



**One Hundred and Forty Third meeting of the NIBTS Agency Board
Thursday 5 September 2019 at 11.30am
Venue: Lecture Room, Northern Ireland Blood Transfusion Service**

Present: Ms Bonnie Anley – Non Executive Chair
Mr Philip Cathcart – 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

Mrs Alison Carabine – Minutes

1. Apologies

Mrs Lorraine Lindsay, Mr Ian Henderson 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 Forty Second meeting held on 27 June 2019 and action list

The minutes were agreed as an accurate account of the meeting on 27 June 2019. There were two typographical errors which were corrected prior to be signed off by the Chair.

The outstanding actions will continue to be discussed between Mrs Lindsay and Ms Macauley.

4. Matters arising from minutes of meeting held on 27 June 2019

There were no matters arising.

5. Chair's Business

Year-End Accountability meeting

The Chair and Chief Executive attended the meeting with DoH on 13 August 2019. Ms Anley advised that DoH discussed:

- i. NIBTS financial position, including future cash release and are content that a breakeven position was achieved for 2018-19, with a forecast breakeven position for 2019/20.

- ii. Emergency Planning, DoH are satisfied with the plans in place.
- iii. The Medical Director's absence
- iv. Pathology Transformation
- v. Infected Blood Inquiry

DoH Audit meetings

Mr Cathcart advised that he has not yet received any date from DoH for this forthcoming meeting in September.

Second Term Appointments – ALBs

The Chair discussed this with DoH and will also raise the issue with the Northern Ireland Public Sector Chairs Forum.

The Chair recently met with South Eastern HSCT Chair who has expressed an interest in visiting NIBTS to get a better understanding of the journey of blood.

NIBTS Meeting dates

Dates for 2020 have been circulated both to Board and SMT. The Chair advised that she expects NEMs to commit to those dates.

Remuneration Committee

The Chair advised that the Remuneration Committee needs to meet and suggested this should occur after a Board meeting. Mrs Carabine will co-ordinate.

Brexit

The Chair reassured Board that a plenary session can be called at short notice if needed. Mrs Geddis advised that there are weekly Heads of Departments meetings with daily updates on stock. Mrs Geddis highlighted an area of weakness in stock, which due to short dates cannot be stockpiled. Mr Bell advised that appropriate arrangements are in place to mitigate potential risks arising from EU Exit.

6. Report from Chief Executive

6.1 Chief Executive's Report

MHRA Inspection

The MHRA close out report has been received. All short term actions have been actioned. Board acknowledged receipt of the close out report. The next inspection will be in two years' time.

Pathology Transformation

The DoH position paper identifying actions required to enable the transformation of pathology services will be presented to Transformation Implementation Group (TIG) in October 2019. The Chief Executive advised that she liaises with the Pathology Network Board and which in turn informs TIG.

Donation Facilities in the West

Since the Donor Services and Laboratories Manager and Regulatory Compliance Manager met with Western Trust colleagues on 25 July 2019, the Chief Executive has

written to the Chief Executive of the Western Trust to escalate and is awaiting a response.

PULSE Replacement

The project is on-going and has active participation by NIBTS staff.

UK Infected Blood Inquiry

Further Rule 9 and Section 21 requests have been received from the Inquiry Team. Responses are being progressed with assistance from DLS.

Brexit

NIBTS continue to participate in regional meetings. Internal NIBTS structures and measures will inform future SitRep reports to DoH when applicable. The key issue is the adequate supply of critical goods and services.

7. Report from the Finance & IM&T Manager

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

Mr Bell presented the report to provide the Board with the financial position at the end of July 2019, month four.

Revenue

The cumulative revenue position for the 4 months ended 31 July 2019 shows a net deficit of £330k. NIBTS, excluding haemophilia, shows a surplus of £48k. A breakeven position is projected for the year. Mr Bell advised that NIBTS has secured additional funding in respect of haemophilia.

Capital

A Capital Resource Limit (CRL) of £417k has been allocated by DoH and full expenditure projected.

Charitable Funds

The Chair enquired as to the current status of Trust Fund expenditure plan. Mr Bell advised that proposals were being considered by SMT and once concluded a paper would be presented to the Board for approval.

Prompt Payment Policy

Compliance with the prompt payment policy for 4 months to 31 July 2019 was 96.9%.

SLA Monitoring

In overall terms, the notional value of blood components issued to hospitals is 0.1% above the Service Level Agreement (SLA) value at the end of July 2019.

8. Governance & Risk Management Committee Update

Mr Ritchie presented the report on behalf of Mrs Lindsay.

Quality Management System Report

Mrs Lindsay and Ms Macauley agreed to meet to discuss the report, format and which committee the report should be presented to. Ms Macauley confirmed that a meeting has taken place and all was discussed. Ms Anley advised that this is a Committee

issue, Board should have an overall view especially if there are any issues or exceptional circumstances, these should be brought to the attention of Board. Board discussed and felt that an overview similar to the Chief Executives report was sufficient. Ms Macauley advised that she and Mrs Lindsay would continue to discuss at Committee level.

Cyber Security

Mr Cathcart and Mr Bell attended a cyber security session for Board members. Feedback was given to the Committee and documentation was forwarded to the NEMs.

Corporate Risk Register

There was one added risk and one deleted risk during the reporting period. The *'Medical Director's absence pending retirement'* was added. Management of this risk was discussed and assurance was given that actions are in place to mitigate the risk. The deleted risk pertains to *'Capacity to respond to a Mass Casualty Event'*. NIBTS have structures in place to manage such an event. Although it has been removed from the Corporate Risk Register, it remains on the HR & Corporate Services departmental risk register.

Audits

Completion of some audits and other IG workloads are being affected by IG Manager being required to respond to the Infected Blood Inquiry.

liP

The annual accreditation has taken place and the assessor is content with work carried out by NIBTS. The next full assessment will take place in two years' time.

9. Business Case – Replacement of Ford Fiesta

Mrs Geddis presented the business case for approval. The Ford Fiesta used by the Omagh team is due for replacement. The preferred vehicle is the Ford Connect Tourneo which has the required number of seats, is larger and more versatile than the Fiesta. The Board discussed the various options and cost implications. Mr Bell advised that the funding is currently available and is included in the Capital Resource Limit (CRL) provided by DoH. Board approved the business case.

10. Report from Quality & Regulatory Compliance Manager

10.1 Quality Management System Report

Ms Macauley presented the report. As previously discussed NIBTS have reviewed the change control process and have agreed some minor changes to allow streamlining of the process. Ms Macauley advised that Mr S Jamison has visited SNBTS to observe their incident management process to identify any potential improvements which could be implemented at NIBTS. Using this information the department is considering some changes to the current process including the KPI targets currently used. Ms Macauley advised that any new ideas will be brought back to Board.

Open Incidents

Conformance with this target has varied from 58% to 71% to 65% over the past three months. Where investigations or actions are remaining open past the 30 days,

appropriate extension requests have been approved. There was one exception which was related to donor travel. Delays for completion of investigations for donor travel incidents are due to staff shortages and heavy workloads.

SOPs Beyond Review Date

A slight increase in the number of policies beyond review has been noted. These are being progressed and an improved position is quickly anticipated.

Change Control – Past Due Date

There has been an increase in the number of changes past their target date. A considerable number of these changes relate to the implementation of blood packs purchased via the EBA Tender process. These are at an advance stage but have past the 30 day target date. However Ms Macauley advised that these should be closed off in the coming days. Ms Macauley also advised that the Task & Finish Group implementations will be done in two stages and should help changes run on time. The process will not change, the way they are measured will be.

Audit – Scheduled Audits Completed

There remain a number of outstanding audits due to staff being involved in the Infected Blood Inquiry. The situation is improving as staff continue to be upskilled and since compilation of the report some audits have been completed.

11. Report from Head of HR & Corporate Services

11.1 Data Breach Policy

Mr Ritchie advised that this policy had previously been presented to Board at the June meeting. The Board felt it should include reference to other legislation e.g. BSQR and this was agreed to. Mr Ritchie highlighted the areas of the document that now includes the references. The Board discussed and approved the policy.

11.2 Key Performance Indicators

Mr Ritchie presented the report. Mr Bell discussed the red indicator on Financial Breakeven and advised that this would be green by year-end. Currently it was net effect of haemophilia product overspend and pay under spend. The KPIs had previously been discussed during Ms Macauley's Quality report. However, Ms Macauley felt it unlikely that target would be achieved for 'CAPAs within 30 days' by year-end. The other ambers should be green by year-end.

11.3 Corporate Risk Register

Mr Ritchie presented the Risk Register and advised that it had been tabled at August's Governance & Risk Management Committee and was before Board for approval. There were five Extreme risks, one High risk. One risk was deleted and one risk was added.

Extreme Risks

i. Infected Blood Inquiry

NIBTS are at the Data Provision stage. Fortnightly meetings with the Chief Executive and relevant staff members continue. The IBI team visited NIBTS repositories and were content with storage. NIBTS have given assurances that all

- areas will be re-checked to ensure all requested documentation has been provided to the IBI team.
- ii. Risk of Interruption to supply of goods and/or services following a No Deal EU Exit
Following advice from DoH, meetings were paused until June 2019. Brexit Lead meetings have now resumed with other groups recommencing shortly. NIBTS approach and planning remain the same, i.e. supply of critical consumables. SMT members gave assurances that this risk is being monitored and if there are any threats to the NIBTS approach, management of same will be amended accordingly.
 - iii. Unavailability of IT infrastructure & services through severe environmental event, e.g. fire, flood, etc affecting the NIBTS server room
and
 - iv. Inability to cope with / meet growing cyber security threats & potential for serious cybersecurity incidents
The above two risks are regional and consequently remain the same most HSC organisations. NIBTS will continue to work with regional teams and monitor.
 - v. Medical Director's (MD) absence pending planned retirement
UKAS and MHRA have been advised of the current position. Essential medical tasks have been prioritised. A locum from NHSBT is assisting three days per week for donors. NHSBT and a consultant from the Ulster Hospital have been providing 'On Call' cover. Mr Ritchie advised that interview for a temporary Locum Consultant in Transfusion Medicine will take place on 25 September 2019.

High Risk

- i. Inability to recruit and retain nursing staff
SMT continue to review. Upskilling of Donor Session Assistants (DSAs) has commenced. NIBTS have been partaking in nursing fairs and promotion through professional nursing forums along with advertising on HSC Recruit.
Ms Anley enquired about nursing levels. Mrs Geddis advised that the Chief Nursing Officer will visit NIBTS during October and other incentives to recruit and keep nurses, i.e. facilitating nurses to undertake and achieve masters level, upskilling DSAs and streamlining processes.

Deleted Risk

- i. Capacity to respond to a 'Mass Casualty Event'
Following completion of a desk top exercise additional means of supplying components to NIBTS in the event of mass casualty have been identified using Scottish Air Ambulance, SNBTS and IBTS. Although removed from the Corporate Risk Register, the risk will remain on the HR & Corporate Services departmental risk register.

Board discussed the Corporate Risk Register and approved.

12 Any Other Business

- i. Ms Anley suggested that it would be useful to have an 'Action Required' column on the agenda to advise whether a document was for approval, information etc.

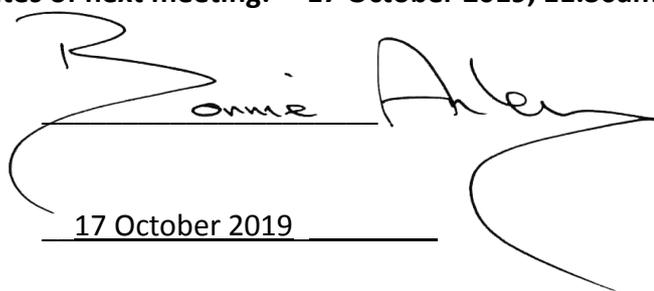
- ii. The 2020 meeting dates were agreed by Board. Ms Anley requested that Mrs Carabine contact both Mrs Lindsay and Mr Henderson to commit to the NIBTS meeting dates for 2020.

13 Action list

Action	Responsible Person
Date for Remuneration Committee to be organised	Mrs Carabine
Add 'Action Required' column on Board agenda	Mrs Carabine
Contact NEMs re: 2020 meeting dates	Mrs Carabine

All actions completed post meeting.

14 Dates of next meeting: 17 October 2019, 11.30am, Lecture Room, NIBTS HQ

Signed:  Bonnie Anley

Dated: 17 October 2019