

**MINUTES OF THE BOARD MEETING OF THE  
HEALTH INFORMATION AND QUALITY AUTHORITY**

15 June 2023, 5.30pm – 6.30pm

Virtual meeting

**Present:**

<b>Name</b>	<b>Details</b>	<b>Initials</b>
Pat O'Mahony	Chairperson	POM
Marion Meany	Board Member	MM
Martin O'Halloran	Board Member	MOH
Martin Higgins	Board Member	MH
Jim Kiely	Board Member	JK
Bernadette Costello	Board Member	BC
Lynsey Perdisatt	Board Member	LP
Caroline Spillane	Board Member	CS

**In Attendance:**

Angela Fitzgerald	CEO	AF
Kathleen Lombard	Board Secretary and Chief Risk Officer	KL
Bala Krishnan	Chief Information Officer	BK
Pat Millar	Clarion Consulting	PM
Ronan Foley	Solution Program Manager	RF
Carol Grogan	Chief Inspector and project Sponsor	CG

**Apologies:**

Danny McConnell	Board Member	DMcC
Paula Kilbane	Board Member	PK
Michael Rigby	Board Member	MJR

**1. Welcome and Quorum**

The Chairperson welcomed Board members to this additional meeting of the Board. A quorum was confirmed and the Board meeting was duly convened. The Chairperson advised that the purpose of the meeting is to consider the paper presented by the Executive and if satisfied, approve Call-Off Contract C.02 of the Digitally Enabled Regulator project.

The Chairperson also welcomed Pat Millar from Clarion Consulting who has provided ongoing assurance to the Board on the project under discussion.

## **2. Conflicts of Interest**

The Chairperson asked if anyone had any conflicts relating to the contract under discussion. No conflicts were declared.

## **3. DER Project – Call-Off C.02 contract approval**

AF introduced the item and advised that the contract follows on from the first contract for the Design and Discovery phase. The Design and Discovery project has provided the program blueprint on how the solution will be delivered and what will be delivered.

CG and RF provided an overview on deliverables to date. It was noted that the business team and the technical team have worked well together. In addition, there is a process for enabling review of lessons learned at each project phase.

RF then presented on the status of the DER project and explained that the deliverables from the Design and Discovery project provide the program team with the foundational design components that will govern the build, test and deploy activity of the solution.

RF outlined the key components that will be delivered by the Call-off Contract C.02, including the scope, the business processes and the costs.

The Board considered the paper on the proposed contract in detail. It was noted that while DMcC (Board member) was on vacation, he had submitted a number of queries. In response to these and the Board's queries, the following was clarified:

- In line with the provisions of a fixed price contract, contingency is not reflected in the costs outlined in the paper
- Appropriate provisions are in place with CODEC in the event of unexpected leave
- The quality management plan includes penetration testing, accessibility testing and performance testing
- Independent penetration and accessibility testing will be scheduled at the appropriate time
- The User Acceptance Testing approach including a combination of manual and automated testing.

In addition, PM of Clarion Consulting confirmed that the way the contract is structured is in line with best practice with the milestone related invoicing working well and providing protection for the organisation.

It was agreed that a written response to DMcC's queries would be circulated to all Board members after the meeting.

BC, Chair of the ARGC advised that the Committee had received its first DER finance report at their most recent meeting. It was noted that this report will include the milestone structure outlined in the paper before the Board.

Following the detailed review by the Board and the responses from the Executive Management there was unanimous agreement by the Board to approve the contract.

POM proposed approval of DER Contract C.02. JK seconded the proposal; **accordingly it was resolved by the Board that the DER Contract C.02 be approved.**

POM thanked AF, BK and the Executive Members for all the work in bringing this to the Board for approval. The Board acknowledged the significant input of the project team to date.

**Any other Business**

The Chairperson advised the Board that he has been reappointed as Chair for a further term of three years.

The Chairperson thanked everyone for their contributions during the meeting. There being no further business, the meeting was closed.

**Signed**



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Pat O'Mahony  
Chairperson



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Kathleen Lombard  
Board Secretary