

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

**Minutes of the NPHDB Board Meeting held on Wednesday, 09 October 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  
Michael Shelly  
Michael Barry  
Derek Moran  
Alan Moore  
Susan Bryson

**Attendance (Other)**

David Gunning, Chief Officer  
Phelim Devine, Project Director  
Tom Morris, Commercial Director  
Richard Fitzpatrick, Director of Project Controls\*  
Ed McIntyre, M&E and Commissioning Director  
Ed Vernon, Design Director  
Ronan Traynor, Finance Officer\*  
Elaine O'Rourke, Executive Support  
Ray Hunt, On behalf of HMP Secretarial Limited – Board Secretary  
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 Meetings on 11 September 2024 &amp; 17 September 2024</b>
	<p>The Board reviewed the minutes of the Board Meeting held on 11 September 2024 and 17 September 2024 (the "<b>September Minutes</b>").</p> <p><b>IT WAS RESOLVED</b> that the September Minutes were approved for signature by the Chairperson.</p>
<b>3.2</b>	<b>Action Items from 11 September 2024 &amp; 17 September 2024 Board Meetings</b>
	It was noted that there were no open action items arising from the 11 September 2024 & 17 September 2024 Board Meetings.
<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>The Board received an update in relation to engagement with the Main Contractor. It was noted that engagement was ongoing and there continued to be monthly meetings with the Main Contractor to discuss progress. It was advised that the Main Contractor had issued an updated programme, and the Board noted the updates therein.</p> <p>An overview of engagement with Key Stakeholders was provided to the Board. It was advised that there had been a high volume of engagement throughout the period. A summary of the ongoing engagement with Children's Health Ireland ("<b>CHI</b>"), the HSE and the Department of Health ("<b>DOH</b>") was provided.</p> <p>The Board noted an update on the Joint Oireachtas on Health Committee meeting which had taken place earlier that day. It was advised that the Board had been invited to a Public Accounts Committee meeting in November and would engage with the Public Accounts Committee in relation to attendance.</p> <p>An update on the position in relation to claims and conciliations was provided to the Board, and it was noted that this would be discussed further in the closed session.</p> <p>The Board was provided with an update on Health and Safety on site.</p>

<b>4.1</b>	<b>Design and Quality Update</b>
	<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>An overview was provided to the Board in relation to final room inspections. The Board noted the quality of rooms put forward for inspection to date and it was advised that none of the rooms offered for inspection were at the required standard.</p> <p>An update in relation to RCPs was provided to the Board. It was noted that the Main Contractor remained behind plan in this area.</p> <p>The Board received an overview of the new process for room handovers, Final Room Offers ("FRO") which stated that all rooms would be handed over for final inspection by the end of the year. The Board noted that this was an ambitious plan.</p> <p>The board received an update on the NCR closeout plan. It was advised that 61 open NCRs, 9 were closed during the period, and 6 new items were added. It was reported that BAM was 38 NCRs behind their close-out plan target.</p> <p>The Board discussed engagement between the Design Team and the Main Contractor and noted that weekly meetings continued to take place.</p> <p>An update on the Consolidated Design Issues list was provided to the Board and noted.</p>
<b>5.0</b>	<b>Finance</b>
<b>5.1</b>	<b>Financial Results for September 2024</b>
	<p>The financial results in respect of September 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>An update was provided on the publication of the 2022 Annual Report.</p> <p>It was further advised that the C&amp;AG had commenced its audit of the 2023 Financial Statements and the Board would be updated should any significant matters arise.</p> <p>The Board noted that a review of compliance with various tax heads had been initiated following receipt of a letter from Revenue which required all State Bodies to undertake a formal review of same following a Supreme Court decision in 2023. It was advised that EY had commenced with the review and there were no significant issues identified to date.</p> <p>The Board was advised that the 2024/2025 Internal Audit Plan was ongoing and should any notable matters arise, they would be brought to the attention of the Board.</p> <p>An update in relation to Risk and the top five risks was noted by the Board.</p> <p>An update was provided on the proposed operation of the NCH Car Park.</p>



<b>6.2</b>	<b>CQV Sub-Committee</b>
	The Board noted that there had been no CQV Sub-committee meeting since the last Board meeting. The next meeting is scheduled to take place on 13 November 2024.
<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. It was advised that this would be discussed in further detail in the closed session.</p> <p><i>Richard Fitzpatrick and Ronan Traynor left the meeting.</i></p>
<b>7.0</b>	<b>Closed Session</b>
<b>7.1</b>	
<b>7.2</b>	
<b>7.3</b>	
<b>8.0</b>	<b>AOB</b>
	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, 13 November 2024 at 14.30hrs.

  
Chairperson