

IN CONFIDENCE

MINUTES OF THE BTS EXECUTIVE MEETING

Monday, 24 May 1993

Present: Dr S M McDougall (in the Chair)  
Dr W Ouwehand  
Mr Hawdon

Apologies: Dr E Caffrey  
Dr L Williamson

1. Minutes of Last Meeting

The minutes of the meeting held on Monday, 17 May 1993, were accepted as a correct record.

2. Matters Arising

a) Collaboration with Brentwood

It was reported an imbalance in the work shared between Brentwood and Cambridge. Dr Ouwehand would be discussing this with Brentwood later in the week. It was agreed that a further meeting of these two management groups should be arranged.

Action: Mr D N Hawdon

b) Visit of Finance Director

Dr Ouwehand said he would be preparing a proposal to extend the Antenatal Screening Service to provide for an additional test at the 30 weeks stage for all pregnant women. A report with costs would be sent to the Director of Public Health with a copy to Ken Newitt.

Action: Dr Ouwehand

3. NBA Research Proposals

Subject to minor amendments the letter to Dr Adey was approved.

4. Medical Secretariat

Dr Ouwehand said that Miss C M had been informed of the new working arrangements in the Medical Secretariat.

The draft Job Description for the Immuno-Haematology and Reagents Sectors Secretary was submitted. Subject to minor amendments the Job Description was approved.

5. Presentation to Sir Colin Walker

Dr McDougall would be discussing with Mr Adey his attendance at the Meeting on 11 June 1993.

6. Future Gene Therapy Programme

*should be*  
Proposals would be forwarded to Dr Russell for RTC involvement in future Gene therapy research. Dr Ouwehand pointed out that should the RTC be involved in this programme additional space would be required for the storage of research material.

7. Quality Assurance Manager Vacancy

Dr McDougall had consulted Dr Gunson who had agreed that Mr A S could for the time being continue to work from Cambridge. A Job Description for the new post had been prepared.

8. Health And Safety Seminar

Dr Rankin would not be available to attend this meeting and a further representative should be selected.

9. TRACE Consortium

The report from Dr Ouwehand was received. Dr Ouwehand reported that he would be discussing the presentation of the report with the Regional Health Authority Public Relations Department. On completion the report would be sent to the NBAs.

10. RTC Ownership

Mr Hawdon reported on discussion with the RHA Estate's Department concerning the RTC site. The initial proposal was that the RHA would transfer to the Trust freehold with provision for a 125 years leasehold to the RTC. The transfer to the NBA of any title would be subject to further discussions.

11. Office Accommodation

Mr Hawdon was concerned over the shortage of office accommodation. It was likely that the loss of RHA administrative and finance support would lead to additional staff appointments. At present no spare offices were available. Urgent consideration was necessary.

12. Display Boards

Dr Ouwehand requested approval for expenditure of some £323 on Notice Boards to enable the display of technical posters and other information throughout the building. Expenditure was approved.

13. Financial Report

Mr Hawdon tabled the financial report on 1993/94 budgets prepared by Nigel Darby. A special meeting of the Executive was arranged for the 7 June to discuss the proposals.

14. PHLS Service Provision

Use  
94

Dr McDougall reported that the PHLS would be instituting charges for their services later in the year. Arrangements should be made to incorporate this charge within our budget. Inhouse testing for Hepatitis B etc. would be investigated.

IN CONFIDENCE

PART 11

1. Staffing Matters

a) Immuno-haematology

Dr Ouwehand reported that he would not be supporting this year Miss C L in her application for support for taking an external degree qualification. He gave reasons.

2. Maintenance Staff

The working procedures of the maintenance staff was discussed. Often staff did not appear to be fully employed.

Action: Mr Hawdon

3. Medical Staff

a) Dr McDougall gave an update on the special report to the RHA, concerning Professor J P Allain.

b) Dr McDougall reported that Dr Williamson had been awarded tenure of her University of Cambridge appointment.

4. Date of Next Meeting

The next meeting would be held on Monday, 7 June at 9.00 a.m.

DNH/DW  
2 June 1993