



**One Hundred and Forty Seventh meeting of the NIBTS Agency Board
Thursday 5 March 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
Ms Angela Macauley – Quality & Regulatory Compliance Manager
Ms Jenna Ledden – CPANI / QUB Mentoring Scheme

Mrs Alison Carabine – Minutes

1. Apologies

Mrs Alison Geddis and Mr Ivan Ritchie

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 Sixth meeting held on 6 February 2020 and action list

The action from the previous meeting was completed. The minutes were agreed as an accurate account of the meeting on 6 February 2020 and signed off by the Chair.

4. Matters arising from minutes of meeting held on 6 February 2020

There were no matters arising.

5. Chair's Business

a) On behalf of Board, Ms Anley wished Mr Ritchie a speedy recovery.

b) Ms Anley welcomed Jenna Ledden who is participating in the CPANI / QUB Mentoring Scheme as a boardroom apprentice. Ms Ledden is undertaking a Masters in Parasitology & Pathogen Biology in QUB and is interested in corporate governance and the workings of a Board.

- c) NICON – Celebratory Lunch & Forward Planning Session – 17 February 2020, Ms Anley attended and advised it was a reflective event on NICONs work and voice within HSC.
- d) NICON Annual Conference – 30 April & 1 May 2020, Le Mon Hotel, Ms Anley advised that both she and the Chief Executive will be attending. If anybody else wished to attend, they should contact Mrs Carabine as soon as possible.
- e) CPANI / QUB Mentoring Scheme – 24 February 2020, Ms Anley attended and met with her mentee, Jenna Ledden who is attending the Agency Board meeting today.
- f) ALB Partnership Agreement Implementation Workshop – 30 March 2020, Stormont. Ms Anley and Mrs Jackson will be attending. Ms Anley advised that it is a work in progress discussing partnership agreements.
- g) NEM contract – Ms Anley advised that one of the NEM contracts due to expire in November 2020 has been extended for a further year until November 2021. Ms Anley advised that she is pleased that NIBTS Board will have the same continuity.

6. Report from Chief Executive

6.1 Chief Executive's Report

Pathology Transformation

A hard copy of the briefing document and Programme Definition Document (confidential draft) was issued to Board members for discussion. Board discussed the document, assurances from NIBTS, the business case and staffing for the new project. The Chief Executive advised that if approved officers from DoH will meet with NIBTS Board to discuss the next steps. Funding will not be confirmed until the new financial year. Board discussed funding and the likelihood of its availability this year. Ms Anley thanked DoH for allowing NIBTS Board view the document.

Donation Facilities in the West

A workflow for the proposed facilities has been requested by NIBTS.

PULSE Replacement

Timelines have been reviewed and agreed. NIPIMS programme board have approved the completion of the BPAT business case which has been rescheduled to May 2020. There will be no negative impact on NIBTS business.

UK Infected Blood Inquiry

The Expert Witness Hearings commenced in London 24-28 February 2020. There were no issues for NIBTS materialising from these. 13 March 2020 the UK Forum will meet with the IBI team at a solicitor level. Further evidence hearings will commence in June 2020 and will involve Dept of Health and Clinicians involved from 1970-1990's. Ms Anley enquired if NIBTS will be giving evidence. Mrs Jackson advised that this may be in written format from past officers.

Collaborative Procurement

Mrs Jackson advised that interim arrangements are in place, contractual issues are on-going, however, everything should be finalised by the end of the month. Mrs Jackson further advised that going forward collaborative procurement will consist of four nations (Scotland, Wales, N. Ireland and Rep of Ireland) working through traditional procurement routes using a lessons learned process. Board discussed future finances for equipment

Medical Director post

There has been a delay in advertising the post as the panel and a date need to be identified. Mrs Jackson has been in discussion with the Chief Medical Officer who advised looking towards a retired medical director to advise the Agency Board and provide governance. Ms Anley enquired if the medical director could cover 'on call'. Mrs Jackson advised they would be able to advise NIBTS medical team. Mrs Jackson will keep the Board apprised if an interim medical director is identified. Mrs Jackson will continue to report medical matters to the Board as appropriate. A draft job description for a consultant in transfusion medicine is currently being reviewed by BHSCT.

Head of HR & Corporate Services

Mrs Jackson advised that the Head of HR & Corporate Services is currently on long term sick leave and wished him a speedy recovery. SMT and staff within HR & Corporate Services are covering many functions of the role. Ms Anley enquired if NIBTS are confident that Mr Ritchie's work is being covered and was Mrs Jackson comfortable that she was now sole reporter to the Agency Board on Medical, HR & Corporate Services matters as well as Chief Executive items. Mrs Jackson responded that she was comfortable with this temporary situation. The Corporate Risk Register is being covered. The Business Continuity manager post has been advertised and it is hoped interviews will take place in April 2020.

7. EU Exit – Brexit

Mrs Jackson advised that there have been no further updates relevant to NIBTS. This topic will be discussed further at the forthcoming UK Forum meeting on 13 March 2020. Mrs Jackson will advise Board if there are any relevant outcomes.

8. Report from the Finance & IM&T Manager

8.1 Finance and IM&T report from the period 01/04/2018 – 31/01/2020

Mr Bell presented the report and advised that a breakeven position had been projected by year end. At the last Board meeting risk was discussed, Mr Bell advised that at the end of February 2020 figures are more promising in terms of revenue. The Financial Plan for 2020/21 discussed at the last Board meeting remains the same.

Revenue

The cumulative revenue position for the 10 months ended 31 January 2020 shows a net deficit of £172k. NIBTS, excluding haemophilia, shows a surplus of £52k.

Capital

A Capital Resource Limit (CRL) of £307k has been allocated by DoH. Some items e.g. PULSE Server Replacement have been deferred until 2020/21. Ms Anley enquired if the business case for the laboratory refurbishment was going ahead. Mrs Jackson advised it was and currently NIBTS was in discussion with architects and engineers. Dates are being highlighted, however, work would be completed within the next financial year.

Prompt Payment Policy

Compliance with Prompt Payment Policy for 10 months to 31 January 2020 is 96.9% which is slightly below the KPI target.

Monitoring

In overall terms, the notional value of blood components issued to hospitals is 2.3% below the Service Level Agreement (SLA) value at the end of January 2020. Belfast Trust is showing an activity level of 7.2% 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. Report from Deputy Quality & Regulatory Compliance Manager

9.1 Quality Management System Report

Ms Macauley presented the report.

Documents

Targets relating to SOP documents were met. Ms Macauley advised that there was an upturn in policies beyond review. This slippage will be addressed prior to the next QIR meeting in March 2020.

Incidents

The number of incidents raised remains consistent to previous months. Compliance with the KPI target for incident closure within 30 was variable and failed to meet the target twice within the last three month reporting period. Ms Macauley advised that staff are looking at splitting off investigations from the 30 day target. Ms Macauley will meet with the Chair of the Governance & Risk Management Committee to discuss historical data. A demonstration will be provided for Mrs Lindsay.

Changes

There has been an increase in the number of changes open and those past their target implementation date. Ms Macauley advised that this problem was not unique to NIBTS, all blood establishments experience the same difficulties. The recommendations made by the Task & Finish Group will be put into the new plan and targets should be reached by year-end 2021.

Audits- Internal & External

The internal audit schedule for 2019 has now been completed. Board discussed what needed to be audited and how this is managed. Ms Macauley advised that UKAS have requested a change of schedule from December 2020 to July 2020. Ms Macauley has contacted UKAS to negotiate a rolling change to the schedule with a proposal to

schedule inspection in November 2020. UKAS have agreed to this. All recommendation papers have been submitted by NIBTS to UKAS from the last surveillance visit.

Ms Macauley advised of a change in regulations for medical devices which is coming into effect in May 2022 and will require all devices are compliant to the CE testing. NIBTS may require more resources to complete these requirements.

10. Report from Head of HR & Corporate Services

In Mr Ritchie's absence, Mrs Jackson presented the report.

10.1 Information Governance including IG incidents

Mrs Jackson advised that there are no incidents or breaches to report.

10.2 Key Performance Indicators

Donor / Customer – all targets have been achieved.

People – Staff Absence remains below target. Long-term absence figures are improving, however, short-term absence remain problematic. Ms Anley enquired if staff absence had any impact on sessions. Mrs Jackson advised the Board on the target percentages and how with a small number of staff absence can result in not achieving target, but not impacting the service.

SDR's are likely to achieve target by year-end.

Quality – previously discussed.

Resources – previously discussed.

11. Any Other Business

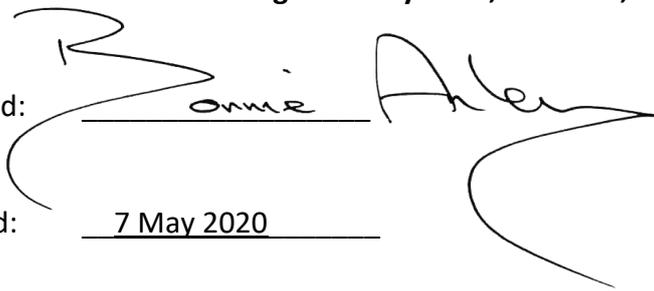
i. Ms Anley reminded Board that the next PPI event is scheduled for Tuesday 10 March 2020 in the Marine Court Hotel, Bangor. The event commences at 6.30pm.

ii. Ms Ledden thanked the Board for allowing her to attend.

12. Action list

Action	Responsible Person
Discuss historical data from Incidents with Mrs Lindsay	Ms Macauley

13. Date of next meeting: 7 May 2020, 11.30am, Lecture Room, NIBTS HQ

Signed: 
Dated: 7 May 2020