

**Minutes of the Seventeenth Meeting of NHS Blood and Transplant held at  
11.00am on Thursday 7<sup>th</sup> June 2007 at the Aztec Hotel, Aztec West  
Almondsbury, Bristol BS32 4TS**

Present:	Mr E Fullagar	Mr G Jenkins
	Mrs E Buggins	Dr C Ronaldson
	Mr J Forsythe	Mr C Rudge (part 2 only)
	Mr M Gorham	Mr B Savery
	Mr D Greggains	Dr D Walford
	Mrs J Gubbins	Dr T Wallington
In attendance:	Mr D Dryburgh	Mr T Male
	Mr D Evans	Mr A McDermott
	Mr R Fry	Ms J Minifie

**07/46 APOLOGIES AND ANNOUNCEMENTS**

Apologies for absence had been received from Mrs Reynolds, Mr Garwood and Mr Connon. Mr Fullagar welcomed Mr Fry who was representing Mr Garwood. Mr Rudge had been delayed and was expected to arrive later.

**07/47 MINUTES OF THE LAST MEETING**

The minutes of the previous meeting were agreed.

**07/48 MATTERS ARISING**

**48.1 Performance Report**

Mr Gorham said that Mr Rudge was arranging for the organ transplant waiting list graph to be split as requested.

**48.2 Annual Health & Safety Report**

Mr Evans said the position on needlestick injuries was being reviewed and so far this year there appeared to be no increase. He did not yet have further information on contact with blood incidents.

**48.3 Employment Claims**

Mr Evans said he had received a report from the legal advisers. There were currently 22 employment claims in all. It was not possible at this stage for the legal advisers to estimate the total potential liability for NHSBT but outcomes were not expected in the current financial year, so no provision had been made in the accounts at this stage.

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**07/49 STATUTORY REPORT AND ACCOUNTS FOR THE YEAR TO 31.3.07**

The Board noted the progress on the accounts. The GAC would formally propose adoption of the accounts at the next Board meeting on 5<sup>th</sup> July.

**07/50 REGISTER OF MEMBERS' INTERESTS**

The Board noted the Register of Interests. Amended lists for Dr Walford and Mr Greggains had been circulated to members but some further amendments from Mr Greggains had not yet reached Mr Savery. In Mr Rudge's absence, Mr Forsythe commented on the wording of his interests and Mr Savery agreed to check this. Mr Savery said he would arrange for the amended lists to be attached to the minutes of

the meeting.

Although the choice of venue for the meeting had been coincidental, Mrs Gubbins said that her firm acted for the group of hotels being used for the meeting.

Mr Savery offered to advise Members where they were uncertain about what interests to declare..

07/51 **STANDING ORDERS, STANDING FINANCIAL INSTRUCTIONS and DELEGATIONS OF POWER**

Mr Savery recommended that the Board approve the documents presented which covered the powers of the Authority and the Chief Executive. He said that he and Mr Gorham would discuss powers further down the organisation over the next three months as the revised structures emerged. Mr Jenkins said the documents had been considered by the GAC and he supported Mr Savery's proposal. The Board approved the three documents.

07/52 **ANY OTHER BUSINESS**

52.1 **Letter from NBS Staffside**

Mr Evans referred to the letter from the NBS Staffside received on 1<sup>st</sup> June which had been circulated to the Board. This expressed concern over a range of issues, including staff turnover, and Mr Evans was looking into these and would prepare a formal response which he would circulate for comment. He said he had already set up a system to monitor staff turnover, change and vacancy issues which involved discussions with Centre-based managers as well as electronic data. He added that the staff turnover figures from November 2006 to April 2007 were not significantly different from those for the previous year.

52.2 **Governance**

Mr Fullagar said he had had several useful discussions with members of the GAC on how to maintain good governance as the implementation of the strategic plan progresses; in particular how to ensure the Board is kept informed without putting unnecessary demands on executives' time in terms of reporting. He would therefore be making a proposal at the next Board meeting to establish a Board Programme Assurance Committee through which the Board would be able to see the status of the major projects on a regular basis. He thanked Mr Greggains who had agreed to chair the committee, and Mrs Gubbins who had agreed to be a member.

Dr Walford expressed some concern that this might in itself make more work for the Executives but the Board were reassured by Mr Gorham who said the proposal was supported by the executive team. He added that he would be chairing the programme implementation teams for each of the three divisions and this Committee would enable him to report effectively.

07/53 **DATE OF NEXT MEETING**

The next meeting would be held at the Royal College of Obstetricians and Gynaecologists on Thursday 5<sup>th</sup> July.

07/54 **RESOLUTION ON CONFIDENTIAL BUSINESS**

The resolution was passed.