

## **MINUTES OF THE BTS EXECUTIVE MEETING**

Monday, 17 January 1995

**PRESENT:**  
Dr Williamson  
Dr Ouwehand  
Dr Caffrey  
Mr Pegler  
Professor Carrell

### **1. MATTERS ARISING**

#### **a) Additional Bank Signatories**

John Pegler agreed to ask Angela Rankin whether she will become a bank signatory.

**Action: J Pegler**

#### **b) Centrifuges**

Lorna Williamson updated the meeting about the centrifuge accident on 6 January. The manufacturer has examined the buckets of the remaining six centrifuges and has decided that four show no sign of the age-induced corrosion. Lorna Williamson is negotiating with the suppliers for replacement buckets, which are now obsolete, to be provided at no cost to the Centre. The theoretical cost would be of the order of £1,800 per set. She will also discuss with Peter Garwood the possibility of loans from other Centres of replacement centrifuges. In the meantime, after discussions with staff who will be required to use them, four centrifuges will be brought back into use - three for Components and one for Reagents.

**Action: L Williamson**

#### **c) Morton McDougall**

Robin Carrell will investigate the possibility of a Management Team Dinner on 8 or 9 February 1995.

**Action: R Carrell**

#### **d) Blood Collection**

Having discussed her proposals with Peter Garwood, Liz Caffrey has initiated further investigation for increasing blood collection which she hopes to introduce by the Summer.

**Action: E Caffrey**

e) **Document Management System**

Robin Lambert is awaiting information from NHS Supplies about alternative software. It was agreed that the introduction of the Document Management System should not be delayed while a global proposal is formulated. The main driver for the initiative is the Immunohaematology Service and the system should be designed to satisfy their needs and Liz Caffrey's requirements for donor records. Willem Ouwehand is to continue his discussions with Robin Lambert.

**Action: W Ouwehand**

2. **STEM CELL LABORATORY**

Lorna Williamson asked for the meeting with Roughton on 17 January to be extended to cover the possible conversion of G48 into positive air pressure for stem cell handling and the creation of category 3 air handling facilities for Virology Research elsewhere in the building. In the meantime, the Amgen proposal will not identify the particular space to be occupied by the Stem Cell Laboratory.

**Action: W Ouwehand/J Pegler**

3. **DR JOHN BRADFIELD**

Lorna Williamson is to arrange for Dr John Bradfield, Chairman of Addenbrooke's NHS Trust, to visit the Centre.

**Action: L Williamson**

4. **TUTA PACKS**

The problems with Tuta packs have been resolved and they should be brought into use during the week commencing 16 January 1995.

5. **CONFIDENTIAL POST**

There have been problems with confidential post being opened in error. John Pegler will write to all Sector Managers to say confidential post should be identified by the wording "TO BE OPENED BY ADDRESSEE ONLY" on the envelope if this is appropriate.

**Action: J Pegler**

6. **GIFTS FOR STAFF ON SICKLEAVE**

John Pegler confirmed the criteria for staff to receive gifts when they are on sickleave.

7. **HCV LOOK-BACK**

Lorna Williamson will analyse the requirements for HCV Look-Back but gave warning that there will be a cost consequence.

**Action: L Williamson**

**8. COMPUTER CABLING TO F58**

Whatever the ultimate use of F58 (Morton McDougall's old office), computer cabling will be required. Lorna Williamson will speak to Robin Lambert about this.

**Action:** L Williamson ✓

**9. USE OF TAXIS FOR DELIVERIES**

Lorna Williamson will ask Ron Fagence to provide details of the problem on 15 January with platelets being delivered late to King's Lynn Hospital. She will then pass these to Peter Bradnam for him to take up with the taxi firm. In the meantime, Lorna Williamson will write to King's Lynn informing them that we are investigating the incident.

**Action:** L Williamson ✓

John Pegler is to investigate the existence of a contract with the present taxi firm and consider the possibility of putting the work out to tender.

**Action:** J Pegler

**10. SIGNPOST TO THE EABC**

Lorna Williamson requested John Pegler to investigate the provision of a sign on the roundabout at the main entrance to the Addenbrooke's site to direct visitors to the EABC.

**Action:** J Pegler

**11. DATE OF NEXT MEETING**

The next meeting of the Executive will be held in the Committee Room on Monday, 23 January 1995 at 9.30 a.m.

**IN CONFIDENCE**

**PART II**

**12. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 9 January 1995 were accepted as a correct record subject to the following amendments:

Item No:14 a) - Lease with Cambridge University - first sentence should read: "Robin Carrell reminded the meeting that the absence of a formal agreement with the University reflects the origin of the initiative.". The second sentence should be deleted.

Item No:20 a) - **RESEARCH FUNDS** - the second sentence should read: "Any salary increase will be conditional upon the NBA agreeing to provide funds.".

**13. MATTERS ARISING**

a) **DNA Sequencer**

Steve Russell has made a counter-proposal that all teams should be allowed to use the DNA Sequencer with a lead user nominated for each team to ensure appropriate training and use. However, Robin Carrell thinks Willem Ouwehand's original proposal of a single operator is more appropriate. Willem Ouwehand will continue his discussions with Steve Russell, and with Jean-Pierre Allain about the possibility of research funding for the remaining 50% of the operator's time.

**Action: W Ouwehand**

Resolution is urgent because Gavin Pearson's contract ends on 31 January 1995. It was agreed his contract will be extended until 31 March 1995 to carry out his present workload. It will be funded from the Ruth Hadfield's vacant post. This is to be discussed with Juraj Petrick.

**Action: L Williamson** ✓

b) **Lease with Cambridge University**

Subject to adjustments to the last three bullet points and some other minor alterations, John Pegler's letter to Barry Savery was agreed.

**Action: J Pegler**

c) **Issues Staff**

Lorna Williamson is waiting for Ron Fagence and Andrew Pollock to produce the criteria for allowing staff to progress from A&C 2 to A&C 3. She is postponing writing to UNISON until she has agreed these criteria.

**Action: L Williamson**

? LW to write to JRP/HC

d)

GRO-C

John Pegler reported that GRO-C has lodged a formal grievance. Arrangements for the hearing are in hand. It is unlikely this will be before mid/late February, by which time Dave Hill should be in post.

Action: J Pegler

#### 14. PRESS ARTICLES

John Pegler expressed his concern that the Management of the EABC are not responding to the current spate of critical articles, particularly in the tabloid press. He is of the opinion that Management should be concerning themselves with the damage to staff and donor morale. Willem Ouwehand thought this should more properly be the responsibility of the NBA, particularly because of the work involved and the need to conform with NBA/NHS policies. He stressed the importance of complete accuracy in any written statement. John Pegler agreed to write to Sue Cunningham asking for NBA to prepare appropriate handouts for staff and donors on press issues.

Action: J Pegler

#### 15. SERONO CELL COUNTER

Keith Smith and David Wenham have suggested the Serono Cell Counter should be relocated to David Wenham's area and he should become responsible for its maintenance, booking and, therefore, the budget. John Pegler will arrange for the budget transfer for 1995/96.

Willem Ouwehand will discuss with Trevor Baglin whether the work of the Serono Cell Counter could be transferred to Addenbrooke's to solve a volume problem which is resulting in interruptions of runs. There may be a need for a second counter resulting from increased use by PALL and EABC's own researchers, in which case it will be appropriate for them to fund its purchase and operation. Lorna Williamson will ask David Wenham about the present use.

Action: L Williamson/W Ouwehand/J Pegler

#### 16. SECRETARIAL FUNCTION

Lorna Williamson, Willem Ouwehand and Liz Caffrey will talk to their respective secretaries about the hours they are required to work and about their having the option of receiving overtime payments or time off in lieu. Secretarial workload will be reviewed to identify whether there is an underlying problem.

Action: L Williamson/W Ouwehand/L Caffrey

It was agreed that Carol Holmes will cease to have the responsibility of acting as a supervisor for the Medical Secretaries. John Pegler will talk to her about this. All secretaries will be invited to attend John Pegler's secretaries meetings. They will be required to share between them the co-ordination of telephone cover and holidays.

Action: J Pegler



**17. BRENTWOOD QUALITY**

Willem Ouwehand has been in dispute with Jean Harrison about the quality of Brentwood platelets. He has spoken to Peter Garwood about this and will be writing to him and Marcela Contreras.

**Action: W Ouwehand**

**18. DOUGLAS VOAK - PARKING**

John Pegler will write to Addenbrooke's to explore the possibility of a blue permit for Douglas Voak in place of Morton McDougall.

**Action: J Pegler**

JRP/JB  
13.1.1995