

**Minutes of the Twenty-seventh Meeting of NHS Blood and Transplant
held at 1.30pm on Thursday 3rd July 2008
at the Royal College of Obstetricians and Gynaecologists
27 Sussex Place, Regent's Park, London NW1 4RG**

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

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| In attendance: | Mr D Dryburgh | Mr T Male |
| | Mr D Evans | Mrs J Martin |
| | Mr G Gogarty | Ms E Woodeson |
| | Ms H Joy | Ms J Minifie |
| | Mr A McDermott | |
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08/83 APOLOGIES AND ANOUNCEMENTS

Mr Fullagar welcomed Dr Christine Costello, who had joined the Board on 1 June, Ms Liz Woodeson, and Mr Gerry Gogarty who was representing Dr Ronaldson.

Apologies had been received from Dr Ronaldson and Mr Connon.

08/84 DECLARATION OF CONFLICT OF INTERESTS

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

08/85 MINUTES OF THE LAST MEETING

The minutes of the previous meeting were approved.

08/86 MATTERS ARISING

The comments in paper 08/69 were noted. Mr Jenkins asked when Ms Hamlyn would be in a position to provide the Board with her proposals on succession planning. She said that this involved a large amount of work; work had commenced but thoroughly considered proposals would not be available until much later in the year.

Ms Burnside asked about actions from the Development Day on 5 June. Ms Hamlyn said she would arrange for the notes to be circulated and followed up.

LH

08/87 STATUTORY ANNUAL REPORT AND ACCOUNTS 2007/08

The Board ratified the use of the Chairman's discretionary powers to approve the 2007/08 Annual Report and Accounts.

Mr Bradburn said there had been very few changes from the draft accounts previously seen by the Board but drew attention to the DH requirement to report on an operating cost statement basis rather than the previous income and expenditure basis. This had resulted in NHSBT, as the only ALB which pays capital charges to the DH in cash, formally reporting a technical deficit of £57m, with a note reconciling that to a £4m surplus. Ms Hamlyn said she had been uncomfortable signing the accounts as a true and fair record in this particular regard but had followed the DH and Treasury instructions.

Mr Bradburn said it was hoped that this method of reporting could be changed in future years but in the meantime consideration was being given to a letter to pre-empt questions from interested parties, such as hospitals and politicians, and putting a comment in the appropriate place on the website to give a true flavour of the results.

**RB
HJ**

The Board were satisfied with the results for 2007/08 in operational terms.

08/88

PERFORMANCE REPORT

Mr Bradburn presented the new style report. He said that that it was intended to develop chart 3, on the donor base and frequency of donation, to provide more meaningful information. A measure to provide a meaningful chart on blood safety performance was being developed, and Mr Jenkins had requested inclusion of a one page summary on the change programme and this was also being developed. Mr Bradburn said he anticipated that future versions of the report would not need so much detailed information on risks. The report was welcomed as a useful progression towards the format the Board required.

A number of questions for clarification around BPL's sales were answered. Mr Blakeman asked questions about plasma supplies and it was agreed that Mrs Martin would brief him about the relationship with DCI outside the meeting.

JPM

The Board were concerned to see that there was further delay on Hematos and that the problems highlighted by the parallel run had not been identified and addressed earlier. They were unwilling to accept any delay in the transfer of H & I to Filton in October and Mr McDermott and Mr Garwood committed to ensure that this move was effected to the planned timescale.

PAG

In answer to a question, Mrs Martin said that the first payment from Kazakhstan was expected in September and she would let members know when this was received.

JPM

Mr Bradburn drew attention to demand for blood which was currently significantly ahead of budget and said that it was intended to clarify as soon as possible the rebate which would be returned to hospitals and when.

08/89

MEDICAL DIRECTOR'S REPORT

Dr Williamson's report was discussed, and the grant received from the National Institute of Health Research for work on the use of FFP and platelets in trauma patients was noted in particular.

CHIEF EXECUTIVE'S REPORT

Ms Hamlyn's report was received. She provided a verbal report as follows on some matters which had come about since it was issued.

90.1 Directed Donation

The Board had been informed in September 2007 that the DH had confirmed its policy that conditional donation was not acceptable, following a particularly sensitive request on behalf of an individual patient. Following a recent individual case, the DH had now asked NHSBT, together with the HTA and the devolved administrations, to review the policy.

90.2 EU Directive on Organ Donation and Transplantation

A report by a House of Lords Committee on an anticipated EU Directive on Organ Donation and Transplant was published on 2 July. NHSBT had provided oral and written evidence to the Committee and its report was helpful and supportive and presented no specific problems for NHSBT. The Directive was expected to be adopted in the UK in the near future.

90.3 Healthcare Commission (HCC) Inspection

As anticipated, the HCC would be inspecting NHSBT following the sign off of compliance standards. The inspection would take place on 14 July, when Ms Hamlyn would be present, and would look at five specific standards, picked at random from those where NHSBT had stated, in its self assessment, that it had evidence to demonstrate compliance.

90.4 BITS

Mr Jenkins said he had seen a number of references to BITS (Bristol Institute for Transfusion Science) and said he would welcome information about its status and costs, etc. Dr Williamson agreed to provide members with a report outside the meeting.

LW**90.5 BBC Radio 4: File on Four Programme**

Reference was made to this recent radio programme which had suggested that blood transfusion was detrimental in many cases. Dr Williamson had been interviewed as part of the programme and said this position had been based on results from two studies in America. She added that both studies had been retrospective which in her view raised questions about the methodology employed. Ms Joy said donor collection teams had been briefed to help them to handle questions from donors.

DONOR AND ANTENATAL INCIDENTS

The report on these two incidents, paper 08/74, was received. Dr Williamson said that following the letter sent on 23 June to the 16 individuals identified in the Haemochromatosis study, one call to the helpline had been received to date. She said that a GP's response in relation to the seventeenth individual had now been received, and the eighteenth was being seen by his GP. Dr Williamson drew the Board's attention to the fact that further advice was being sought as to whether the donors who had been identified as

having a lower, but greater than usual, risk of iron overload should be contacted.

08/92 2008 STAFF ATTITUDE SURVEY RESULTS AND ACTION PLAN

The Board noted the outcome of the staff survey and the action plan to address the main issues. Mrs Buggins offered to provide Mr Evans with a contact on specific middle management development if he felt this would be helpful.

DE

08/93 ANNUAL HEALTH AND SAFETY REPORT 2007/08

The Board noted the report which was generally positive. Ms Burnside asked whether the Board received a report on litigation. A report of all claims resulting in financial liability for NHSBT was received by the GAC. It was agreed that in future this report should also include those claims which resulted in no financial liability for NHSBT. Mr Jenkins asked about the incidents involving staff handling cages and Mr Gogarty agreed to provide him with more information about these and the preventative actions being taken. Dr Walford referred to a new device for monitoring drivers in their vehicles and Mr Dryburgh agreed to look into this.

RB

GG

DD

08/94 CURRENT USES OF BLOOD

The Board received the report, 08/77, and noted that they would receive a further report when some on-going work had been completed.

08/95 ORGAN DONATION CAMPAIGNS

The Board received the report. Ms Hamlyn said she intended to spend some of the money allocated by the DH for campaigns on both researching the best way to make the required impact on potential donors and on evaluating success, and the Board endorsed that approach.

08/96 REPORTS FROM THE MAIN COMMITTEES

96.1 Board Programme Assurance Committee (BPAC)

Mr Greggains said the Committee had served its purpose and proposed that it should be terminated and replaced by a new committee, the Transformation Programme Board, of which he would be a member. This proposal was agreed. BPAC's report dated 19 June was noted and it was also noted that there would be an annual report from the Committee for governance purposes.

96.2 Remuneration Committee

Mr Fullagar said that the Remuneration and Terms of Service Committee had met on 1 May when it had reviewed its terms of reference and approved salaries for a number of new Director posts. It had also met earlier in the day (3 July) when it had dealt with the annual pay uplift for Very Senior Managers.

96.3 **Governance and Audit Committee**

Mr Jenkins said the GAC had met on 25 June. The only agenda item had been the Statutory Accounts on which there was nothing to add.

96.4 **Trust Fund Meeting**

Mr Blakeman would chair the Trust Fund Committee from now on but Mr Fullagar had chaired it on a temporary basis at its meeting on 1 July. He said he was grateful to Mrs Jennie Gubbins who had kindly attended, and hosted, the meeting. Status reports on the three separate NHSBT funds were received and a number of detailed issues, including the relationship between the Trust Fund and the National Research Review Committee (NRRC), were considered. Mr Blakeman would be reviewing the Terms of Reference.

08/97 **REGISTER OF MEMBERS' INTERESTS**

Mr Bradburn apologised for the late reissue of this document and said he would reissue the correct version to Directors, asking them to respond to Mr Fullagar confirming their accuracy, or otherwise. It was noted that Dr Williamson was not a Director of commercial companies as suggested in the original version. Mr Bradburn said he would be reviewing and amending the system for the register to avoid problems in future.

RB

08/98 **FORWARD AGENDA PLAN AND SEMINAR PROGRAMME**

The agenda plan and seminar programme were noted.

08/99 **ANY OTHER BUSINESS**

Mr Evans said that the four members of the public who were present were in fact members of staff from Colindale. The Chairman had agreed to their request for a meeting with him, Ms Hamlyn, Mr Garwood and Mr Evans and this had taken place earlier in the day. The members of staff had presented a letter which would be circulated to Board members.

DE

08/100 **DATE OF NEXT MEETING**

The next meeting will be held at the Royal College of Obstetricians and Gynaecologists on Thursday 25 September.

08/101 **RESOLUTION ON CONFIDENTIAL BUSINESS**

The resolution was passed.
Mr Forsythe left the meeting.