

IN CONFIDENCE

MINUTES OF THE BTS EXECUTIVE MEETING

22 February 1993

Present: Dr Williamson (in the Chair)
Dr Ouwehand
Dr Caffrey
Mr Hawdon

Apologies: Dr McDougall

1. Minutes of Last Meeting

The minutes of the meeting held on Monday, 15 February 1993, were accepted as a correct record.

2. Matters Arising

a) Human Tissue Bank

Dr Williamson reported that there had been an increase in the number of orders for bone tissue. Dr Pegg had met with colleagues at Papworth Hospital and there was optimism that a new system for the recovery of used hearts would lead to an increase in the supply of heart valves. Discussions with Dr Marcus indicated that the Tissue Bank would be used only for the storage of bone marrow and would not be involved in any processing procedures. Dr Pegg was concerned that if there was an increased involvement with bone marrow preparation this could not be covered within present staffing levels. It might be possible for a member of Addenbrooke's staff to assist with the work and this would be considered.

Dr Pegg expressed interest in the availability of Haemonetic V50 equipment. However, no funds were available in the Tissue Bank budget. It was agreed that Dr Caffrey together with Dr Pegg should meet with Dr Marcus to discuss the equipment requirements and bone marrow processing.

b) Annual Leave

Dr Williamson, expressed concern that if Sector Managers were responsible for controlling and recording annual leave, they could be tied up with administration at the expense of other activities. Dr Ouwehand suggested this might be overcome if the recording could be programmed on the computer network. Mr Hawdon agreed to provide a paper detailing the implications if the documentation transferred to Sectors.

c) Regional Contracting

Dr Williamson reported on her discussion with Dr Gunson who was quite clear the policy of cross boundary contracting should not be pursued at the present time. He was not aware of any instruction from the NHS Management Executive counter to this policy.

d) RTC Management Arrangements

Mr Hawdon reported on discussions with RHA Finance Department concerning the 1993/94 funding arrangements for Dr S.M.M's continued availability with the BTS Executive. It had been agreed that underspending from the current year's budget could be carried forward to cover this cost. Dr O'Brien had been informed.

e) RTC Brentwood Discussions

Consideration was given to how the agreements with Brentwood RTC should be progressed. It was agreed that a short paper setting out each area of agreement should be presented to the Executive at the meeting on 8th March 1993. This would provide the necessary authority to proceed. It was agreed that Dr O'Brien should be kept fully informed of the arrangements.

3. Computerisation

Dr Ouwehand said the demands on the Computer Co-Ordinator had increased considerably and indicated that some control should be exercised by the Executive on the priorities for implementing new systems. Robin Lambert would be asked to provide a list of projects for 1993/94. Executive members identified a number of individual projects which should be considered.

4. Laboratory Equipment

Dr Ouwehand presented a paper indicating that -70°C freezing storage facilities within the RTC were extremely limited and he identified a need for additional storage capacity. He proposed that a freezer should be purchased at a cost of some £2,350 and this cost could be shared equally between the Centre and Research Funds. The proposal was agreed.

5. Reagents Sector

Dr Ouwehand, referring to information on reagents availability recently distributed outside the Centre, expressed concern at the continued use of the title 'East Anglian Serologicals'. It had been agreed that this title should not be used as it caused confusion and did not accord with Regional Standing Financial Instructions. Mr Hawdon to raise the matter with Dr Voak.

6. Blood Pack Contracts

Dr Williamson referred to a recent communication from the NHS Supplies Authority indicating difficulties in negotiations with Messrs Baxters for the renewal of blood pack contracts. Baxters were pursuing a strategy of tying RTCs to five year contracts and linking discounts to the purchase of OPTI blood packs. As an interim measure, the Supplies Authority had asked Baxters to extend current arrangements for six months to provide time to resolve the difficulties.

7. MLSO Rotation

Dr Williamson said some anxiety had been expressed over the rotational requirements for MLSOs. She was quite certain this was a proper training requirement which should be continued. It was agreed that Mr Fletton would be asked to prepare a schedule taking account of a new appointment made. The matter should be referred to the next meeting of the Senior Staff for discussion.

8. Cambridge University - Appointments

Dr Williamson gave details of a discussion with Professor Carrell concerning a University appointment to be made in May for research in Virology.

9. Surplus Equipment

Mr Hawdon reported on a letter of thanks which had been received from the Barbados High Commissioner for the donation of a Coolspin Centrifuge.

10. Antenatal Laboratory Refurbishment

Dr Ouwehand gave an update on the progress towards refurbishment of the Antenatal Laboratory. This could lead to a shortage of office accommodation. The proposal to divide F.22 was not considered practical. It would, however, be reallocated. Alternative accommodation would be needed for Dr Ouwehand.

9. Date of Next Meeting

The next meeting of the BTS Executive will be held on Monday, 8 March 1993 commencing at 10.00 a.m.

DNH/JB
26 February 1993