

SNBTS DOCUMENT REQUEST No:

MINUTE OF A SPECIAL MEETING OF THE MANAGEMENT  
COMMITTEE OF THE COMMON SERVICES AGENCY HELD  
AT 2.15 PM ON WEDNESDAY 26 APRIL 1978 AT  
TRINITY PARK HOUSE, EDINBURGH

2011/00094

Present :

Mr A R Miller (Chairman)  
Miss S Douglas  
Mr J W Duncan  
Dr J F Kirk  
Mr A H M Mitchell  
Dr G A Scott  
Mr J E Tinkler  
Mr R Wallace  
Mr J Walker

In attendance :

Mr A McPhee, Secretary; Mr J W Morrison,  
Treasurer; Mr J R Y Mutch, General Admin-  
istrator; Mr R Y Anderson, Administrator.

Apologies for absence were received from  
Miss E K McNaught, Mr W G Ayling, Mr J  
Ferguson and Mr E Humphries.

MEMBERSHIP OF  
MANAGEMENT COMMITTEE:

679. The Chairman welcomed Mr J Walker, who  
had been appointed to the Committee by the  
Secretary of State in place of Mr I L Sharp.

On the motion of Mr Wallace, seconded by  
Dr Kirk, Mr Walker was appointed Convener of  
the Finance and General Purposes Sub-Committee.  
The Committee also agreed to appoint Mr Walker  
to the Operations and Resources Sub-Committee.

MINUTES OF PREVIOUS  
MEETING :

680. The minutes of the Management Committee  
held on 15 March 1978, copies of which had  
been circulated, were approved.

MATTERS ARISING FROM  
THESE MINUTES :

681. (i) Minute 648(i) - Management Arrange-  
ments in the Blood Transfusion Service

There was submitted the report of the ad hoc  
Committee on management arrangements in the  
Blood Transfusion Service. Presenting the  
report, the Chairman recalled that in 1977,  
the Blood Transfusion Service Regional Directors  
had asked to meet the Secretary of State to  
express their concern at management arrange-  
ments in the Blood Transfusion Service. The  
Management Committee, at their meeting on 15  
June 1977, had agreed to establish an ad hoc  
Committee with the remit "to examine and  
report to the Management Committee on the  
management arrangements for the Blood  
Transfusion Service within the Common Services  
Agency". It was now urgent that the management  
arrangements for the Blood Transfusion Service  
be resolved, and he had therefore called a  
special meeting of the Management Committee to  
consider the report of the ad hoc Committee.  
A letter had been received from Dr J D Cash on  
behalf of all the Regional Directors of the  
Blood Transfusion Service confirming that they  
accepted the recommendations of the ad hoc  
Committee. The Chairman expressed his  
appreciation/

CHAIRMAN'S  
INITIALS

appreciation to the members of the ad hoc Committee and the Working Party which it had appointed for the way in which they had undertaken protracted, and at times difficult discussions.

After a full and frank discussion, the Management Committee accepted the recommendations of the ad hoc Committee on management arrangements in the Blood Transfusion Service and agreed :

- (i) to establish a Sub-Committee of the Management Committee specifically to deal with matters relating to the Blood Transfusion Service to be known as the Blood Transfusion Service Sub-Committee;
- (ii) that the Blood Transfusion Service Sub-Committee should have the terms of reference set out in Appendix I to these Minutes. It was noted that in terms of the approved Scheme of Administrative Arrangements for the Agency, a review of the terms of reference of all Sub-Committees was required to take place annually;

- (iii) that the constitution of the Blood Transfusion Service Sub-Committee should be as undernoted:

Six members of the Management Committee (one of whom would be Convener) - including the Chairman and Vice-Chairman as ex-officio members in terms of the Standing Orders of the Agency,  
Two specialists in clinical medicine,  
Two specialists in laboratory medicine,  
One medical officer from the Scottish Home and Health Department,  
One representative of Donor Interests.

It was noted that the term "specialists in laboratory medicine" could include both Consultants in Laboratory Medicine and Top Grade Scientists;

- (iv) to appoint Mr Wallace as Convener of the Blood Transfusion Service Sub-Committee on the motion of Dr Kirk seconded by Dr Scott. It was further agreed that Mr Duncan, Dr Kirk and Dr Scott should be appointed to the Blood Transfusion Service Sub-Committee and it was remitted to the Convener and the other Management Committee members to agree the rest of the membership of the Blood Transfusion Service Sub-Committee;
- (v) that the National Medical Director should, as a matter of course, receive the agenda and supporting papers for each meeting of the Blood Transfusion Service Sub-Committee and attend or be represented and/

CHIEF-CLERK  
BRUCE

and that the other Directors within the Blood Transfusion Service should also receive copies of the agenda and supporting papers for each meeting and, subject to the agreement of the Convener, attend if they so wished;

- (vi) that, to provide the most suitable management structure for maintaining and developing the highest standards within the Blood Transfusion Service, the National Medical Director should be responsible to the Management Committee for the efficient operation of the Blood Transfusion Service in Scotland, including the Protein Fractionation Centre, and that this post should be filled as soon as possible and that the Job Description considered appropriate for this appointment is as given in Appendix II to these Minutes.

It was further agreed that an interpretive document on management arrangements in the Agency, including Standing Financial Instructions should be prepared and issued to the Blood Transfusion Directors and National Medical Director when appointed. It was also agreed to seek a legal opinion on the wording of Item 6 of the job description of the National Medical Director;

- (vii) that the National Medical Director would require a small supporting staff to undertake his duties and that the Agency Headquarters should look to his office as the point of contact on matters affecting the Blood Transfusion Service generally, although it was recognised that there may be a need for officers from CSA Headquarters and elsewhere to communicate with staff of individual BTS Centres as and when required keeping the National Medical Director informed where appropriate;
- (viii) that in relation to the financial aspects of the Service, it was noted that the arrangements for carrying out the financial responsibilities laid on the Agency were a matter for the discretion of the Treasurer and, in this regard, the Committee expressed the importance of ensuring that all Divisions of the Agency complied with the approved Standing Financial Instructions of the Agency;
- (ix) that the National Administrator within the Blood Transfusion Service should be accountable to the Secretary of the Agency for providing administrative support for the National Medical Director and other Directors within the Service and be responsible to the National Medical Director for management of staff engaged in administrative and clerical duties within the

Service, which duties might from time to time include matters referred by the National Medical Director or carried out on behalf of officers from Agency Headquarters.

- (x) that, on the general matter of the distribution of committee papers, the agendas for meetings of the Management Committee and its standing Sub-Committees should be circulated to Directors of Divisions and Units who should be able to ask for supporting papers relevant to their function and intimate a wish to attend at the discretion of the Chairman or the appropriate Convener.

(ii) Minute 653(iii) - Standing Orders and Scheme of Administrative Arrangements for 1978/79

The Committee approved Standing Orders for 1978/79 and the Scheme of Administrative Arrangements for 1978/79, as set out in Appendices I & II to Minute 641 of the Finance and General Purposes Sub-Committee of 15 March 1978 amended to include the Blood Transfusion Service Sub-Committee as set out in Appendix I to these Minutes.

GRO-C

CHAIRMAN  
MINUTES

## APPENDIX I

## BLOOD TRANSFUSION SERVICE SUB-COMMITTEE

A There shall stand referred to the Blood Transfusion Service Sub-Committee :

- (1) The review of the operational activity of the Blood Transfusion Service to ensure that the services provided are efficient and economic and within approved financial allocations.
- (2) The formulation of proposals for the development and improvement on the services given by the Blood Transfusion Service and to make recommendations of the priority and proposed programming of such developments and improvements.
- (3) Liaison with other authorities on developments in the Blood Transfusion Service and on operational matters.
- (4) The review of complaints about the services provided by the Blood Transfusion Service and taking appropriate action thereon.
- (5) The control of the establishment of staff within the Blood Transfusion Service and the appointment and dismissal of staff with the exception of the National Medical Director, Regional Directors, other consultant medical staff and the Scientific Director of the Protein Fractionation Centre.
- (6) The application to staff in the Blood Transfusion Service of nationally approved terms and conditions of service, including study leave and professional training.
- (7) The consideration of available facilities for professional training and to make recommendations for change and improvement.
- (8) The provision of medical and operational equipment required for the efficient and economic operation of the Blood Transfusion Service.
- (9) The preparation of a capital programme (including accommodation and vehicles) for the Blood Transfusion Service and to make recommendations to the Personnel and Accommodation Sub-Committee on the priorities within the programme.
- (10) The appointment of such ad hoc advisory committees and working parties as may be necessary to advise on specific matters relating to the services provided by the Blood Transfusion Service.
- (11) Any other matters relating to the Blood Transfusion Service which the Management Committee may refer from time to time.

There shall be delegated to the Sub-Committee all matters included in A above with the exception of Item (11) provided that any matter arising under Item (5) or Item (6) may be referred to the Personnel and Accommodation Sub-Committee for confirmation and that matters referred to in Item (5), Item (6) and Item (8) are included within an approved financial allocation.

CHAIRMAN'S  
INITIALS

## APPENDIX II

## JOB DESCRIPTION

Blood Transfusion Service ; National Medical Director

## GENERAL :

The National Medical Director will be responsible to the Management Committee of the Common Services Agency for the efficient operation of the Blood Transfusion Service in Scotland, including the Protein Fractionation Centre, and within the resources available to the Agency, the implementation of national policies with regard to the supply of blood and blood products to the National Health Service.

## OUTLINE OF DUTIES AND RESPONSIBILITIES :

- 1 Ascertainment of the needs of clinicians for blood products and for ensuring in consultation with the Regional Directors and the Scientific Director of the Protein Fractionation Centre, that adequate supplies of plasma are made available and processed accordingly at the Protein Fractionation Centre to meet these needs.
- 2 Co-ordination of the distribution of supplies of blood products.
- 3 The preparation of annual estimates as required by the Treasurer and such reports on the operation and development of the Blood Transfusion Service as the Management Committee or any Sub-Committee thereof may call for from time to time.
- 4 Ensuring that any reactions arising from the use of blood or blood products are fully investigated and followed up within the Blood Transfusion Service.
- 5 Advising the Scottish Home and Health Department on national policy questions affecting the development of the Blood Transfusion Service.
- 6 Carrying out such other appropriate duties as the Management Committee may from time to time decide.

## RESEARCH FACILITIES :

The Management Committee will afford such facilities as may be negotiated, to enable the National Medical Director to undertake research relevant to the Blood Transfusion Service.