

IN CONFIDENCE

MINUTES OF THE BTS EXECUTIVE MEETING

Monday, 10 January 1994

PRESENT: Dr McDougall
Dr Ouwehand
Dr Williamson
Dr Caffrey
Mr Hawdon

1. MINUTES of LAST MEETING

The minutes of the meetings held on Monday, 20 December 1993 and Tuesday, 4 January 1994 were accepted as a correct record.

2. MATTERS ARISING

a) Tissue Bank

Dr McDougall spoke on Dr Pegg's letter concerning the budgetting of the Tissue Bank. Particular concern had been expressed over the methods used to calculate overheads. It was felt little progress could be made at the present time and that a Working Party should be formulated to consider fully a financial formulae for applying overhead costs.

With regard to the pricing structure for the Tissue Bank, it was recognised that to attract purchasers, prices of products should be set taking account of market values. The aim should be to stabilise prices to include the element for inflation.

b) National Blood Authority

It was noted that all the information requested by Messrs Bain & Co had been provided within the set deadline. Those staff concerned should be congratulated for their hard work in providing this information at very short notice.

c) Gene Therapy

Dr Ouwehand gave an update on discussions which were being instituted. There was general agreement that a multi-party initiative for fund raising to provide for finance was the best way forward. The NBA views should be sought on partnerships with commercial concerns.

d) 1994/95 RTC Business Plan

Dr McDougall said he was very impressed with the Business Plan and a distribution list was agreed.

e) **NBA Roadshow**

Dr McDougall reported that, in addition to representatives from the Executive, Mr G Milton would be representing the RHA Human Resources Department.

f) **Financial Management**

It was agreed that discussions with Mr Pegler should be held as soon as possible. Mr Hawdon reported that this had been arranged for later in the week.

3. **TRACE CONSORTIUM**

Dr Ouwehand reported on a letter received from the Chairman of TRACE Consortium concerning the liability of consulting members for the employees who currently had employment contracts with the WHCSA. Although the position was far from clear, it was generally agreed that members of the Consortium were morally responsible should in the future redundancies occur.

4. **PURCHASER CONTRACTS**

Dr Williamson reported that a programme of visits to purchasers to determine product requirements for 1994/95 had been arranged and would commence within the next few days. Reference was made to the block contract for the Antenatal Screening Service and the £30,000 devolved by the RHA to fund the second screening test. It was agreed that this relatively small sum would be difficult to identify within the overall monies devolved by the RHA and it had been proposed by Mr N.D. to recover this through our product prices.

5. **RETURNS OF BLOOD FROM SESSIONS**

Mr Hawdon reported that he had received a letter from staff complaining at the confusion in the returns of blood from sessions on 24 December 1993. This matter was being investigated by the Member of the Executive involved. It was generally accepted that there had been a breakdown in communications and it was a matter of learning from experience to avoid a recurrence. A response would be made when full details of the incident were available.

6. **ANNUAL REPORT**

Dr Ouwehand said the Annual Report was nearing completion although there had been some difficulties in transposing into print contributions from various sources. As a result this raised the question whether there would be benefits from a house style layout for correspondence which would enable an interchange between the network linked sectors. Dr Ouwehand would refer this to the Medical Secretariat to come forward with suggestions.

ACTION: Dr Ouwehand

7. DONOR QUESTIONNAIRE

Dr Caffrey reported that Dr Durston and Mrs Bacon had attended the Two Day Course on Donor Questionnaire which had unfortunately been disrupted owing to the inclement weather. There was, however, concern that Dr Gunson indicated that donor reception duties should in future be carried out by qualified nursing staff; this contrary to our own proposals. No guidance or instructions on this had been received from the NBA and the Executive agreed that it was for each RTC to make its own arrangements.

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PART II

8. CAR PARKING

Dr Williamson, referring to a previous discussion concerning car parking, said she understood this matter was being followed up under the RHA Grievance Procedures.

9. JOB SHARING

Dr Caffrey reported that the job share of Team Leader had recently commenced. There might prove to be some difficulties in this area but, in accordance with the decision of the Grievance Procedure, every effort would be made to make this work.

10 DATE OF NEXT MEETING

The next Executive Meeting will be held in the Committee Room on Monday, **17 January 1994** commencing at **10.00 a.m.**

DNH/JB
14 January 1994