

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 11 December 2024  
From 14.30 to 16.50  
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 Barry  
Michael Shelly  
Alan Moore  
Susan Bryson

**Apologies**

Derek Moran

**Attendance (Other)**

David Gunning, Chief Officer  
Phelim Devine, Project Director  
Tom Morris, Commercial Director  
Ed McIntyre\*, M&E and Commissioning  
Director  
Ed Vernon\*, Design Director  
Ronan Traynor\*, Finance Officer  
Richard Fitzpatrick\*, Director of Project  
Controls  
Elaine O'Rourke, Executive Support  
Caitlin McNamara, On behalf of HMP  
Secretarial Limited – Board Secretary

*\*For part of the meeting only*

<b>0.0</b>	<b>Quorum &amp; Chairperson</b>
	The Chairperson noted that a quorum, being five members, was present and the meeting proceeded to business.
<b>1.0</b>	<b>Declarations of Interest or Conflicts of Interest</b>
	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.
<b>2.0</b>	<b>Protected Disclosures</b>
	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.
<b>3.0</b>	<b>Previous Minutes</b>
<b>3.1</b>	<b>Minutes of the Board Meeting held on 13 November 2024</b>
	<p>The Board reviewed the minutes of the Board Meeting held on 13 November 2024 (the "<b>Minutes</b>").</p> <p><b>IT WAS RESOLVED</b> that the Minutes were approved for signature by the Chairperson.</p>
<b>3.2</b>	<b>Action Items from 13 November 2024 Board Meeting</b>
	It was noted that there were three action items arising from the 13 November 2024 Board meeting, two of which had now been closed and the last remaining action would be closed during the course of the meeting.
<b>4.0</b>	<b>Chief Officer Report</b>
	<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>In relation to health and safety on site, it was advised that there were no reportable incidents during the reporting period.</p> <p>The Board received an update on the performance of the Main Contactor. It was noted that a progress meeting, chaired by the ER, would be held to discuss the underperformance of the Main Contractor.</p> <p>The Board was advised that the Main Contractor had submitted a revised contract baseline programme on 20 November 2024 and this programme had been approved by the ER as compliant.</p> <p>The Board received an overview of engagement taking place with the C&amp;AG, and it was noted that a more detailed update would be provided at the next Board meeting.</p> <p>An update in relation to discussions between the NPHDB and Children's Health Ireland ("<b>CHI</b>") was noted.</p>

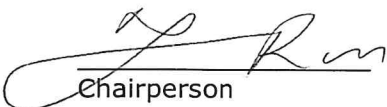
<b>4.1</b>	<b>Design Update</b>
	<p>The Board received a Design update by reference to room inspections, NCRs and the position in relation to the consolidated issues list and RCP coordination.</p> <p>An overview in relation to final room inspections was provided to the Board. The Board noted the number and quality of rooms being put forward for inspection versus the planned amount.</p> <p>In relation to NCRs, the Board was advised that the Main Contractor had submitted a revised NCR close out plan, Plan 24. It was confirmed that during the period, one NCR was closed, 5 new NCRs were established, and overall, 64 NCRs remained open.</p> <p>The Board was provided with an overview of room change orders, including the number and extent of such changes. It was advised that since October 2024, change orders had not affected more than 16 rooms.</p> <p>An update on the Consolidated Issue List was provided to the Board.</p> <p>An update on engagement taking place between the Executive and the Design Team was provided and the Board noted that daily meetings were taking place.</p>
<b>4.2</b>	<b>Update on BAM Performance</b>
	<p>The Board received a detailed update in relation to the performance of the Main Contractor by reference to the revised contract baseline programme which was submitted and deemed compliant by the ER.</p> <p>The Board noted the number of room completions to date, and it was confirmed that whilst productivity had increased, the Main Contractor remained behind target. It was further noted that resources on site had increased, which the Board noted as a positive development.</p>
<b>4.3</b>	<b>Overview of Key Activities for Substantial Completion Process</b>
	<p>An update in relation to key activities between the current stage of the project and the stage of handover was provided to the Board with reference to the process for transferring the Hospital to CHI.</p> <p>The Board noted a three-step process including, the completion and inspection of the physical work, the documentation which was necessary to provide to CHI in advance of commissioning, and the commissioning process.</p>
<b>5.0</b>	<b>Finance</b>
<b>5.1</b>	<b>Financial Results for November 2024</b>
	<p>The financial results for November 2024 were discussed and noted by the Board.</p>
<b>6.0</b>	<b>Governance Matters</b>
<b>6.1</b>	<b>Finance, Audit and Risk Sub-Committee ("FARSC")</b>
	<p>The Board received an overview of matters discussed at the most recent FARSC meeting.</p>



	<p>The Board received a brief summary of the EY review on the implementation of the Q1 Internal Audit results. It was confirmed that there were no significant matters to bring to the attention of the Board.</p> <p>Following a separate review conducted by EY resulting from Revenue having written to all State Bodies requiring them to conduct a review of compliance with various tax heads, it was highlighted to the Board that no material non-compliance had been identified.</p> <p>It was noted that Revenue had conducted an on-site visit and raised some technical questions, which would be resolved early in 2025.</p> <p>The Board received an update in relation to Risk.</p> <p>It was noted by the Board that the internal audit plan for 2025 had been approved by the FARSC.</p> <p>An update was provided to the Board in relation to engagement with the C&amp;AG.</p>
<b>6.2</b>	<b>CQV Sub-Committee</b>
	<p>The Board noted that there was no CQV Sub-Committee meeting in December.</p>
<b>6.3</b>	<b>Dispute Resolution Sub-Committee</b>
	<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, conciliations, adjudications and mediation was noted.</p>
<b>6.4</b>	<b>2023 Financial Results</b>
	<p>The Board was presented with the draft financial statements for the year ended 31 December 2023, drafts of which had been circulated previously.</p> <p>Following due and careful discussion, <b>IT WAS RESOLVED</b> that the 2023 Financial Statements be approved by the Board.</p>
<b>6.5</b>	<b>Opening of a Bank Account with Bank of Ireland</b>
	<p>The Board was presented with a memo which recommended that the following actions be approved by the Board to support project governance requirements:</p> <ul style="list-style-type: none"> <li>○ the closing of two Ulster Bank accounts;</li> <li>○ the opening of two Bank of Ireland accounts;</li> <li>○ the opening of one FAU Bank of Ireland account; and</li> <li>○ the updating of the Finance Policies and Procedures documents to include wording that any opening of bank accounts by the NPHDB required Board approval.</li> </ul> <p>Following consideration, <b>IT WAS RESOLVED</b> to approve the proposed actions as set out in the memo to the Board.</p> <p><i>Ed Vernon, Ed McIntyre, Richard Fitzpatrick and Ronan Traynor left the meeting.</i></p>

<b>7.0</b>	<b>Closed Session</b>
<b>8.0</b>	<b>AOB</b>
	There being no further business, the meeting was brought to a close.
<b>9.0</b>	<b>Board Member only Session</b>
	The Board was reminded of the requirement to perform an annual Board Self-Evaluation under the Code of Practice for the Governance of State Bodies (2016). It was confirmed that a questionnaire had been issued to Board Members for completion in this regard, and the Board were asked to complete same at their earliest convenience.

**Next Meeting:** It was agreed by the Board that the next Board meeting would be convened in January 2025/February 2025.

  
Chairperson