-Committee Proposals").</p> <p>It was advised that the terms of reference for the Remuneration Sub-Committee were currently being drafted and would be presented to the Board in June 2024 for its consideration and, if thought fit, approval.</p> <p>Following consideration, IT WAS RESOLVED that the Sub-Committee Proposals be approved.</p> <p>The Board thanked the Chair for her contribution to the FARSC.</p>
6.2	Finance, Audit and Risk Sub-Committee ("FARSC")
	The Board noted that the next FARSC meeting was due to take place on 23 May 2024.

6.3	CQV Sub-Committee
	The Board received an update in relation to matters discussed at the most recent CQV Sub-Committee meeting.
6.4	Design Sub-Committee
	The Board noted the update provided earlier in the meeting in relation to the dissolution of the Design Sub-Committee and its final meeting would take place in due course.
6.5	Dispute Resolution Sub-Committee
	The Board received an update in relation to matters discussed at the most recent Dispute Resolution Sub-Committee meeting. 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.
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.
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, 12 June 2024 at 14.30hrs.


Chairperson