



**One Hundred and Thirty Seventh meeting of the NIBTS Agency Board  
Thursday 25 October 2018 at 11.30am  
Venue: Lecture Room, Northern Ireland Blood Transfusion Service**

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

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

**1. Apologies**

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 Sixth meeting held on 30 August 2018 and action list**

There was a typographical error on page 2, the word 'have' is to be removed.

The minutes were then agreed as an accurate account of the meeting on 30 August 2018 and signed off by the Chairman.

*Correction to Board minutes - 28 June 2018*

The update on PULSE Replacement contained within the Chief Executive's report, should have read: "Arrangements between Savant and NHSBT . . ." and not NIBTS.

**4. Matters arising from minutes of meeting held on 30 August 2018**

*UK Infected Blood Inquiry*

Mr Henderson enquired whether NIBTS has uploaded information on the staff intranet and if the NEMs could gain access. Mrs Jackson advised that access to the intranet

site is not possible remotely. However, all information provided to the Inquiry will be available on the Infected Blood website: <https://www.infectedbloodinquiry.org.uk/>

#### Payment to Board Members

Mr Lennon advised he would raise this matter during a meeting with DoHNI scheduled for that afternoon.

### **5. Chairman's Business**

Mr Lennon advised he has a meeting with Deputy Secretary of Health, DoHNI and he would be discussing:

- Payment to Board Members
- The further extension of his contract as Chairman of NIBTS Board.
- Any Other Business from the Board.

#### Hyponatraemia Inquiry

Mr Lennon has received no update on the issues arising from the Hyponatraemia Inquiry. Mrs Jackson further advised whilst NIBTS have had no official update, she is aware that there are a number of hospital based groups looking at areas including Governance structures and Duty of Candour.

### **6. Report from Chief Executive**

#### **6.1 Chief Executive's Report**

##### Review of Pathology Services

Mrs Jackson has written to all NIBTS staff (attaching correspondence from DoHNI) appraising of current developments. She plans to hold question and answer sessions with staff in the coming weeks.

##### Blood Mobile

The Blood Mobile is now operational. The formal launch will be 30 November 2018 between 4.00pm – 5.00pm and will coincide with the Christmas donor campaign. Mr Pengelly, Permanent Secretary, DoHNI will be in attendance. The NIBTS Marketing Team are working on the detail and running order for this. There will be no donation session. However, there will be donor information. Sponsor Branch DoHNI, groups of donors and recipients, staff and also NIBTS Board and SMT will be invited to attend.

##### Plateletpheresis in the West

As the Platelet Strategy and the demand for platelets need to be reviewed, Mrs Jackson proposes to change the title of this topic to 'NIBTS Facilities in the West'. Ms Macauley and Mrs Geddis have met with personnel from WHSCT and advised that the location of NIBTS facilities may move rather than refurbishment of the existing facilities. WHSCT are putting together proposals and costings for this option. Mrs Jackson further advised that within the Business Continuity Plan, NIBTS may look at different satellite locations that could be used

##### PULSE Replacement

Pulse replacement is progressing as part of the wider LIMS programme. The Project Manager is due to start within weeks. The Business Case will be commenced in by

Spring 2019 and should be approved before the end of December 2019. The Board discussed the tender processes and timescales.

Payment to Board Members

Previously discussed at 'Matters Arising'.

Hyponatraemia Inquiry Report

Covered under Chairman's Business.

Infected Blood Inquiry

Mrs Jackson and Dr Morris met with the Solicitor to the Inquiry along with representatives from other blood establishments in London on 28 September 2018. The Inquiry will reconvene in May 2019 initially to hear evidence from those infected and affected. Between September 2018 and May 2019, the Inquiry will gather evidence. Thus far, there have been approximately 3000 responses, however, 5000+ responses are expected.

NIBTS have responded to two "Rule 9" requests from the Inquiry that relate to the scope of documentation held by NIBTS and the retention of documents from 1948 to the present day. NIBTS has responded to advise of what records are held and the rationale behind which records that would not have been retained. Staff have been recruited and are being supervised by the NIBTS Information Governance Officer to go through information and records in situ in NIBTS HQ. NIBTS continue to liaise with HSC Board and BHSC regarding the retrieval of information and also continue to work alongside DLS and DoHNI regarding responses to the Inquiry. The Chairman and Board members discussed the timely retrieval of documentation and on-going support to the Inquiry. The Board also discussed the timeline of the Inquiry which was originally five years but has been amended to be concluded within two years. The Chief Executive has liaised with DoHNI to arrange a meeting with all Trusts, BSO and HSC Board to agree an all Northern Ireland approach. Mrs Jackson further advised that assurance regarding the safety of blood and blood products will be provided to donors and patients via NIBTS website, social media and donor information.

## **7. Report from the Finance & IM&T Manager**

### **7.1 Finance and IM&T report from the period 01/04/2017 – 30/09/2018**

Mr Bell presented the report to the Board.

Revenue

The cumulative revenue position for the 4 months ended 30 September 2018 shows a net surplus of £60k. NIBTS, excluding haemophilia, shows a deficit of £31k. Factors influencing the deficit include Non Pay, net effect of excess expenditure on plasma products and blood delivery and a number of areas which are showing under spends. The plasma product expenditure has been impacted by the transfer of the immunoglobulin stock to Belfast Trust as part of the change in arrangements for immunoglobulin supply.

### Capital

Capital Resource Limit (CRL) of £243.6k has been provided to NIBTS in respect of laboratory equipment, vehicles and ICT. The procurement process is on-going for two key items of laboratory equipment. Business cases are being prepared for vehicles, further laboratory equipment and IT equipment refresh. Capital expenditure is on schedule.

### Prompt Payment Policy

Compliance with the prompt payment policy for 6 months to 30 September 2018 was 97.0% and is on target.

### Monitoring

In overall terms, the notional value of blood components issued to hospitals is 6.7% below the Service Level Agreement (SLA) value at the end of September 2018. The Belfast Trust (-9.0%) and South Eastern Trust (-10.7%) 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 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.

Mr Bell advised a breakeven position at year-end with a small surplus. The Chairman enquired about energy charges. Mr Bell advised that NIBTS are charged at HSC rate. Mr Lennon also enquired about BSO Shared Services and the recent audit report giving Limited Assurance, Mr Bell advised the impact on NIBTS was minimal. Mrs Lindsay enquired about Capital Expenditure and Mr Bell responded advising schemes are identified in advance and DoHNI are notified. Subject to a satisfactory business case, approved by NIBTS Board these requests for funding are generally passed. The Chief Executive further advised that SMT discuss capital needs every month. NIBTS have a five year plan for capital and all equipment etc, are assessed with SMT being aware of all capital allocation. The Board discussed future finances as this is currently known.

## **7.2 PC Refresh – Business Case**

The NIBTS computer device estate is beginning to age with a number of its devices in use being over 5 years old. The majority of these PCs are running Windows 7 which will no longer be supported by Microsoft by January 2020. Failure to replace the current PCs and laptops will expose NIBTS to an increasing level of risk from malicious software, whereas Windows 10 will be supported by Microsoft for the foreseeable future. The Board received the Business Case with their papers, discussed same and approved.

## **8. Audit Committee**

### **8.1 Audit Committee Update**

Mr Cathcart gave the update on the meeting earlier this morning.

Compliance with DoH Permanent Secretary's instruction regarding travel

NIBTS received Satisfactory assurance with three Priority 2s recommendations which NIBTS management have accepted and implemented.

Performance Management and Complaints Management

NIBTS have received Satisfactory assurance with three Priority 2s recommendations in Performance Management. NIBTS management have accepted all recommendations and changes will be implemented by March 2019.

Mid-Year Assurance Statement

The Mid-Year Assurance Statement was provided by Internal Audit and summarised work undertaken in NIBTS to date.

BSO Shared Services

There was Limited Assurance. However, this has minimal impact on NIBTS.

2017/18 Report to Those Charged with Governance

This document had previously been sent to the Chief Executive and was tabled at the Audit Committee for information.

**8.2 Annual Report 2017/18**

Mr Cathcart presented the report which provides the Board with a formal report on the Audit Committee's activities during the financial year. There were no significant issues identified that needed to be highlighted to the Board. The Chairman asked if the Audit Committee self-assessments had been completed. Mr Bell advised that they were completed in January 2018. Mr Lennon thanked the Audit Committee for continued hard work throughout the year.

**9. Report from Quality & Regulatory Compliance Manager**

**9.1 Quality Management System Report**

Ms Macauley presented the report

Open Incidents

The overall number of incidents raised decreased during August and a further decrease is expected due to revised donor questionnaire capturing overseas travel. Weekly meeting continue to address travel issues.

SOPs Beyond Review Date

There have been noted improvement regarding the number of overdue SOPs during August. There are three departments with figures above the acceptable target of 4%. Ms Macauley noted the general trend is going down.

Change Control – Past Due Date

NIBTS continue to experience difficulties maintaining progress with changes in the agreed timeframe. Ms Macauley advised that although a good proportion have been closed, there remains a high number open. The Task and Finish Group will meet again in November. The Board discussed various ways forward. Ms Macauley advised that

most of these ideas had been trialled. A risk assessment needs to be conducted on each change.

#### Audit – Scheduled Audits Completed

The majority of audits within the scheduled timescale have been completed or are within the acceptable grace period. The Chairman congratulated the Quality Department on a marked improvement in performance.

#### Inspections

Ms Macauley advised that she has received no further dates for inspections.

### **10. Report from Laboratories and Donor Services Manager**

Mrs Geddis advised of continued staffing problems within Donor Services, NIBTS are still actively recruiting. Upskilling amongst staff is proving very positive. Staffing within nursing continues to be challenging.

#### **10.1 Business Case for two new vehicles**

The two existing vehicles are both seven years old with mileage of 100k+ and are not economical to use or maintain. NIBTS would like to purchase hybrid electric vehicles thus addressing government plans to reduce the number of petrol and diesel vehicles on the road and reducing the cost to NIBTS. The Board discussed leasing cars. The Board further discussed charging points, distance of travel between charges and all other aspects. Mr Bell was able to advise the Board that Capital Funding was available from DoHNI subject to a satisfactory business. The Board further discussed and approved the Business Case.

### **11. Report from Head of HR & Corporate Services**

Mr Ritchie presented the following reports:

#### **11.1 Head of HR & Corporate Services Report**

##### Emergency Planning

NIBTS is continuing to participate in all regional, UK and Ireland networks. There is a Memorandum of Understanding (MoU) with IBTS regarding the supply of blood in the event of a mass casualty event. NIBTS continues discussions regarding air support for the supply of blood.

##### Business Continuity / Brexit

NIBTS is involved in a range of discussions to ensure robust contingencies are in place with particular focus on a No Deal scenario. The Board discussed all known aspects including stockpiling and supply chain. Mr Ritchie advised that there has been no formal notification from DoHNI. However, NIBTS have been in discussion with key suppliers and stock levels are managed in a very controlled way. The Chairman enquired about financial implications if NIBTS stockpile. Mr Bell advised it would be cost neutral as we account for every item purchased. Day 1, Brexit Plans - DoHNI have asked for assurances that NIBTS are doing all possible to maintain a seamless service.

##### Risk Management

At the next Board meeting the Corporate Risk Register will be presented and will include all known risks in relation to Brexit and the Infected Blood Inquiry. These risks

will be discussed at the next SMT meeting and will be presented at the Governance & Risk Management Committee meeting scheduled to be held on 5 November 2018.

### Investors in People

As previously reported, NIBTS has been successful in achieving the new generation 6 IIP award as well as the Health & Wellbeing award. The outcome has been circulated to all staff and there will be a celebratory event for staff on Tuesday 13 November, to which the Board members are invited. An action plan is currently in the process of being agreed.

### Direct Award Contract

An updated table was included in the report for information.

## **11.2 Records Management Strategy**

The paper is the updated Records Management Strategy 2018/19 – 2020/21 superseding the previous version. The strategy aims to ensure that NIBTS complies with key legislative requirements and ensures that records are managed effectively with due regard to specified legislation. The Board had received the Strategy prior to the meeting with all other pertinent papers. The Board discussed the Strategy and approved.

## **11.3 Key Performance Indicators report**

Mr Ritchie advised that all targets should be 'green' by year-end. The 'ambers' pertained to:

Staff Absence the rate at the end of September was 6.55% which is a marginal increase on the previous reporting period. Mr Ritchie advised that all staff have been encouraged to get the flu jab.

SDRs Complete Although showing amber, 62.1% of staff have completed their SDR and Mr Ritchie is confident >90% will be achieved by year-end.

CAPAs within 30 days the high number of incidents remain due to challenges with resources in Donor Services and Laboratories.

Changes Outside Target the high number of changes including legacy changes.

Audits Completed on Time this is due to resourcing issues within the Quality Dept.

Invoice Payment within 30 days less than 1% outside target and is improving.

## **12. Any Other Business**

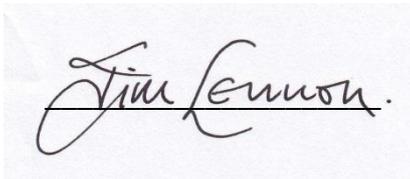
- i. Mrs Geddis informed the Board that a BBC film crew for an Irish language programme (usually aired Monday night) were filming in NIBTS Thursday 18 October 2018. The subject area was Blood Transfusion and its history. They interviewed Mrs Geddis and spoke to some Irish speakers and donors. It was a very positive experience. Mrs Geddis will let the Board members know when the programme is being aired.
- ii. The Board have received a list of all meeting dates for 2019.

**13. Action list from meeting held 30 August 2018**

Action	Responsible Person
Advise NEMs of date of airing of Irish Language show re: Blood transfusion	Mrs Geddis

**14 Date of next meeting: Thursday 6 December 2018 at 11.30am – Lecture Room**

Signed:

A handwritten signature in black ink that reads "Jim Lennon". The signature is written in a cursive style and is placed over a light blue rectangular background.

Dated:

6 December 2018