

CHIEF EXECUTIVES REPORT

The substance of this report is from 1st October 2003.

STAFF MATTERS

Martin Harvey took up the position of Chief Executive from 1st October 2003. The handover period, with Ann, has progressed well.

Linda Haigh joined the Trust on the 13th October as Finance Assistant and deputy to the Finance Officer.

Jay Watson (temporary appointment) continues to provide excellent support to the Administrative Secretary and has proved a willing and capable member of staff. Her approach to the warehousing of documents and retrieval of data has been exemplary.

WEBSITE

Work continues although the rate of progress is dependent upon two "volunteer" registrants. To advance this, the Administrative Secretary will be undertaking a visit to Birmingham to spend a day with AE to try and complete the remaining preparatory work. A target "on line" date has been fixed for the first week in November.

NEWSLETTER

Arrangements for the Xmas newsletter are underway. All contributors are asked to submit text in time to ensure that registrants receive the publication by 1st December 2003.

Innovations are in hand to encourage interaction between registrants and the Trust.

DATA STORAGE

The DoH has indicated they will advise the Trust of the potential for storage space for data held on deceased registrants. Pending that advice enquires are being made to store confidential matter in a secure location.

The likelihood of the department confirming a secure storage facility is thought to be unlikely. Resources for the storage of secure data will feature as a requirement in the 2004/5 budget.

The space taken up by files and other matter is being addressed. Cheap facilities to store current files and stationery will be acquired and arrangements are in hand to remove the metal racks.

Progress in respect of e-scanning data has not progressed. It has been decided to delay full implementation of the process until the new-year. Between now and the end of 2003, the stationery and filing areas will be tidied and maintained to enable space to be properly utilised.

OFFICE PROCEDURES

An e-diary application has been introduced. The main purpose of this is to ensure that the "whereabouts" of the social worker and benefits adviser are known and can be traced in the event of any mishap. Visits will be indicated by using the registrant's member/account number.

In line with uniformity, all Trust staff are required to complete the e-diary process managed but the Administrative Secretary.

NEW REGISTRANTS

A new infected intimate was registered during October.

RENT REVIEW

The Chief Executive initiated a meeting with Mr Robert Baker FRICS of Messrs Baker Lambie. Mr Baker feels that there is room for a "downward shift" in the landlord's rental requirement (on the basis that most landlords do not expect to achieve values arising from the initial demand) but, in terms of starting the process, a degree of market research will have to be undertaken.

Under "financial reports", a letter from Baker Lambie is given detailing fee arrangements and other costs.

The Chief Executive has been advised that it would be impossible to dispose of the lease remainder, in the event of any move to alternative office accommodation, until a rental determination has been achieved.

In terms of the Trust's budget for 2003/4, there are sufficient resources to fund the activities of Baker Lambie. Instructions have been given to Baker Lambie to proceed on a "step by step" basis, the first step to formally register the Trust's objection to the landlord's proposed rental level.

Declaration of Interest

Robert Baker is well known to the Chief Executive in both a professional and personal capacity.

UKHCDO SYMPOSIUM

The Chief Executive attended the UKHCDO annual symposium, in Newcastle, on "The Genetics of Bleeding Disorders". This was an opportunity to meet past and present trustees and others who are regular contact with the Trust.

CHRISTMAS CLOSING

Christmas falls on a Thursday. With the usual arrangements in respect of the leave set-aside arrangement, it is suggested that the office remain open on Monday 22nd December and then close until the 5th January 2004.

The usual arrangements in respect of monitoring and retrieving telephone calls from registrants over the holiday period will remain.

The Macfarlane Trust

Confidential

STATISTICS SUMMARY AT 31st October 2003

1. Registration and Demography

	Living	Deceased	Total	31.10.03
a.under 18	0	39	39	39
b.single adult no ch.	166	359	525	525
c.married no ch.	97	286	383	383
d.married:sing dep ch.	134	161	295	295
Totals	397	845	1242	1242
e.partners/widows HIV	40	27	67	67
f.widows alone	155	19	174	174
g.widows wi dep ch.	89	6	95	95
h.disabled widow	35	0	35	35
Totals	319	52	371	371
i.dep. children with living father <18	174			178
j.dep.ch.live fath 18/21	39			40
k.dep.Ch.no father <18	159			155
l.dep.Ch.no fath 18/21	66			65
m.[Orphans	13]			[13]
Totals	438			438
n.youngest registered		dob	GRO-A 84	19 yrs
o.oldest registered		dob	25	79 yrs
p.ages				

range	living	deceased
Under 18	0	39
19 to 25	39	197
25 to 39	213	224
40 to 49	97	190
50 to 59	38	112
60 to 69	8	59
>69	2	23
Totals	398	843
%	33.00%	67.00%

2. Deceased

	Annual Number	Rate/1000	2002	2003
before 1988	87 (1)		Jan -	Jan -
1988	39	34	Feb 1	Feb 1
1989	54	49	Mar 3	March -
1990	64 (1)	61	April 1	April 1
1991	72 (3)	73	May -	May -
1992	78 (2)	85	June -	June 2
1993	88 (3)	103	July 1	July 1 (1)
1994	95 (5)	123	Aug 1	Aug -
1995	90 (2)	133	Sept 1	Sept -
1996	48 (4)	84	Oct 1	Oct 1
1997	33 (1)	63	Nov 2	
1998	22 —	41	Dec 1	
1999	19	42		
2000	24 (1)	54		
2001	13	31		
2002	12	30		
	838			

REVISED TOTAL finance/statisti.ah
13.10.03

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