



**One Hundred and Thirty Fifth meeting of the NIBTS Agency Board
Thursday 28 June 2018 at 11.30am
Venue: Lecture Room, Northern Ireland Blood Transfusion Service**

Present: Mr Jim Lennon – Chairman
Mr Ian Henderson – Non Executive Board Member
Mr Philip Cathcart – Non Executive Board Member
Mrs Karin Jackson – Chief Executive

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

Mrs Alison Carabine – Minutes

1. Apologies

Mrs Lorraine Lindsay and Dr Kieran Morris

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 Thirty Fourth meeting held on 10 May 2018 and action list

The minutes were agreed as an accurate account of the meeting on 10 May 2018 and signed off by the Chairman.

Action list from 10 May 2018

- i. Mrs Jackson and Mrs Lindsay discussed Governance & Risk Management Committee update to Board.

4. Matters arising from minutes of meeting held on 7 March 2018

Self-Assessment dates

Mr Lennon advised that the Self-Assessment document is nearly complete and he will submit before he leaves post.

5. Chairman's Business

Hyponatraemia Inquiry

Mr Lennon advised that he has received no further information. Mrs Jackson informed the Board that there are a range of committees and meetings being arranged by DoHNI, however, nothing relevant to NIBTS.

Mr Lennon advised that this Board meeting was his last as Chair in NIBTS and spoke of his tenure in NIBTS which commenced in July 2007. Mr Lennon thanked the Board and staff at NIBTS for all hard work and advised that NIBTS was in the top quartile of HSC bodies. Mr Cathcart thanked Mr Lennon for his time as Chair and said the performance of NIBTS was a testament of Mr Lennon's hard work.

6. Report from Chief Executive

6.1 Chief Executive's Report

Review of Pathology Services

The Deputy Secretary, DoHNI, briefed the Pathology Network Board on 12 June regarding the next steps for Pathology Modernisation. DoHNI will establish a steering group to take forward the endorsements from TIG, including the establishment of a regional pathology service and support for the regional LIMS project. Mrs Jackson will form part of this steering group. The Board discussed and Mrs Jackson advised that under a new independent pathology agency, NIBTS will be part of, but will maintain its brand and identity.

Blood Mobile

Livery for the vehicle has been designed by staff within NIBTS and is now with the design company. The launch will hopefully be towards the end of the summer when it will be unveiled.

Be an Everyday Superhero Campaign

This campaign was the concept of NIBTS Marketing Team and ran from the 11-15 June to coincide with World Blood Donor Day on 14 June. It proved to be a very successful campaign. During the week, NIBTS saw an increase of over 14% of donor registrations. Facebook and Twitter followers increasing by 24% and 118% respectively. The Board expressed thanks to the Marketing Team for their innovation and work well done.

Annual Report

Has been received back from NIAO, the final report is tabled for Board approval.

Plateletpheresis in the West

Mrs Jackson still awaits a response from the WHSCT.

PULSE Replacement

Remains on-going. The appointment of a project manager is awaited. Once appointed, the business case will be developed. Arrangements between Savant and NIBTS have been extended for a further three years.

Payment to Board Members

The determination approval by DoF is awaited.

Hyponatraemia Inquiry Report

Discussed under Chairman's Business.

Mrs Jackson gave her thanks to Mr Lennon for his hard work and support during his tenure as Chairman.

6.2 Annual Report and Accounts for the Year Ended 31 March 2018

Mrs Jackson presented the report to Board for approval. A copy of the Report was included with Board papers. Mr Cathcart, Chair of the Audit Committee advised that this report had been fully audited by Northern Ireland Audit Office (NIAO) and ASM Chartered Accountants. The report was tabled at the Audit Committee, discussed and signed off.

The Board discussed, Mrs Jackson responded to all queries and the Board approved the report.

7. Report from the Finance & IM&T Manager

7.1 Finance and IM&T report from the period 01/04/2017 – 31/05/2018

Mr Bell presented the report to the Board.

Revenue

The cumulative revenue position for the 2 months ended 31 May 2018 shows a net surplus of £214k. NIBTS, excluding haemophilia, shows a surplus of £78k.

Capital

Capital Resource Limit (CRL) of £140k has been provided to NIBTS in respect of laboratory equipment. The procurement process is on-going for this equipment. A further request for funding has been made for replacement vehicles and equipment. Mr Bell further advised that since the compilation of the report, DoHNI have confirmed that capital has been extended to cover all 2018/19 projects.

Prompt Payment Policy

Compliance with the prompt payment policy for 2 months to 31 May 2018 was 93.0%.

Monitoring

In overall terms, the notional value of blood components issued to hospitals is 8.0% below the Service Level Agreement (SLA) value at the end of May 2018. The South Eastern Trust (21.8%); Northern Trust (-11.1%) and the Belfast Trust (-7.7%) are currently outside the SLA tolerance limit. An adjustment will be agreed with each Trust at the year-end as appropriate.

Shared Services

NIBTS payment, income and payroll services are all provided by BSO Shared Service Centre (SSC). A number of governance issues arising from previous internal audits of BSO SSCs are currently being addressed by BSO.

The Board discussed all aspects of the report with Mr Bell responding to all enquiries.

Mr Lennon gave personal thanks to Mr Bell for all his hard work and 100% accurate accounting over the past 11 years. Mr Bell in turn thanked Mr Lennon for support during his tenure.

7.2 Trust Fund Annual Report and Accounts for the Year Ended 31 March 2018

Mr Bell presented the report for approval by Board. A copy of the Report was included with Board papers. Mr Cathcart, Chair of the Audit Committee advised that this report had been fully audited by Northern Ireland Audit Office (NIAO) and ASM Chartered Accountants. The report was tabled at the Audit Committee, discussed and signed off.

The Board discussed, Mr Bell responded to all queries and the Board approved the report.

8. Report from Quality & Regulatory Compliance Manager

8.1 Quality Management System Report

Ms Macauley presented the report and whilst the figures have slightly reduced since the report was compiled, figures have increased in the last few months and have been brought to the attention of the Senior Management Team (SMT).

Open Incidents

There has been a substantial increase in the number of incidents raised which are in part to increased focus on donor travel discrepancies. The risk is low, however, must be checked, reported and reviewed before donation can be collected. Ms Macauley further advised that the donor and investigation forms have been redesigned and should help with the collection of accurate data.

SOPs Beyond Review Date

There has been a further increase in the number of SOPs beyond their target review date. Mrs Jackson has discussed with the SMT and Tier 3 managers. Staff will now meet with managers and assistance will be provided (if required) to reduce figures. Ms Macauley advised that since the production of the report, figures have reduced by 11.

Change Control – Past Due Date

There has been an increase in the number of changes raised over the last year with more recent changes showing improvement in terms of control. The Task and Finish group have agreed a number of changes to the current process and are implementing same using a risk based approach and suspending those with a lower risk until adequate resource can be freed to address.

Audit – Scheduled Audits Completed

There has been some slippage in GMP audit schedule due to the need to prioritise other workloads. Ms Macauley advised that three more audits have now been completed since production of the report.

Ms Macauley expressed her gratitude to Mr Lennon for his support over the past 11 years.

9. Report from Head of HR & Corporate Services

9.1 Information Governance Report 2017/18

Mr Ritchie advised that this report contains the 2017/18 year-end position regarding Information Governance.

- Information Governance Training – has replaced Data Protection and Records Management e-learning. At the end of March 2017 67% of staff had taken up the training, however, the figure does not take account of staff who previously completed the Data Protection e-learning. NIBTS now have 22 staff trained as Information Asset Owners and Administrators (IAO's and IAAs). This will ensure all departments have designated staff with further training with regard to confidentiality and security of personal and sensitive information.
- Information Governance Audit Actions – BSO Information Governance audit identified one priority one and six priority two findings. All outstanding audit actions have been completed with the exception of one, completion date July 2018.
- Freedom of Information Requests – Ten requests were received during 2017/18, nine were dealt with within the 20 day timescale, one was slightly outside this due the need to involve several departments.
- Subject Access Requests – ten requests were received during 2017/18. All requests were responded to within the statutory timescale.
- General Data Protection Regulation (GDPR) – Preparation and Implementation - GDPR training and awareness has been provided to staff. Privacy notices for donors and staff were developed and implemented.
- Internal Information Governance Assessment - During 2017/18 there was physical inspection of NIBTS HQ with emphasis on the practices in place regarding security of data across departments. There were some findings which were conveyed to appropriate areas and have been implemented.
- Reportable Data Breach – There was one reportable data breach during 2017/18. NIBTS reported the incident to the Information Commissioners Office (ICO) and carried out an internal investigation. Recommendations from ICO have been distributed to Information Asset Owners across all departments. The case was closed by ICO with no formal actions.
- Governance – During 2017/18 NIBTS recorded substantive compliance across all aspects of governance and control within Information Governance.

9.2 Information Governance Strategy 2018/19 – 2020/21

Mr Ritchie advised that the Information Governance Strategy has been updated for a three year period and includes new legislation (namely GDPR), the new role of the Data Protection Officer and the Action Plan. It sets out the framework to ensure NIBTS meets its obligations in respect of information governance. It is supported by an action plan which will be reviewed and updated each year. The Board had an opportunity to discuss and subsequently approved the Strategy.

9.3 KPI report

As previously discussed some target figures are being reviewed and will be changed to capture more realistic figures e.g. 55,000 donors from 60,000 etc. Mr Ritchie advised that whilst Staff Absence was still above target at 6.96% it had reduced from 8%. SMT are discussing ways forward in managing staff absence. A recent audit was conducted re: KPIs and all recommendations from Internal Audit have been implemented.

Mr Ritchie thanked Mr Lennon for his support and hard work during his 11 year tenure.

10. Audit Committee Update – Mr Philip Cathcart

Mr Cathcart updated the Board on this morning's Audit Committee and advised the Board that the Permanent Secretary, DoHNI has commissioned an audit on travel (primarily outside Ireland and UK) in all 17 Departmental Arm's Length Bodies. The Permanent Secretary requested that this audit should be resourced from each organisation's 2018/19 Internal Audit Plan. Therefore, NIBTS Financial Review will be scoped down to facilitate. Mr Lennon enquired, if from a governance point of view, are NIBTS content with a reduce audit. Mr Bell advised it should not hinder as it was a time reduction for the finance audit not the scope of the audit that will be reduced.

As previously noted, Mr Cathcart advised that both the Annual Report and the Annual Trust Fund Account and Report were discussed and signed off by NIAO and ASM.

Mr Cathcart further advised that throughout NIAO audits NIBTS had no priority one findings and all other findings have been addressed.

Mr Cathcart thanked Mr Bell and his team for continued hard work.

13 Any Other Business

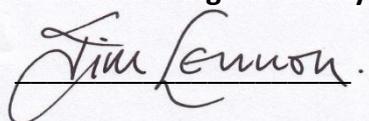
There was no further business

14 Action list from meeting held 28 June 2018

Action	Responsible Person
Update the website and inform Board members and staff of the change of date for the next NIBTS Board meeting.	Mrs Carabine

15 Date of next meeting: Thursday 30 August 2018 at 11.30am – Lecture Room

Signed:



Dated:

30 August 2018