

**One Hundred and Fourteenth Meeting of the NIBTS Agency Board
Wednesday 01 July 2015
Venue: Lecture Room, Northern Ireland Blood Transfusion Service**

Present: Mr Jim Lennon, Chairman
Mr Philip Cathcart
Mr Ian Henderson

In Attendance: Mr Glenn Bell
Mr Charles Kinney
Mr Patrick Madden
Mr Ivan Ritchie

1. Apologies

Apologies were received from Mrs Lindsay, Dr Morris, Mr Barkley and Ms Macauley.

2. Declarations of Interests

There were no declarations of interests received.

3. Chairman's Business

Accountability Review meeting with DHSSPS

Mr Lennon met DHSSPS officials along with Mr Barkley on 29 June 2015. The meeting was chaired by Deborah McNeilly as Richard Pengelly is currently unavailable due to sickness.

No issues of concern were raised by DHSSPS. Items on the agenda included the platelet strategy, BloodMobile, Review of Agency and reappointment of Chair for a further year. Mr Lennon confirmed as yet official confirmation of his reappointment has not been received. DHSSPS undertook to follow this up.

Deborah McNeilly stated that the latest position on the review is that a revised paper is due to go to the DHSSPS management group in the coming weeks. Ms McNeilly did not indicate a timeframe for update however it is likely an outcome will not be received until the autumn time.

Mr Lennon noted there was some discussion in relation to CEO recruitment. Mr Barkley has emailed Heather Stevens requesting approval to recruit on a secondment basis for a period of one year, as yet approval has not been received. Mr Ritchie agreed he would chase this item up with Deborah McNeilly. Mr Lennon confirmed he would communicate the position to the Board following discussion with Mr Barkley in relation to his plans for leaving the organisation.

Non-Executive Director Appraisals
Due for completion by 09 July 2015.

Board Assessment Document

This document is being progressed. Mr Barkley is working on the case study which will be focused on the topic of liP.

4. Minutes of One Hundred and Thirteenth meeting held 14 May 2015 and action list

These minutes were agreed as correct and signed off by Chairman.

Action	Responsible Person	Update
Provide update when further information is available in relation to the BloodMobile	Mr Kinney	Further updates will be provided in due course.
Options paper in relation to platelet project to be brought to next Agency Board meeting	Mr Barkley	Update will be provided in September.

5. Matters arising from minutes of meeting held on 14 May 2015

Donaldson Report

Mr Lennon requested this item is put on SMT agenda and discussed and minuted formally.

BloodMobile

Lynton have confirmed they will inspect the BloodMobile in Northern Ireland rather than in England which they previously requested. Further queries have been raised which BSO Legal Services have communicated to Lynton via letter; a response has not yet been received.

An independent specialist inspected the BloodMobile and confirmed it is likely to be condemned, noting poor manufacturing and welding and highlighting repair would be a continuous cycle with further issues.

Mr Barkley confirmed DHSSPS are aware of plans in relation to refurbishment of the old BloodMobile and are awaiting a business case.

Platelet Project

The percentage of buffy coats vs apheresis has not yet been finally agreed therefore costing has not yet been completed. Buffy coat production has improved in recent months with improved conformance. A paper will be brought to the September 2015 Agency Board meeting for approval.

Cord Blood

One response was received in response to the public consultation. A response is

awaited from HSCB. The fate of a number of units requiring storage has not yet been confirmed however Belfast Trust is the desired location. Further discussions will be required in relation to those cords which have not been high resolution typed and have little clinical value.

6. Audit Committee update

A progress report was provided from Internal Audit which provided details into an audit which took place on Risk Management. Satisfactory assurance was confirmed. Two priority 2 findings and one priority 3 finding was identified.

External auditors presented draft report to those charged with governance which was very satisfactory.

The Audit Committee Annual Report was presented to the Agency Board and was approved and signed off.

7. Governance and Risk Management Committee update

Mrs Lindsay has sent her apologies to the meeting, however there are no issues which have been brought to the attention of the Agency Board.

8. Report from Interim Chief Executive

DHSSPS Review of Arm's Length Bodies

Two reviews into the administrative structures of ALBS and the corporate services support provided to ALBS are ongoing. It is understood the administrative structure review is under consideration by the DHSSPS Departmental Board. No indication of the outcome of the review has been received by NIBTS.

The initial scoping exercise for the corporate services support review has been completed. The indication is that there is merit in proceeding to the next stage. A decision on the way forward is anticipated from the DHSSPS.

Accountability Review

The "ground clearing meeting" which commences this process took place on 01 June 2015. No issues regarding the governance of NIBTS or any other issue of concern was noted at the meeting. The main meeting took place on 29 June 2015, please see item 3 for Mr Lennon's update.

Interim Chief Executive

On 02 June 2015, the interim Chief Executive advised the Chairman of his intention to retire. The DHSSP was informed of this on 03 June 2014. Please see item 3 for Mr Lennon's update.

Senior Recruitment

Following a letter received from the Permanent Secretary indicating that recruitment

to fill vacant or new senior positions should be put on hold, Mr Barkley corresponded with the Director of Workforce Policy seeking agreement on behalf of the Chairman to an internal HSC trawl being used to seek a secondee for one year for the interim Chief Executive position. A reply has not yet been received.

DHSSPS approval was sought and received and the appointment of acting Laboratory Manager has taken place with Mr Patrick Madden successful. The current Laboratory Manager has formally advised the interim Chief Executive of her intention to retire in November 2015. DHSSPS approval will be sought to progress the substantive replacement of this post.

BloodMobile

Please see update provided at point 5.

Quality Manager

Mr Geoff Geddis has retired from the Service. A formal expression of thanks was extended to Mr Geddis for the contribution he made to NIBTS and the HSC in Northern Ireland and best wishes for a long and happy retirement.

9. Report from Medical Director

Dr Morris provided a report outlining the requirement to potentially introduce hepatitis E virus screening of blood donors.

Hepatitis E has been identified in the last three years and is acquired by consuming contaminated food, almost exclusively pork meat. The highest incidence (new cases) and prevalence (cumulative number of cases) are reported in the Netherlands and Denmark. This is effectively a zoonotic epidemic in farmed pig animals in these countries. It usually causes a subclinical illness which is asymptomatic in patients however in immunocompromised groups; death due to acute fulminant hepatic failure has been reported. Also HEV has been implicated in transfusion transmitted infection in these patient groups. Identical species of HEV have been isolated and confirmed in the patient recipients of blood and the implicated donors. For this reason it is proposed to screen for HEV and label HEV negative blood components to be allocated and reserved for defined patient category groups.

Dr Morris advises in his paper that in anticipation of SaBTO recommending introduction of screening, NIBTS should prepare plans for HEV serology testing.

Mr Bell noted an appropriate business case is required for this additional testing.

10. Finance and IM&T report for the period 01/04/2015 – 31/05/2015

The cumulative revenue position for the 2 months ended 31 May 2015 showed a net surplus of £178k. Excluding haemophilia, a surplus of £133k is noted. Current projections indicate that a breakeven position can be achieved by the year end.

Mr Bell noted plans to replace the lifts in Headquarters and refurbishment of the old BloodMobile are non-recurrent cost pressures in 2015/16.

DHSSPS have advised that the Capital Resource Limit (CRL) for the year to date is £196k. Business cases are being finalised for those items identified in this scheme.

Compliance with the prompt payment policy is on target. It is expected this policy will be complied with and the target met for 2015/16.

The notional value of blood components issued to hospitals is 3.5% below the Service level Agreement value at the end of May 2015. Western Trust (-9.6%) and South Eastern Trust (-19.5%) are currently outside the SLA tolerance limit. It was highlighted we are at an early stage in the year and this situation may resolve itself.

11. Annual Report and Accounts 2014/15 for approval

The Annual Report and Accounts were approved by the Agency Board and signed by the Chairman and interim Chief Executive.

12. Charitable Fund Accounts and Trustees Annual Report

The Charitable Fund Accounts and Trustees Annual Report was approved by the Agency Board and signed by the Chairman and interim Chief Executive.

13. Report from Responsible Person/MHRA

Quality Improvement Report

An increase in the number of incidents remaining open over 30 days has been noted. Two of the incidents in 30-60 days were open due to agreed actions/timelines. Reasons for the other incidents remaining open over 30 days were advised as resourcing issues delaying completion for the majority and for one further information being discovered requiring further investigation. Appropriate extension requests were not submitted. The latter is concerning and is to be highlighted at the next Quality Improvement Review meeting. Overdue incident investigations and actions continue to be highlighted to staff involved and senior managers.

There was some discussion in relation to change control management. SMT met to discuss how the organisation could get a better hold of managing changes and it was agreed at times there are too many changes ongoing at any one time. Ms Macauley is taking this forward.

As Ms Macauley was unable to attend the meeting, Mr Lennon requested she discusses directly with him any areas of concern.

14. Corporate Risk Register

The Corporate Risk Register currently contains 8 risks.

Impact of new donor programme strategy 2011-2015 on blood stocks. Donor panel and donor satisfaction

This risk remains as was at last quarter and will be reviewed again in September 2015.

Lack of secure platelet supply for hospital blood banks and transfusion to patient recipients.

This risk remains as was at last quarter. A decision is to be reached by 30 June 2015. This was deferred to the September 2015 Board meeting.

Insufficient staff to apply key aspects of QMS

The risk score remains the same. The hospital services department have lost staff due to retirement and as a result no longer have the number of staff identified in the capacity plan.

Deficiencies in the application of the quality management system due to lack of detail (increased focus as a result of BSQR 2005/50, HT(QS)R 2007. HTA/CPA)

This risk remains as was at last quarter and is likely to remain until December 2015.

Lack of Pulse Experts

This risk remains the same as the PULSE Project Board has not been able to meet due to Laboratory Manager illness. Reviewed 30 September 2015.

Failure to progress necessary development of Cord Blood Department

Public consultation closed 22 May 2015, awaiting outcome. Review 30 September 2015.

Breakdown of Blood Mobile

Risk remains the same as we are awaiting further update from the manufacturers. Review 31 July 2015.

Uncertainty around the outcome of the Review of ALBs

Risk remains the same and will be reviewed September 2015.

One risk was deleted this quarter following the audit of falsification of signatures within the Quality Management System. The audit confirmed no evidence of falsification.

Mr Lennon noted he may wish to add a risk in relation to MHRA instability following Mr Barkley's notice of his intention to leave and outstanding decision from the Department with regards to recruit.

15. Procurement Assurance Report

During 2015/16 to date there have been a total of 8 STAs with a total contract value of £266,388. The contracts were awarded to 5 different suppliers. A register of the single tender actions since April 2015 approved by the Board.

16. Estates Strategy

The Estates Strategy will support the annual business plan for 2015/16 and going forward. The strategy sets out the key priorities required to maintain and improve estates facilities during the period July 2015 to March 2020.

Estate repair projects are listed in the document which identifies areas where work is required, its priority and if it is a GMP requirement.

High priority projects include:

- Lifts – new controllers and upgrade, approximate cost £40k
- Building management system (BMS) – upgrade of controllers, approximate cost £27k
- Cold rooms/freezers – replacement of condenser units located externally, approximate cost £130k
- Installation/upgrade of generator support for HQ, approximate cost TBC
- Replacement shutter in prep room at stores, cost £1,435.

Mr Lennon stressed the importance of planning ahead and highlighting to DHSSPS the HQ building is time limited in terms of modern blood services and new manufacturing and laboratory techniques and suggested this should be the theme at the next SMT development day.

The Agency Board approved the Estates strategy 2015-2020.

17. Sustainable Development Plan

This plan has been submitted to DHSSPS Health Estates and was presented to the Agency Board for information.

18. Any Other Business

Gold Award Function

This event will take place on Thursday 27 August 2015 in Kelly's Inn, Ballygawley, Omagh.

19. Action List from Meeting 01 July 2015

Action	Responsible Person
Follow up CEO recruitment with Deborah McNeilly	Mr Ritchie
Communicate position re CEO to Board	Mr Lennon
Complete appraisals by 09 July 2015	Non-executive Directors
Prepare business case in relation to hepatitis E testing	Dr Morris
Inform Chair of Agency Board of any regulatory concerns	Ms Macauley

20. Date of Next Meetings

24 September 2015, 1pm Lecture Room, preceded by Audit Committee meeting
11.30am
22 October 2015, 1pm Lecture Room
03 December 2015, 1pm Lecture Room

Signed: _____

Dated: _____