

**Minutes of the Thirtieth Meeting of NHS Blood and Transplant
held at 12.00pm on Thursday 29 January
at the Royal College of Obstetricians and Gynaecologists
27 Sussex Place, Regent's Park, London NW1 4RG**

Present: Mr E Fullagar Ms L Hamlyn
 Mr A Blakeman Mr G Jenkins
 Mr R Bradburn Ms S Johnson
 Ms D Burnside Dr C Ronaldson
 Dr C Costello Dr D Walford
 Mr J Forsythe Dr L Williamson
 Mr P Garwood Mr A Young
 Mr D Greggains

In attendance: Mr D Dryburgh Mr A McDermott
 Mr D Evans Dr R Jecock
 Ms H Joy Ms J Minifie

09/01 MINUTES OF THE LAST MEETING

The minutes of the previous meeting were agreed.

09/02 MATTERS ARISING

Paper 09/01 was noted.

The Board also recorded the items they had dealt with in the preceding, confidential section of the meeting. These were certain commercial, policy, personnel and medical items. The commercial matters were issues relating to contracts for services/equipment and issues relating to BPL. The policy matters were issues relating to organ donation and transplantation. The personnel matters were issues relating to individual members of staff. The medical matters were issues relating to individual patients.

09/03 BOARD COMMITTEES - TERMS OF REFERENCE AND WORKPLANS

Dr Walford said the draft terms of reference for the R & D Committee which had been included in the pack were not correct. The first paragraph of Section 2, relating to membership, should read "The Committee shall be appointed by the Board and consist of up to four NEDs, one of whom should be the Chair of the Committee." The Board agreed to accept this revised wording. In answer to a question, Dr Walford clarified the reference to email in the second paragraph of the membership section. This referred to individual items, such as additional information on which grant awards depended, which might need to be dealt with between meetings to avoid unnecessary delay.

Subject to the above points on the R & D Committee, the Board agreed the terms of reference and workplans for all the Committees. These would be reviewed in a year's time.

RB

09/04 **REPORT ON SEVERE UNTOWARD INCIDENTS**

The Board noted that there were no new incidents to report. They received the report on the incident (INC5303) which had been notified at the previous meeting. It was agreed that the first sentence of the report should be amended to read "..... possibly associated with.....".

It was agreed that Dr Williamson would contact the Medical Director at North Lincolnshire and Goole Hospitals asking for their conclusions once their investigations into the incident had been completed.

LW

Dr Ronaldson said investigations into the incident had highlighted the absence of lone worker alarms at some sites and the need for implementation of systems to check that alarms are working. It was agreed that the action plan resulting from work in this area should be reviewed by the GAC.

CR

09/05 **PERFORMANCE REPORT**

Mr Bradburn drew attention to the successful work to address the low level of red cell stocks during December and said that demand continued to edge up; component donation remained on course to meet the 80% target. Blood donor complaints had dropped during December after increases over previous months, and Mr Young would be presenting a formal paper on complaint management at the March meeting. Turning to the performance scorecard, Mr Bradburn said that the increase in risk reflected additional reporting rather than new activities or problems. On finance, he said that the final 2009/10 budget letter from the DH remained outstanding. The projected year-end surplus was currently £2m behind plan, chiefly owing to the stock and export position at BPL as reported previously. BPL's December sales had been in excess of £11m, however, indicating that the deficit position was beginning to recover. Mr Jenkins suggested that it might be helpful to take legal advice on supply contracts for BPL products.

Mr Greggains asked about UCLH's debtor status. Mr Bradburn said that a small amount was overdue for BPL and payments to the NBS were tending to run one month late.

Mr Jenkins asked what the rebate to hospitals implied in terms of a reduction in the price of blood. Mr Bradburn said this was approximately £10 to £12 per unit and said he would provide the exact figure outside the meeting.

RB

09/06 **MEDICAL DIRECTOR'S REPORT**

Dr Williamson's report was received. She drew attention to Dr Tim Wallington's forthcoming retirement and said that interviews for a replacement Associate Medical Director - Patient Services would take place on 5 March and this would allow a handover period. Dr Williamson also drew attention to the item on the inappropriate referral of individuals for blood donation by the Human Fertilisation & Embryology Authority (HFEA).

She said the HFEA's reply to her letter to them suggested that they had not understood the point she was making so she had written to them again. It was noted that the words "for this purpose" were missing from the final sentence of the paragraph on this item in the report.

09/07 **INTERNAL AUDIT CONTRACT**

Paper 09/06 was noted.

09/08 **MINUTES OF THE MEETING OF THE GAC 22.10.08**

The minutes were noted.

09/09 **MINUTES OF THE MEETING OF THE TRUST FUND 6.1.09**

The minutes were noted.

09/10 **SUMMARY FROM THE MEETING OF THE REMUNERATION COMMITTEE 27.11.09**

The summary was noted.

09/11 **REGISTER OF SEALINGS**

The register of sealings was noted.

09/12 **FORWARD AGENDA PLAN**

The forward agenda plan was noted.