

IN CONFIDENCE

A Meeting of the Executive Committee will be held
in the Committee Room on Monday, 26 October 1992 at 10 a.m.

A G E N D A

1. Minutes of the Last Meeting - Monday, 19 October 1992
2. Matters Arising
3. Blood Pack Purchasing - NHS Supplies Letter 13 October 1992
4. Any Other Business
5. Date of Next Meeting - Monday, 2 November 1992 at 9 a.m.
Senior Staff to join the meeting at 10 a.m.

DNH/JB
23 October 1992

IN CONFIDENCE

MINUTES OF THE BTS EXECUTIVE MEETING

19 October 1992

Present: Professor Allain
 Dr McDougall
 Dr Ouwehand
 Dr Williamson
 Dr Caffrey
 Mr Hawdon

1. Minutes of Last Meeting

The minutes of the last meeting held on Monday, 12 October 1992, were accepted as a correct record.

2. Matters Arising

a) RTC Accounts

Mr Hawdon reported that, due to a number of problems with BPL invoices and stock levels, the period 6 accounts were not fully complete. However, the indications were that the trend towards underspending was continuing. As a result of over recovery from blood product handling charges a 5/7% reduction could be made. The Director said, in presenting the accounts at the next meeting and draft report for the RHA, the revised product pricelist should also be available for consideration.

b) Computer Support Staff

An application had been received for the Computer Systems Assistant post and the interviews would take place on Wednesday, 21 October 1992.

c) RTC Future Development

The Director said that at the last planning meeting, it was obvious that the main blood collection problems of the North East Thames RTC were:

- i) the shortage of donors on the panel;
- ii) the high ratio of team staff per donors attending;
- iii) the lack of donors attending sessions.

Remedial action would require a reduction in the number of teams, a rationalisation of the team numbers and a planned donor recruitment campaign. Dr Caffrey said she would be visiting a session held in the NET RTC area as soon as this could be arranged.

Although indications were that Cambridge would be asked to provide an additional 10,000 units per year for Brentwood, no expenditure should be committed towards the revised arrangements which might be necessary until the agreement had been finalised and the contract made.

d) Car Parking - Addenbrooke's Site

Mr Hawdon said the majority of applications from BTS staff had already been returned. No discussion had so far been held on the question of priority parking but as a first step it was considered to be important to at least get everybody registered. Questions of priority could be sorted at a later date. It was understood parking permits would be available in about a week's time and that the Parking Managers would be in the main hospital concourse for the week commencing Monday, 26 October to answer any questions from staff.

e) Maintenance Work

Dr Williamson reported that since the last meeting a refrigerator engineer had again visited the Blood Products Laboratory area without previous warning. Mr Hawdon said he would follow this up.

f) Miscellaneous Funding

Dr Caffrey said that following the last meeting John Mann had informed her that the minimum invoice value the RHA would raise was £15. It was, therefore, agreed the minimum charge for samples should be increased to £15.

g) Temporary Donor Attendant Contracts

Dr Caffrey said she felt it was prudent to delay writing to the Temporary Blood Donor Attendants whose contracts would end until after the meeting at Brentwood and the additional blood collection to be taken on by contract at Cambridge had been confirmed.

h) NBTS Business Managers' Meeting - 22 October 1992

Consideration was given to the paper on the BTS costing system produced by the Finance Sub-Group. The Executive felt very little new was being proposed and that in the final analysis each RTC would have to price as necessary to recover operational costs while, at the same time, having some regard to a common pricing system.

In respect of the non-core BTS activities, it was felt the funding arrangements which currently applied in East Anglia should be continued.

i) Staff Retirement

It was agreed that the lunch for Mr John Naumann should be held on Monday, 2 November 1992 and it was suggested that John be asked his preference of venue. The Director suggested to mark the occasion a gift might be made to John Naumann from Senior Staff. Mr Hawdon would arrange a collection.

3. Minutes of Senior Staff Meeting

Item 3 - BTS Poster Display

It was agreed that costs be investigated for providing suitable noticeboards in each Laboratory Sector for posters.

Item 5 - Training for Higher Qualifications

Dr McDougall asked for clarification on the financial support given to staff. It was confirmed that fees up to a maximum of £1,000 per annum should be granted to approved applicants.

4. Staffing Matters

a) Quality Assurance Staff

Mr Hawdon reported that Miss F.K.A., who had been employed on the Scientific Officer Grade A for two years, was now due for review. It was agreed that a report from her Head of Department would be necessary and a panel would be formed to carry out the review.

b) MLA Sterilising Technician

Mr Hawdon, referring to the additional MLA for sterilising duties wished to clarify the funding sources. It had already been agreed that the TAC would provide 25% and the Human Tissue Bank a further 25%. The full funding had yet to be finalised. It was agreed that the remaining 50% of salaries should be funded from research staff support costs.

c) Transport Department

Mr Hawdon reported that a number of factors relating to drivers' activities, ie: the Norwich Team; the increased incidents of ad hoc deliveries and the imminent retirement of drivers, indicated a need to fill the vacant driver post. He would be advertising this post shortly. In addition to this, it was his intention to appoint one of the drivers to the vacant Senior Driver post. This would provide coverage in the absence of Mr Bradnam.

5. Antenatal Services

Dr Ouwehand referred to the need to develop the antenatal screening service and was proposing to evaluate commercially available Micro Titre Plates. If successful it would be the intention to introduce this system.

Reference was made to collaboration with BCRL.

6. Blood Products

Dr Williamson said that a number of out-dated Ante D Vials had been identified for disposal. These could be made available to any sector who would find them useful.

7. Communications

Dr Williamson, referring to the mobile telephone available for on-call medical staff, asked whether this equipment (which was very heavy) could be exchanged for a smaller version. Mr Hawdon would investigate.

8. Office Accommodation

As a result of recent office moves, carpeting and furniture in some offices was particularly dilapidated. It was agreed that Consultant staff, who had recently moved, should advise Mr Hawdon of the new carpets/furniture required.

9. Session Equipment

Dr Caffrey said that sample trays used on sessions were disappearing rapidly, to an extent where replacements were urgently needed. It was accepted that these trays were also used in several laboratory areas. It was agreed that additional trays should be purchased.

10. Immunohaematology Sector

Dr Caffrey said that, as a result of reorganisation in the Immunohaematology Department, Miss J.D. was now undertaking some work for her with the bone marrow donor panel. The extent to which she would be available for this work had yet to be determined. This would be agreed with Dr Ouwehand. The Director gave details on his discussions with Marc Fletton concerning a list of duties which had to be finalised and reallocated.

11. Staff Training

Professor Allain reported that he had agreed that Drs Caffrey and Williamson would attend a management course on 3rd December 1992, cost to be covered by the central training funds.

12. RTC Security

It was reported that the security doors to the Blood Products and Tissue Bank area were nearing completion and would be in operation very shortly. Mr Hawdon said the procedure for using this area should be determined. Apart from those working presently within the area, there would be others who had a legitimate reason for using the area and these would have to be identified. Exceptionally it was agreed that Kryisia W. should be permitted to use this as a passageway to the back entrance and occasionally it might be necessary to transport heavy loads from the Donor Registry via the lift. Apart from those, all other staff using this area should be work related and should wear a white coat.

13. Reception

Mr Hawdon said a report had been received from Roughton Design which indicated that the wall supporting the Reception area was load bearing and any structural alterations in that area would be costly. It was agreed that alternatives should be considered to provide visual security to the front door. Mr Hawdon would progress.

14. BPL Therapeutic Products

Mr Hawdon reported on correspondence received from the National Health Supplies Agency which referred to discussions with BPL on marketing. Dr Williamson referred to discussions with Regional Haematologists which indicated there was some pressure to purchase cheaper commercial products. It was agreed that the Districts should be asked if they wished to continue to purchase BPL products and, if so, a contract between the RTC and the District should be made. It was agreed that the RTC would not handle commercial products as a distributor. It was also accepted that a major reduction in take-up from the hospitals would probably not make it worthwhile for the RTC to continue to act as distributor.

15. Job Sharing

Mr Hawdon reported that the funds for partitioning the RDOs office to provide additional office accommodation could only be agreed following a presentation of the six months accounts.

16. RTC 1993/94 Business Plan

It was agreed that the meeting to consider the 1993/94 Business Plan proposals would be held at 2 p.m. on Tuesday, 27 October 1992 in the Committee Room.

17. Date of Next Meeting

The next meeting will be Monday, 26 October 1992 at 10 a.m.