



**One Hundred and Forty Fifth meeting of the NIBTS Agency Board
Thursday 5 December 2019 at 11.30am
Venue: Lecture Room, Northern Ireland Blood Transfusion Service**

Present: Ms Bonnie Anley – Non Executive Chair
Mrs Lorraine Lindsay – Non Executive Member
Mr Ian Henderson - Non Executive Member
Mr Philip Cathcart – Non Executive Member
Mrs Karin Jackson – Chief Executive

In attendance: Mr Glenn Bell – Finance & IM&T Manager
Mr Ivan Ritchie – Head of HR & Corporate Services
Ms Angela Macauley – Quality & Regulatory Compliance Manager
Mrs Alison Geddis – Laboratory & Donor Services Manager

Mrs Alison Carabine – Minutes

1. Apologies

There were no apologies.

2. Declaration of potential conflict of interests with any business items on the agenda

There were no declarations of interest.

3. Minutes of One Hundred and Forty Forth meeting held on 17 October 2019 and action list

The minutes were agreed as an accurate account of the meeting on 17 October 2019 and signed off by the Chair.

Involve Fest – will be discussed during the meeting

Tabling of Audit Committee minutes at Board – there is no mandatory requirement to provide Audit Committee minutes to the Board. However, the roles and reporting lines of Board and sub-committees will be discussed at the Board / SMT Workshop on 21 January 2020. Ms Anley agreed that clarification of roles and links of accountability would be a useful topic.

Donor Trust and Reputational Risk – this will be explored further at the Board / SMT Workshop on 21 January 2020.

CPANI / QUB Mentoring – Ms Anley will be assigned a Boardroom apprentice in due course.

4. Matters arising from minutes of meeting held on 17 October 2019

There were no matters arising.

5. Chair's Business

NIBTS Governance & Risk Management Meeting

Ms Anley thanked the Chair (Mrs Lindsay) for inviting her to attend the last meeting on 6 November 2019 as an observer.

Remuneration Committee

A meeting was held on 6 November 2019 and Ms Anley is content to progress work agreed at the meeting.

NEMs Contract Extension

Two of the NEMs' contracts are due to expire in February 2020 after being extended for a further period of one year. Ms Anley has raised this with DoH, who will respond by early January 2020. Ms Anley advised that it looks likely that these two contracts will receive a further extension. The NEMs affected were agreeable to a further extension.

Medical input at Board

There was further discussion regarding medical representation at Board. This discussion will continue at the Board / SMT workshop on 21 January 2020 and at DoH Accountability meetings. Mr Ritchie advised by the date of the workshop there should be a response from the BSO Clinical Governance audit.

Personal & Public Involvement (PPI)

Ms Anley attended the recent donor information event on 19 November 2019 at the Seagoe Hotel, Portadown. She felt that it was an excellent event with a good balance of information which was engaging to lay people.

Chief Executives Forum (CEF)

On 21 November 2019, Ms Anley attended a training course organised by CEF on 'Public Accountability and Governance for Board Members' which she found very interesting and informative.

Chair's Forum – Northern Ireland Chair Forum (NICF)

On 27 November 2019, Ms Anley attended a 'Leadership and Governance' conference which was opened by Mr David Sterling, Head of Civil Service. Ms Anley advised that the conference was both interesting and informative (however, most of the discussion focused on the lack of a working Assembly).

HSC Purpose, Vision and Values

Ms Anley, Mrs Lindsay and Mr Henderson attended the NIBTS event on 2 December 2019. Board discussed the importance of values that all staff and Board members should demonstrate.

UKAS Audit

On behalf of the Board, Ms Anley congratulated Ms Macauley, Quality & Regulatory Compliance Manager, Mrs Geddis, Laboratory & Donor Services Manager and their staff for their hard work on a successful UKAS audit.

6. Report from Chief Executive

6.1 Chief Executive's Report

Pathology Transformation

On 6 November 2019, TIG endorsed the draft Departmental Policy Statement and Programme Definition Document. These documents will proceed formal DoH approval alongside a business case for the Programme Blueprint. Subject to approval and funding, a policy statement will be issued and the Programme initiated. Allowing for recruitment, the programme commencement is scheduled for April 2020. Board discussed and enquired when NIBTS would get sight of these documents. Mrs Jackson advised that a DoH representative will attend an NIBTS Board meeting in due course. Mrs Jackson will invite DoH to attend the Board meeting on 6 February 2020.

Donation Facilities in the West

The Chief Executive advised that an update was received 4 December 2019. Assurances have been provided that before 31 December 2019, NIBTS will receive options and costings from WHSCT.

PULSE Replacement

The Chief Executive advised that the business case is on track for completion by March 2020. Ms Anley enquired about options. Mrs Jackson advised that the business case would include options, costs and evaluation of each option.

UK Infected Blood Inquiry

Responses to Section 21 requests have been completed. NIBTS is now providing clarification on queries arising from the responses. Expert witness evidence is due to commence in London during February 2020 with Core Participant evidence scheduled for June 2020.

Collaborative Procurement

The issues regarding collaborative procurement remain on-going. This has been included in the Corporate Risk Register. Mrs Jackson further advised that a 'lessons learned' exercise will be conducted.

Medical Director post

A job description for the Medical Director post has been approved by the Royal College of Pathologists. The job description is currently with DoH for final approval before the advertisement is placed. An agency locum consultant commenced work in November 2019 for a period of three months. The advertisement for the post of a permanent consultant will progress pending consideration of a joint post with another organisation will progress.

BloodMobile

A request has been received from NHSBT to loan the NIBTS BloodMobile for a period of four months for them to assess the viability of using a blood mobile for blood collection. An appropriate agreement has been developed. NHSBT staff will receive training on how to use the vehicle. DoH has also been advised of this arrangement. The Board discussed with Mrs Jackson and Mrs Geddis answering all queries. Board queries were addressed.

7. EU Exit – Brexit

Mrs Jackson advised that there have been no further updates prior to the General Election. Process remains the same as it was in April 2019. SitReps have been stood down until further notice.

8. Report from the Finance & IM&T Manager

8.1 Finance and IM&T report from the period 01/04/2018 – 31/10/2019

Mr Bell presented the report.

Revenue

The cumulative revenue position for the 7 months ended 31 October 2019 shows a net deficit of £180k. NIBTS, excluding haemophilia, shows a surplus of £65k. A breakeven position is projected for the year.

Capital

A Capital Resource Limit (CRL) of £469k has been allocated by DoH. The proposed schemes have been costed at £468.27k leaving a small under committed balance of £0.80k.

Prompt Payment Policy

Mr Bell advised performance is now slightly below target and this will be discussed the slippage with BSO as appropriate. Prompt Payment compliance was discussed with DoH at the Ground Clearing meeting.

Ms Anley requested that the Ground Clearing minutes be shared with Board members. Mrs Jackson advised as soon as these were available, she would forward.

Monitoring

In overall terms, the notional value of blood components issued to hospitals is 1.3% below the Service Level Agreement (SLA) value at the end of October 2019. All Trusts are currently within the SLA tolerance limit. The position will be kept under review and adjustments agreed with each Trust at the year-end as appropriate.

Ms Anley enquired about staff vacancies and if staff could be recruited to assist with regulatory and audit work. Mr Bell advised that as part of normal business, staffing is continually reviewed. Mrs Jackson advised that a lot of roles are specialised and require a depth of knowledge.

Ms Anley also enquired about the business case for the refurbishment of Labs. Mr Bell advised that this was being progressed by Laboratory teams.

Mr Bell advised that at the next Board meeting in February 2020, the Financial Plan for 2020/21 will be presented.

9. Governance & Risk Management Committee update

Mrs Lindsay (Chair) advised that the Committee met on 6 November 2019 and the meeting was positive.

- The Quality and Regulatory department will provide a report to Board highlighting the main issues e.g. Change Controls and Incidents and how they are improving.
- liP was discussed with consideration on reformatting the approach of the liP team. A social committee has been set up to decide on appropriate uses of the Charitable Funds.
- The Corporate Risk Register was discussed in detail. The Chair sought assurances around current actions. The Agency Board Chair raised an issue regarding mitigation around the dissemination of information to the media contained within the IBI risk.
Board again discussed this risk and felt that media coverage by DoH should be challenged to ensure prompt action if required.
- There was a spike in donor complaints during September 2019 which is being investigated by the Nursing Manager.

10. Report from Quality & Regulatory Compliance Manager

10.1 Quality Management System Report

Ms Macauley presented the report which included graphics as per the request from the NEMs and advised that the Quality Management System is functioning at a satisfactory level. Board fully discussed KPI targets and metrics and will be further discussed. NIBTS will continue to progress review and planned changes to the incident management system and change management process. Mrs Lindsay acknowledged hard work within the Quality Dept.

Documents

All targets were met, documents were reviewed within the appropriate review periods.

Incidents

The number of incidents raised remains consistent to previous months. An increase in the numbers of incidents closed within the 30 day target was noted. Incidents did not meet the KPI target of 75% but is now getting closer at 65%.

Changes

NIBTS continues to experience difficulty in progressing changes within target time frames, however, improvement was recorded during October 2019. The change process requires risk assessment of each change regarding the impact if not progressed within the target timelines. Mrs Lindsay and Ms Macauley have discussed separating the low and high risk changes. Ms Anley suggested a deadline of year-end for decisions on metrics to be completed. Both Mrs Lindsay and Ms Macauley were in agreement.

Audits- Internal & External

The internal audit scheduled is being completed. However, some audits have been delayed primarily to staffing issues e.g. availability of Quality staff to accompany newly trained auditors during their initial audits and some auditors involvement with the Infected Blood Inquiry. Mrs Lindsay enquired if NIBTS were being too ambitious regarding the internal audits. Ms Macauley advised there were regulatory requirements to complete; however, there are opportunities to rationalise. Ms Anley advised that she would like to see graphs on audits. Ms Macauley advised that she would provide same.

NIBTS received a one day inspection visit by UKAS against ISO 15189 on 3 December 2019. The purpose of this visit was to verify that NIBTS continue to meet the standards required to maintain accreditation. The two outstanding UKAS/GMP audits were discussed with the auditors, who were agreeable that completion will occur during December 2019. NIBTS received accreditation from UKAS, with a further inspection scheduled for two years' time. The Board congratulated Ms Macauley and her staff for a successful audit. Mrs Jackson advised that she would circulate the UKAS report when available.

11. Report from Head of HR & Corporate Services

11.1 Information Governance including IG incidents

Mr Ritchie advised that there are no incidents or breaches to report.

11.2 Key Performance Indicators

Mr Ritchie presented the report and advised that the reds and ambers in People and Resources are expected to be Green by year-end. The amber in Staff Absence is not untypical for this time of year. SDRs completed are on course to meet target by year-end. Quality targets have already been discussed as was Financial Breakeven. The Prompt Payment was lower than expected during August and September and has since been corrected and will meet target by year-end.

11.3 Corporate Risk Register

Mr Ritchie presented the report and advised that it is tabled at the Governance & Risk Management Committee meeting on a quarterly basis and then tabled at Board for approval. Mrs Lindsay advised that it had been fully discussed at the Governance & Risk Management Committee meeting in which Ms Anley had attended as an observer. The opportunity was then given to the plenary board to discuss.

Ms Anley enquired about nursing cover during the forthcoming industrial action. Mrs Jackson advised on the action which is due to take place. Contingency plans are in place and have been shared with DoH.

There was further discussion regarding the risk associated with the vacant medical director post. Mrs Jackson responded to all queries to the satisfaction of the Board as all statutory and regulatory requirements are being covered. The Corporate Risk Register is to be updated to reflect this.

Board approved the Corporate Risk Register.

12 Any Other Business

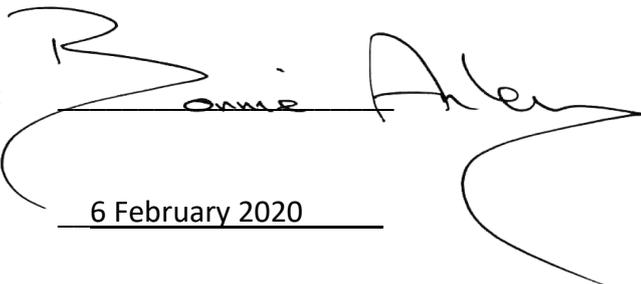
There was no further business.

13 Confidential Items

14 Action list

Action	Responsible Person
Invite DoH to present Pathology Transformation to Board	Mrs Jackson
Ground Clearing minutes to be forwarded to Board members	Mrs Jackson
Final decisions on Quality metrics by 31 March 2020	Mrs Lindsay and Ms Macauley
Graphs on audits	Ms Macauley
Circulate to Board members the UKAS audit report	Mrs Jackson

15 Date of next meeting: 6 February 2020, 11.30am, Lecture Room, NIBTS HQ

Signed: 
Dated: 6 February 2020