

IN CONFIDENCE

A Meeting of the Executive Committee will be held  
in the Committee Room on Monday, 7 December 1992 at 9 a.m.  
Senior Staff will join the meeting at 10 a.m.

A G E N D A

1. Minutes of the Last Meeting - Monday, 30 November 1992
2. Matters Arising:
  - a) Financial Management
  - b) Car Parking
  - c) Addenbrooke's Catering
  - d) Flexible Working Hours
  - e) Social Committee
3. Immunohaematology - Phenotyped Bank  
- Discussion paper dated 3/12/92 attached
4. Any Other Business
5. Date of Next Meeting - Monday, 14 December 1992 at 10 a.m.

*Brenwood*

DNH/JB  
4 December 1992

IN CONFIDENCE

MINUTES OF THE BTS EXECUTIVE MEETING

30 November 1992

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

Apologies: Dr McDougall  
Dr Ouwehand  
~~Professor Allain~~

1. Minutes of Last Meeting

The minutes of the last meeting held on Monday, 23 November 1992, were accepted as a correct record.

2. Matters Arising

a) Reception Refurbishment

Mr Hawdon reported that Ms Sowden was progressing the contracts for the reception refurbishment and had been asked to obtain three quotations from contractors.

b) Proposed Contracts 1993/94

Arrangements were being made for meetings to be held with Unit Finance Managers and Consultant Haematologists. A schedule was being prepared. Discussion on the proposed form of contract was deferred pending the outcome of discussions with Mr Darby.

c) Business Plan Capital Requirements 1993/94

Subject to an amendment concerning the funding of the flow cytometer, the Business Plan was approved for submission to the RHA.

d) Future Financial Management

Dr Williamson and Mr Hawdon reported on a meeting with Mr Ken Newitt and Mr Darby. It had been agreed that the proposal for secondment should be referred to the BTS Executive for decision. Arrangements had been made for Mr Darby to meet the Executive. The benefits of the proposed temporary appointment were discussed when it was agreed that if accepted membership of the Executive would not automatically follow. The new appointee would be accountable to Dr McDougall and work to Mr Hawdon on a day-to-day basis.

e) Trainee MLSOs

Dr Williamson reported that Mr Fletton had been informed of the decision that Sandwich Students' contracts should not be extended to enable examinations to take place.

f) National Blood Authority/National Directorate

A press release confirming the establishment of the NBA was noted and the appointment of Sir Colin Walker as Chairman welcomed.

g) Car Parking

Mr Hawdon reported that a meeting had been arranged with Addenbrooke's Car Parking Administration when he would submit for the area at the rear of the building to be designated for priority parking. If this was agreed, a decision would be needed to identify staff to be provided with priority car parking permits.

h) Post Doctorate Posts

Dr Williamson reported on discussions with Professor Carrell who had written to Dr O'Brien requesting support for the funding of the appointment of Dr Petrik. It was proposed that the appointment would be made for a period of five years.

i) Staffing Matters - Trainee MLSO

Mr Hawdon reported that following his interview with Mr S.R. he asked Dr Williamson to give further consideration to the matter. Dr Williamson had seen Mr S.R and informed him that his conduct was not acceptable. She suggested his appointment should continue. He should receive a final warning and his conduct and technical college reports should be reviewed at the end of 1992. Further transgressions would result in his contract being terminated. This was agreed.

3. Health at Work Workshop - 14 December 1992

Mr Hawdon reported that an invitation had been received for the attendance at the Workshop on Health in the Work Place to be held at Sprowston Hall on 14 December 1992. He considered that a representative from the BTS should attend. It was agreed that Dr Rankin be asked to attend.

4. Paediatric Blood

Dr Williamson presented her proposals for the provision of paediatric blood for antenatal transfusion. Results of tests indicated that the filtration of blood by BPF4 were the most effective and it was agreed that approval be given to introducing this service on the proposals thus tabled.

5. Plasma for BPL

Dr Williamson reported on a letter received from Dr Roger Moore concerning the 1993/94 provision of plasma for BPL. There was uncertainty over the quantities required and no decision had yet been made on the price. However an increase in line with inflation could be anticipated. It was agreed that the targets for recovered and non-specific plasma should be submitted. Further information on specific plasmas was awaited.

6. Frozen Blood Bank

Dr Williamson reported on a letter from Dr Ala concerning stocks and lists of frozen blood available for the Region. It was agreed that this would be circulated to Medical Officers.

7. Cryoprecipitate Production

A letter from Cardiff RTC had been received asking whether Cambridge would be interested in producing additional cryoprecipitate to cover the needs of Wales RTC. In view of our current discussions with Brentwood, it was agreed we would not take up this offer at the present time.

8. HCV Test Costs

Dr Williamson said that following a recent requirement for confirmation tests for HCV, a rather high cost had been incurred. The requirement for this test was such that costs had to be accepted. This was agreed.

9. Addenbrooke's Catering

Dr Caffrey asked if there had been a response to correspondence concerning the restrictive measures being introduced by Addenbrooke's canteen and the effect on BTS staff. Mr Hawdon reported no response had yet been received and he would follow this up with a telephone enquiry.

10. Plasmapheresis Donors

Dr Caffrey said a request had been received from staff that some recognition in the form of a small gift should be made to plasmapheresis donors for their services throughout the year.

Various "give away" items obtainable from mail order firms were discussed but it was felt this would not truly reflect the valued contribution given by plasmapheresis donors. It was felt more appropriate that high quality refreshments should be provided for this period.

11. BTS Financial Plans

Mr Hawdon reported on correspondence from Mr Ken Newitt in respect of discussions with the Executive Meeting on 9 November 1992:

- a) It was confirmed that the RHA would continue to fund the cost of antenatal screening services for 1993/94;
- b) Underspendings might be used to fund one-off capital expenditure or research products, subject to the agreement of the RHA;
- c) Recurrent underspending could be used to reduce prices and some being retained for the BTS to deploy on its own priorities, which might include research. This again was subject to the approval of the RHA.

12. Date of Next Meeting

The next meeting will be Monday, 7 December 1992 at 9.00 a.m.  
Senior Staff will join the meeting at 10.00 a.m.

DNH/JB  
4 December 1992