

**Minutes of the Sixteenth Meeting of NHS Blood and Transplant held at
1.30pm on Thursday 3rd May 2007 at the Royal College of Obstetricians and Gynaecologists
27 Sussex Place, Regent's Park, London NW1 4RG**

Present:	Mr E Fullagar	Mr G Jenkins
	Mrs E Buggins	Dr C Ronaldson
	Mr J Forsythe	Mr C Rudge
	Mr P Garwood	Mr B Savery
	Mr M Gorham	Dr D Walford
	Mr D Greggains	Dr T Wallington
	Mrs J Gubbins	
In attendance:	Mr D Dryburgh	Mr A McDermott
	Mr D Evans	Mr W Connon
	Mr C Hartley	Ms J Minifie
	Mr T Male	

07/31 APOLOGIES AND ANNOUNCEMENTS

Apologies for absence had been received from Mrs Reynolds.

07/32 MINUTES OF THE LAST MEETING

The minutes of the last meeting were agreed.

07/33 MATTERS ARISING

There were no matters arising which were not covered by the agenda.

07/34 2006/07 YEAR END REVIEW

The Board received the report on the 2006/07 year end review.

Mr Greggains asked why there was no reference to unresolved design issues at Filton. Mr Dryburgh confirmed that this was no longer an issue as the design had been locked down. That fact had not been communicated to Mr Jenkins as design champion for the project and he and Mr Dryburgh would review reporting arrangements outside the meeting.

In answer to a question from Mr Jenkins, Mr Evans said the reason for the Management Skills Audit not having been completed by March was that the work had been more complex than originally envisaged and had also been expanded to include a "360 degree" element. As reported at the last meeting he now expected this work to be completed in June.

The Board noted that, with some limited exceptions, NHSBT had performed exceptionally well in 2006/07. The Board would continue to focus on those exceptions. Furthermore they did not under-estimate the exceptional challenges posed by the plans for NHSBT over the next few years.

07/35 PERFORMANCE REPORT

Dr Ronaldson presented the report for BPL. Sales had been £6m over budget and the provisional accounts showed a reduction in GIA requirement of £7m over the last three years. He said that following localised outbreaks of chicken pox, BPL might be without stocks of Varicella Zoster immunoglobulin for a short period. The Health Protection Agency had been informed. The Board congratulated Dr Ronaldson on

his team on BPL's performance over the year.

Mr Garwood presented the report for the NBS. He drew attention to the "amber" status of red cells – which was being addressed – and also to the number of lost time accidents. The Board asked him to pass on their congratulations and thanks to the members of the team involved in the work to increase skin stocks to the current "green" status.

Presenting the report for UKT, Mr Rudge said that 3,000 transplants had been carried out during the year, the highest annual figure ever. The Board acknowledged the hard work by UKT and other parts of the NHS which had contributed to that. Similarly staff in UKT and the wider NHS were to be congratulated on the increase in the number of names on the Organ Donor Register. Significantly greater improvements were needed however and Mr Rudge drew attention to the graph on page 8 which showed clearly the rate of increase on the transplant waiting lists. He agreed to a request to include a table with this graph to indicate the split between the different organs. (Dr Walford joined the meeting).

CRu

Mr Rudge said that he believed that UKT was now being adversely affected by the number of staff leaving. Mr Evans said he had just received a second tranche of data from the staff survey which provided the results by operating division; and that he and Mr Rudge would be discussing the introduction of more detailed exit interviews at UKT with a view to identifying and addressing any patterns which emerged.

07/36 **FINANCE REPORT**

Mr Savery presented the report. He was pleased to confirm that, as predicted, the provisional annual accounts showed a small I & E surplus for the Authority; the Authority had spent its full revised capital allocation on planned projects; and the Authority would commence the new financial year with a healthy cash position. The balance at the bank at the year end was within DH limits.

As reported previously, Mr Savery would now resume efforts to bring UCLH's outstanding debts up to date.

The statutory annual accounts for the Authority would be presented to the Board in June and these would be submitted to the NAO w/c 7 May. Mr Savery asked the Board to note that, although the formal Accounts Directions relating to the format for the accounts had not yet been received from the DH, he had advised the DH that the guidance he had seen to date would not, in his opinion, enable the Authority's accounts to be presented in a true and fair light. Mr Connon offered to help resolve this issue and he and Mr Savery would discuss it outside the meeting.

07/37 **STRATEGIC REDEVELOPMENT OF THE NATIONAL BLOOD SERVICE**

This document represented part of the existing strategy approved by the Board at the end of 2006 and it was agreed that the front page should make that clear.

It was noted that point 5.3.2 required amendment in that the Filton project was not cost neutral and any deficit would be funded by further savings. Also, elsewhere in the document, an amendment was required to make it clear that there was sufficient project management resource in the Estates function, not in the organisation overall.

Mr Dryburgh agreed to provide Mrs Gubbins with details of each Estates project as they became available.

DD

In answer to questions about the availability of staff in the revised locations Mr Evans said that a workforce planning exercise had been carried out at an early stage and Mr Garwood said he was confident that sufficient costs had been included to cover the

likely scenarios.

Subject to the comments above, the Board agreed that the SOC should be submitted to the DH.

07/38 **ANNUAL HEALTH & SAFETY REPORT**

Mr Evans said he considered that NHSBT's H & S system was robust compared to other parts of the NHS. He was however considering the possibility of a more detailed outside survey with a view to confirming that opinion. He said that the definitions in last year's report had been clarified and he considered that, in general, the position was stable. He said it was hoped that the changes taking place in the Donor Services area would result in a reduction in manual handling injuries.

Dr Walford expressed concern at the increase in Contact with Blood incidents and Needlestick incidents. Mr Garwood said these increases were disappointing as changes in procedures had been introduced with the intention of reducing the numbers of incidents. Mr Garwood and Mr Evans agreed to investigate the details and report back to Dr Walford.

PAG DE

The increase in Contact with Chemical incidents was also noted. Mr Evans said he believed the majority of these related to the new hand rub. Similar problems had not been experienced by a number of Trusts which he had contacted.

Mr Evans agreed to ensure that in future reports all the tables would include data for at least three years for comparison purposes.

07/39 **OUTCOMES OF THE STAFF SURVEY**

The Board received the report. Mr Evans said that the details were being analysed and additional data had recently been received. An action plan would be prepared and be presented to the Board in July. In the meantime he wished to inform the Board of the outcomes. No survey was conducted by NHSBT in 2006 and therefore there was no previous year comparison. He said that NHSBT's outcomes were out of line with the rest of the NHS in some areas, notably appraisals and career development. He expected to see that position change with the introduction of Agenda for Change processes.

07/40 **WORKFORCE STRATEGY**

Mr Evans said that the strategy was ambitious in its scope and he had some reservations about NHSBT's ability to achieve some of the longer term actions within the target times specified. He stressed that achievement of the strategy would require a team effort on the part of Group Directors and the Board, particularly throughout the operating divisions. Mr Jenkins suggested that the paper should state that the purpose of the strategy was to make NHSBT fit for purpose and Mrs Buggins suggested that it might be linked to the NBS Mission and Values.

Subject to minor editing changes the Board confirmed its acceptance of the Workforce Strategy.

Mrs Gubbins asked if NHSBT was currently experiencing any equal pay issues and Mr Evans said there were some which related to previous pay as a result of Agenda for Change outcomes. Mr Evans agreed to provide the Board with information about employment claims and liability on a regular basis.

DE

07/41 **REGISTER OF SEALINGS**

The Register of Sealings was noted.

07/42 **REPORTS FROM THE MAIN COMMITTEES**

Minutes of the NRRC Meeting held on 26.2.07

Dr Walford had reported at the previous meeting and the minutes were noted.

07/43 **ANY OTHER BUSINESS**

There was no other business.

07/44 **DATE OF NEXT MEETING**

The next meeting would be held in Bristol on Thursday 7 June.

07/45 **RESOLUTION ON CONFIDENTIAL BUSINESS**

The resolution was passed.