



**One Hundred and Sixty Sixth Meeting of the NIBTS Agency Board
Tuesday 10 November 2022 at 2.00pm
Venue: Video Conferencing meeting**

Present: Ms Bonnie Anley – Non-Executive Chair
Mr David Small – Non-Executive Member
Mr Brendan Garland – Non-Executive Member
Mr Michael Graham – Non-Executive Member
Mrs Karin Jackson – Chief Executive

In attendance: Mr Glenn Bell – Finance & IM&T Manager
Mr Matt Gillespie – Head of Supply Chain and Testing Services

Mrs A Carabine – Minutes

1. Apologies

Ms Macauley and Mr Ritchie.

2. Declaration of potential conflict of interests with any business items on the agenda

There were no declarations of potential conflicts of interest.

3. Minutes of One Hundred and Sixty Fifth meeting of the NIBTS Agency Board meeting held on 20 September 2022 and action list

Some minor changes were made to the minutes to better reflect the discussions. The minutes were then agreed as an accurate reflection of the meeting and signed off by the Chair.

Action List:

All actions had been completed prior to the meeting, with the exception of:

Presentation of an action plan regarding Active Donor Base to Board and Collection Strategy

Ms Anley enquired if this document was in regard to the KPIs. Mrs Jackson advised that was part of it, however, it will also feed into the collection strategy. A paper on the Collection Strategy will be tabled at a future meeting. This is a long-term objective which will also be included on the 2023-24 Business Plan. Mr Gillespie advised that it was useful to change the terminology to Collection Strategy which is a core part of NIBTS business. Ms Anley advised amending the title and due to capacity issues, the collection strategy should be delivered to Board in the first quarter of 2023.

4. Matters arising from the minutes of meeting held on 20 September 2022

Mr Garland requested clarification to the mileage of the vehicles business case tabled at the last Board meeting. Mr Gillespie had investigated and informed Board that the mileage cited in the business case was correct.

Mr Garland enquired if a structure/graphical illustration of staff vacancies was going to be tabled at a future Board meeting. Mrs Jackson advised that this is an appendix in the Financial Report being tabled today.

5. Chair's Business

- Ms Anley advised of a number of planned workshops, with the most recent one having occurred on 8 November 2022, where the Remuneration & Terms of Service Committee also convened. There will be a further R&TS Committee meeting scheduled for 1 December 2022, after which recommendations will be made to Board.

Mrs Jackson advised if the R&TS Committee had agreed the Senior Pay Awards. Ms Anley advised that this had been retrospectively considered, agreed and happy to approve to Board. However, due to time constraints, the pay awards had already been approved by Board at the meeting in May 2022.

Mrs Jackson enquired about using addendums instead of footnotes for the original minutes from the meeting on 9 June 2022 as these minutes had been approved on 10 August 2022. Ms Anley advised that the Committee agreed to using footnotes as the minutes were not agreed until the next meeting.

Mr Bell enquired if the minutes of 9 June 2022 were approved and could they be sent to the auditors as per their request. Ms Anley said they were not yet available as they were currently being amended to include footnotes. Mr Bell further enquired when would they be available for the auditors. Ms Anley advised after 2 December 2022.

- Investigation Report – this was also discussed at the Board Workshop on 8 November 2022. Mr Graham is taking the lead and Board members are content with the direction of travel. The recommendations will be addressed at a future workshop in January 2023.
- Pathology Blueprint – Ms Anley updated Board that she and the NEMs will meet with the CMO and Director of Secondary Care in relation to the CMO's role as SRO on 22 November 2022. Mrs Jackson requested the time of the meeting and advised that she cannot attend at that time and NIBTS Board will be incomplete at this meeting. Ms Anley advised that Mr Small will be in attendance as Board representative and further advised the meeting is regarding statutory duties. Mrs Jackson enquired if it was possible to find another date could be found to accommodate her. Ms Anley advised it was not necessary as the meeting is not substantive. Mrs Jackson advised that it is unfortunate that other dates were not highlighted as the meeting is between the CMO/SRO, Director of Secondary Care and the full NIBTS Board. Ms Anley suggested that another date should be sought to include Mrs Jackson.

- Ms Anley attended the NICON conference virtually and found it useful and informative. Mrs Jackson had to cancel due to operational issues, however, the full conference is on NICON website.

6. Board Effectiveness Action Plan

Another Board Workshop is scheduled for 31 January 2023 where Board Effectiveness will be one of the items on the agenda. This date will also be used for preparation on the Partnership Agreement and any other outstanding issues on the action plan. It was agreed to remove this item from the Board agenda.

7. Chief Executive's Report

MHRA Inspection

The post inspection report was received on 17 October 2022 and shared. Progress on identified actions will be monitored at the QIR meetings with updates being presented at the quarterly Governance & Risk Management meetings. Ms Anley enquired if it were appropriate for Board members to see the recommendations. Mrs Jackson will arrange for these to be forwarded. Ms Anley would like the updates to be presented to Board. Mr Garland advised that Mrs Jackson has indicated the appropriate Committee to take forward.

Mid-Year Ground Clearing meeting with DoH

The Mid-Year Ground Clearing with DoH took place on 24 October 2022 in preparation for the Mid-Year Accountability Review meeting with the Permanent Secretary scheduled for January 2023. Mr Garland enquired if there was a requirement for Board members to attend Mid-Year Ground Clearing meetings. Mrs Jackson advised that there was not a requirement for Board members to attend as they are operational meetings in preparation for the Mid-Year Accountability meeting which would be attended by the NIBTS Chair and Chief Executive with the DoH Permanent Secretary, Deputy Permanent Secretary and a senior member of Sponsor Branch. Ms Anley advised that she struggles with the lack of Board members at the Ground Clearing meetings and would like the minutes to be circulated to Board. Mrs Jackson advised they are DoH minutes and when they are finalised, they can be shared with Board. In the meantime, Mrs Jackson will share the draft minutes with Ms Anley.

Mr Garland further enquired if there were any issues arising from the meeting. Mrs Jackson advised that finance, operational issues and the recent MHRA inspection were all included in the discussions. Plans for the Partnership Agreement and pilots recently launched were also discussed.

Mr Graham noted as there was limited expectation for additional funding being received from DoH, could breakeven be achieved. Mr Bell advised that a breakeven position was projected and was discussed at the Mid-Year Ground Clearing meeting. Mrs Jackson noted that the breakeven was projected on the assumption of funding for increased energy costs.

Mr Small enquired if there are any assumptions or expectations by DoH that NIBTS will make efficiency savings. Mrs Jackson advised that DoH had recently undertaken an

exercise to identify potential funding reductions and that NIBTS had contributed to this exercise. Mr Bell noted that the exercise had related to 2022/23 year, but given the difficult financial outlook, it was likely that there would be further exercises relating to 2023/24.

Mr Graham enquired if a funding deficit starts to increase risk at what point do Board become involved in the strategy and when might it appear on the risk register. Mrs Jackson advised that NIBTS financial planning for next year was commencing and that business and financial plans will be presented to the Board for discussion and approval. However, the overall HSC funding position and how this may impact on NIBTS is not known at this stage. Mr Bell further advised that the risk register would be updated as appropriate but this can only be reviewed when all the facts are known.

Covid-19 – The number of staff required to self-isolate due to illness or contact is presently stable. There have been some short-term non Covid-19 sickness, however, the numbers are stabilising. There remains no evidence of staff to staff or donor to staff/staff to donor transmissions.

Mrs Jackson continues to provide weekly situation reports to Non-Executive Members of the Board.

The Micro Lab remains on stand-by to support the testing of COVID-19 swabs.

Plasma for Fractionation (PFF) – The Memorandum of Understanding (MoU) between DHSC, NHSBT and devolved administrations is due to be signed shortly. When this occurs, devolved administrations will be able to participate in planning meetings which will be co-ordinated by DHSC and NHS England. Although Mrs Jackson has not yet been requested to sign the MoU, NIBTS will be represented at these meetings. NHSBT plan to collect PFF in early 2024.

Facilities in the West – Work has now been completed. Ms Anley enquired if staff are happy with the refurbishment. Mr Gillespie advised that staff are very happy with the refurbished facilities. Board agreed that as this item was now complete and operational, it could be removed from the Chief Executives report.

Pulse Replacement/Blood Production and Tracking (BPAT) Project – The project is on target to issue tender documentation early January 2023. Pre-tender meetings have commenced and NIBTS are involved in these meetings.

Infected Blood Inquiry – No further Rule 9s or requests for additional information have been received from the Inquiry team. The current deadline for submission of conclusions is 16 December 2022. Counsel is currently preparing the submission on behalf of NIBTS. Mrs Jackson advised this will be shared with Board for approval prior to submission. Mrs Jackson further advised, NIBTS submission will be highlighting the difference between Northern Ireland and other parts of the UK during the 1970s and 1980s e.g. donors, intravenous drug users etc. Mr Small enquired if the submission will come to Board. Mrs Jackson advised it would.

Head of HR & Corporate Services – The post of Head of HR & Corporate Services has been advertised, with interviews expected to take place in December 2022. Mrs Jackson would like to have a representative of the Non-Executive Board Members join the interview panel. Ms Anley expressed an interest in reviewing the job description. Mrs Jackson will share this and asked Ms Anley to nominate a Non-Executive Board Member to be part of the interview panel.

Infrastructure Upgrade – This topic was also discussed at the recent Mid-Year Ground Clearing meeting. DoH agreed to pursue, however, acknowledged the challenging financial situation. This item will also be discussed at the Mid-Year Accountability meeting with the Permanent Secretary in January 2023.

Ms Anley enquired given the Pathology Blueprint Programme, does NIBTS know what is required. Mrs Jackson advised currently it is 'business as usual' until the new Pathology Service is operational. However, the plan needs to include how services are delivered in the future, by making a shortlist, why it is needed including objectives. If DoH agree then an outline strategic business case will be developed. Currently the preferred option is a new build, if pathology infrastructure needs to be included it will be at a later stage.

Mr Small enquired if the strategic plan could not be progressed until the 10-year plan has been agreed. Mrs Jackson advised that once the draft plan was approved, NIBTS would work back around two years to develop the SOC for approval. Mr Bell also advised that NIBTS are included in the draft 10-year plan and when approved the business case will be developed.

Occult Hepatitis B Testing – Guidance on the look back exercise has now been provided by DoH. A meeting with Trust colleagues, chaired by NIBTS will establish the detail of how the look back exercise will be conducted. If NIBTS need to take on additional work, it will require funding.

Medical Director Update – There were no applicants for the fixed term post. DoH has given approval for the post to be advertised as a permanent post with the caveat that the post will evolve with the introduction of the new management structure for NI pathology services. Mrs Jackson has asked DoH for medical leadership support. However, hopefully a permanent post will encourage applicants. Ms Anley enquired if that was the key issue in not receiving any applicants. Mrs Jackson advised that it wasn't, however, is hopeful permanency will make the post more attractive to applicants. Mrs Jackson advised of the recent European Blood Alliance (EBA) Board meeting, where a number of blood establishments are experiencing the same issues in recruiting an MD.

Ms Anley enquired if there was any interest from recruitment agencies. Mrs Jackson firstly, this position will be advertised through BSO and if not successful, may go through a recruitment agency, however, they are very costly to use.

Mr Garland enquired about remuneration. Mrs Jackson advised that remuneration commences at basic consultant salary, then elements are added, for example, management allowance.

Ms Anley enquired if Mrs Jackson could provide assurances around the medical team and work. Mrs Jackson provided assurances for the delivery of services and work. The issue is with medical leadership being available.

On-line appointment system – A contract has been awarded to introduce on-line appointments for donors. This will be more convenient for donors and reduce the pressure on the phone system enabling more opportunities for enquires by phone. The new system is planned to be operational by Christmas.

Mr Gillespie advised that the telephone system has been upgraded this week. Mr Gillespie further advised that NIBTS have been working with other health services and national framework on the on-line booking system.

Ms Anley enquired about costs. Mr Gillespie advised that the system being used was more favourable than other quotes.

8. Blueprint Programme

A summary document of activity up to early November 2022 was included with Board papers. Mrs Jackson advised of the key issues and timelines for implementation. The first phase will be completed by March 2024. Feedback from clinical practitioners, scientists and medic has been very positive.

Mr Small noted that at the last Pathology Blueprint Board meeting, he had expressed his concerns about the funding position, highlighting that if timelines and outcomes were not met as a result of reduced funding, there could be reputational damage to NIBTS.

Ms Anley enquired if this leaves Board exposed and cannot progress without an Assembly. Mrs Jackson advised that progress on work does not require Assembly approval.

Mr Small enquired if Mrs Jackson as Chief Executive can continue to absorb the additional work. Mrs Jackson advised she could, the team are working very hard and on-going work remains within her capabilities.

Mr Small further enquired if the SRO is realistic about what can be delivered within the timelines. Mrs Jackson advised the SRO is content with progress.

Mr Graham enquired given current resources, will the outline structure still be delivered by June 2023. Mrs Jackson advised by June 2023, a preferred option for the management structure. Work currently being progressed will inform the business case.

Ms Anley enquired if the consultations to harvest benefits have shown if there is any negativity. Mrs Jackson advised no, the questions have mainly been regarding the changes to workstreams. Mrs Jackson also highlighted the FAQ document, 'Townhall' meetings and workshops, details of which has been issued via email. Ms Anley advised

that she has not been receiving email updates. Mrs Jackson advised she would check the distribution of these emails.

Mr Garland enquired about morale given adjustments in timelines. Mrs Jackson advised morale is quite high as engagement is inclusive regarding the re-organising of services etc. Staff are aware they are being listened to and are keen to be involved.

Mr Small enquired in terms of NIBTS staff are they content. Mrs Jackson advised that there is an acceptance of this future work, however, there is some anxiety, there are presentations to show operational structure and staff are generally positive.

Ms Anley enquired if Statutory Functions have been amended. Mr Small asked if he should write to the Director of Secondary Care. Ms Anley said yes, it would be very helpful.

9. Finance Report

Mr Bell presented the report for the 6 months ended 30 September 2022.

Revenue

The cumulative revenue position showed a net deficit of £110k. NIBTS excluding haemophilia, shows a deficit of £40k. Mr Bell advised that, subject to funding support for energy costs, a breakeven position is expected.

The pay position, shows a surplus of £200k, due to underspends in most areas due to staff vacancies arising from staff turnover. A report on staff in post variance from budget was provided. However, this does not show sickness or bank and agency staff.

Ms Anley noted that agency staff are more expensive. Mrs Jackson advised that this is not always the case and is dependent on staffing grade. The issue was temporary staff finding permanent posts elsewhere. Mrs Jackson further advised that the biggest struggle was sickness. Mr Gillespie advised that agency staff are currently covering sickness. Mr Small enquired if Appendix IV was showing a 7% vacancy level. Mr Bell advised it was and had been the pattern over several months. Mr Garland advised that the appendix was helpful, however his initial request was a 'ready reckoner' of vacant places if looked at on organisational charts.

Capital

A Capital Resource Limit (CRL) of £808k has been allocated by DoH for 2022/23. This comprises of £451k for General Capital and £357k for ICT projects. Funding of £320k for schemes assessed as not being able to be completed by 31 March 2023 has been returned to DoH since preparation of the report.

Prompt Payment Policy

Compliance with Prompt Payment Policy was below target at 95% for the six months to 30 September 2022.

Monitoring

The notional value of blood components issued to hospitals is 4.0% below the Service Level Agreement (SLA) value at the end of September 2022. Trusts are showing

activity levels ranging from 4.8% above to 15.3% below SLA. This position will be kept under review and adjustments agreed with each Trust as appropriate.

Trust Funds

The current position was highlighted in Appendix V. There was no material movement in balances. Any expenditure made has been in line with previously Board approved plans.

Mr Graham enquired if the Bone Marrow plan needed to be revisited as it cannot be implemented in the absence of a Medical Director. Mr Bell advised that expenditure issues will be addressed. Mrs Jackson outlined advised that the bone marrow samples sit with BHSCCT labs within NIBTS. However, the clinical lead died last year and has not yet been replaced. Ms Anley noted that the fund has been sitting for sometime and requested the last NIBTS medical director paper be shared again with Board. Mr Bell advised that this paper would be shared and further advised there would be an opportunity to review before year-end. Mr Small enquired where the income for this comes from. Mr Bell advised from donations to NIBTS.

10. Audit Committee Update

Mr Small reported on the Audit Committee meeting held on 13 October 2022 which was a positive meeting. There had been two audits completed and the Mid-Year Follow Up report showed good progress with no concerns. Mr Small noted that BSO Internal Audit only follow up on Priority 1 and 2 recommendations. Mr Small has agreed with Mr Bell to provide updates on any Priority 3 recommendations. The ratified minutes from 16 June 2022 were tabled for noting.

11. Governance & Risk Management Committee – Update

Mr Garland reported on the last meeting of the Governance & Risk Management Committee which was held on 19 October 2022 and thanked Mrs Carabine for providing him with the draft minutes. During the meeting the Committee looked at examples of Control Assurances to get a better understanding. Mr Garland noted the Governance Standards Action Plan and highlighted the comments why actions were not met. All aspects of the Quarterly Report were scrutinised by the Committee with no adverse issues to report to Board. Ms Anley enquired regarding KPI relevancy, has a position been agreed on the metrics. Mr Garland advised that the KPIs were being developed subject to a proposal for the Donor KPI. Ms Anley further enquired if there were any areas of concern or recommendations from the meeting. Mr Garland advised there was not.

12. Corporate Risk Register

Mrs Jackson presented the Corporate Risk Register (CRR) for approval at Board. The CRR was fully discussed by the G&RM Committee and there are no amendments. Mr Garland advised that the Committee recommended approval by Board. The Board approved the Corporate Risk Register.

13. Quality Management System Report

Mrs Jackson presented the Quality Management System report.

Documents – The target of 4% was not met for either SOPs or Policies, which are currently sitting at 5% and 8% respectively, showing a small decrease on the last report. Two departments (Quality and HR & Corporate Services) account for a large percentage of the overdue SOPs. Overdue Policies are spread across a number of departments. This has been discussed at the QIR meetings, with the need to address emphasised.

Incidents – compliance with target dates for Investigations during May – August 2022 was good, however, a fall in conformance has been observed during September 2022. This has been due to illness within two areas impacting on the ability to complete and/or follow up on investigations. Compliance with the completions of CAPAs has been variable over the past number of months. Mrs Jackson advised that during the last QIR meeting there were discussions around the dip in compliance, the reasons why targets were not achieved and where it is now.

Changes – As of 17 October 2022, there were 122 open changes of which 28 were past their target implementation date. At a further review of the metrics on 31 October 2022, 9 remained outside target, 3 of these are classified as ‘Amber’ with the remaining classified as Yellow or Green. Mrs Jackson highlighted the three Amber changes.

Internal Audits – four audits remain incomplete (1 in July, 1 in August 2022 and 1 in September 2022). These overdue audits are all audits of specific aspects of the Quality Management System which were examined as part of the MHRA external inspection. The delays have been due to difficulty in aligning schedules of auditors and auditees. The four audits due in October have yet to be completed. It was noted that seven NIBTS members of staff have completed their audit training which allows for the expansion of the pool of available auditors.

MHRA Inspection – Action Plan – all actions have been submitted to MHRA. The actions due before the end of October 2022 have been submitted.

Ms Anley asked if Mrs Jackson could assure the Board that the QMS is operating satisfactorily. Mrs Jackson advised that the Quality & Regulatory Compliance Manager has provided those assurances.

Mr Graham advised that some of the September CAPA figures do not support the assurances given. Mrs Jackson and Mr Gillespie both advised that during September the focus was on the MHRA inspection and would explain the slippage. Mr Small agreed with Mr Graham and looking back over the past six months, has concern accepting assurance. Mr Gillespie advised one of the contributing factors is the lack of staff in the Quality department. Mrs Jackson advised that some of the CAPAs can take time and can also be outside the control of NIBTS. Ms Anley advised that it was helpful that a pattern has been identified, however, in the absence of the Quality & Regulatory Compliance Manager it was more difficult to explain.

Ms Anley suggested that this issue could be further discussed in detail during the next Governance & Risk Management Committee (G&RM) meeting. Mr Garland agreed with the points previously made and advised Board that he has a pre-meeting with Ms

Macauley prior to G&RM meetings and is aware that these issues are being monitored and he will continue to address at G&RM.

Ms Anley advised that the assurances from the MHRA inspection on the overall position are comforting, however, work needs to continue to increase to meet targets.

14. Key Performance Indicators (KPIs)

And Business Plan Objectives as at 30 September 2022

The KPI report was presented by Mrs Jackson.

Red Cells and Platelets imported as % of issues – Mr Small noted the October figures. Mrs Jackson advised it was detailed in her weekly reports the rationale for these imports. Importation was to ease pressure for staff and collections. The decision was made to augment stocks, improve the position and break the cycle of pressure on staff. Mr Gillespie advised of the increase in demand during September and October 2022. Mr Gillespie further advised there is generally fewer donors coming which requires more effort to encourage donors, which is a general problem across all blood services. Mr Small enquired if the KPI target was achievable. The KPI of 0.5% is feasible if there are staff to increase; sessions, marketing and targeting social media which is what is trying to be achieved. Mr Gillespie advised of increasing phone lines and moving to on-line booking. Mrs Jackson noted that a key change is the appointment system which was introduced during Covid, work will be conducted on patterns of activity at sessions. Ms Anley enquired if donor engagement dinners were still not to be allowed to happen. Mrs Jackson advised not currently, however, donor engagement event ideas are developing and changing.

Ms Anley advised as Chair, she would welcome a paper from Mr Gillespie at Board meetings, highlighting changes, marketing and core issues. Mr Gillespie enquired if blood imports don't meet target is that the key information wanted. Mr Small advised a paper showing need and gaps. Mr Garland advised he would like to see metrics even within target.

Business Plan Objectives as at 30 September 2022

Mr Bell advised that the Business Plan objectives as at 30 September 2022 were RAG'd for ease of reference. Most objectives were on track and recording green, the ones that are not are generally linked to KPIs.

Mr Small enquired if objective, 2.3 "*Support and participate in the regional pathology transformation work streams*" was the correct wording. Mrs Jackson advised that there were two strands of the business development. Mr Small further enquired if wording more reflective should be used in future. Mrs Jackson advised as the Business Plan was an annual document, wording can be more explicit. Ms Anley advised that she wants the hosting function to be included.

Mr Graham noted and accepted why SDRs are low, however, was it causing any issues. Mr Jackson advised that NIBTS are mandated to complete, the low number of completions are due to staff availability, i.e. staff being off site for sessions. Mr Gillespie staff have been unavailable, but, the number of completed SDRs are increasing. Mrs Jackson advised the DoH noted that NIBTS were doing better in this

area than some organisations. Mr Graham noted that SDRs are not usually an issue until staff feel that they are not being appraised. Mr Small advised it was good management practice to conduct all SDRs. Mr Gillespie agreed that the figures need to improve, however, there is good staff training but recognises staff may have issue if they do not receive an appraisal. Mrs Jackson advised that staff appraisals come under the umbrella of Investors In People (IiP) and other ways of SDRs are being considered. Ms Anley felt that IiP was external and was a whistle-stop tour. Mrs Jackson refuted that IiP was whistle-stop tour, it is around staffing and has been discussed at Ground Clearing.

Currently SDR are a formal process, it is evolving and managers need to think about the formal process and bring it more into a conversation with staff. Mr Graham agreed with Mrs Jackson that it has to be more than a paper trail but having a professional conversation with staff.

Ms Anley enquired if IiP is annual. Mrs Jackson advised it was, and the next assessment will be in June 2023. Ms Anley suggested it may be worthwhile the Governance & Risk Management Committee picking up SDR before the next IiP assessment.

15. Board KPI Proposal for Donor Panel Base

Mr Gillespie advised that the purpose of this paper was to propose a change to the reporting of the metric/KPI in respect of the Business Plan Objective 1.2 *"Maintain adequate donor panels to meet requirements of Health Service in NI"*. Mr Gillespie highlighted the paper and advised that if the proposed changes were agreed by Board, the focus would be on appointments and not using imports.

Mrs Jackson enquired if the Board is satisfied that these changes will provide assurances. Mr Garland advised to feel confident in answering he would like to see the Collection Strategy first.

Mr Small asked if NIBTS have information on what other blood services use. Mr Gillespie noted that other blood services would report on the donor panel as NIBTS do, however, they too are realising it is not appropriate anymore. Mrs Jackson advised that detail provided to other blood services Boards could be shared. Mr Gillespie advised the main problem is that NIBTS have not been able to collect enough blood to meet demand.

Ms Anley enquired of the other Board members if they were content to use Mr Gillespie's plan for the time being until the Collection Strategy is tabled. Board are content to do so.

Mr Small asked if the KPIs are agreed by DoH. Mrs Jackson advised that KPIs are agreed by Board to provide assurances.

16. Any other business

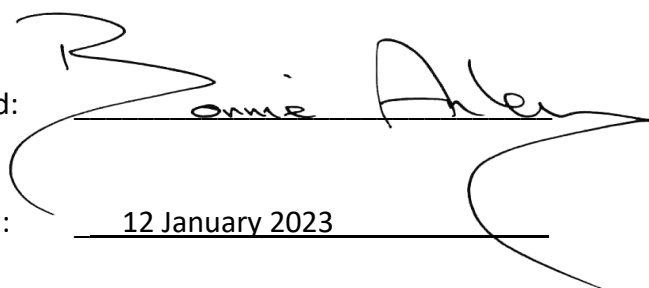
There was no further business.

17. Action List

Action	Responsible Person
Collection Strategy to be presented to Board before 31 March 2023	Mr Gillespie
Ascertain a suitable date for the meeting of NIBTS Board and Pathology Blueprint SRO and Director of Secondary Care	Mrs Carabine Post meeting note - 29 November 2022
Forward MHRA recommendations to Board	Ms Macauley Post meeting note - sent by AM via email on 19 October 2022
Share the DoH Mid-Year Ground Clearing minutes with Chair and NEMs	Mrs Jackson Post meeting note – minutes sent to Chair by CEO on 17 November 2022
Forward the job description of the Head of HR & Corporate Services post to the Chair	Mrs Jackson Post meeting note – action completed
Check if Chair and NEMs are receiving email updates regarding Pathology.	Mrs Jackson Post meeting note – CEO checked and noted that NEMs are excluded from general BTS emails. Therefore, relevant BTS emails will be forwarded to NEMs
Write to Director of Secondary Care regarding Statutory Function for NIBTS re: Pathology	Mr Small
Share past bone marrow paper with Chair & NEMs	Mr Bell Post meeting note – action completed
Detailed paper on Donor core issues, marketing and any changes	Mr Gillespie

**Date of next meeting:
Thursday 12 January 2023 at 11.30am
via video conferencing**

Signed:



Dated:

12 January 2023