

MINUTES OF THE BTS EXECUTIVE MEETING

16 August 1993

Present: Dr Williamson  
Dr Ouwehand  
Mr Hawdon

Apologies: Dr McDougall  
Dr Caffrey

1. Minutes of Last Meeting

The minutes of the meeting held on Monday, 9 August 1993 were accepted as a correct record.

2. Matters Arising

a) Support for Professor J-P Allain

Dr Williamson reported on the the availability of locum medical staff to provide support during the absence of the Director. It was agreed that the post should be advertised.

b) Implementation of Records Storage Task Force

The draft report had been circulated throughout the Centre. Dr Williamson suggested that many of the "paper" records might well in future be substituted for automatically produced data which would reduce considerably the storage requirements. She suggested this aspect should be considered by TRACE to provide a common view of the participating Regions. Dr Ouwehand agreed to discuss this with Dr Robinson. In the meantime, Dr Rankin would be asked to summarise comments from Cambridge to the Working Party.

ACTION: Dr Ouwehand/Dr Rankin

c) Gene Therapy

Dr Williamson reported on a meeting with University/MRC staff which she and Dr McDougall had attended recently. The proposals were that the first stage of gene production would be carried out within the Clinical School and the remaining processing completed within the RTC which would include the final packaging and storage.

The possible use of the RTC cleanroom facilities would be investigated. The initial study would provide for the treatment of ten patients. The provision of laboratory accommodation and costs would need to be examined. Dr Williamson would be contacting the MCA to canvass their views on the use of the cleanrooms. Funding for the project would be a matter for Professor Carrell.

ACTION: Dr Williamson/Mr Hawdon

d) Tissue Bank

Mr Hawdon had written to Professor Robards concerning Dr Pegg's contract. The Regional Health Authority had been asked to provide an Honorary Consultant contract with effect from 1 September 1993.

e) Regional Antenatal Screening Service

Dr Ouwehand expressed concern on the proposal for the RHA to discontinue the top-slice funding for the Antenatal Screening Services. He would be writing to Dr Troop to encourage the continued direct funding from the RHA for this service. The letter from Mr Darby to the RHA was considered.

ACTION: Dr Ouwehand

f) Plasma Production - BPL

Dr Williamson tabled a draft letter to Barry Savery, which expressed concern over the reduction in BPL's plasma requirements for 1994/95, stressing the effects of short-term planning decisions on the operation of the RTC. The letter, as amended, was approved.

Concern over financial consequences was expressed and Mr Hawdon would be discussing this matter with Mr Darby.

ACTION: Mr Hawdon

3. Financial Report - 1992/93

Consideration was given to the report from the Acting Finance Manager. The recommendations in paragraph 3.3 were not at this stage accepted. Mr Hawdon was asked to discuss this matter with Mr Darby. Financial viability might not be achieved in the first full year of operation of the Tissue Bank.

Dr McDougall would be asked to discuss with Dr Troop and Mr Liddell for continued financial support from the RHA for the Tissue Bank.

ACTION: Mr Hawdon/Dr McDougall

4. Record Storage IH Sector

Consideration was given to Dr Rankin's memorandum concerning storage of antenatal records. Dr Ouwehand agreed to investigate this further but, in the short-term, when available Room F38 might be used for storage.

ACTION: Dr Ouwehand

5. RTC Business Plan 1994/95

Mr Hawdon reminded the meeting that the Business Plan for the following year must be submitted to the NBA and the RHA by 31 October 1993. Sectors would need to provide their proposals by the end of September.

Dr Williamson proposed that a longer term strategy of three/five years should be included within the Business Plan. Consideration would have to be given to the provision for the cost improvement programme of some 2% of budget.

ACTION: Mr Hawdon/Sector Heads

6. Capital Submissions 1994/95

Mr Hawdon reported that the Regional Health Authority had supported the capital allocation for the RTC of some £250K. This is against our submission for some £300K and priorities would therefore have to be determined.

7. Brentwood Collaboration

Concern was expressed over the imbalance in the services being provided from and to the Brentwood Centre as part of the planned collaboration between Centres. It was proposed these matters should be discussed at the Progress Meeting, to be arranged.

ACTION: Mr Hawdon

8. NBA/RTC Directories

The draft directory for Cambridge was, subject to amendments, agreed for submission to the NBA.

ACTION: Mr Hawdon

9. Research Funding

Dr Ouwehand reported that approval for his Center Cor Grant to continue for a further three years on an increased basis had been received. Dr Ouwehand was congratulated on his success.

10. Trade Union Communication - UNISON

Dr Williamson reported on a letter from Mr Alan Challis of UNISON who had been asked by the Whitley Council to undertake a review of ancillary staffs. Provided the member of staff concerned agreed, no objections were raised for this review to be carried out.

11. Blood Components Laboratory - Equipment

Dr Williamson reported that the Baxter platelet cabinet had now completed its year of guarantee. In view of the importance of maintaining correct platelet storage, it was agreed that the Baxter offer for a service contract be accepted.

12. Office Accommodation

It was agreed that as a short-term arrangement, Dr Ouwehand would utilise the Director's office.

IN CONFIDENCE

PART II

13. Business and Finance Manager

The amended job description tabled by Dr Williamson was accepted. Advertising would be placed during September.

14. Date of Next Meeting

The next Executive Meeting will be held in the Committee Room on Monday, 23 August 1993 commencing at 10.00 a.m.

DNH/JB  
18.8.93