

**Minutes of the Thirteenth Meeting of NHS Blood and Transplant held at
1.00pm on Thursday 25th January 2007 in the Chancellor's Building
University of Edinburgh, 49 Little France Crescent, Edinburgh EH16 4SB**

Present:	Mr E Fullagar	Mrs J Gubbins
	Mrs E Buggins	Mr G Jenkins
	Mr J Forsythe	Dr A Robinson
	Mr P Garwood	Dr C Ronaldson
	Mr M Gorham	Mr C Rudge
	Mr D Greggains	Dr D Walford

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

07/01 APOLOGIES AND ANNOUNCEMENTS

Mr Fullagar thanked Mr Forsythe and others who had been involved in the morning's workshop on Organ Retrieval.

Apologies had been received from Mrs Reynolds and Mr Savery. Mr Fullagar welcomed Mrs Newington who was representing Mr Savery.

07/02 MINUTES OF THE LAST MEETING

The minutes of the previous meeting were agreed.

07/03 MATTERS ARISING

03.1 Tonsils

Mr Connon and Dr Robinson updated the Board on the work relating to tonsils.

Mr Connon said that the Health Protection Agency (HPA) had been commissioned to create a National Tonsil Archive (NATA) to provide more robust data on the prevalence of vCJD in the population. This was to comprise 100,000 pairs of tonsils, with 40,000 having been collected to date. A biochemical screening test would be used with any reactives being subjected to supplementary testing using western blot and immunohistochemistry to ascertain whether positive or not.

It was planned to commence testing of samples in February 2007, initially from subjects in the 20 to 29 year age range, and it was anticipated that meaningful results would be available by the end of summer 2007.

There was also a proposal for another project, led by Dr Noel Gill of the HPA, to carry out anonymised tests on 50,000 blood donors which would include those in the middle age band. Additionally, there was a proposal to test samples collected at autopsies, which would provide data from the older age range.

The blood donor project would need to make use of the NBS's Test Assessment Facility (TAF) in order to anonymise the samples but it was noted that the intended purpose of the TAF was different i.e. to provide blood samples on which the suitability of tests for vCJD could be assessed as they become available.

03.2 Tissue Services – Skin

Mr Garwood and Mr Rudge had discussed the proposed workshop on solid organs and tissues and would keep the Board informed as arrangements progressed. **PAG CRU**

03.3 Coroner's Verdict on Newcastle Patient Incident

Mr Rudge said that the specification for a computer system for pancreases had been completed by UKT's advisor and Mr McDermott was looking into the availability of IT resources to take this forward. It was anticipated that the work would take six months to complete.

Mrs Gubbins said she had read the full report from the inquest and considered that it included criticism of NHSBT's operations in relation to testing in Newcastle in particular. This was not absolutely clear however because the Coroner's report did not distinguish between the Newcastle Trust and the NBS Centre in Newcastle. Mrs Gubbins suggested that the case should be reviewed from a clinical governance point of view with a report to the GAC. Mr Gorham said he had commissioned that report and Mr Jenkins would report back to the Board in due course. **GJ**

03.4 Blood Collection Staff

Mrs Gubbins' point about blood collection staff morale would be addressed in the Service Strategy item in part 2.

03.5 Organ Donor Register (ODR)

Mr Rudge provided the following figures: Between April and December 2006, of 1,392 corneal donors, 454 (32.6%) had been on the ODR; of 604 solid organ donors, 198 (32.8%) had been on the ODR. 22-23% of the UK population are on the ODR.

03.6 Debtors

This point was covered under the Finance Report.

03.7 The remaining matters arising would be covered under the relevant agenda items.

07/04 PERFORMANCE REPORT

Dr Ronaldson presented the report for BPL. He said that forthcoming redundancies would reduce the favourable variance but he nevertheless continued to forecast a slight surplus and record sales at the year end. Mr Jenkins drew the Board's attention to the fact that nine individuals would be in receipt of total redundancy packages, including pensions, exceeding £100,000 with two individuals receiving £200,000 and £250,000 respectively. Mr Evans said that the payments were in accordance with contractual entitlements, and the ALB GAC had approved the issue of redundancy notices.

Dr Ronaldson said some R & D staff had left BPL recently and he was monitoring the position although there had been no particular difficulty with recruitment in this area in the past.

The Board congratulated Dr Ronaldson on the excellent performance of BPL in its current challenging environment and asked him to pass their congratulations on to his staff.

Mr Garwood presented the report for the NBS. He said that following review, the targets for red cells may be reduced against an underlying reduction in demand although there would be no reduction in efforts to collect. There had been a 35-40% increase in processing of skin and progress was being made on the importation of skin.

Mr Garwood said that he was currently working with Mr Evans to establish more informative reporting definitions for both Health & Safety and staffing levels and expected these to be introduced by May. Mr Garwood agreed to include a paragraph in next month's report about the use of agency staff where it was not intended to fill posts.

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Dr Robinson drew attention to the NBS's success in meeting demand for red cells, and particularly platelets, over the Christmas/New Year period.

Mr Rudge presented the report for UKT. He drew attention to the number of registrations on the ODR which had reached just over 14m. In answer to a question he said that he hoped that the merger between NBA and UKT would lead to career development opportunities for UKT staff. Dr Robinson asked for information on road traffic accidents, if any, and Mr Rudge agreed to provide this.

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07/05 **FINANCE REPORT**

Mrs Newington presented the report. She drew attention to the I & E balance and the value of the Transition Fund. With regard to brokerage, she said that an email had very recently been received from the DH confirming £20m revenue brokerage into next year and that it was highly unlikely that NHSBT would be allowed to broker more than this into 2007/08. There were therefore several variables to be managed to secure the year end position. She also said that the majority of pay arrears relating to Agenda for Change would be paid in January and February; and that discussions were taking place with the NAO about plasma stocks with a view to avoiding any difficulties over valuation at the year end. Mr Jenkins said that the NAO had confirmed at the GAC meeting on 15 January that they were satisfied with the arrangements with DCI in this respect.

Mrs Newington said that, contrary to the narrative in the report, UCLH had not brought their account with BPL up to date. She would discuss this matter with the NAO and clarify whether there would be a requirement to make a provision in the year end accounts.

The Board noted that Rensbury Sheppards had been appointed as Trust Fund Advisors for a period of three years commencing 1 January 2007, replacing J P Morgan. Mr Greggains said he had an interest in that Rensbury Sheppards managed most of his family finances. He said he would send a formal letter to Mr Savery and Mrs Newington said she would send him a formal declaration of interest for completion.

07/06 **REPORTS FROM THE MAIN COMMITTEES**

06.1 **Report from the GAC Meeting held on 15.1.07**

Mr Jenkins said that the minutes of the meeting would be submitted to the next Board meeting. Mr Fullagar asked Members to raise any questions at that time. In the meantime Mr Jenkins reported on the main items which had been discussed:

The internal auditors were being asked to carry out a sample check against the SFIs to see whether there had been instances of non-compliance during NHSBT's transition period following the merger. The internal auditors were also being asked to

carry out a review of tendering and procurement processes relating to sub-contractors; and a review of the use of corporate credit cards.

The Committee would be paying particular attention to auditor's recommendations to encourage the completion of these in a timely manner.

The GAC were monitoring NHSBT's performance under Standards for Better Health and would keep the Board informed.

The Committee considered the issue of Corporate Manslaughter on a regular basis and the Board would receive a paper covering this at a subsequent meeting.

06.2 NHSBT Trust Fund Accounts

The NHSBT Trust Fund Accounts were noted.

07/07 BOARD DEVELOPMENT

The points covered by the paper on Next Steps were agreed.

07/08 RATIFICATION OF ADDITIONAL EXPENDITURE ON THE SHEFFIELD STEM CELLS PROJECT

Mr Gorham presented the paper. He said that, aside from the failure to seek Board approval, he was satisfied that the allocation of additional funds to the scheme had been appropriate, and properly controlled. He added that he was not aware of any other similar incidents and said he was satisfied that systems were in place to ensure there were no similar incidents in future. The Board accepted that this had been an oversight but wished it to be minuted, as it was not stated in the paper, that Board approval should have been obtained before the additional £60,000 was committed. Mr Gorham confirmed that he accepted this. The Board approved the expenditure.

07/09 SHOT SUMMARY

The contents of the summary were noted.

07/10 NHSBT PANDEMIC INFLUENZA PLAN

The Board received paper 07/08. Mr Garwood said that considerable further work had been done since the workshop briefings to the Board in June 2006 and it was intended to further develop the paper following the Government's "Winter Willow" exercise planned to take place in February. The Board confirmed its support for the plan as developed so far. Mr Garwood asked Members to address any detailed questions to him outside the meeting.

07/11 REGISTER OF SEALINGS

The register of sealings were noted.

07/12 ANY OTHER BUSINESS

12.1 VAT

Mrs Gubbins drew Members' attention to the VAT position for the self-employed. At her firm's recent VAT inspection the possibility of her firm being required to account for VAT on the remuneration she received from NHSBT had been an issue although it was finally agreed that this was not required.

12.2 Access to Intranet

Mrs Gubbins said she had recently wished to access an NHSBT policy but was unable to do as she did not have access to the NBS intranet and she asked whether it could be arranged for NEDs to have access. Mr McDermott said that some work was already in hand to provide NEDs with access to the NHSBT strategy management website and said he would arrange for this to be extended to include the NBS intranet.

07/13 DATE OF NEXT MEETING

The next meeting would be held at the NBS Birmingham New Street Blood Donor Centre on Thursday 1 March.

07/14 RESOLUTION ON CONFIDENTIAL BUSINESS

The resolution was passed.