

IN CONFIDENCE

**A Meeting of the Executive Committee will be
held in the Committee Room
on Monday 26 September 1994 at 9.30 a.m.**

Lunch will be provided

A G E N D A

1. **Minutes of the Last Meeting** - Monday, 19 September 1994
2. **Matters Arising:**
 - a) **Front Door Security**
 - b) **Capital Bids**
 - c) **Draft Business Plan Framework**
 - d) **Extension of Contracts** - paper attached
 - e) **Therapeutic Antibody Centre** - JRP's memo of 8 September refers
 - f) **Subsistence**
 - g) **NBA Consultation Document** - paper attached
3. **IT Core Systems** - papers attached
4. **Payment of Lieu Leave to Supplies Staff** - papers attached
5. **Annual Leave and Lieu Leave Systems** - John Pegler
6. **Security - I/Disc Control System** - paper attached
7. **Senior Staff Meeting Presentations** - Morton McDougall
8. **Issues Staff Contracts** - Lorna Williamson
9. **Weekly Paid Staff** - John Pegler
10. **Platelet/Quality Costing/Performance Indicators** - Lorna Williamson
11. **Renewal of Magazine Subscriptions** - John Pegler
12. **Zonal Reorganisation and Contact with Marcela Contreras** - John Pegler
13. **Canteen/Kitchen Refurbishment** - John Pegler
14. **Telephone Accounts** - John Pegler
15. **Review of Capital 1995/96** - Lorna Williamson
16. **Date of Next Meeting** - Monday, 3 October 1994 at 9.30 a.m.

JRP/JB
23.9.94

IN CONFIDENCE

**MINUTES OF THE EXECUTIVE MEETING
HELD MONDAY 19TH SEPTEMBER 1994**

PRESENT: Dr McDougall, Dr Caffrey, Dr Williamson,
Professor Carrell (University items)

APOLOGIES: Dr Ouwehand and Mr Pegler

1. MINUTES OF LAST MEETING

The minutes of the meeting held on Monday 5th September were accepted as a correct record, with the exception that at item 29 the second sentence should read: "We are proposing ..." not "They are proposing ...".

2. MATTERS ARISING

a) Front door security

Dr McDougall reported that he had had several complaints about the opening time being as late as 8.20 a.m. from staff who arrive at work early. Dr Caffrey agreed to investigate whether the apheresis nursing staff could offer any help as ideally donors should be able to enter the building from 8.00 a.m. onwards.

Action : EC

b) Research grants through the university

Professor Carrell felt that the 40% overhead was designed to cover a number of central administrative functions within the university, irrespective of space. In view of the fact that EABTC holds a limited number of grants affected by this overhead, no action on this is necessary.

3. 'IN SEARCH OF EXCELLENCE' SEMINAR

It was agreed that this may be valuable but that medical staff commitments precluded attendance at the present time. However, the Executive would support John Pegler's attendance if he so wished.

Action : JRP

4. REPORT FROM NBA EXECUTIVE

The key points of the meeting were -

- a) There was no specific discussion regarding the proposed amalgamation of Centres and appointment of zonal directors.
- b) Blood stocks remain low. Cambridge is recognised as a net exporter of cells and also a Centre with potential spare collection capacity. This will be further discussed at the next Blood Collection meeting.
- c) Reagents : Belinda Phipps will chair a working group to examine the future of reagent production nationally, which may involve some alterations to BPLD's management team. She will put together two user groups, one of experts and one of other users and would welcome nominations for either.

Continued ...

Report from NBA Executive continued ...

- d) Funding for the gene therapy vector production facility at EABTS was approved in principle. Sources of funds would have to be recognised.
- e) Barry Savery reported that he had received £17.5m bids for capital investment next year, £2-2½m more than the DoH will allocate. All Centres are therefore required to re-examine their bids for next year.

Action : All

BPL have agreed to take all plasma (584 tonnes) but at a reduced price.

- f) Dr Robinson affirmed that the A-Z donor guidelines should be rigidly applied and that any inconsistencies should be discussed with Dr Virge James.

The following items will go forward for the MSBT meeting :-

ALT testing

FFP quarantining

HCV look-back

BPL Report

BPL's financial position is now healthy, and Replinate has now been licensed. It was also announced that there will be a national contract for wafers for sterile connecting devices.

5. REAGENTS LETTERS FROM BPL (Dr Voak attended for this item)

It was recognised that the future of diagnostic reagents within the NBS should be regarded as a national resource. It was pleasing that Dr Voak's technical expertise would be involved in the new strategy. Firm management would also be necessary. Dr Voak did not feel that the price offered for selected phenotyped red cell units was appropriate, and will continue to supply the finished product as at present. He will attend a meeting to discuss this issue further on the 3rd October and will report back to Executive.

Action : DV

6. BUSINESS PLAN FRAMEWORK

Full discussion of this should take place next week when Dr Ouwehand and Mr Pegler are in attendance. Individual comments should be considered then.

Action : All

7. ASHRIDGE MBA

Belinda Phipps' letter was noted. It was felt that this was something which might be considered at a zonal level but was not of any immediate interest to us.

8. PROPOSAL FOR ANTENATAL HEPATITIS B SURFACE ANTIGEN SCREENING

Dr Williamson had had a meeting with Dr Rankin. Dr Ouwehand had also progressed this matter which should have now been sent to Dr Troope.

Action: LW to follow up

9. AMGEN

The model agreement had not yet been received by Dr Marcus.

Action: LW to follow up

PART II

10. EXTENSION OF CONTRACTS -

David Pegg :

No reply had yet been received from Ann Mather.

Action : MMcD

Dr Juraj Petrik :

A formal review should take place before the end of the year, to make a decision on the next three years of his contract.

Action : Prof Carrell

Zarah Lawal :

It was agreed that the Technician's post should be activated so that even if Miss Lawal did not fulfil the requirements, the post could be filled by someone else.

Action : Prof Carrell

11. THERAPEUTIC ANTIBODY CENTRE

John Pegler's helpful memo was noted. It was unanimously agreed that in view of the alternative plans for the TAC area, we would not be able to extend their contract beyond 30th April 1995. It was well recognised that occupation of any new building is often associated with slippage, and it was important for the future that a definite vacation date be established at this stage. Professor Carrell reported that Helen Lee may be interested in negotiating for the water purification system. It was agreed that Dr McDougall should write to Geoff Hale clarifying these points.

Action : LW to draft, then MMcD

12. VACANT POSTS

Dr Caffrey's submission to reappoint two half-time Donor Attendant vacancies was approved.

Action: John Pegler / Heather Hitcham

13. TELEPHONE ACCOUNTS

It was agreed that it was probably no longer appropriate for Mr Fletton and Miss Day's accounts to be paid by EABTC. However, it was equally felt that in view of the future uncertainties for staff, this was probably not an appropriate time to implement the change.

14. SUBSISTENCE

No action has been taken on this since the last meeting. (See minute 21 of the ⁶19th September).

Action: Liz Caffrey / John Pegler / Heather Hitcham

15. TRACE

LW reported that Willem Ouwehand's letter to the project team had not been very positively received. It was agreed that the letter had been sent in good faith and any offence by the recipients was regretted.

16. THERAPEUTIC APHERESIS

LW reported that she and Dr Caffrey would be meeting Dr Lockwood to discuss possible transfer of this service to EABTC.

Action : LW / EC

17. DR ANDREW POLLOCK

Dr Pollock's new part-time contract would soon be implemented. His working hours would be all day Monday, Wednesday morning and all day Thursday. It was agreed that he should also try to attend Blood Collection meetings wherever possible.

Action: LW to inform sector heads and managers

18. CONSULTANCY OUTPLACEMENT (Heather Hitcham attended for this item)

NBA had requested two individuals to be nominated as possible counsellors to help staff at other Centres through the forthcoming changes. It was recognised that in the first instance these should probably be members of the Executive in view of the seniority of the staff involved. It was agreed that Dr McDougall and Dr Caffrey should be nominated.

Action : LW to inform Ann Mather

19. BRENTWOOD REPORTING TIME

Dr Rankin's paper on slow reporting of anti-D results from Brentwood was noted. Reporting time had been stable at around 5 days until August when it had been 7 days. It was agreed that September's statistics should be reviewed before contacting Brentwood unless a much shorter time had been agreed when the collaboration was set up.

Action : LW to discuss with WO

20. NBA CONSULTATION DOCUMENT

This had been circulated to staff for comment. The document had said very little about research funding and about medical and scientific training in transfusion. A short reply from the Executive was considered appropriate.

Action : LW to draft

21. PERCY OLIVER AWARD

Professor Carrell congratulated the Centre on organising such a pleasant presentation ceremony and Dr McDougall reported that much of the archive material had now gone to the Red Cross (Barnett Hill near Guildford). This may be relevant for the NBTS 50th anniversary in 1996.

22. NBTS 50TH ANNIVERSARY

This would be in 1996. Colonel Mike Thomas had been appointed by the NBA to organise a year of events which would include a scientific meeting and perhaps a service at St Paul's. Each Centre would be encouraged to organise at least one local event during the year. Ideas for national or local events to Colonel Thomas. We should discuss at a future Executive.

Action : All

23. DATE OF NEXT MEETING : Monday 26th September 1994 at 9.30 a.m.