

One Hundred and Eleventh Meeting of the NIBTS Agency Board
Thursday 29th January 2015
Venue: Lecture Room, Northern Ireland Blood Transfusion Service

Present: Mr Jim Lennon, Chairman
Mr Ian Henderson
Mr Philip Cathcart
Mr Mervyn Barkley
Dr Kieran Morris
Ms Angela Macauley
Mrs Catherine Ferguson
Mr Glenn Bell
Mr Ivan Ritchie
Mr Charles Kinney

1. Apologies

Apologies had been received from Mrs Lorraine Lindsay

2. Declaration of Interests

Nil

3. Chairman's Business

Mr Lennon acknowledged the initial report received from the MHRA following the recent inspection. In particular he noted the positive nature of the report and congratulated all involved, especially Ms Macauley, for their efforts in achieving this outcome.

Mr Lennon informed the Board that NIBTS had been asked by the DHSSPS to pause the Chief Executive appointment process whilst a Review of the ALB was undertaken. In response to questions from Board members the Chairman advised he was not aware of the timescale for the Review but anticipated it being finalised as soon as possible. Mr Barkley advised the Board that a meeting with the DHSSPS to discuss the Review had been arranged.

Mr Lennon commented on the Donaldson Report which had just received significant publicity. In particular the Chairman noted those issues identified in the report with regard to organisational culture and data quality. He felt it important all staff in NIBTS were aware of the report and the need for the HSC to respond. All senior managers should make themselves aware of these issues and how to address them.

The position of the Interim Chief Executive will be considered and reviewed by the Board once additional information on the Review of ALBs has been obtained.

4. One Hundred and Tenth Meeting of the Agency Board and action list

The minutes were agreed as correct and signed off by the Chairman.

Action	Responsible Person	Update on Completion
Provide further information in relation to development day to Board Members	Mr Barkley	Completed.
Circulate complete draft version of Board effectiveness tool to Members for comment	Mr Lennon	Completed.
Forward outline draft of case study to Mr Barkley	Mr Lennon	Ready for signing and forwarding to department
Platelet Project Business Case will be circulated for discussion at next meeting	Mr Barkley	Mr Barkley noted that issues concerning platelets have been addressed internally.
Draft letter to staff highlighting importance of progressing SOPs and policies in a timely manner to be issued.	Mr Barkley	Completed
Complete investigation in relation to loss of product by 22 December 2014	Mr Bell	Completed
Investigate incidents which remained open between 30-60 days with a view of progressing them to closure	Ms Macauley	Completed
Provide separate identification of those incidents which cannot be closed due to reliance on third party	Ms Macauley	Completed
Investigate further improvement to 0% target in relation to documents	Mr Barkley & Ms Macauley	Improved progress continues
A Report should be brought to the 26 March meeting detailing overdue change controls broken down by department with an update on progress from each	Ms Macauley	Required for March Board meeting

responsible owner.		
Present laboratory capacity plan when final report available	Mr Barkley	Final report has not been finalised.
Amendment required to wording of items 1, 3, 4 and 7 of risk register	Coordinated by Claire Boyd	Completed

5. Matters Arising

Sessions over Christmas Period

Mr Lennon enquired about the outcome of sessions which were held over the Christmas period. In response Mr Kinney reported that both sessions went ahead as planned on Boxing Day with successful outcomes. Stocks of blood and platelets were good over the Christmas period.

Mr Barkley took the opportunity to thank staff for their hard work over the Christmas period, particularly those staff who worked on Christmas Eve night and Christmas Day to ensure the service was delivered. The success of the collections on Boxing Day might provide a model for future years.

Mid-Year Accountability Review Meeting

The Mid-Year Accountability Review Meeting with the Permanent Secretary and Deputy Secretary had taken place on 6th January 2015. A significant change in approach was undertaken by the Permanent Secretary with the meeting involving him concentrating on strategic matters. In future years a “ground clearing” meeting will be held with a wider group of Department staff. At the meeting the Permanent Secretary sought assurance NIBTS is in compliance regarding licencing and advised the Chairman and Interim Chief Executive that this meeting should be used to exchange information and raise any issues of concern for either party. Mr Lennon commented that he found the meeting more helpful than on previous occasions as it was able to use the time allocated to concentrate on key issues.

6. Board Effectiveness

Mr Lennon reported that the Board had completed the DHSSPS Toolkit which was used, along with questionnaires to direct the Board Development day on 8th January. Mr Barkley reported that, following this day the HSC Leadership Centre was identifying the issues which arose with a view to producing a development plan. A Board/SMT strategy day to support the development of the Business Plan was planned for 12th February

7. Audit Committee

The Chair of the Audit Committee provided a report on its most recent meeting. The Audit Committee had spent considerable time discussing the recent Audit Report into Timesheet and Expense claims; a number of issues were identified which gave cause for concern. Having confirmed this was a final report and not a draft Mr Lennon

requested a copy. Mr Barkley advised that management was taking forward the recommendations in the report.

Mr Lennon noted that new auditors, ASM Howath, had been appointed. ASM had provided its outline audit plan.

Mr Lennon asked Mr Bell if any issues had emerged in the context of the Audit Committee which should be reported to the Board. Mr Bell reported there were none.

8. Governance and Risk Management Committee Update

Apologies had been received from Lorraine Lindsay. This item was deferred to the next meeting.

9. Report from Interim Chief Executive

MHRA Inspection commenced on 20th January and lasted for three days.

No critical or major issues identified. This has been communicated to the Department of Health. Mr Barkley thanked Ms Macauley and all staff who contributed to the success of the inspection.

The HTA had inspected the Cord Blood service on 16th December 2014. Mr Barkley received the report very promptly and noted there are no concerns.

Following an inspection by an automotive engineer in Northern Ireland the NIBTS Bloodmobile was returned to England for further inspection. Mr Kinney noted the vehicle was away for seven weeks but has now returned and is in operation. A number of problems have been identified but these are work in progress. The main issue appears to concern the weight ratio with greater weight at the rear of the vehicle. The manufacturer has assured to resolve any difficulties.

At the request of the DHSSPS the recruitment process for the Chief Executive has been paused while the review of ALBs takes place. Mr Barkley noted that the Trust will relocate recruitment to Shared Services Armagh in April 2015.

Following the withdrawal of NHSBT from the NAT Tender the agencies in Scotland, Wales and Northern Ireland are proceeding with a collaborative tender. Mr Barkley noted that the Department have advised that policy remains as was.

Mr Barkley expressed thanks to all staff involved in the recent HTA Inspection of Cord Blood.

10. Report from Medical Director

HTA have requested regular updates from the Board on the Cord Blood position.

Platelet Supply. – Dr Morris reported he was awaiting a meeting to take place to progress with actions and decisions. Mr Barkley reported this would be on the agenda for the Board/SMT strategy day and would be included in the draft Business Plan.

In response to Board questions Mr Barkley reported that it is up to the organisation to determine the appropriate ratio between Apheresis platelets and Buffy Coats. In the past SaBTO has specified the ration but it now seemed that it had stated the decision lay with the organisations themselves. It had been noted that other blood authorities had differing rations with NHSBT indicating its intention to move to a 60:40 with the balance in Buffy Coats. Presently NIBTS has a ratio nearer to 80:20 in favour of apheresis however there was no doubt the quality of apheresis platelets was superior to Buffy Coats and if NI could maintain a higher ratio this would give better patient outcomes. Any case to be submitted to the DHSSPS would need to be clear on why NI was not using the same ratio as the rest of the UK.

Dr Morris explained the issue related to TRALI and the need to develop screening for existing female donors. This would clearly require a Risk Assessment to be carried out. IN response to Board member questions Dr Morris confirmed NI was the only region not to have carried out this screening.

The Chairman sought clarification on the potential impact such screening might have. Dr Morris explained the need to complete a risk assessment. In reply to Mr Lennon, Dr Morris confirmed that some donors might have to cease donating platelets but could continue to donate whole blood.

**11. Report from Responsible Person/MHRA
- Quality Management System Performance Report**

Ms Macauley reported that incidents levels are low. The MHRA Inspector had examined a number of incidents and identified there was no need for concern.

With regard to SOPS Ms Macauley felt staff could improve the position by being more proactive by reviewing SOPs promptly.

The Change Control figures have improved. Ms Macauley will produce more intensive report for next meeting in March.

Audits – Mr Lennon queried who carries out internal audits within NIBTS. Ms Macauley replied Steven Jamison, RA & C Lead.

12. MHRA Inspection, 20-23 January 2015

Mr Lennon highlighted that the MHRA outcome clearly indicated that the quality within NIBTS is improving. Ms Macauley noted that although the outcome was good one action arising is to review Annex 11 (computer systems). Ms Macauley and Mr Moore, NIBTS IM & T Manager, will produce a checklist that will be used to audit systems against. Mr Lennon asked if external consultants could be brought in. Ms Macauley noted this could be possible as a limited exercise with the external starting the process to ensure the organisation is on the right track. Ms Macauley will consider this option.

Goods Inwards. The MHRA Inspector had commented this could be improved.

Ms Macauley will circulate audit report at next Board Meeting.

Mr Lennon pointed out that the recent MHRA Audit has been the most successful in his time on the Board. Mr Lennon thanked all staff involved in the MHRA Audit.

Action plans will be brought to next meeting.

13. HTA Inspection, 16 December 2014

Mr Henderson noted that the report has been read and was useful but feels that the appendices are not essential as they were very technical.

14. Finance and IM&T report for the period 01/04/2014 – 31/12/2014

The cumulative revenue position for the 9 months ended 31 December 2014 shows a net deficit of £29,000. NIBTS excluding Haemophilia shows a surplus of £12,000. Haemophilia products are showing a deficit of £41,000 at the end of month nine.

Overall the Agency's current projections indicate a breakeven position will be achievable by the end of the year. Mr Lennon noted that this is very important.

One item (new car) not guaranteed delivery by end of March 2015. Mr Bell has informed the provider that the order will be cancelled if delivery date is not met.

Mr Bell noted that there is an underlying, unfunded pressure in payroll amounting to £100,000. Mr Bell is confident NIBTS will get a balanced cash release plan in place for 2015/16. Mr Lennon commented on the need to think about timing, manage best we can, address underlying cost issues sooner rather than later.

Mr Barkley confirmed this matter would form part of the agenda for the Board /SMT strategy day on 12th February.

15. Staff Survey

The Department had requested that HSC Organisations provide input into Staff Surveys. NIBTS accepted this request. Nine distinct areas were identified and achieved with the exception of one. There are no requirements to continue with survey in 2015. The working hour's survey highlighted issues within departments.

16. Investors in People

The date for the IIP Assessment had been identified for the week beginning 23rd March 2015.

In advance of this a mini mock assessment took place on the 16th & 19th January which focused on Donor Services and Laboratories. Mr Ritchie will update board members of outcome once information has become available.

Mr Henderson requested that Ms Lindsay is provided with a copy of the report. Mr Lennon queried if there is a risk associated with poor mock assessment. Mr Barkley expressed concern and felt that as identified in other exercises the culture of the organisation needs assessed.

17. Complaints – interim review

18 complaints were received during the period April 2014 – December 2014. This is lower than the 21 logged in the same period of 2013/14. As reported in earlier reports, the overall incidence of complaint does not present any significant concern; however, both staff related and waiting time issues warrant further attention.

Mr Lennon requested further clarification of complaint numbers 5 and 11. Mr Kinney provided explanations.

18. Any Other Business

Mr Barkley noted that NIBTS held an Emergency Planning exercise on Wednesday 28th January. Gaps have been identified and issues will be addressed.

19. Date of Next meetings

20. Action List from meeting 29 January 2015

Action	Responsible Person
Copy of Internal Audit Report on Timesheets to Mr Lennon	Mr Barkley
Improved Change Control Report	Ms Macauley
MHRA Response Plan	Ms Macauley
Copy of IIP mock assessment to Mrs Lindsay	Mr Ritchie