

**Minutes of the Eighteenth Meeting of NHS Blood and Transplant held at  
1.30p.m. on Thursday 5<sup>th</sup> July 2007 at the  
Bio Products Laboratory, Dagger Lane, Elstree, Hertfordshire WD6 3BX**

Present: Mr E Fullagar Mrs J Gubbins  
Mrs E Buggins Mr G Jenkins  
Mr J Forsythe Dr C Ronaldson  
Mr P Garwood Mr B Savery  
Mr M Gorham Dr D Walford  
Mr D Greggains Dr T Wallington

In attendance: Mr D Dryburgh Mr A McDermott  
Mr D Evans Mr D Shute  
Mr C Hartley Mr W Connon  
Mr T Male Ms J Minifie

**07/56 APOLOGIES AND ANNOUNCEMENTS**

Apologies had been received from Mrs Reynolds and Mr Rudge. Mr Fullagar welcomed Mr Shute who was representing Mr Rudge.

**07/57 MINUTES OF THE LAST MEETING**

The minutes of the previous meeting were agreed.

**07/58 MATTERS ARISING**

**58.1 Annual Health & Safety Report**

Mr Evans said he had received a report from the H & S Department which he could circulate to Members if required.

**58.2 Letter from NBS Staffside**

It was noted that it had subsequently been decided to delay preparation of the response to Staffside until after this meeting.

**DE**

**07/59 PERFORMANCE REPORTS**

Dr Ronaldson explained the changes to the reports to include specific cross-references to the relevant NHSBT objective and to reflect changes in the way Health & Safety performance measures are reported.

Dr Ronaldson presented the report for BPL. Whilst there were no back orders for major products he said that going forward tetanus immunoglobulin would be in short supply because of a problem with raw material which had resulted in one batch not being processed. He said this would be discussed with the HPA and PASA and BPL would attempt to source product from competitors in the short term. He went on to say that BPL had achieved its highest ever sales for a single month in May having achieved 21.4m against 12.7m in 2006 which demonstrated the progress made at BPL by the Sales and Marketing Department in particular. The Board congratulated Dr Ronaldson on BPL's overall performance. It was noted that BPL would undergo its next MHRA inspection in September.

For the NBS Mr Garwood reported that there had been significant improvements in some areas while some areas continued to have "red" status. He said that the figures for June on orders not issued within two hours showed improvement. It was an

historically difficult time of year for red cell stocks and Mr Garwood said he did not believe that levels would improve until the step changes in collection had been made. In answer to a question from Mr Fullagar he said that there was no reason to think that the current red cell stock levels could become a crisis in the short term, although they were lower than was desirable.

Mr Garwood drew attention to the hard work and commitment of staff who had recently had to operate in extreme weather conditions, in Sheffield in particular, where emergency planning arrangements had been in force and the Board wished to record their thanks to them. Mr Fullagar had visited the Sheffield Centre on 3<sup>rd</sup> July.

Mrs Gubbins referred to the letter from the Staffside which had been received at the last meeting and drew attention to the first “yellow” status against staff turnover. She asked for more information about the staff who were leaving, including gradings, with a view to seeing whether changes could be made in order to retain staff where the reasons for leaving were not related to the strategy.

DE

Mr Shute presented the report for UKT and drew attention to a new section on cornea transplants. He said it was too early to predict the year end position on solid organ transplants and that investments were being made in new live donor schemes and new in house coordinator schemes which would not show results until later in the year. Staff turnover was still too high but improving and sickness absence had also improved. Mr Evans said he was meeting with Mr Rudge on 2<sup>nd</sup> August when topics for consideration would include staff turnover. In answer to a question from Mr Forsythe Mr Shute said that the Organ Donor Register graph showed revised targets and that figures were encouraging although the waiting lists continued to rise.

The Board wished to have a clearer picture of the numbers of patients waiting for transplants. Mr Shute agreed to provide the Board with a breakdown of the active and complete waiting list to enable the Board to consider how they would like progress to be measured.

DS

## 07/60 **FINANCE REPORT**

Mr Savery presented the report. He drew attention to the position on the UCLH debts and said that the payments scheduled for w/c 2 July had been received and he would seek to ensure the repayment plan continued to be met.

Mr Savery drew attention to the difficulties experienced in achieving an unqualified audit opinion to the the Statutory Accounts because of ambiguities in guidance around the approval of special payments. These ambiguities needed to be resolved between the DH and the Treasury. He said he had raised the problem, which affected all ALBs, at the Accountability Review meeting with the DH on 4<sup>th</sup> July.

Mr Savery said that the ESR system would be implemented in the NBS and UKT on 1<sup>st</sup> August and active post implementation and benefits resolution plans were in place. He said he would arrange for a briefing note on the project to be attached to the minutes.

## 07/61 **REPORTS FROM THE MAIN COMMITTEES**

### 61.1 **Trust Fund**

The minutes of the meeting of the Trust Fund held on 4<sup>th</sup> May were noted. Mrs Gubbins said there had been a meeting with Rensburg Sheppards to discuss investment policy at which they had been asked to achieve the best return possible for the Fund but to avoid investment in any companies which were connected to smoking. She also highlighted the agreed expenditure from the BBMDA Fund and said that the next phase of that expenditure had not been agreed pending further

information. She added that funds were generally being spent slowly although the Committee was keen for the funds to be spent. Dr Walford asked if any additional funds were available for the NRRC and it was noted that the new Medical Director would be asked to consider how the existing procedures might be developed.

#### **61.2 Governance and Assurance Committee**

Mr Jenkins said the Committee was currently meeting every two months. The minutes of meetings held on 3<sup>rd</sup> April and 18<sup>th</sup> May would be circulated and he asked Members to provide him with any comments on those outside the meeting.

**ALL**

#### **61.3 Performance Assurance Committee**

The terms of reference for the PAC were agreed subject to some further fine tuning particularly in relation to attendees and the secretariat.

### **07/62 ACTION PLAN IN RESPONSE TO THE OUTCOMES OF THE STAFF SURVEY**

Mr Evans presented the plan. Mrs Buggins asked a number of questions. With regard to the ability of the organisation in terms of capacity to work on so many fronts Mr Evans responded that some of the items were already underway and that he would be asking the group to ensure items were properly prioritised. With regard to receiving views of staff on a continual basis and making use of the information Mr Hartley said that staff receive responses to questions raised at Connect briefings and it was also possible to gauge where further dialogue was needed. Mr Evans said that a practice of obtaining softer feedback from managers needed to be developed, monthly reporting had started and he would be discussing with Dr Ronaldson how to include the senior NBS team. Mr Male suggested that this area might be included in the quarterly reviews which were about to take place. It was agreed that Mr Evans would provide the Board with an update in six months' time.

**DE**

### **07/63 STATUTORY ANNUAL ACCOUNTS FOR 2006-07**

Mr Savery presented the accounts and Mr Greggains confirmed that the GAC had received a note of the final changes made following the direction received on 14<sup>th</sup> July and that these had not been significant. Mr Savery drew attention to the Statement on Internal Control in which the GAC had suggested an addition to paragraph 8 and this change had been circulated to Members. A copy of the revised statement would also be attached to the minutes. Mr Savery referred again to the ambiguity over guidance and Mr Jenkins emphasised that both internal and external auditors had complimented the Authority on the probity of its accounts and systems and that no issues had been raised under ISO260 apart from the special payments issues raised above. The GAC commended the accounts to the Board. Mrs Gubbins suggested that it might be helpful to amend some of the language and agreed to discuss this with Mr Savery outside the meeting. The Board formally adopted the Statutory Accounts.

### **07/64 ANY OTHER BUSINESS**

#### **64.1 Staffside**

Mr Fullagar welcomed staff colleagues who were present and invited Andy Ford of Amicus to address the Board. Mr Fullagar thanked him for putting forward the views of the staff and assured him that the Board did debate staff views and take them seriously. He gave an assurance that the Board would respond to their representations by the end of the month. He also stressed that each step in the strategy proposals required Board approval and that of the DH and the Treasury in some cases.

## 64.2 **Accountability Review**

Mr Fullagar said the Accountability Review with the DH had taken place on 4<sup>th</sup> July. The DH recognised the organisation's achievements in meeting or exceeding its targets in all three Divisions. They were at the same time aware of the challenges facing NHSBT now and in the future. Mr Cannon concurred with this view and added that the Ministerial Accountability Review which had been scheduled for 9<sup>th</sup> July had been postponed because of the change of Minister.

### 07/64 **DATE OF NEXT MEETING**

Mr Fullagar said that he hoped it would not be necessary for the Board to meet on Thursday 2<sup>nd</sup> August and that he would confirm this the following week. The following meeting would be on Thursday 5<sup>th</sup> September at the Royal College of Obstetricians and Gynaecologists.

### 07/65 **RESOLUTION ON CONFIDENTIAL BUSINESS**

The resolution was passed.