

One Hundred and Twelfth Meeting of the NIBTS Agency Board
Thursday 26 March 2015
Venue: Lecture Room, Northern Ireland Blood Transfusion Service

Present: Mr Jim Lennon, Chairman
Mr Ian Henderson
Mrs Lorraine Lindsay
Mr Philip Cathcart
Dr Kieran Morris

In Attendance: Ms Catherine Ferguson
Mr Ivan Ritchie
Mr Charles Kinney
Mr Glenn Bell
Ms Angela Macauley

1. Apologies

No apologies have been received for this meeting.

2. Declarations of Interest

Nil

3. Chairman's Business

Penrose Inquiry

The official launch of the Penrose Inquiry took place on Wednesday 25 March 2015. The content of the report was noted by NIBTS. The DHSSPS had been briefed and the implications of the report have been discussed by the UK Forum.

DHSSPS Review of Arms' Length Bodies

As yet, no definitive outcome has been received in relation to this Review which was originally planned to be completed by the end of February 2015. It was agreed the Interim Chief Executive should contact the DHSSPS to establish the position.

Reappointment of Board Members

It was understood the tenure of the Chairman would be extended by the DHSSPS by up to one year to allow for any action required following the Review.

Board Assessment

This documentation will be completed and forwarded to DHSSPS.

4. Minutes of One Hundred and Eleventh meeting held on 29 January 2015 and action list

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

Action	Responsible Person	Update on Completion
Copy of Internal Audit Report on Timesheets to Mr Lennon	Mr Barkley	Complete
Improved Change Control Report	Ms Macauley	Complete
MHRA response plan	MS Macauley	Complete
Copy of liP mock assessment to Mrs Lindsay	Mr Ritchie	Complete

5. Matters arising from minutes of meeting held on 29 January 2015

Donaldson Report

The Donaldson Report has been received since the last meeting. Mr Lennon requested members of the Board and SMT review this comprehensive document and consider any lessons learned which could be relevant for NIBTS.

BloodMobile

The BloodMobile was returned and in service for a short period of time however further malfunctions have been identified and it is again off road. The BSO Directorate of Legal Services has been engaged to support NIBTS in managing issues between it and the supplier. The old BloodMobile has been used as a contingency however it does not provide the same collection capacity and is in poor condition.

Mr Barkley highlighted public money has been invested in the purchase of this bespoke BloodMobile and suggested it would be appropriate to alert DHSSPS to these difficulties. It was noted the company must be given an opportunity to repair the vehicle to a satisfactory level -however a cycle of fault and repair appears to be occurring which is not satisfactory.

Mr Kinney confirmed this issue is noted on the Donor Services risk register.

6. Audit Committee update

Internal Audit had carried out a financial review which had identified a number of weaknesses in NIBTS' performance. The Board noted these difficulties largely related to the operational implementation of new systems and were not particular to NIBTS. It was noted that performance had improved significantly towards the end of the financial year and it was anticipated the standard would be maintained in the future.

The Internal Audit Strategy Incorporating the Internal Audit Plan 2014/15 to 2016/17 document is a three year plan which is reviewed and updated annually. This document was approved by the Audit Committee.

The Annual Theft and Fraud Report 2014/15 circular was provided for information.

7. Governance and Risk Management update

It was noted Ms Boyd, Continuity and Risk Manager had not been able to attend the most recent meeting of the Committee meeting which had limited the effectiveness of the meeting.

Mrs Lindsay requested when senior managers are not able to attend the meeting it is vital they provide an update on items within their department along with their apologies to be included in the minutes.

Mrs Lindsay and Mr Kinney attended the formal launch of the "Setting Standards" PPI booklet which was well attended and provided some examples of good practice. Mr Kinney had circulated a PDF document which provides further information.

8. Report from interim Chief Executive

Mr Barkley confirmed he attended a meeting of the UK Forum in Cardiff, 19-20 March 2015 and details have been provided to the Board by email.

The draft Business Plan for 15/16 was sent to the DHSSPS who has queried the financial target of 2.5%. This target had been agreed with the HSC Board and was similar to the target given to the HSC Trusts. Mr Barkley confirmed that at the Accountability Review Mr Pengelly had indicated this would be the target.

A report on nurse governance and management had been received by Mrs McKinney, Associate Director of Nursing in the Belfast Trust. The recommendations of the report included developing a single lead nurse role within NIBTS with the expectation this nurse would also manage the staff in Omagh. The report had identified isolation as an issue which needs to be addressed as is the development of consistent practice across the teams.

9. Report from Medical Director

Dr Morris reported a reduction in donor deferrals from 18% to 14% for the months September 2013 – September 2014. The medical team will continue to conduct flash audits where a session has an outlying high deferral rate.

The roll out of electronic versions of the Donor Selection guidelines for session staff is scheduled which will enable timely access to up to date information to enable decision making on donor selection and deferral.

It is intended to introduce anti-hepatitis B core antibody screening routinely for donors with a body piercing incident. These donors are currently deferred for 12 months from date of occurrence however a negative anti-hepatitis B core antibody result 4 months from date of occurrence would qualify the donor and reduce the deferral period.

The anopheles mosquito vector for West Nile Virus transmission has been detected in Kent, England. The European infectious diseases surveillance system (EID-monitor) has issued an early warning and preliminary notification of case clusters of West Nile Virus in the Carmargue region in south east France. If this escalates into epidemic proportions a geographical quarantine exclusion for travel to the affected area may be required. Dr Morris confirmed it is proposed to complete a travel survey on NIBTS platelet donors as a precautionary measure.

The Chairman noted it would be beneficial to review the NHSBT Integrated Transfusion Strategy and develop a strategy for NIBTS going forward, driven by clinical practice and trends indicating **where we see future direction for NIBTS**. Dr Morris agreed to review this strategy.

The Chairman sought an assurance from Dr Morris that NIBTS is adequately covered medically. Dr Morris noted the current medical resource is just sufficient and is not a sustainable position. Dr Morris also noted the dependency on locum consultants is a vulnerability.

10. Finance and IM&T report for the period 01/04/2014 – 28/02/2015

The cumulative revenue position for the 11 months ended 28 February 2015 showed a net surplus of £247k excluding haemophilia. £150k had been refunded to the HSCB and any further surplus on haemophilia products will be refunded to the HSCB in accordance with funding arrangements.

Current predictions indicate a breakeven position will be achieved by the end of the year.

Mr Bell reported capital is fully committed for 2014/15.

As previously reported, compliance with prompt payment policy will not be achieved in 2014/15 however Mr Bell reported in February 2015 the number of invoices paid within 30 days reached 95% for the first time since the introduction of the new financial systems. It is expected this target will be achieved in 2015/16.

One Trust is significantly below the Service Level Agreement value for blood components issued to Trusts which will lead to renegotiation and is likely to receive a refund at marginal cost.

11. Corporate Risk register

There were 7 risks on the corporate risk register with minimum changes since the last review.

The Chairman requested a risk is added in relation to the delay of the review of Arm's Length Bodies with himself as the owner.

12. HR and Corporate Services 2015/16 overview and action plan

Mr Ritchie presented this paper which is a strategic documents and horizon scans all key areas within HR and Corporate Services and requested approval and agreement from the Board to roll out this action plan. The Board approved this document. The Chair highlighted the action plan will be driven by the results of the ongoing liP inspection.

13. HR and Corporate Services report – March 2015

Mr Ritchie presented this paper which can be referred to for further information.

Staff absence

The overall percentage of working days lost due to sickness absence during the period 01 April 2014 – 28 February 2015 was 6.25%. This is above the 6% target which has been set by the DHSSPS. The majority of days lost continues to be attributable to long-term absence. It was noted a few members of staff are currently progressing ill health retirement which should result in a reduction in this figure.

Staff review

The target for 2014/15 is to have 90% of SDRs completed by the end of June 2014. As at 30 June 2014, 55% of staff have had an SDR. As at 05 March 2015, 96% of staff have had an SDR.

Health Promotion Events

A planned health and safety and environmental awareness week which was due to take place in January was postponed due to the MHRA inspection. It is anticipated this awareness week will now take place in early May.

Lunchtime lectures for staff on both personal and environmental issues are planned with invitations extended to Action Cancer, Belfast City Council and SRCL.

14. Procurement assurance report

Mr Ritchie presented this paper which can be referred to for further information.

The Board reviewed 6 STAs which have been approved in the period 01 January 2015 – 31/03/2015. It was confirmed each are sole suppliers and an STA was appropriate. There was some discussion in relation to taxi contract which was tendered and awarded to a company which unfortunately could not meet the contract and

withdrew leaving NIBTS with no service. NIBTS reverted back to an approved supplier which agreed to support the service. This contract will be retendered.

15. Report from Responsible Person/MHRA

Quality Management System Performance Report

Ms Macauley presented this paper.

The Chairman noted the situation in relation to open incidents was continuing to improve. A significant improvement in relation to documents was reported with 2% outside review date therefore making good progress towards the revised target of 0% outside review which has been agreed with MHRA.

MHRA January 2015 audit

A copy of the MHRA inspection report from January 2015 audit was provided to the Board with an accompanying summary.

The Board congratulated Ms Macauley and colleagues on an excellent audit and noted it is the most positive inspection in many years. Ms Macauley advised the action plan is progressing well with no issues.

Change Management report

Ms Macauley presented this paper.

Ms Macauley noted MHRA is happy with the system NIBTS has in place for change control however a review of the current system to identify any improvements has been proposed to improve the efficiency of the system and increase staff acceptance and ownership. MHRA also regulates Pharmacy manufacturing and Medical Physics in BHSCT and it may be beneficial to discuss with them their change control system and how we could make improvements.

15. Any Other Business

Nil

16. Action List from Meeting held 26 March 2015

Action	Responsible Person
CE to contact DHSSPS to establish position re the timescale for the ALB review	Mr Barkley
Board assessment documentation will be completed and forward to DHSSPS	Mr Barkley
Review and consider lessons learned from the Donaldson Report	Board/SMT members
Review NHSBT Integrated Transfusion Strategy and consider developing a similar document for NIBTS	Dr Morris

Add delay to the review of Arm's Length Bodies to the corporate risk register	Mr Lennon
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17. Date of Next Meetings

14 May 2015, 1pm Lecture Room, preceded by Audit Committee meeting 11.30am

01 July 2015, 1pm Lecture Room, preceded by Audit Committee meeting 11.30am

24 September 2015, 1pm Lecture Room, preceded by Audit Committee meeting 11.30am