

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

Minutes of the NPHDB Board Meeting held on Wednesday, 10 July 2024

From 14.30 to 18.10

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

Apologies

Susan Bryson

Attendance (Other)

David Gunning, Chief Officer
Tom Morris, Commercial Director
Ed McIntyre, M&E and Commissioning
Director*
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
[REDACTED] Q4PR Communications*
[REDACTED] Q4PR Communications*
[REDACTED] Q4PR Communications*
Julia Lewis, CHI, Transformation Director*

**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	Communications
	<p>[REDACTED] from Q4PR joined the meeting.</p> <p>The Board received an update on project communications.</p> <p>[REDACTED] left the meeting.</p>
4.0	CHI Update on Operational Commissioning
	<p><i>Julia Lewis, CHI Transformation Director, joined the meeting and provided an update on Operational Commissioning.</i></p> <p><i>Julia Lewis left the meeting.</i></p>
5.0	Previous Minutes
5.1	Minutes of the Board Meeting on 12 June 2024
	<p>The Board reviewed the minutes of the Board Meeting held on 12 June 2024 (the "June Minutes").</p> <p>IT WAS RESOLVED that the June Minutes were approved for signature by the Chairperson.</p>
5.2	Action Items from 12 June 2024 Board Meeting
	It was noted that there were no open action items arising from the 12 June 2024 Board Meeting.
6.0	Chief Officer Report
	<p>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.</p> <p>The Board received an update in relation to Health and Safety on site. [REDACTED]</p>

	<p>An update on conciliation was provided, and it was noted this would be discussed further in the closed session.</p> <p>It was noted that the Chair had appeared before the JOC on Health and had been re-appointed as Chair for a subsequent two year period.</p>
6.1	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 noted the number and quality of rooms put forward for inspection during the period and discussed the ways in which substantive progress could be achieved in this regard.</p> <p>In relation to benchmark rooms, it was noted that there were a number of rooms awaiting re-offer following the last inspection and the Design Team had written to the Main Contractor to highlight this.</p> <p>An update in relation to quality was provided and it was noted that the Main Contractor was offering rooms for final inspection with incomplete work and a number of NCRs. The Board expressed their concern in relation to this and emphasised the importance of quality with regard to room completion.</p> <p>The Board received an overview on the NCR close out plan. It was advised that 54 NCRs remained to be closed and 5 new NCRs were raised during the period.</p> <p>The Board discussed engagement between the Design Team and the Main Contractor, and it was noted that weekly meetings continued to take place.</p> <p>The Board received an update on the Consolidated Design Issues list.</p> <p>An update in relation to RCPs was provided to the Board and it was noted that this work was ongoing.</p>
6.2	Project Wind Down
	<p>The Board received an overview of the work involved with managing, winding down and closing out the NCH project on its completion.</p> <p>It was advised that a Working Group had been established to manage and progress the wind down process and meetings were taking place on a monthly basis. It was indicated that the Finance, Audit and Risk Sub-Committee would monitor this project to its completion, and the Board would receive regular updates.</p> <p>It was noted that, in due course, the Minister would appoint a day to be the dissolution day of the Board.</p>

	The Board confirmed it was satisfied that this was a good starting point for the body of work to be undertaken.
7.0	Finance
7.1	Financial Results for June 2024
	The financial results in respect of June 2024 were discussed and noted by the Board.
8.0	Governance Matters
8.1	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 the FARSC had discussed the recommendations arising from the EY Internal Controls Audit and that the proposed changes had been reviewed and approved by the FARSC.</p> <p>The Board received an update in relation to risk and tax matters discussed at the meeting.</p> <p>The FARSC had reviewed draft 2023 financial statements and noted that the C&AG would commence its audit of them in August 2024.</p> <p>It was noted that engagement had taken place with the Board members during the period in relation to solutions for NPHDB communications. It was confirmed that the outcome arrived at continued to satisfy security requirements. It was noted that engagement would take place with one Board member to rectify any residual issues.</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 advised that the CQV had undertaken a site visit prior to its meeting and there appeared to be little progress of note made since the prior month's visit. There were a limited number of resources on site and closer attention to quality was needed. It was advised that the Main Contractor needed to focus on closure of NCRs. These matters were discussed by the Board and the engagement taking place with the Main Contractor in this regard.</p> <p>It was advised that some progress had been made with a commissioning programme and it was hoped an effective programme would soon be available. The soft landings report had also been received.</p>
8.3	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.
8.4	Dispute Resolution Sub-Committee
	The Board received an update in relation to matters discussed at the most recent Dispute Resolution Sub-Committee meeting.

	<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> <p><i>Richard Fitzpatrick, Ed Vernon, and Ed McIntyre left the meeting.</i></p>
7.0	Closed Session
7.1	Update on Engagement with Stakeholders
8.0	

Next Meeting: It was agreed by the Board that the next Board meeting would be convened on Wednesday, 11 September 2024 at 14.30hrs.


Chairperson