



**One Hundred and Forty Sixth meeting of the NIBTS Agency Board
Thursday 6 February 2020 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
Mrs Heather Kinghan – Deputy Quality & Regulatory Compliance
Manager
Mrs Alison Geddis – Laboratory & Donor Services Manager

Mrs Alison Carabine – Minutes

1. Apologies

Ms Angela Macauley – Mrs Kinghan deputised

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 Fifth meeting held on 5 December 2019 and action list

Following the inclusion of a sentence in paragraph 11.3 – Corporate Risk Register, the minutes were agreed as an accurate account of the meeting on 5 December 2019 and signed off by the Chair.

4. Matters arising from minutes of meeting held on 5 December 2019

There were no matters arising.

5. Chair's Business

Board / SMT Development Day

Ms Anley advised that she was delighted to participate and found the day both constructive and informative. Ms Anley enquired if a document was going to be produced on the outcomes. Mrs Jackson advised that it would. Ms Anley would like another session to look at the corporate plan.

Stormont Executive

Ms Anley advised that NIBTS look forward to working with the new Minister of Health and advised that she has written inviting the Minister to attend NIBTS to view the journey of blood.

NEMs Contract Extension

The two contracts that were due to expire February 2020 have been extended, in agreement with the NEMs, until February 2021. There was a discussion regarding the contract of the remaining NEM and the recruitment of a fourth NEM.

Accountability Meeting

Ms Anley and Mrs Jackson attended DoH on 27 January 2020 for the Mid-Year Accountability meeting. Ms Anley advised it was a positive meeting. The financial breakeven position was advised.

6. Report from Chief Executive

6.1 Chief Executive's Report

Pathology Transformation

Mrs Jackson advised that Pathology Transformation was also discussed at the Accountability meeting. The policy document including the additional powers to be ascribed to NIBTS has been prepared by DoH and will be presented to the Minister of Health. Funding for the project will not be confirmed until after the budget when DoH NI will allocate funding. The Board discussed all aspects i.e. timelines, business case, funding, regional approaches etc. Mrs Jackson appraised the Board to their satisfaction.

Donation Facilities in the West

Mrs Geddis advised the Board that she had spoken to personnel in WHSCT on 5 February 2020. NIBTS will be visiting a facility within WHSCT on 23 April 2020 to see if the suggested accommodation meets requirements and to discuss funding. Board enquired if preliminary enquiries regarding the size and suitability could be progressed in advance of the 23 April 2020 meeting.

PULSE Replacement

Mrs Jackson advised that a further Request For Information had been sent out due to the low response from the original RFI. This may delay the business case until March 2020. There will be no negative impact on NIBTS operations and in the meantime NIBTS will remain with Savant.

UK Infected Blood Inquiry

The IBI team have sought clarity on a Section 21, which NIBTS are providing. Ms Anley enquired about parity of payment. Mrs Jackson advised that this has been agreed.

Collaborative Procurement

An interim solution pending formal tender for new equipment has been identified, which will be a two year collaborative contract with Wales, Scotland and Rep. of Ireland. Providing contracts are received agreement should be reached by Friday 7

February 2020. A long-term arrangement / solution is progressing. The Board discussed, both Mrs Jackson and Mr Bell appraised the Board to their satisfaction.

Medical Director post

The Medical Director post is now progressing through HRPTS and is due to be advertised in February 2020. The advertisement for a permanent consultant in transfusion medicine will follow.

7. EU Exit – Brexit

Mrs Jackson advised that there have been no further updates.

8. Audit Committee Update

The Audit Committee met Thursday 6 February 2020 at 10.30am. Mr Cathcart advised that there were two main items:

- i. NIAO 2019/20 Audit Strategy – this is in line with previous years and was approved by the Audit Committee. The timetable is set and audits will commence in April 2020 and will conclude in July 2020 with a final report.
- ii. BSO Internal Audit – The Clinical Governance audit was completed in mid-December 2019 and received a Satisfactory level of assurance. The key findings were the compliance rates of mandatory staff training and the post of Medical Director. The priority 2 action was accepted by NIBTS management. A Cyber Security audit will commence the week beginning 24 February 2020.

9. Report from the Finance & IM&T Manager

9.1 Finance and IM&T report from the period 01/04/2018 – 31/12/2019

Mr Bell presented the report and advised that a breakeven position had been projected based on the December 2019 position. The updated position to the end of January 2020 indicated a number of emerging financial pressures. To address this, Mr Bell advised that SMT had agreed that there will be a moratorium on non-business critical expenditure until March 2020. With these measures in place, breakeven was still projected. Board queried the financial pressures and were advised there had been financial consequences to the importation of blood and blood products. Other aspects of the report were analysed by Board. Mr Bell provided the most up to date position.

Revenue

The cumulative revenue position for the 9 months ended 31 December 2019 shows a net deficit of £33k. NIBTS, excluding haemophilia, shows a surplus of £192k.

Capital

A Capital Resource Limit (CRL) of £469k has been allocated by DoH. The proposed schemes have been costed at £469.1k. Since preparation of the report the Pulse server replacement project has been deferred until the next financial year and accordingly the CRL will be reduced by £162k.

Prompt Payment Policy

Compliance with Prompt Payment Policy for 9 months to 31 December 2019 is 97.1%.

Monitoring

In overall terms, the notional value of blood components issued to hospitals is 2.8% below the Service Level Agreement (SLA) value at the end of December 2019. Belfast Trust is showing an activity level of 7.4% below SLA. All other 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.

9.2 Financial Plan 2020-21

Mr Bell presented the Financial Plan for Board's approval, highlighting NIBTS Cost Pressure, Cost & Budget Reduction Plans 2020-21 in detail. The Board sought clarification on a number of issues. Mr Bell responded to the satisfaction of the Board. Ms Anley requested that if there is any change to this plan that Mr Bell contact the Board prior to any scheduled Board meetings. Ms Anley enquired about the business case for the refurbishment of the laboratories. Mr Bell advised that this should be ready by the end of September 2020. The Board approved the 2020-21 Financial Plan.

10. Governance & Risk Management Committee update

Mrs Lindsay (Chair) advised that the Committee met on 22 January 2020. The meeting was both positive and informative.

Key Issues included:

- The Committee welcomed the Customer Satisfaction levels which are currently sitting very high at 99% reflecting the good work done on sessions meeting customer needs.
- Quality was discussed in detail particularly performance in relation to the on-going QMS Audit Schedule in light of the recent UKAS surveillance visit. The Chair sought and received assurances that the revised audit schedule should improve this situation.
- The Corporate Risk Register was discussed in detail and sought assurances with current actions. The Chair enquired about Cyber Security and sought assurances regarding the controls that are in place.
- Information Governance and Data Breaches regarding the two data breaches declared to the Information Commissioners Office (ICO)

The Chair of NIBTS Board sought assurances from the Chair of the Governance & Risk Management Committee regarding the audit schedule. Mrs Lindsay advised that she will meet again with Ms Macauley. However, she had been previously assured that audits that were due to be completed by the end of January 2020 were completed.

11. Report from Deputy Quality & Regulatory Compliance Manager

11.1 Quality Management System Report

Mrs Kinghan presented the report in Ms Macauley's absence.

Documents

All targets were met, documents were reviewed within the appropriate review periods. Trend data showed continued high level of conformance in the review of controlled documents.

Incidents

The number of incidents raised remains consistent to previous months. In October 2019 the KPI target of 75% was met, by contrast November's figures show compliance at 33.3%. Causal factors include the percentage of incidents which required external input, either at investigation or CAPA stage. Mrs Kinghan advised that KPI currently stands at 52%. Mrs Kinghan further advised that NIBTS are reviewing how targets are agreed and monitored.

Changes

Mrs Kinghan advised that whilst NIBTS continues to experience difficulty in progressing changes within target time frames, there was only one change outside the 30 day reporting period. The change process still requires a risk assessment for each change to allow higher impact changes greater visibility.

Audits- Internal & External

The internal audit scheduled is being completed. However, some audits have been delayed primarily due to restrictions in Quality staff's availability to accompany newly trained auditors during their initial audits. Following the UKAS inspection a timeline has been agreed and sent for the completion of all outstanding audits from the 2019 schedule. Mrs Kinghan advised that outstanding audits have been prioritised during January and February 2020 with a number having already been completed.

All findings from the UKAS surveillance visit to NIBTS in December 2019 have been addressed and returned to UKAS, who to date have not responded.

UKAS did advise NIBTS that the inspection date was to move from December 2020 to July 2020. The Board discussed the feasibility of this and Mrs Kinghan advised that the Quality Department are in discussion with UKAS regarding this timeline.

12. Business Case – Replacement Equipment Vehicle

The business case was tabled for information as it had already been approved electronically prior to this meeting. The Board formally approved.

13. NIBTS Business Plan 2020-2122

Mr Ritchie presented the Business Plan which is reviewed annually by SMT and approved by the Board. The document sets out the key corporate objectives for NIBTS. Mr Ritchie advised that the objectives are based on business critical objectives with comment from all staff. Departmental management plans underpin the business objectives. Mrs Jackson appraised the Board on the process. All Board queries were addressed and Board approved the Business Plan. Mrs Jackson further advised that the current Corporate Plan runs until 2021.

14. Report from Head of HR & Corporate Services

14.1 Information Governance including IG incidents

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

14.2 Key Performance Indicators

Mr Ritchie presented the report and advised that 'Staff Absence' did not meet target due to short-term absence. However, long-term absence shows signs of decreasing. Mr Ritchie further advised that a new Absence Policy is currently being developed. 'SDR Complete' will meet target at year end. The Quality and Finance metrics have previously been discussed during the meeting.

14.3 Corporate Risk Register

Mr Ritchie presented the report and advised that the Corporate Risk Register had previously been tabled at the Governance & Risk Management Committee meeting on 22 January 2020. The Register has been updated since Governance & Risk Management Committee meeting to include updates on existing controls and actions. The Board discussed, SMT responded to all queries. The Medical Director post was discussed at length with all queries being addressed.

Board approved the Corporate Risk Register.

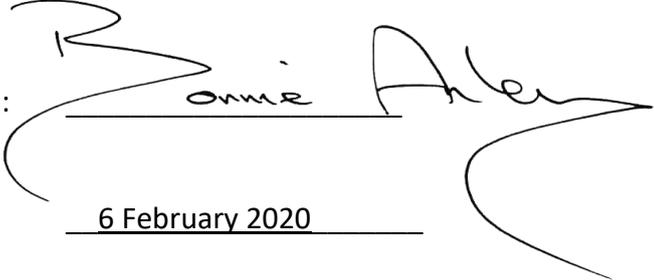
15. Any Other Business

Mrs Lindsay advised that she was unavailable for the Board meeting on 18 June and tendered her apologies.

16. Action list

Action	Responsible Person
Medical Director job description to be shared with Board	Mrs Jackson

17. Date of next meeting: 5 March 2020, 11.30am, Lecture Room, NIBTS HQ

Signed: 
Dated: 6 February 2020