

A Meeting of the Executive Committee
will be held on Monday, 3 February 1992 at 9 a.m.
Senior Staff to join the meeting at 10 a.m.

A G E N D A

1. Minutes of the previous meeting - Held on 27 January 1992.
2. Matters arising
Induction Training
3. TMSO - Contracts on Qualifying
4. Joint Academic Network : Communications - Memorandum attached
5. Obsolete Equipment - List attached
6. Any other business
7. Date of Next Meeting - Monday, 10 February 1992 at 10 a.m.

DNH/JB
31 January 1992

NOTES OF THE EXECUTIVE COMMITTEE MEETING

Monday 27 January 1992

Present: The Director
Dr Ouwehand
Dr Williamson
Dr Caffrey
Mr Hawdon

Apologies: Dr McDougall

1. Minutes of the Last Meeting

The minutes of the meeting held on 20 January 1992 were accepted as a correct record.

2. Matters Arising

a) Computer Consortium - Antenatal Programme

Consideration was given to a letter from Dr Ouwehand to the Oxford RTC. During discussion on the membership of the Project Team it was noted that due to an oversight Jenny Day's name had been omitted. It was also agreed that Dr Rankin would be involved as and when required.

Reference was made to the confidentiality of correspondence when it was agreed that the originator should be responsible for classifying all correspondence for restricted circulation.

b) Refurbishment Programme

It was noted that the Monoclonal Antibody Research Group (Babraham) had now moved into the laboratory and office accommodation. Some minor electrical work and shelving remained to be completed. Discussion took place on the responsibility for payment of maintenance of the equipment and the use of other facilities. As a general principle it was agreed that any equipment which would be shared by RTC staff would be covered within our maintenance programme. Equipment maintenance and other expenditure solely for the benefit of the Research Group would be funded by them.

The Director gave details of discussions which he and Dr Voak had with Dr Anstee concerning the exploitation of products developed by the Research Group. In due course, it was anticipated a contract with the BTC would be agreed.

Dr Williamson referred to the difficulties of moving heavier equipment for the Issues Department. While it was accepted that the Maintenance Staff should not routinely be considered for furniture moving, they would be available for use when specialist and heavy items of equipment needed to be moved.

c) BTS Budgetary Position

Reference was made to the monthly report required by Region on the BTS Budgetary position. Mr Hawdon reported that the current situation had improved over the previous month but the statement showed an overspending of some £94,000. This was easily accounted for by

outstanding invoices, increased stock levels and other sundry items. It was pointed out that due to heavy contract expenditure at the beginning of each financial year, monthly statements would always show an overspending.

The Director referred to the priority in obtaining the production costs of plasma both by Apheresis and conventional collection. To enable decisions to be made information would be required as soon as possible. It was agreed that a review of the financial information available would be made at the Executive Meeting on 17 February 1992.

d) On-Call Staff

Dr Williamson said that no formal response had been received to the proposals for 'on-call!'

e) Maintenance

Mr Hawdon reported that Mr Partridge, Design Engineer from Roughton Design, had examined the air conditioning system and said that the installation was not faulty. However, he was seriously concerned over the penetration of a carbon-like dust which required to be investigated. The filter manufacturers were undertaking an analytical investigation and a report was awaited. The wider implications of the effectiveness of the filtration system would be of considerable concern.

f) BTC Telephone Directory

Comments from Sector Heads were still awaited. (Now have been received).

g) BTS Garage, Fulbourn

Mr Hawdon gave a resumé of the discussions initiated by the Cambridge District Ambulance Service some twelve months ago regarding the use of the BTS Garage at Fulbourn. Briefly the proposals were that the Ambulance Service should takeover the vehicle service and office accommodation at the Garage for the maintenance of the ambulance vehicles. This might prove to be acceptable to the BTS and produce some savings. However, alternative accommodation would need to be provided for the Transport Manager and driving staff. A meeting to discuss these proposals was being arranged.

h) Immunohaematology Sector Staffing

The Director reported on further discussions he had undertaken and the various options available for the revised staffing of the Immunohaematology Sector. The implications of the proposals were discussed at some length and it was agreed that Mr Hawdon should discuss with the Regional Personnel Department how best the changes could be achieved.

3. Computer Consortium Agreement

Consideration was given to the response from Messrs Mills & Reeve on the legal aspects of the Consortium Agreement. The information given emphasised the fact that the license agreement did not contain sufficient detail to provide a clear decision. However, it indicated that the outcome would depend on the attitude of the Welsh Health Common Services Agency. It was agreed that no further action should be taken pending the receipt of a response from the WHCSA.

4. Induction Course for Employees

The receipt of the proposals for induction training was referred for discussion at the Senior Staff meeting.

5. NBTS Business Managers' Meeting

Mr Hawdon reported on his attendance at the National BTS Business Managers' Meeting held on 23 January 1992.

a) Proposed NBA

Dr Roger Moore had reported that a formal response from the DoH could be expected very shortly with an agreement to the concept of a NBA. The likely timetable could be a DoH Working Party in the Spring 1992 and the establishment of the Authority in the Autumn of 1992.

b) BPL Products

Information had been received at the meeting that BPL would be willing to give a discount of 1% on turnover for the collection and delivery of BPL products, and a 2% discount if the RTCs would take on the complete responsibility for ordering and delivering for hospitals in their Region.

Considerable concern had been expressed over the lack of increases in the price of plasma and two Regional Treasurers were taking this up with the Department and BPL.

c) RTC Product Prices

Roger Moore reported that a Finance Sub-Committee had been recruited to re-examine the "uniform" costing system with an aim to producing a revised format by the end of the year.

It was apparent that there would be a wide variation between RTCs in the percentage increases in prices for 1992/93; much of which depended on the 1991/92 base levels. It was noted that the Trent Region had agreed to directly fund the under-recovered cost of plasma.

5. Blood Tests for non-NHS BTS Staff

Mr Hawdon said that he had been asked what arrangements had been made for blood tests for staff within the Centre not directly employed by the NHS. It was generally agreed that this responsibility for staff remained with the employing authority.

Anti-Viral
Treatment
of Plasma

6. Any Other Business

a) Internal Audit - BTS Transport Department

Mr Hawdon reported on a recent visit by the Internal Audit service who had investigated the activities of the Transport Department. The report had now been received which indicated there were no major deficiencies. In the main the report was confined to minor matters of procedure.

b) Blood Collection Team Meeting

Dr Caffrey reported on a meeting with the Nursing and Donor Attendants staff held on Saturday, 25 January 1992. She said she was very encouraged by the attitude of team staff who, in the main, had been very positive and constructive in their criticisms. In general they were not in favour of the long sessions without breaks, particularly when there were large attendances of donors. It was not always possible to maintain the service at busy sessions with reduced staff. There was an acceptance that donors were in favour of later sessions in the evenings but it was felt that when these were held an organised break should be included.

From the meeting it was obvious that better communications with staff were necessary.

c) RTC Equipment

Dr Williamson reported the failure of the chest freezer used for ice inserts in the Issues Department. Until a decision had been made concerning the use of ice inserts, the repair of this equipment at a cost of some £350 was necessary. This was agreed.

d) Paging System

Dr Ouwehand reported difficulties with the internal paging system and asked what progress had been made for its replacement. Mr Hawdon said that the RHA Telecommunications staff had been in the building with possible contractors during the past ten days and it was hoped that a resolution would be forthcoming shortly. In respect of an earlier question, the use of the Vodaphone Message Pagers as tone pagers was no cheaper than using the message facility and as far as he could determine the Company had reported no breakdown in the system.

e) Anti-Viral Treatment of Plasma

Professor Allain reported on his discussions for providing virally inactive FFP at a cost of £13 per unit. He had circulated Consultant Haematologists with the information from which four had expressed an interest. It was anticipated that approximately 50% of the FFP production would be treated. The required authority for the export of plasma for treatment and the subsequent import procedure would need to be investigated, as would the need for a product licence. It was agreed that the Director would raise this for discussion with the MCA Inspector during his present visit to the Centre.

7. Date of Next Meeting

The next meeting will be held on Monday 3 February 1992 at 9.00 a.m. Senior Officers will join the meeting at 10.00 a.m.