



**One Hundred and Forty Fourth meeting of the NIBTS Agency Board
Thursday 17 October 2019 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
Mrs Karin Jackson – Chief Executive

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

Mrs Alison Carabine – Minutes

1. Apologies

Mr Philip Cathcart

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 Third meeting held on 5 September 2019 and action list

The minutes were agreed as an accurate account of the meeting on 5 September 2019 and signed off by the Chair.

The actions were completed post meeting.

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

There were no matters arising.

5. Chair's Business

Medical Director

Ms Anley advised that Dr K Morris has now retired from NIBTS. On behalf of NIBTS Board and all staff, Ms Anley wished Dr Morris a happy retirement and thanked him for his service to NIBTS over the past 24 years.

Chair's Forum – NICF

On 8 October 2019, Ms Anley attended a Northern Ireland Chairs Forum (NICF) meeting and advised of a presentation by Mr M Rennan regarding the state of business particularly in a No Deal EU Exit including information from Government departments. Ms Anley feels comfortable as NIBTS Chair that NIBTS is as prepared as possible in the event of a No Deal.

Personal & Public Involvement (PPI)

Ms Anley advised of the forthcoming PPI event to be held at 18.30hrs on 19 November 2019 at the Seagoe Hotel, Portadown and invited all Board members to attend. Mrs Jackson gave background on this event.

HSC Purpose, Vision and Values

NIBTS will be holding the next event in the Lecture Room, NIBTS HQ on Monday 2 December 2019. Ms Anley invited all Board members to attend. The Leadership Centre will present the new HSC Values. Mrs Jackson advised that all HSC organisations will adopt these values.

Effective Audit & Risk Committee

On Board training held a training programme, 'Effective Audit & Risk Committee' on 15 October 2019 in the Mount Conference Centre to which both Ms Anley and Mrs Geddis attended. Both found the programme informative and useful.

6. Report from Chief Executive

6.1 Chief Executive's Report

Pathology Transformation

The DoH position paper identifying actions required to enable the transformation of pathology services will now be presented to Transformation Implementation Group (TIG) in November 2019 and not October as previously reported. The Chief Executive advised that work is on-going with LIMS Network Board to progress this programme. There is a workshop on 11 November 2019 to standardise ideas. Mrs Jackson responded to all queries from Board regarding work streams and standardisation.

Donation Facilities in the West

The Chief Executive advised that WHSCT have responded informing NIBTS that refurbishment plans for 2019/20 are limited due to financial constraints. A further update was expected and the Chief Executive will again contact the CEO of WHSCT. Board discussed facilities, their disappointment and frustration that this issue continues unresolved. The Board discussed at length NIBTS approach and agreed that the Chief Executive approach was the appropriate course of action.

PULSE Replacement

The Chief Executive advised that the project is progressing. A Request for Information (RFI) was put to the market and has been given a two week extension to respond. These responses will inform the business case. Mrs Jackson further advised that at the recent EBA Board meeting, presentations of the experiences in a number of countries with their IT solutions were heard.

UK Infected Blood Inquiry

All Rule 9 requests have been addressed. All Section 21 requests are progressing within the agreed timescales. Uploading evidence continues and is nearly at conclusion. Expert witness evidence will be heard in February 2020. The expert witnesses will be giving evidence on technical and psycho-social areas. The professional witnesses involved will give their responses and evidence after this.

Collaborative Procurement

A collaborative procurement exercise involving UK and Irish blood services experienced some challenges in recent months. There is a potential risk to the delivery of apheresis from January 2020. This potential issue is being managed by NHSBT. Mrs Jackson has been in discussion with the Chief Executive of NHSBT and the UK Forum will be conducting a 'lessons learned' review when they meet in December 2019. The Board requested clarity on the background to collaborative procurement. Mrs Jackson advised that this approach allows consumable volumes to be combined which in turn benefit unit price.

Purpose, Vision and Values – HSC

Previously discussed at Chair's Business.

Medical Director

The Chief Executive formally thanked Dr Morris for 24 years of service to NIBTS and wished him well for the future.

Medical Director post

Mrs Jackson advised that the Responsible Officer (RO) duties are currently being provided to NIBTS by the Medical Director of the South Eastern Health & Social Care Trust. Medical Director advice to the Chief Executive is currently being provided by NHSBT, SNBTS and WBS medical directors as required. A job description for a replacement Medical Director has been prepared and is being reviewed. Approval is required by DoH and Royal College of Pathologists, approval is anticipated and the post should be advertised in November 2019.

A locum consultant in transfusion medicine has been appointed and will commence in January 2020. An agency locum consultant will commence in November 2019, initially for a three month period. A permanent Consultant in Transfusion Medicine post will be advertised by the end of the calendar year. On Call and day to day clinical services are being covered. Regulatory compliance of the Agency is not affected. Mr Ritchie advised that any risk associated with the vacant medical director post continues to be reviewed and remains on the Corporate Risk Register.

The Board discussed and are comfortable with how the Chief Executive is progressing the MD post and providing assurances to the Board. However, the Chair would like the NEMs to reflect on the issue of not having a MD advising the Board on clinical issues.

Involve Fest / PPI week

Mrs Jackson advised Board of the forthcoming Purpose, Vision, Values Involvement Conference (Involve Fest) on 21 November 2019. It is a free but ticketed event, all

Board members will receive an e-mail from Miss L Hadzik which they should respond to if interested in attending.

7. EU Exit – Brexit

Mrs Jackson reassured the Board that all actions are being completed by NIBTS and business continuity plans are in place. The risk remains on the Corporate Risk Register. Mrs Jackson has forwarded correspondence and documentation from DoH to all Board members which advised that SitReps will reconvene on 1 November 2019. NIBTS continues to hold an additional six weeks stock and is liaising in with other UK and Irish blood establishments. NIBTS has had assurances from suppliers that supply will continue. Board discussed stock supply assurances.

8. Report from the Finance & IM&T Manager

8.1 Finance and IM&T report from the period 01/04/2018 – 31/07/2019

Mr Bell advised that the paper sent with the Board papers reflected the position at the end of August 2019. Mr Bell was able to update the Board with the end of September figures.

Revenue

The cumulative revenue position for the 6 months ended 30 September 2019 shows a net deficit of £189k. NIBTS, excluding haemophilia, shows a surplus of £34k. A breakeven position is projected for the year.

Capital

Capital plans are progressing. Mr Bell advised that some are under budget which will provide a small surplus.

Prompt Payment Policy

After some slippage, this is returning to target.

Proposals for refurbishment that have to meet DoH timescales, have been acknowledged by DoH and factored into their draft 10 year capital plan. Mr Bell advised a strategic outline case would be required by March 2020. This is consistent with previous discussions and agreement with Board in September 2019.

8.2 Audit Committee Update

In Mr Cathcart's absence, Mr Henderson chaired this morning's Audit Committee and provided an update to the Board.

- Mr Henderson advised that the meeting was attended by Internal Audit, ASM and BSO.
- Internal Audit tabled their Progress Report which covered an audit on Risk Management, a Satisfactory level of assurance was recorded. There were six Priority 2 recommendations which have been accepted by NIBTS management.
- The Mid-Year Assurance Statement showed that there were no significant findings in the report what would impact on the assurances provided.
- The Shared Services audit report was tabled for information purposes and showed limited assurances. Internal Audit advised that the service will be reviewed in March 2020 and NIBTS will be updated.

- Fraud is a standing item and was discussed, however, there were no issues to note.

The next Audit Committee meeting will be held on 6 February 2020.

Ms Anley requested that Audit Committee minutes be tabled at Board. Mrs Jackson advised that such mechanism would need to be examined. Both Mrs Jackson and Mr Ritchie will seek advice.

9. Report from Quality & Regulatory Compliance Manager

9.1 Quality Management System Report

Ms Macauley presented the report and advised that she was trialling a new format similar to the Chief Executive's report which had been discussed and agreed at September's Board. Ms Macauley advised that she is happy to provide reports in whichever way Board members would prefer. The NEMs advised that they would like some graphics.

Documents

Ms Macauley advised that figures were reviewed yesterday (16/10/2019) and are less than 4% below target.

Incidents

The number of incidents raised remains high. This continues to be discussed with mid managers at meetings and NIBTS are currently reviewing the monitoring of targets for incidents. A decrease in the number of incidents closed within the KPI target of 30 days (48%) has been noted. The Board discussed incidents and reporting of same. Ms Macauley responded to all queries.

Changes

NIBTS continues to experience difficulty in progressing changes within target time frames. However, Ms Macauley did advised that a further six changes will be closed off by the end of next week. Any change process requires a risk assessment for each change regarding the impact if not progressed within the target timelines. These risk assessments are RAG'd allowing greater visibility. The Board discussed the process and Ms Macauley informed the Board of the monitoring process.

Audits- Internal & External

The internal audit scheduled is progressing. However, some audits have been delayed primarily to staffing issues i.e. auditors involvement with the Infected Blood Inquiry.

NIBTS will receive a one day inspection visit by UKAS against ISO 15189 in December 2019. The purpose of this visit is to verify that NIBTS continue to meet the standards required to maintain accreditation.

10. Report from Head of HR & Corporate Services

10.1 Information Governance including IG incidents

Mr Ritchie advised that following a recent audit recommendation this was a new standing agenda item even if there are no incidents or breaches to report.

There are no new incidents or breaches to report.

11.2 Key Performance Indicators

Mr Ritchie presented the report and advised that the reds and ambers in People and Resources are expected to be Green by year-end. Quality targets have already been discussed.

12 Any Other Business

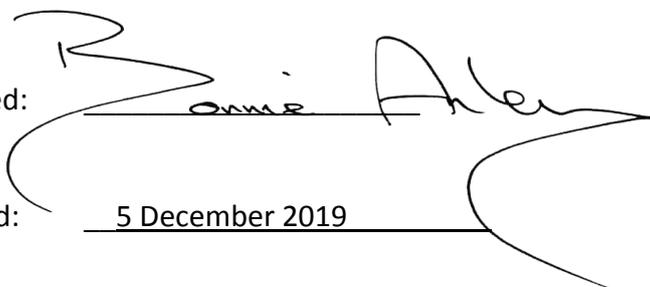
- i. There was a discussion regarding the appropriate forum to review issues that may result in donor trust and reputational risk. This will be discussed at the forthcoming Board / SMT Workshop.
- ii. The Board / SMT workshop is scheduled for Tuesday 21 January 2020 and will be facilitated by the Kings Fund organisation.
- iii. CPANI and QUB Public Board Mentoring Scheme – although the date has past and it may be too late for the Chair / NEMs to express interest for this year, Ms Anley invited Board members to think about mentoring. Mrs Carabine will contact CPANI to ascertain if any students have not been placed.
- iv. Ms Anley congratulated Donor Services on the drive to reduce single use plastic and the recent article in a local newspaper.

13 Action list

Action	Responsible Person
Involve Fest, inform L Hadzik if wish to attend	NEMs
Tabling of Audit Committee minutes at Board	Chief Executive & Head of HR & Corporate Services
Donor Trust & Reputational Risk discussion	Board and SMT at Workshop
CPANI / QUB Mentoring	NEMs & Mrs Carabine

14 Dates of next meeting: 5 December 2019, 11.30am, Lecture Room, NIBTS HQ

Signed:



Dated:

5 December 2019