

IN CONFIDENCE

A Meeting of the Executive Committee will be held
in the Committee Room on Monday, 17 August 1992 at 10 a.m.

A G E N D A

1. Minutes of the Last Meeting - held on Monday, 10 August 1992
2. Matters Arising
3. North East Thames/East Anglian RTC Operation
4. RTC Period 4 Accounts
5. BPL Therapeutics
6. Any Other Business
7. Date of Next Meeting - Monday, 24 August 1992 at 10.00 a.m.

DNH/JB
14 August 1992

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MINUTES OF THE BTS EXECUTIVE MEETING

10 August 1992

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

return in France since 22-8-92

Apologies: Dr Williamson

1. Minutes of Last Meeting

The minutes of the last meeting held on Monday, 3 August 1992, were accepted as a correct record.

2. Matters Arising

a) Health and Safety - Accident Procedures

Dr McDougall gave an update on the situation concerning the Laboratory Safety Officer appointment. It was agreed that the Director would discuss this with Dr Rankin.

b) Norwich Team

Following discussion on the revised proposals for the establishment of the Blood Collection Team at Norwich, it was agreed that Dr Caffrey would provide a comparison between the current establishment and proposed establishment for the new operation. It was also agreed that arrangements to include drivers within teams should be processed as soon as possible.

c) Training MLSOs - HNC Year I Course Results

Mr Hawdon said that following investigation of the documented training history of the HNC Year 1 Trainees, the course of action decided at the last meeting needed to be revised. He would be discussing this matter again with the Regional Personnel Department and would report at the next meeting on the recommended course of action.

3. Notes of the BTS Executive and Senior Staff Meeting

a) Matters Arising

i. Computer Consortium

The Director was concerned that no additional delay or costs should be incurred and it was agreed that Mr Hawdon would identify officers responsible for processing the leasing arrangements for hardware.

ii. Car Parking

No further progress had been made on the problems of the BTS staff parking in the Addenbrooke's areas where a parking fee should be paid. It was agreed that further investigation should be made by Mr Hawdon.

iii. Telephone Switchboard Communications

Following investigation of a complaint by Dr Ouwehand, Mr Hawdon said in some respects there was a lack of information available on specific responsibilities of some Senior Staff. It was agreed that a directory which provided this information should be prepared. Mr Hawdon to process.

4. EARHA Arrangements for dealing with Major Incidents

The Executive Committee received a draft regional guidance relating to emergency planning. BTS were only involved in providing a service to hospitals following a major incident and had no role in the organisation. It was agreed that RHA be informed that we had no comments to make on the report.

5. Hepatitis B and NHS Staff

Following consideration of the draft report on Hepatitis B and NHS staff, it was agreed that we should await publication of the final report before taking action beyond the arrangements currently in force.

6. National Blood Collection Statistics

The schedule of Department of Health statistics for the year 1991 was received.

7. RHA Trust Funds Account

Following consideration of the correspondence from Regional Health Authority Finance Department indicating that the BTS had overdrawn from the Trust Funds Account, due in some respects to late billing by the MRC, the Director would be investigate.

8. NBTS Blood Collection Teams

Consideration was given to a letter from Mr G Austin. It was considered no real value could be gained from a national meeting on this topic. It was the opinion that this was best left to the initiative of each RTC depending on their needs. Dr Caffrey would respond.

9. Human Tissue Bank

The minutes of the Human Tissue Bank meeting held on 30 July 1992 were received. The Director expressed concern that Dr Pegg's involvement with the Tissue Bank would be restricted to twelve months. He felt that a minimum of two years had been the agreement. He would be discussing this matter privately with Dr Pegg.

5. Date of Next Meeting

The next meeting will take place on Monday, 17 August 1992 at 10 a.m.

DNH/JB
14.8.92