

**Minutes of the Twenty-seventh Meeting of NHS Blood and Transplant  
held at 2.00pm on Thursday 25 September 2008  
at the Royal College of Obstetricians and Gynaecologists  
27 Sussex Place, Regent's Park, London NW1 4RG**

Present:            Mr E Fullagar                      Mr P Garwood  
                      Mr A Blakeman                    Mr D Greggains  
                      Mr R Bradburn                   Ms L Hamlyn  
                      Mrs E Buggins                    Dr C Ronaldson  
                      Ms D Burnside                   Dr D Walford  
                      Mr J Forsythe                    Dr L Williamson

In attendance:    Mr D Dryburgh                    Mrs J Martin  
                      Mr D Evans                        Mr C Rudge (part)  
                      Ms S Johnson                    Mr A Young  
                      Ms H Joy                            Mr W Connon  
                      Mr A McDermott                   Ms J Minifie

**08/102    APOLOGIES AND ANNOUNCEMENTS**

On behalf of the Board, Mr Fullagar thanked Mrs Buggins for her outstanding contribution to NHSBT, and the NBA before that, and said all her colleagues had enjoyed working with her. Mrs Buggins said she had also greatly enjoyed being a member of both Boards and the opportunity to contribute.

Mr Fullagar said that while Mrs Martin would continue with her good work at BPL, as a result of the changes to the NHSBT structure, she would not in future attend Board meetings. The Board congratulated her, and Dr Ronaldson, for their achievements which had led to a 90% reduction in central funding, a near 15% reduction in staffing levels and a similar increase in sales.

Apologies had been received from Dr Costello, Mr Male and Mr Jenkins. Mr Fullagar would write to Mr Jenkins to convey the Board's good wishes.

**08/103    DECLARATION OF CONFLICT OF INTERESTS**

Members noted the reminder to declare any conflict of interest at the appropriate point on the agenda.

**08/104    AGREED WAYS OF OPERATING FOLLOWING THE BOARD DEVELOPMENT DAY**

Members noted the reminder of the ways of operating which had been agreed at the Development Day on 5 June. However, it was pointed out that point (iv) should read "Working at all times with colleagues in a challenging but supportive manner."

**08/105    MINUTES OF THE LAST MEETING**

The minutes of the previous meeting were agreed.

08/106 **MATTERS ARISING**

Paper 08/83 was noted.

It appeared that not all members had received the notes from the Development Day on 5 June and Jane Minifie was asked to reissue them.

**JEM**

Mr Greggains asked about progress on Hematos. Mr Garwood confirmed that the Hematos Workstream Board would agree the "go live" date at its meeting on 30 September. Ms Hamlyn confirmed that there would be no delay in the transfer of H & I to Filton. She said Hematos was on the agenda of most Executive Team meetings and she was very alert to the Board's need to keep abreast of progress. It was agreed that Mr Garwood would provide the Board with an update by email before the next report to the Board.

**PAG**

Mr Forsythe said he wanted to ensure that the issue of directed donation (minute 90.1) was kept in the Board's view. Ms Johnson said she understood the HTA were preparing a statement, with input from Mr Rudge, and that she expected to be in a position to bring this to the November or January Board meeting.

**SJ**

08/107 **PERFORMANCE REPORT**

Mr Bradburn described the progress being made towards developing the format of the report. It comprised five elements i.e. commentary, key performance indicators (KPIs), comparison of expectations to the workplan, and exceptions. He said it was the intention in future not to include the risk matrix itself unless there were any objections. He drew attention to the charts relating to blood donation and said these would be replaced with graphs showing some different measures in the report to be issued in November. A one page summary of progress on the major change programmes would also be included from November. He said he would be pleased to receive any comments about the format of the report outside the meeting.

Mr Greggains asked about University College London Hospital's current debt position and Mr Bradburn agreed to email him that information.

**RB**

On performance itself, Mr Bradburn highlighted the following:

The consolidation of the Pulse database. This was an outstanding achievement by the IT department and operational teams across processing, testing, QA and Blood Donation and the Board expressed their gratitude to all the staff whose hard work had contributed to that.

A drop to 57% (against a 60% target) in August for component donation for platelets. While it was still expected to meet the target of 80% for the year, this was requiring very considerable effort within the Blood Donation team.

On the Organ Donation Programme, all objections from the Unions in Scotland had been overcome following a meeting with the Minister.

On finance, a year end surplus of around £4.6m or more continued to be projected with plans to partly use this to purchase agitators and beds. It was likely that a £3.6m underspend on capital would be returned to the DH. Improved information on demand for blood indicated a £16m refund to hospitals in respect of blood and specialist services. This was likely to be effected by a payment of 50% of the amount in October and two further payments of 25% of the amount before the end of the year.

Mrs Buggins suggested that the next organ donation campaign be targeted towards those who may be the most likely to become donors. She also suggested that targets for the Organ Donor Register should take account of the fact that significantly more families co-operate in donation when the potential donor has expressed their wishes by having joined the Register. Ms Johnson noted these points.

**SJ**

#### 08/108 **MEDICAL DIRECTOR'S REPORT**

The report was noted and Dr Williamson reported some additional items which had taken place since the report was issued.

On 22 September, Dr David Mayer had been appointed as NHSBT's Clinical Lead for Organ Retrieval. Additionally, a good shortlist of candidates had been identified for the Chair of the Liver Advisory Group. Finally, interviews for the position of Associate Medical Director (Organ Donation and Transplantation) would be held on 15 October.

NHSBT's bid to the NIHR (National Institute of Health Research) for approximately £800k in capital had been successful, including additional funding for the revenue consequences. Also the £900k declared to the DH in 2007/08 in respect of research salaries had been guaranteed until the end of 2012. This would allow the Medical Directorate to contribute to NHSBT's savings and provide money to reinvest in succession planning in clinical and R & D areas.

#### 08/109 **CHIEF EXECUTIVE'S REPORT**

The report was noted. Ms Hamlyn drew attention to the following points:

The lifting of the upper age limit for existing donors which, to ensure adequate staff training and revision of materials beforehand, would come into effect on 1 January. This change would demonstrate that NHSBT was responsive to new evidence and also avoid any impression that the unnecessary loss of even a comparatively small number of donors was not considered important.

The inclusion for the second time of a section on communications. The appendix on Parliamentary Questions had been included to highlight the diverse range of interests of MPs and the amount of work involved.

The purchase by Octapharma of 33 plasma collection centres in the USA. Ms Hamlyn also pointed out an inaccuracy in this paragraph - DCI is not BPL's sole source of plasma.

Commenting on the reference to the NHS Constitution, Mrs Buggins said it was expected that the wording would be firmed up over coming months to give staff a clearer framework to work to.

08/110 **DECLARATION OF ISTANBUL ON ORGAN TRAFFICKING AND TRANSPLANT TOURISM**

The Declaration itself had been omitted from the Board pack in error and copies were circulated.

Ms Johnson was asked to check the exact meaning of point 5b of the Declaration to ensure it did not conflict with current arrangements within the EU. Subject to that clarification, the Board agreed to endorse the Declaration.

**SJ**

08/111 **STATUS REPORTS ON TERMS OF REFERENCE AND WORK PROGRAMMES FOR THE MAIN COMMITTEES**

Mr Fullagar said all the Committees had worked hard and made varying degrees of progress on their Terms of Reference and workplans. Terms of reference and, ideally, work programmes would be circulated for review at the next meeting. To assist in this, Mr Fullagar agreed to issue a note to the Chairs of the Committees setting out exactly what is required.

**EJF**

Mr Fullagar said that, as agreed, a temporary Board Committee had been set up to look after the interests of BPL. Members of this Committee had met for the first time on 23 September and Terms of Reference would be provided at the next meeting.

**EJF**

08/112 **ANY OTHER BUSINESS**

**112.1 Information Section of the Agenda**

Mr Fullagar said that he would not generally expect discussion at meetings on the papers issued for information. He did not wish to prevent members raising questions however, and asked members to inform him in advance if they wished to raise any points from the information papers in future. He invited members to let him have any observations on this system outside the meeting.

**All**

**112.2 Transformation Programme Board**

It was noted that this item had been incorrectly designated on the agenda.

**RB**

Ms Hamlyn said that while the Transformation Programme Board (TPB) was not a Committee of the Board she realised that members had a particular interest in its business. She had therefore agreed with Mr Fullagar that in future a one page summary of the main decisions of the TPB would be included within the performance report.

08/113 **DATE OF NEXT MEETING**

The next meeting would be held at the Royal College of Obstetricians and Gynaecologists on Thursday 27 November.

08/114 **RESOLUTION ON CONFIDENTIAL BUSINESS**

The resolution was passed.

08/115 **UPDATE ON BLOOD, TISSUE (AND ORGAN) SAFETY**

Paper 08/89 had been received for information.

08/116 **MINUTES OF THE GAC MEETING 25.6.08**

The minutes were received.

08/117 **MINUTES OF THE TRUST FUND MEETING 1.7.08**

The minutes were received.

08/118 **REGISTER OF SEALINGS**

The register of sealings was received.

08/119 **FORWARD AGENDA PLAN AND PROGRAMME OF SEMINARS**

These were received for information.

08/120 **DATES OF FUTURE MEETINGS**

The dates were received.