

NOTES OF THE EXECUTIVE COMMITTEE MEETING

Monday, 29 July 1991

Present: Dr McDougall
Dr Ouwehand
Dr Williamson
Mr Hawdon

Apologies: Professor J P Allain

1. Matters arising from the Minutes of the Meeting 22 July 1991

a) Computer Networking

Dr Ouwehand enquired on progress towards the provision of equipment for secretaries to enable networking to be introduced in the Medical Secretariat. Mr Hawdon said that Robin Lambert was researching the equipment necessary. With regard to the training for secretaries, the original company had ceased trading and new arrangements were being made. It was likely that the new system would be less costly.

b) Vacuutainers

Dr Ouwehand reported details of a trial with the Ipswich Hospital, undertaken by Jenny Day, which has proven successful, and a proposal would be put forward very shortly.

c) Reception Area Refurbishment

Mr Hawdon reported that a representative from Roughton Design would be calling shortly to discuss the various possibilities for redesigning the Reception area. The advice at this stage would be free of charge.

d) Establishment of New Posts

There appeared to be some confusion on the source of funding for the new posts currently under discussion and being advertised. It was agreed that an assessment be made to ensure that there was no misunderstanding on how for each new post should be funded. Mr Hawdon would provide an estimate of funds available from surplus posts following sector organisation.

e) Plasma Deliveries to Elstree

Dr Williamson said that the requirement for QA clearance of plasma for Elstree was quite time-consuming and it would not be appropriate for consultant staff to be involved. In the long-term the Deputy QA Manager would undertake this work but in the interim it was suggested that Dr Rankin could undertake this task in the absence of Mr Slopecki. This matter should be raised for discussion at the next meeting of the Executive Committee.

f) Supply of Blood and Blood Products

It was agreed that there should be a two tier price-list for issues to the various research groups and commercial interests. The full price should be paid for indated products and outdated products

should attract a 50% discount. It was agreed that a letter detailing these prices should be sent to MRC for circulation to interested units.

g) Travel and Associated Expenditure - University Medical Staff

This question had not yet been resolved. Mr Hawdon had been informed by the Regional Finance Department that expenses had to be paid with salaries because certain types of expenses would attract tax and national insurance contributions. It would appear that the preferred solution was for the University to pay individual claims and recover from the RHA. The Regional Management Accountant had tried to introduce this system but had so far met with little success. Dr McDougall reported that this matter would be raised by Dr O'Brien at his next meeting with the Clinical School when it was hoped it could finally be resolved.

2. BTS - MLSO Trainee Post

Dr Ouwehand reported on a request he had received from a MLA member of staff asking to be considered for a trainee MLSO post who previously had not been acceptable because of lack of qualifications. She had, however, obtained clearance from the Regional College of Further Education that her qualifications were successful for entry into the B-TEC Course. Dr Williamson reminded the Committee that recruitment of trainee staff was under consideration with an aim to attract higher qualified staff. However the member of staff referred to could make application and be considered with others in the normal way.

3. HCV Funding

The letter from the Regional Management Accountant dated 23 July 1991 was received. The level of funding provided for staff was examined and it appeared to be on the high side. Mr Hawdon would make enquiries. Dr Ouwehand reported on discussions with Professor Tedder concerning the confirmation tests which would be undertaken by the Middlesex Hospital for the first three months of testing. After this period confirmation tests would be undertaken locally. Dr McDougall wondered whether it might be possible to offer the service to other Centres and it was agreed that this should be considered.

4. BTS Research Funding

A discussion took place on the Deputy Regional Finance Manager's letter dated 23 July 1991 and following this it was agreed that the matter be deferred to enable the Director to give his views.

5. Storage of Records

Memoranda from Mr Fletton and Mr Slopecki on the question of record storage received consideration. It was agreed that this would be a considerable problem in the future and it would be necessary to establish a policy very shortly. There was, however, a lack of information on which decisions could be made and it was suggested that a Working Party be formed to research and report. The following were nominated to serve on the Working Party:

Mr Slopecki, Dr Rankin, Mr Lambert
with a representative from each Sector.

The recommended terms should be:

1. to establish the legal requirements
2. to provide clear information on the present position
3. to establish future needs for the storage of records
4. to recommend how best this problem be solved
5. to provide an estimate of initial costs and subsequent revenue consequences

A draft report should be prepared for the BTS Executive Committee by the beginning of December.

6. Laboratory Refurbishment

Mr Hawdon reported on the outcome of the meeting which Mr Cutting and he had had with Roughton Design concerning the level of advice being charged for first phase of Laboratory refurbishment. He reported that there seemed to be a satisfactory outcome and the total fees now to be charged include contract supervision which would be £6,579.88 plus VAT. There would, of course, be the usual small disbursements which should not increase the overall sum by very much.

7. National Association of Blood Donors

Consideration was given to a note received from the local Community Health Council asking for comments on a report from the National Association of Blood Donors. It was noted that the NABD were actively seeking the answers to a number of questions on the subject of the Blood Transfusion Service charging NHS hospitals to cover the operational costs of their products. The letter had been referred to the National Directorate.

8. Computer Software - Requests for Expenditure

A memorandum had been received from Mr Slopecki asking for guidance on the purchase of SPSS software for the provision of statistical information. The initial module purchased at a cost of £250 could not be used and could not provide the information necessary without further modules costing in the region of £1,000. There was some doubt as to whether this system was correct for use within the RTC. Dr Ouwehand agreed to investigate further.

9. Health and Safety (COSHH Meeting) BTS Oxford

Dr McDougall reported on an invitation received from Dr Entwistle on the requirements and legislation at COSHH (Care of Substances Hazardous to Health). It was agreed that as our representative Dr Rankin should be asked to attend.

11. Date of Next Meeting

The next meeting will be held on Monday, 5 August 1991 at 10 a.m.

DNH/JB
31.7.91