

**One Hundred and Sixteenth Meeting of the NIBTS Agency Board
Tuesday 20 October 2015
Venue: Lecture Room, Northern Ireland Blood Transfusion Service**

Present: Mr Jim Lennon, Chairman
Mr Philip Cathcart
Mr Ian Henderson
Ms Lorraine Lindsay
Mr Paul Simpson

In attendance: Mr Glenn Bell
Mr Charles Kinney
Ms Angela Macauley
Mr Patrick Madden
Dr Kieran Morris
Mr Ivan Ritchie

1. Apologies

There were no apologies received.

2. Declaration of potential conflicts of interest with any business item on the agenda

There were no declarations of interest received.

3. Chairman's Business

The Department of Health wish to finalise their report in relation to the review of ALBs. This will be followed up closely by the Chairman and Chief Executive.

4. Minutes of One Hundred and Fifteenth meeting held on 22 September 2015 and action list

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

Action	Responsible Person	Update
Provide an update in relation to the platelet project to the next Agency Board meeting	Dr Morris	Complete
Update Sponsor Branch in relation to BloodMobile litigation	Mr Simpson	Complete
Provide collective view in relation to laboratory capacity plan to the next Agency Board meeting	Mr Simpson	Complete

5. Matters arising from minutes of meeting held on 22 September 2015

The Board wish to arrange an evening with Mr Mervyn Barkley; this will be scheduled following the meeting.

6. Report from Chief Executive

Review of ALBs

The Chairman and Chief Executive met with Departmental officials on 08 October 2015 to discuss the current position. Ms Deborah McNeilly confirmed the report is with the Minister and agreed to provide a copy to NIBTS. Mr Simpson confirmed he received a telephone call on 21 October 2015 indicating the report was being redrafted and would be circulated to NIBTS for comment.

BloodMobile

Lynton's independent inspection of the BloodMobile was carried out on Wednesday 07 October 2015. There is no indication as to when Lynton will respond. BSO have been asked to instruct Brown Jacobson Solicitors in England to write to Lynton to give them notice of our intention to proceed to litigation.

A business case for a new BloodMobile has been prepared and will be forward to the Department shortly.

Replacement of PULSE and DSS

A number of SMT members will visit NHSBT, WBS, SNBTS and IBTS to establish their current position on eProgesa and learn from their experiences. It was noted it may be beneficial to discuss the nature of their contracts with eProgesa and identify if it might be possible join as a third party in their contracts which would save time and effort.

The DSS system is working fine however the software is very old and the infrastructure requires updating. The IT Manager has been tasked with preparing a business case for updating this software.

Cord Blood Bank

A meeting will be taking place week beginning 02 November 2015 with HSCB to consider the outstanding issues in relation to the future of the Cord Blood Bank. An update following this meeting will be provided to the next Board meeting.

7. Capacity Planning – review of NIBTS Laboratory Services, SMT views and recommendations

The SMT considered the findings of the laboratory capacity planning exercise and reviewed the 14 recommendations which were made in the plan. The SMT is broadly content with the plan but noted that, in places, the authors reveal a lack of detailed understanding of the operation of the laboratories and the relationship between regulatory affairs and compliance and laboratory services.

The SMT recommended option 1. The Board endorsed this view.

8. Report from Medical Director

Dr Morris presented a paper which sets out future trends and projected requirements for blood components in Northern Ireland over the next 5 year period. This document was circulated with papers for information.

Over the next five years red cell demand is projected to significantly decline. The blood collection model for NIBTS will need to address this important change. Platelet demand is projected to increase and the options for securing platelet supply need to be formally assessed. Platelets manufactured from buffy coat derived platelet pools will be restricted with a corresponding increasing reliance on apheresis component donation.

There was some discussion in relation to production issues and the contingency that platelet collection in the west of Northern Ireland would provide. It was agreed these issues should be factored into a generic business case which should be prepared as soon as possible to flush out all options.

Mr Lennon noted it would be helpful to have this item on the agenda for the Accountability Review meeting with Mr Pengelly which is scheduled for early Jan 2016.

9. Finance and IM&T report for the period 01/04/2015 – 30/09/2015

The cumulative revenue position for the 6 months ended 30 September 2015 shows a net surplus of £448k. Excluding haemophilia, a surplus of £267k is noted. In accordance with funding arrangements for haemophilia products, a refund of any surplus on haemophilia products will be made to HSCB if necessary at the year end.

Current projections indicate that a breakeven position can be achieved by year end. This may require agreement to a non-recurrent refund by HSCB of any in year underspend. A projected surplus of £18k has been reported to DHSSPS which is within tolerance limit.

As noted at the last meeting, all projected capital expenditure is planned to be spent between December 2015 and February 2016. The capital position and expenditure profile has been reported to DHSSPS and is in compliance with DHSSPS requirements.

Compliance with prompt payment policy continues to be achieved.

The notional value of blood components issued to hospitals is 3.4% below the Service Level Agreement (SLA) value at the end of September 2015. The South Eastern Trust (-11.2%) is currently outside the SLA tolerance limit.

10. Report from the Responsible Person/MHRA

The position in relation to open incidents remains positive with no quality incidents currently open over 60 days. Overdue incident investigations and actions continue to be highlighted to staff involved and senior managers.

SOPs beyond review date have reduced slightly with 3% overdue their target date. Ms Macauley noted a number of SOPs outstanding in her area which have been left to be completed following restructuring of the Regulatory Affairs and Compliance/Quality departments. A lot of work is currently going into the detail of SOPs, as requested by MHRA.

An exercise to review all open change controls and prioritise in terms of risk is underway. Once the most risky changes have been progressed and control has been gained of the system Ms Macauley will look at ways to streamline the system.

Two CPA audits are overdue by greater than 1 month. These have been highlighted to the senior manager in that area and are being proactively addressed.

A mock MHRA audit will be undertaken in the second week of November by Edwin Lindsay. A report from this audit should be available for the next Board meeting.

With regards to the restructuring of the Regulatory Affairs and Compliance/Quality departments, Ms Macauley had discussed this with Mr Barkley. Further discussion will be required with Mr Simpson in relation to taking this forward.

11. Corporate Risk Register

The Corporate Risk Register currently contains 9 risks. A new risk has been added to the Corporate Risk Register officially from 01 October 2015 although it should have been added in September 2015.

Risk 1 – Remains as was at last meeting. Review date 31 December 2015.

Risk 2 – Remains as was at last meeting. Review date March 2016.

Risk 3 – Should have been added to the Corporate Risk register in September 2015. Staff complement is down 3.5 qualified BMS staff due to retirements/maternity leave/sickness/rotation. A decision on the capacity plan was awaited. Option 1 has been agreed by the SMT and this decision has been endorsed by the Board today. This risk may come off the Corporate Risk register at the next Board meeting.

Risk 4 – Remains as was at last meeting. Review date December 2015. Note – decision on laboratory capacity plan has been made.

Risk 5 – Remains as was at last meeting. One long term action re training remains outstanding in May audit scheduled for completion December 2015.

Risk 6 – Remains as was at last meeting. Actions from Pulse Expert Group raised at Pulse Project Board and agreement in principle for allocation of resources. Review date 31 December 2015.

Risk 7 – Remains as was at last meeting. Meeting with HSCB to take place week beginning 02 November 2015. Corporate Risk Register will be updated.

Risk 8 – Remains as was at last meeting.

Risk 9 – Remains as was at last meeting.

It was noted some ALBs have placed the BSO shared services review on the Corporate Risk Registers. It was agreed there is no immediate concern at this time. It was confirmed that when the BSO offering is received a full discussion will take place with the Board who will then make the final decision.

12. Information Governance Strategy

This strategy was approved by the Board.

13. Corporate Business Continuity Plan

This plan was approved by the Board.

14. Procurement Assurance Report

Since the last report, there have been an additional 6 STAs with a total contract value of £41,500. The contracts were awarded to 6 different suppliers and all were linked to the supply of blood grouping reagents for the reference laboratory. All STAs were approved by the Chief Executive.

15. Complaints

12 complaints have been received in the period 01 April 2015 – 30 September 2015. Waiting time and miscellaneous issues were the two areas most frequently cited. Mr Kinney noted he has no particular cause for concern and donor satisfaction remains high.

This report will be presented to the Communities Partnership meeting on 29 October 2015.

16. Any Other Business

Nil

17. Action list from meeting 20 October 2015

Action	Responsible Person
Arrange an evening for the Board to meet with Mr Barkley	Joanne Dowie Complete
Provide an update to the Board following meeting with HSCB officials in relation to Cord Blood Bank	Dr Morris

18. Date of Next meetings

Thursday 10 December 2015, 2pm, NIBTS Lecture Room

Signed: _____

Dated: _____