

IN CONFIDENCE

**A Meeting of the Executive Committee will be held
in the
Committee Room on Monday, 15 August 1994 at 9.30 a.m.**

Lunch will be provided

A G E N D A

1. **Minutes of the Last Meeting** - Monday, 8 August 1994
2. **Matters Arising:**
3. **Examination Results** - Morton McDougall
4. **Regrading of ARDO Post** - John Pegler
5. **Correspondence from UNISON - Upgrading Issues and Subsistence**
6. **Renewal of Contract** - John Pegler
7. **Date of Senior Staff Meeting** - John Pegler
8. **Air Conditioning - G52** - John Pegler
9. **Christmas Cards** - John Pegler
10. **TRACE Consortium** - John Pegler
11. **Date of Next Meeting** - Monday, 22 August 1994 at 10.00 a.m.

JRP/JB
12 August 1994

IN CONFIDENCE

MINUTES OF THE BTS EXECUTIVE MEETING

Monday, 8 August 1994

PRESENT: Dr McDougall
Dr Williamson
Dr Caffrey
Mr Pegler

APOLOGIES: Dr Ouwehand

1. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Monday, 1 August 1994 were accepted as a correct record subject to Lorna Williamson expressing doubt as to whether it was agreed that the accepted quotation for blood grouping machines' maintenance was the £10,500 option or the £12,500 quotation, which included annual planned maintenance. She is to consult her notes.

2. MATTERS ARISING

a) TRACE Proposal

John Pegler reported on discussions with Alan Beal about the proposed involvement of Hewlett Packard. Alan Beal is to have a meeting with Hewlett Packard to discuss the precise terms of their co-operation but he was convinced the TRACE Consortium will not be overpowered by Hewlett Packard.

b) Laboratory Refurbishment

There had been a further meeting with Steve Russell, Robert Marcus and Mike Scott from which a revised proposal for F38 has been drawn up. This is to be considered by Lorna Williamson before Roughton are briefed.

Action: L Williamson/J Pegler

Various options were discussed for providing space for Robert Marcus' tissue handling team. John Pegler is to provide a proposal to the next Executive meeting. Lorna Williamson is to liaise with Robert Marcus about the laboratory specification to be included in the application to Angen.

Action: J Pegler/L Williamson

3. OPTIPRESS

Lorna Williamson's costing of the use of Optipress was noted. It was agreed that the 30% increase in materials cost (equivalent to approximately £150,000 per annum) would probably result in an unacceptable overspend this year. Lorna Williamson is still awaiting a reply from Barry Savery concerning the Italian contract which would significantly offset our costs. In addition, hospitals should achieve savings through the use of Optipress platelets. Lorna Williamson will raise this at the Regional Committee of Haematologists in October. In the meantime, it was agreed that the transfer to Optipress will be delayed until 1995/96.

Action: L Williamson

It was noted that Angela Robinson, Medical Director at NBA, had supported the proposal subject to the finance being agreed with Barry Savery.

4. FUNDING FOR RESEARCH within the EABTC

John Adey's memorandum dated 29 July was noted.

5. REGIONAL ANTENATAL SCREENING SERVICE for HEPATITIS SURFACE ANTIGEN (HBsAng)

Specific comments on Angela Rankin's draft proposal are to be made directly to her. Morton McDougall asked that the proposal should be prefaced with a basic, simple introduction and explanation of what is involved and the benefits for the region, obstetricians and patients.

There was discussion about the issue of patients' consent. This is to be considered further and covered by the proposal.

6. SCIENTISTS STAFFING FORECAST

Joan Abernethy's letter of 7 July was noted. Lorna Williamson is to draft a reply covering, inter alia, the need for a definition of Immunohaematologists in this context and NBA being unlikely to fund a training place in 1995/96.

Action: L Williamson

7. REFRIGERATION FACILITIES

John Pegler has asked Marc Fletton and Douglas Voak to liaise about coldroom reconstruction. Douglas Voak has agreed in principle to the use of D11 for storage of hepatitis samples but had drawn attention to the need to use it for short-term storage during the planned reconstruction of D28. John Pegler is to pursue a resolution to this issue including checking with Peter Bradnam that he has separately initiated action.

Action: J Pegler

8. AUTHORISED SIGNATORIES

It was agreed that all Sector Heads should complete the signatory forms circulated by John Pegler on 12 May, if they have not already done so. There is currently a plethora of different forms, which is leading to confusion in NHS Supplies and the Accounts Section.

Action: All/J Pegler

9. EQUIPMENT INVENTORY

It was agreed that we should have an equipment inventory for all non-capital "attractive" items (ie: worth less than £5,000). Marc Fletton already has a system for laboratory equipment which may cover this issue. John Pegler is to set up a meeting with Marc Fletton, Robin Lambert (re computers), Heather Hitcham (re office equipment) and Peter Bradnam (re building equipment) to see whether Marc Fletton's system can be extended to cover all such items.

Action: J Pegler

10. STATIONERY

Sue Cunningham's memorandum of 2 August was noted and it was agreed that we will continue in the short-term to order stationery without "and Tissue Bank" and Executive's names.

11. CONTROL OF MAINTENANCE CONTRACTS AND OTHER SERVICES

It was agreed that John Pegler should set up a meeting to discuss maintenance contracts for the building, laboratory equipment and other equipment. In principle, it is desirable that the number of people responsible for administering and controlling maintenance work should be limited, even if the maintenance is specific to a particular piece of equipment.

Action: J Pegler

12. CIRCULATION LIST

A new circulation list has been agreed to cover all Sectors. This will be distributed to everyone on the list plus secretaries.

Action: J Pegler

13. SECURITY

John Pegler expressed grave concern about the very lax attitude to security among staff and the cleaning contractor. He is to send a memorandum to all members of staff reminding them of their obligations and the seriousness of failure to comply.

John Pegler is to arrange for a new laminated sign to be attached to the back door giving details of the times at which it will be locked, etc.

Action: J Pegler

Peter Bradnam has initiated the suggestion that the keypads should be replaced by a more up-to-date electronic system which has the virtues of flexibility, capability of being extended and not requiring the use of security numbers. Peter Bradnam is to be asked to pursue this suggestion, including arranging a presentation to the BTC Executive.

Action: J Pegler

14. TRANSPORT REVIEW

Peter Bradnam is to be asked to set up a meeting in September to include Lorna Williamson, Liz Caffrey, John Pegler, Andrew Pollock and himself. Lorna Williamson is to provide John Pegler with copies of a previous memorandum about transport and the relevant extract from the "red book".

Action: L Williamson/J Pegler

15. MULTI TEMPERATURE LOGGER

The suitability of the present machine for use in the Tissue Bank had been investigated and it had been decided that it is inadequate. Agreement was therefore given to the purchase of a new multi temperature logger at a cost of approximately £1,000 to replace the equipment being borrowed from York.

16. EUROPEAN ASSOCIATION OF TISSUE BANKS

Liz Caffrey's proposal was accepted to fund Jim Foreman's attendance at the European Association of Tissue Banks' Conference. However, the condition was attached that he should present a written report. It was generally agreed that it is important for us to raise the profile of the Cambridge Tissue Bank.

Action: L Caffrey

17. NBA PROJECT TEAMS

Morton McDougall is to reply to Barry Savery's letter, concerning the composition of NBA Project Teams, pointing out that Lorna Williamson is our representative on the NBA Executive and John Pegler is involved in the Payroll Project.

Action: M McDougall

18. WASTE DISPOSAL

Peter Bradnam's memorandum of 26 July, concerning waste disposal, was noted. John Pegler is to discuss with him whether there is a possibility of obtaining lower quotations and how his proposals relate to the yellow bins for clinical materials for incineration. It was agreed in principle that it will be acceptable to negotiate a more expensive contract if this will overcome the present problem with waste in the loading bay.

Action: J Pegler

19. QUALITY ASSURANCE MEETING

The meeting was held on 4 August to discuss Organisation-Wide Clear Information Design (OrCID). It was agreed at the meeting that Liz Pepperell and Eunice Goodyear should act as guineapigs. Keith Smith is to be asked to make a presentation at the next Senior Staff meeting which is to be fixed for September.

The matter of clearing up the Committee Room after such meetings will also be put on the agenda of the Senior Staff Meeting. Angela Rankin will be asked to organise this.

20. DATE OF NEXT MEETING

The next Executive Meeting will be held in the Committee Room on **Monday, 15 August 1994 at 9.30 a.m.**

PART II

21. NBA PERSONNEL MATTERS

a) **Equal Opportunities**

The draft Equal Opportunities Statement of Intent and Code of Practice were discussed. Heather Hitcham is to be asked to reply to Ann Mather on behalf of the Executive.

Action: J Pegler

b) **Policy on Harassment**

The NBA's draft Policy on Harassment was accepted but Heather Hitcham is to be asked to contact the NBA for advice about the correct procedures for recording repeated offences.

Action: J Pegler

22. NHS SUPPLIES

There has been a number of problems with supplies being out of stock. It was agreed that written details of all such incidents should be passed to John Pegler for him to raise at the next meeting with NHS Supplies.

Action: All

23. JEAN-PIERRE ALLAIN

Lorna Williamson was delegated to keep abreast of the position concerning J-P Allain and to keep Sue Cunningham and the Executive informed.

24. RASHID UDDIN

A letter had been received from Anglia Polytechnic University giving Rashid Uddin's examination results. Douglas Voak is to be asked to take on responsibility for seeking interpretation of the letter and its implications. Morton McDougall will liaise with Douglas Voak. These are to be discussed at the next meeting of the Executive.

Action: M McDougall

25. HIGHER EDUCATION INTERVIEWS

Morton McDougall is to talk to Douglas Voak about taking on the role of adviser to the Executive concerning future applications for higher education awards. Douglas Voak will also be asked to be responsible for monitoring the performance of staff who are already, and in the future, receiving higher education awards.

Action: M McDougall

26. WEEKLY PAYROLL

Following Ann Mather's memorandum of 3 August, Heather Hitcham is to be asked to identify who is on the weekly payroll and what action might be appropriate to transfer them to monthly pay.

Action: J Pegler

27. THE OLIVER MEMORIAL AWARD

Morton McDougall tabled the current invitation list and a variety of catering options. The invitation list was accepted and it was decided that the most expensive finger buffet should be chosen. In addition, the spare session bus will be used if necessary to ferry guests from the Transfusion Centre to Trinity College.

Lorna Williamson is to mention to Robin Carrell that the costs should initially be charged to the University Account and then recharged to EABTC.

Action: L Williamson

JRP/JB
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