



**One Hundred and Fortieth meeting of the NIBTS Agency Board
Thursday 21 March 2019 at 11.30am
Venue: Chief Executive's Office, Northern Ireland Blood Transfusion Service**

Present: Mr Jim Lennon – Chairman
Mrs Lorraine Lindsay – Non Executive Board Member
Mr Philip Cathcart – Non Executive Board Member
Mr Ian Henderson – 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
Mrs Alison Geddis – Donor Services & Laboratory Manager
Mr Ivan Ritchie – Head of HR & Corporate Services

Mrs Alison Carabine – Minutes

1. Apologies

Dr Kieran Morris – Medical Director

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 Ninth meeting held on 7 February 2019 and action list

There are three amendments: -

- i. Page 2 – Update on discussions with Department of Health – the Board agreed that the minutes should include a sentence - *This separate minute was adopted by the Board.**
- ii. Page 3 – Visit to Irish Blood Transfusion Service – the Board again agreed that the minutes should reflect NIBTS' licencing arrangements and include the following sentence - *Ms Macauley advised that the current BEA licence permits import of blood within the European Union. However, in the event of a no deal Brexit, the licence will require amendment to include 'Import' as a permission to allow continued importation from the Irish Blood Transfusion Service.**
- iii. Page 8 – typographical error – stores should read *stories*.*

The minutes were amended and agreed as an accurate account of the meeting on 7 February 2019 and signed off by the Chairman.

Action from 7 February 2019 – Letter to QUB student re: confidentiality - Mr Lennon is following this up with the student. Mr Lennon will also brief the NIBTS new Chair, Ms Bonnie Anley and advise that he is happy to remain as the student's mentor if required.

4. Matters arising from minutes of meeting held on 7 February 2019

There were no matters arising.

5. Chairman's Business

Hyponatraemia Inquiry

Any information coming from DoHNI had nothing specific for NIBTS. The Board discussed all knowns and agreed that NIBTS will be following up on any relevant recommendations coming from the Inquiry.

Brexit

Mr Lennon attended a meeting with Department of Finance (DoF) in another role to discuss GDPR and complete a questionnaire. Mr Lennon enquired if NIBTS had received this questionnaire. Mr Bell advised that NIBTS had completed and returned a questionnaire on EU Data Transfer to DoHNI. NIBTS do not currently transfer or process data outside of the UK.

Chairman's Tenure

Mr Lennon was informed by the Public Appointments Unit, that a new Chair for NIBTS has been appointed. Ms Bonnie Anley will commence on 1 April 2019. Prior to her commencement Mr Lennon will meet and brief Ms Anley on key strategic issues for NIBTS e.g. Pathology Transformation, Finance, IBI etc

The Chairman thanked NIBTS for his time as Chair and the Board members for support over the years.

Remuneration Committee

As previously reported the Remuneration Committee met in November 2018, a number of recommendations were made. Following agreement with the Committee, the Chief Executive's contract has been extended until October 2021. The Board was in agreement with same and Mr Lennon has informed DoHNI.

6. Report from Chief Executive

6.1 Chief Executive's Report

Pathology Transformation

No further information has been received by NIBTS following the Extraordinary Board meeting held in January 2019. A paper outlining the next steps for Pathology Transformation will be discussed by DoHNI, Top Managers Group (TMG) towards the end of March 2019.

Donation Facilities in the West

Mrs Geddis advised that she has recently received an e-mail from WHSCT advising that the staff member dealing with NIBTS with has moved positions. The e-mail advised of new personnel who Mrs Geddis will contact.

PULSE Replacement

The business case preparation is still on track for completion by Autumn 2019. PULSE has been deemed critical to business continuity in the eHealth financial plan and the business case will analyse all aspect such as funding, options etc.

UK Infected Blood Inquiry

Three members (a senior investigator, a para legal and an information manager) of the IBI investigation team attended NIBTS on 12 March. They met with the Chief Executive, Medical Director, Head of HR & Corporate Services and the Information Governance Manager. They also met with a former member of staff and two long serving members of staff with experience of donation sessions in 1980s. The team also viewed records and toured the facilities and were very complimentary of the processes across NIBTS. As previously reported at the Board meeting in February the IBI Team were looking for specific information on blood donation sessions held in NI prisons during the 1980s. Unfortunately, the cardex system used at the time did not record whether donors were staff or prisoners. The Board discussed all known aspects and the Chief Executive advised of the day's meeting. The IBI team will return to NIBTS the week beginning 15 April to take Witness Statements from the two long standing staff members and the former member of staff.

The IBI team also attended the Regional Infected Blood Group meeting on 13 March and the UK Forum in London on 14 March. The Chief Executive was present at both meetings.

Code of Conduct & Code of Accountability for Board Members of Health & Social Care (HSC) bodies

These Codes provide the basis upon which HSC bodies fulfil the duties and responsibilities. As Chief Executive, Mrs Jackson must annually confirm that Board members continue to act in accordance with the Codes. The Chairman also confirmed that all Board members have received, read and understood the Codes.

7. Report from the Finance & IM&T Manager

7.1 Finance and IM&T report from the period 01/04/2018 – 28/02/2019

Mr Bell presented the report to provide the Board with the financial position at the end of February 2019 / month eleven. Mr Bell projected a breakeven position.

Revenue

The cumulative revenue position for the 11 months ended 28 February 2019 shows a net surplus of £179k. NIBTS, excluding haemophilia, shows a deficit of £56k. The Pay position shows a surplus of £165k which is due to vacant positions.

Capital

Capital Resource Limit (CRL) of £227.6k has been provided to NIBTS in respect of laboratory equipment, vehicles and ICT. The procurement process is on-going all these items. Mr Bell advised that some schemes will not be completed by the end of March 2019, namely the delivery of vehicles, despite being ordered in December 2018, now have a revised delivery date of May 2019.

Prompt Payment Policy

Compliance with the prompt payment policy for 11 months to 28 February 2019 was 97.0% and is on target.

Monitoring

In overall terms, the notional value of blood components issued to hospitals is 6.8% below the Service Level Agreement (SLA) value at the end of February 2019. The Belfast Trust (-10.6%) and South Eastern Trust (-9.3%) 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 Services Centre (SSC). A monthly activity report is received from BSO on these services and services are being delivered in accordance with the SLA. A number of governance issues arising from previous internal audits of BSO SSCs are currently being addressed by BSO.

The Board discussed the financial impact of Brexit on NIBTS. Mr Bell advised that key consumables have been identified and NIBTS are holding more stock. The increase in stock is manageable in terms of cash and does not have an impact on the year-end projections. NIBTS continues to work closely BSO Procurement and Logistics Suppliers.

8. Report from Quality & Regulatory Compliance Manager

8.1 Quality Management System Report

Ms Macauley presented the report and was able to advise of a downwards trend. It is anticipated that targets will be met by March 2019.

Open Incidents

The number of incidents related to donor travel information continues to decrease over recent months. The number of incidents closed within the target 30 day closure period has also improved. The improvement noted with regard to the use of timeline extension requests was maintained.

SOPs Beyond Review Date

SOPs beyond review were maintained at the improved level during December with a small decrease noted in those overdue by greater than 30 days. A significant drop in the number of policy documents overdue review was noted – reduction from 6% to 3%, however, this since increased to 4%.

Change Control – Past Due Date

The number of open changes decreased during December / January. A small increase was noted in the number of changes outside target implementation dates. Ms Macauley reported since the collation of the report the number of Changes Past Due Date have fallen a further 7% from 29% to 22%.

Audit – Scheduled Audits Completed

Ms Macauley advised that the outstanding audit will be completed as soon as possible. Audit training commences the end of March which will provide more auditors thereby streamlining audits and negating a backlog.

Ms Macauley also advised that MHRA have returned NIBTS licence with imports now permitted.

9. Report from Head of HR & Corporate Services

9.1 Board Assurance Framework

Mr Ritchie advised the Board that the Board Assurance Framework is updated annually and Board approval is sought before submitting to DoHNI Sponsorship Branch. The framework provides assurances and demonstrates effective systems on internal control ensuring systems and controls are in place throughout NIBTS. Mr Ritchie further advised that all changes were listed on page 2 of the Framework. References to Controls Assurance Standards have been removed and replaced with references to Areas of Governance Assurance throughout the document. The Board had received the Framework prior to the meeting with all other pertinent papers. The Board discussed the Framework and approved.

9.2 Key Performance Indicators

Mr Ritchie advised that year-end figures will be known by mid-April and will be brought to May's Board meeting.

Donor Complaints

Although recorded as green, the procedure needs to be re-written as per a recommendation from Internal Audit. Mrs Geddis advised that due to staff illness for a number of reasons this has not yet been completed.

Staff Absence

The KPI target remains at 6%. At the end of February 2019 the corporate absence rate was 6.86% which is largely due to short term absence.

Staff Appraisal

At the end of February 2019, 74% of staff had completed their appraisal with their line manager. Mr Ritchie advised that further progress needed to be made across the organisation to achieve the target at year-end.

Quality

Had been previously discussed during the report from Quality & Regulatory Compliance Manager. Ms Macauley advised that targets should be met by year-end.

10. Donor Information Events

Mrs Geddis provided feedback and a sample evaluation form from the Donor Information events that were held on 26 February 2019 in Malone House and 4 March 2019 in Silverbirch Hotel, Omagh. Evaluation forms were provided at the events and responses ranged from 'Exceptional Event' to 'Avoid 6.15pm start due to rush hour'. Suggested comments included 'Avoid acronyms' to 'Invite to include bring a friend'. Mrs Geddis advised that going forward these Donor Information Events will be a bi-annual event.

The Board discussed all aspects and the problems with attracting people to attend, despite over 1,000 invitations being sent out. Mr Lennon suggested liaising with CCEA to include blood donation in a GCSE subject, for example, Learning for Life and Work. Mrs Geddis further advised that NIBTS conduct donor education sessions in schools and also highlight Harvey's Gang.

Mrs Geddis then screened the video of the journey of blood from vein to vein to Board members.

11. Any Other Business

Mrs Jackson on behalf of SMT and the rest of the Board members thanked Mr Lennon for his hard work as Chair, support and advice over the past 12 years and wished him well for the future. Mr Lennon in turn thanked NIBTS for affording him the opportunity to be Chair of such a worthwhile organisation as NIBTS.

12. Action list

Action	Responsible Person

There were no actions arising.

14 Dates of next meeting: 9 May 2019, 11.30am, Lecture Room, NIBTS HQ

Signed: 
Dated: 9 May 2019