

**Minutes of the Twenty-fifth Meeting of NHS Blood and Transplant
held at 1.30pm on Thursday 3rd April 2008
at the Royal College of Obstetricians and Gynaecologists
27 Sussex Place, Regent's Park, London NW1 4RG**

Present:	Mr E Fullagar	Dr C Ronaldson
	Mrs E Buggins	Mr C Rudge
	Mr P Garwood	Dr D Walford
	Ms L Hamlyn	Dr L Williamson
	Mrs B Newington	

In attendance:	Mr D Dryburgh	Mr A McDermott
	Mr D Evans	Ms T Norman
	Ms H Joy	Mr W Connon
	Mr T Male	Ms J Minifie
	Mrs J Martin	

08/47 APOLOGIES AND ANNOUNCEMENTS

Apologies had been received from Mr Forsythe, Mr Greggains and Mr Jenkins.

On behalf of the Board, Mr Fullagar congratulated Mr Rudge on his appointment as National Clinical Director for Transplant, and thanked him for all that he had already done for organ transplantation. Mr Rudge thanked the Board for agreeing to his secondment.

Mr Fullagar said that two new non-executive directors had been formally appointed and provided brief details of each of them.

08/48 DECLARATION OF CONFLICT OF INTERESTS

Mr Fullagar said that, in line with good practice, this item would be added as a formal item on future agendas to remind Directors to declare any potential conflict of interest at the start of the relevant item.

08/49 MINUTES OF THE LAST MEETING

The minutes of the previous meeting were agreed.

08/50 MATTERS ARISING

Paper 08/36 was noted. Miss Joy said that since that had been prepared, the DH had confirmed that NHSBT would receive the £4.5m for the public awareness campaign (Recommendation 13 of the ODTF). There were no other comments.

08/51 STRATEGIC PLAN 2008-11

The final draft now before the Board incorporated comments received on the two previous drafts. Mrs Buggins raised concern that the targets for the work relating to the ODTF recommendations were too low in the early years. There was a discussion which included questions about the correct baseline figure

against which increases should be measured and about the presentation of the targets (i.e. the distinction between heart-beating and non heart-beating donor organs; and whether the numbers should relate to NHSBT alone or to the wider NHS). It was also understood that until further work had been completed there was no evidence that larger increases could be achieved in the first year. It was agreed that Mr Male, Mr Rudge and Ms Hamlyn would address these issues outside the meeting and circulate revised figures. Subject to this, the Board approved the content of the three-year Strategic Plan. In doing so they endorsed the 2008/09 workplan, the supporting financial plan for 2008/09 and the associated performance scorecard.

TM
CJR
LH

08/52 **STANDARDS FOR BETTER HEALTH**

The Board agreed that the assessment process demonstrated reasonable assurance around each of the standards and ratified the declaration for 2007/08. The key actions detailed in the paper would now proceed.

TM

08/53 **MEDICAL DIRECTOR'S REPORT**

The Board received Dr Williamson's report. She drew attention to the new contract for non-consultant career grade doctors and the meeting with the Surgeon General, in particular the evidence arising from experience on the use of FFP and platelets in major trauma.

08/54 **CHIEF EXECUTIVE'S REPORT**

Ms Hamlyn said that the Accountability Review on 1st April had been very constructive and, in the light of the outcomes from the third and fourth quarters, it was intended to revert to six monthly formal meetings, and to continue with informal meetings chaired by Elizabeth Woodeson on a monthly basis. Two issues had been highlighted by the DH for attention. These were the targets for platelet collection and for tissues and Ms Hamlyn had followed these up with Dr Ronaldson and Mr Garwood. She said that confirmation of the £4.5m funds for organ donation publicity had been received at that meeting, with advice that £750,000 of that could be used in 2008/09. Since the meeting, Ms Hamlyn had received a letter of comfort from the DH with regard to funding for 2009/10 and 2010/11. The issue around Losses and Special payments was also largely resolved and Mrs Newington would cover this in the Finance report.

Not included in the report as the date had not been confirmed at the time of writing, Ms Hamlyn said that the Sun had run its organ donation promotion on 29th April and to date this had generated around 20,000 responses.

With regard to the news of the millionth Boots Advantage Card holder joining The Organ Donor Register (TODR), Mrs Buggins asked Mr Rudge to check whether the gender ratio for Boots card holders was reflected in The Organ Donor Register.

CJR

08/55 **FINANCE REPORT**

Mrs Newington presented the report. She said the Authority had continued its healthy financial position and had ended the year with a surplus of around £3m mainly as a result of funds not spent in transition areas in the NBS and

Group Services. Less than £100,000 had been held in the bank account at the year end and an additional underspend on capital of approximately £3m had been notified to the DH. Some progress had been made on the issue of Losses and Special payments in that the Treasury had agreed in principle that special payments to donors were not novel and contentious but that the DH needed to provide us with specific delegated limits. These had not yet been received and Mrs Newington would follow this up. There would be some cases for which Treasury approval would be needed but they had undertaken to deal with those quickly.

Rob Bradburn would join NHSBT as Finance Director on 8th April and the Board thanked Mrs Newington for fulfilling the role on an acting basis over recent periods.

08/56 **FORWARD AGENDA PLAN AND SEMINAR PROGRAMME**

Ms Hamlyn said that in future the Forward Agenda Plan would be included on the agenda each month for information and to give Members the opportunity to assure themselves that the Board was maintaining proper stewardship and scrutiny of the forward agenda. Similarly, the programme for Board Seminars would be included, with advance detail of the aims and outcomes to allow these to be adjusted if required.

Mr Connon queried the timing of the seminar on Prions/vCJD. Ms Hamlyn explained that at the February meeting the Board had been concerned to ensure it was prepared to deal with the potential early introduction of prion filtering in Ireland. Mr Fullagar said that they also wanted to be prepared for any particular outcomes from the SaBTO meeting being held on 29th April. It was agreed that the topic could feature in the programme again later in the year if necessary.

08/57 **PLANNING AND IMPLEMENTATION OF THE ODTF RECOMMENDATIONS**

Mr Male presented the update. The Board noted that the work had now been incorporated into the three-year plan and future reporting would be included within that framework.

08/58 **PERFORMANCE REPORTS FROM THE OPERATING DIVISIONS**

58.1 **BPL**

Mrs Martin said BPL continued to perform well. Supply of Anti-D had been at 'red' status because of a product specification issue on some batches. The issue had now been resolved and resulting low stock levels were being addressed as quickly as possible. Mrs Martin added that the problem with an assay used in the production of Vigam experienced in the previous year had now been resolved on a long-term basis. The year had ended with a good financial position and BPL continued to work hard on plasma procurement, productivity and regulatory compliance.

58.2 **NBS**

Dr Ronaldson said that red cell stocks now stood at over 44,000 units. Five hundred additional units a day were being collected now compared with the

first quarter of 2006/07 during which stocks fell by 11%. He said he believed that initiatives such as reminders sent to donors by text, and greater attention to the achievement of collection targets had contributed to the improvement.

The donor base continued to fall but more slowly, and some initiatives were starting now which Dr Ronaldson hoped would stabilise the position. The pilot collection teams were showing some encouraging results although more work was needed, particularly in management areas. He said that he was now of the view that more than the originally estimated two weeks would be needed after the end of the pilot to roll out all the changes nationally but it was essential that this was done effectively. Some elements of change could be rolled out to additional teams in the interim. The third and fourth teams would join the pilot w/c 7th April with teams one and two continuing to be monitored.

Dr Ronaldson said a meeting had taken place with the MHRA to discuss the timetable for Filton. The MHRA were content with the plans in place but had suggested that more time was spent on how NHSBT would respond to any non-compliances the MHRA might raise during the licensing process. This meant that the programme was likely to be extended by about three weeks but otherwise it remained on track. The Board welcomed the news that the recent MHRA inspection at Newcastle had resulted in no critical or major non-compliances.

Mr McDermott provided further information about the upgrade of the Pulse computer system which involved consolidation of the three existing databases into one. He said it was now planned to complete this by the end of July/beginning of August and provided a summary of the various contingencies in place. The Board asked a number of questions and found the answers reassuring.

58.3 UKT

The report for UKT was noted. Mr Rudge said he proposed giving Mr Jenkins details of staff turnover by AfC grade as the most practical way of providing the information he sought.

08/59 REPORTS FROM THE MAIN COMMITTEES

59.1 NRRC Meeting 17/18 February 2008

Dr Walford had provided an update at the previous meeting and the minutes were now formally noted. Dr Walford was pleased to report that since the last meeting, over £1m, which was to be used for salaries, had been received under the NIHR Flexibility & Sustainability funding Scheme. The feasibility of applying this to organ transplant related work was being considered.

59.2 Governance and Audit Committee Meeting 26 February 2008

Mr Jenkins had reported verbally at the previous meeting. Mrs Newington said the minutes of the meeting would come to the next Board meeting.

BN

59.3 Trust Fund Committee Meeting 17 March 2008

Mrs Newington said the Committee had agreed its budget for 2008/09 and, in view of the current economic climate, had agreed to arrange a review of its current investment policy. The Committee had accepted Mrs Gubbins' kind offer to attend the next meeting to help with handover and continuity.

08/60 INFORMATION SECURITY

The update on Information Security was noted.

08/61 SUMMARY OF MEETINGS WITH/FEEDBACK FROM STAKEHOLDERS

Miss Joy gave an update on stakeholder feedback. She said that generally the position was quiet with responses being provided to any queries. Dr Ronaldson and his team had visited the Centres most affected by the strategy, and issues were being addressed along with a clear message that the changes would take place. Some Centres had asked for more in depth data and it had been agreed to make one further visit to those centres to provide more detailed explanations. Communication within Donor Services had been made easier by evidence of proposed actions being put in place. The Hospital Liaison teams had not received any negative feedback from hospitals, some SHAs had expressed interest in meetings for information purposes and there was engagement with some local councils. Mr Evans commented on the position of the unions, saying that the revisions to the NBS strategy had been welcomed overall whilst some anxiety remained at local level. To date, staff representatives had been positive and enthusiastic about the transformational pilots in donor services. Finally, in respect of the ODTF, Miss Joy said that while there was a great deal to be done, the announcement of Mr Rudge's appointment as National Clinical Director for Transplant would make it easier to make progress.

08/62 ANY OTHER BUSINESS

BPL - Clinical Trial for Optivate

Mrs Martin informed the Board that the sum of £950,000 approved for this trial would be exceeded by £150,000. A paper would be submitted seeking formal Board approval

08/63 DATE OF NEXT MEETING

The next meeting will be held at the Royal College of Obstetricians and Gynaecologists on Thursday 1 May.

08/64 RESOLUTION ON CONFIDENTIAL BUSINESS

The resolution was passed.