

IN CONFIDENCE

MINUTES OF THE MANAGEMENT TEAM MEETING

Monday, 24 April 1995

PRESENT: Dr Williamson
Dr Ouwehand
Mr Pegler

APOLOGIES: Dr Caffrey
Professor Carrell

1. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Monday, 27 March 1995 were accepted as a correct record.

2. MATTERS ARISING

a) Platelets

The specification for the TRACE module has been produced by Caroline Slopecki and Robin Lambert. However, data is awaited from Tooting and Colindale.

Lorna Williamson will be explaining the implications for platelets and leucodepleted red cells to the Users Meeting which will be held on 25 April 1995.

Action: L Williamson

It was agreed that the accounts need to show intra-Zonal imports and exports separately from extra-Zonal transactions. In addition, there needs to be differentiation between red cells, leucodepleted red cells, platelets and other products.

Action: J Pegler

b) Transport

Keith Smith is trying to obtain validation of cardboard boxes at Tooting and Colindale. It was agreed it will be unnecessary for Cambridge also to validate the boxes. Lorna Williamson is hoping for feedback from the Users Meeting on 25 April. Approval was given to Peter Bradnam's initiatives to organise intra-Zonal transport. It was agreed that a business case will be made to the Zonal Management Team for extra transport/drivers if it is found existing resources are inadequate.

Action: L Williamson

c) **Generators**

John Pegler has still not found out whether there are two independent electrical back-up systems.

Action: J Pegler

d) **Research Accommodation**

Discussion was postponed until a future date.

e) **Components Equipment**

Lorna Williamson has asked Peter Garwood for permission to replace all IEC centrifuges because two have broken rotors and there have been previous problems with fractured buckets. He has agreed it would be appropriate to replace two centrifuges with Beckmans but has said he wishes EABC to evaluate alternatives to Beckmans before the remaining centrifuges are replaced. John Pegler will incorporate the phased replacement of centrifuges in the revised 1995/96 capital programme to be sent to Patrick Sullivan in the near future.

Action: J Pegler

3. **OWNERSHIP OF CLONES**

Willem Ouwehand proposed that negotiations should be held between the University and Diamed. Royalties will be split between the University, MRC and the NBS and will be the subject of a future meeting to be set up by Willem Ouwehand after the negotiations with Diamed.

Action: W Ouwehand

4. **REVENUE EXPENDITURE**

John Pegler has not yet obtained the final 1994/95 revenue expenditure position.

Action: J Pegler

It was agreed that the Zonal Management Team's instructions preclude expenditure on new initiatives except those designed to increase collections. However, there is no hold on continuing expenditure on existing activities.

5. **BLOOD STOCKS**

There is concern about the quantity of Type A blood currently in stock and the risk that it may outdate. Lorna Williamson will contact Peter Garwood in Mary Brennan's absence to arrange for export to other Centres.

Action: L Williamson

6. ELECTRONIC NOBO BOARD

John Pegler reported an electronic Nobo board has been received from Colindale and is currently in the Stores. He will ask Robin Lambert to determine what additional equipment is required to make it functional. It was agreed the board should be installed in the Committee Room.

Action: J Pegler

7. ELECTRONIC PUBLICATION SEARCH

Willem Ouwehand proposed a terminal should be installed in the Library linked to the University's E Mail System to enable electronic publication search. Limited network access is also proposed. There are two possibilities for software for down-loading. Willem Ouwehand will liaise with Robin Lambert.

Action: W Ouwehand

8. MEDIA TRAINING

Lorna Williamson will talk to Pat Squires and Kate Burbridge about candidates filling the vacancy on the impending course.

Action: L Williamson

9. HCV LOOK-BACK

Charlotte Llewellyn is working one day a week and Andrew Pollock is spending the majority of his time on this project. John Pegler is to arrange the necessary contract for Caroline Llewellyn and is to set up a cost centre to enable costs to be segregated.

Action: J Pegler

10. COMPLAINTS PROCEDURES

It was agreed Keith Smith should be involved in complaints procedures. His role will be discussed at the Sector Heads meeting on 15 May.

Action: L Williamson

11. INTRA-ZONAL MAIL

John Pegler will represent EABC in the discussions to set up an intra-Zonal mail system.

Action: J Pegler

12. CORPORATE IDENTITY GUIDELINES

Following criticisms of the Corporate Identity Guidelines, Lorna Williamson agreed to collect these and pass them on to John Pegler on 25 April. He will then communicate with Marcela Contreras.

Action: J Pegler

13. CAPITAL EXPENDITURE

The 1995/96 capital bid was re-examined in the light of purchases made at the end of 1994/95 and changing circumstances. John Pegler will send a revised bid to Patrick Sullivan, including replacement centrifuges and a new switchboard.

Action: J Pegler

14. DATE OF NEXT MEETING

The next meeting of the Management Team will be held in the Committee Room on Monday, 1 May 1995 at 9.30 a.m. There will also be a meeting with Jean-Pierre Allain and Helen Lee on Thursday, 27 April at 9 a.m. to discuss accommodation.

IN CONFIDENCE

PART II

15. MATTERS ARISING

a) TRACE Staff

The Secretary of State for Wales has obstructed the recruitment of a work placement student. Willem Ouwehand is attempting to sort this out. The WCSHA have indicated they will be seeking an NBA commitment to fund any redundancy costs. Discussions with Alan Beale are progressing.

Action: W Ouwehand

b) Components Staff

Lorna Williamson has identified a replacement for the 60% MLSO vacancy. Heather Hitcham is urgently trying to sort out a one year contract. There is concern that the recent success in significantly increasing collections will put unreasonable strain upon Components staff if it continues. To assist Components, Willem Ouwehand may be able to offer an MLA, whose contract is due to expire in October. The situation will be kept under review with a case being made for funding an extra post if this is necessary.

Action: L Williamson

16. FURTHER EDUCATION

John Pegler provided a list of staff who were receiving support for further education qualifications in 1994/95. Five members of staff will complete their education at the end of the present academic year. No new applications have been received. John Pegler agreed to identify the saving in costs and to ask Douglas Voak to provide reports on each student for the next Sector Head's meeting.

Action: J Pegler

17. RESEARCH STAFF GRADES

It was agreed PJ's and HG's contracts should be renewed on grades reflecting their age and experience. Lorna Williamson and Willem Ouwehand will draft appropriate new job descriptions. Lorna Williamson will also write to Douglas Voak and Marion Scott seeking their verification that PJ's grade is appropriate, and will write to PJ copied to Heather Hitcham. Willem Ouwehand will discuss with Douglas Voak what action will be necessary in relation to HG, and will write to HG stating the new contract will be subject to the appropriate official approval and will be back-dated to 1st January.

Action: L Williamson/W Ouwehand

18. **COMPASSIONATE LEAVE**

It was agreed EABC should continue to use the Regional Health Authority rules for compassionate leave pending the establishment of national rules.

19. **MATERNITY LEAVE**

It was agreed cover for staff on maternity leave must be funded from savings made during the individual's absence on leave.

20. **REGULAR USER MILEAGE ALLOWANCE**

Discussion was postponed until Liz Caffrey returns from leave.

21. **SECRETARIES**

Lorna Williamson will talk to Jean-Pierre Allain about supervision of secretaries.

Action: L Williamson

22. **TRAINEE (RR)**

John Pegler is to arrange for an honorary contract without salary to be issued to cover the month of August 1995.

Action: J Pegler

23. **UNIVERSITY BANK ACCOUNTS**

John Pegler agreed to investigate what had happened to the balances transferred from the University Bank Accounts to EABC.

Action: J Pegler

JRP/JB
1 May 1995