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MINUTE BOOK

MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE OF THE COMMON SERVICES AGENCY FOR THE SCOTTISH HEALTH SERVICE HELD AT 10.30 AM ON WEDNESDAY 20 JUNE 1990 AT TRINITY PARK HOUSE, EDINBURGH

Present: Mr D F Macquaker (In the Chair)
 Miss M W Aitken
 Mrs B M Gunn
 Miss A Jarvie
 Mr D Cruickshank
 Mr J T Donald (General Manager)
 Mr G H D Mackie
 Mr J J McWilliam
 Dr A A Reid
 Mr A R Robertson
 Dr A B Young

In Attendance: Mr C H Wooller, Director of Administration, Physical Resources and Computer Services; Mr T Callaway, Director of Finance; Mrs M E Soutar, Assistant Director, Personnel; Mr I H Hardman, Acting Secretary; Dr A C Munro, Director, SAPU (for item 2995(a)); Mr B J Roy, Deputy Director of Finance (for item 2995(a)); Dr G R Sharp, Director, Occupational Health Service (for item 2999)

Apologies for absence were received from Mr J J Blanche and Mr J R Hudson.

MANAGEMENT COMMITTEE -
 MINUTES OF THE MEETING
 OF 23 MAY 1990

2992 The Committee approved the Minutes of the Meeting of 23 May 1990 subject to the addition to Minute 2976(vi) - Helicopter Ambulance Trial, of the following additional paragraph: "The Committee were concerned at the need to re-order priorities to release the necessary funds."

MATTERS ARISING

2993 (i) Minute 2976(vii) - Scottish Ambulance Service - Management Structure

The General Manager reported that Mr Wilby had been appointed Managing Director, London Ambulance Service with effect from 1 August 1990.

The Committee agreed to congratulate Mr Wilby on his new appointment and to wish him every success in the future.

The General Manager further reported that progress on the development of a revised management structure was continuing and that Mr Wilby was acting as an observer at a series of meetings to review the operation of ambulance services in England.

The Committee noted the position.

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(ii) Minute 2984 (vi) - Scottish Ambulance Service - Helicopter Ambulance Trial

The General Manager advised that a paper in respect of the possible setting up of a lottery would be brought to the next meeting.

The Committee noted the position.

(iii) Minute 2984 - Scottish Ambulance Service - Extended Training

The General Manager reported that a paper would be brought to the July meeting following further discussions with the Director.

The Committee noted the position.

(iv) Minute 2985 - Financial Allocation 1990/91

The General Manager reported that in relation to delineating management relationships for those divisions not directly managed by the Agency, he had discussed the function of Accounting Officer with Mr. Cruickshank and that the matter had not yet been completely resolved and a suitable protocol developed.

The Committee noted the position.

(v) Minute 2986 - Building Division - Restructuring

The Committee, in being advised that three consultancy firms would shortly be tendering for work connected with the production of the Business Plan, noted that the General Manager would keep the Committee informed as to progress of the restructuring exercise.

MINUTES OF THE
CHAIRMAN'S COMMITTEE
15 JUNE 1990

2994 General Manager - Renewal of Contract

The Committee noted the terms of the Minute which had been tabled regarding the decision to extend the contract of the General Manager by a further year to May 1993 and Mr Cruickshank's advice that it had not been appropriate for him to participate in the decision.

SCOTTISH ANTIBODY
PRODUCTION UNIT

2995 (a) Scottish Antibody Marketing - Income Generation

The following papers were tabled:

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- (i) a revised version of the circulated paper agreed by the Working Group on 22 June 1990 containing the above income generation proposal;
- (ii) a Sensitivity Analysis produced at the request of Mr Blanche;
- (iii) copies of two Insurance Reports.

Dr Munro and Mr Roy spoke to the tabled documents.

In granting approval in principle to the proposed scheme, which required Departmental approval, the Committee further agreed that the attention of the Department be drawn to the following:-

- (a) the scheme would be a marginal activity which would complement the routine operations of the Scottish Antibody Production Unit and would not detract from the main objectives of SAPU;
- (b) should the scheme fail, the maximum financial risk to which the Agency would be exposed would be approximately £100,000, in respect of salary and redundancy costs;
- (c) the scheme would not involve the build-up of stocks of products at least until such time as it was possible for a full risk assessment based on real operating experience to be carried out;
- (d) the Agency was not prepared to proceed with the scheme unless it was permitted to retain and utilise the income generated; and
- (e) the Agency would determine how the income so generated should be disbursed; clearly it was envisaged that SAPU would benefit to some extent from income being utilised in support of the development of its core activities; however, the Agency would reserve the right to utilise the income as it saw fit, and SAPU could have no guarantee of benefiting from the income.

CHAIRMAN
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(f) time was of the essence in obtaining approval to the scheme so that an early appointment of a Business Development Manager could be made to enable market opportunities to be grasped.

(b) Project Steering Group - Minute of Meeting of 9 May 1990

The Committee noted the circulated Minute.

HEPATITIS C TESTING

2996 The Committee noted the circulated paper dealing with plans for testing blood donations for Hepatitis C. It was likely that up to 100,000 tests per annum would be needed at a cost of £1.3 million. Should testing be started during the current financial year, funding would have to come from the contingency fund because there would be no additional finance available from Scottish Home and Health Department. For the future it was anticipated that a bid for recurring resources in PES 1990 would be successful.

CAPITAL PROGRAMME
1990/91

2997 In granting approval to the circulated paper containing the programme of capital expenditure for 1990/91, the Committee were concerned to note the difficulties which had been met concerning the availability from Grampian Health Board of the site for the new Aberdeen Blood Transfusion Centre and the steps being taken to resolve them.

ANNUAL ACCOUNTS
1989/90

2998 The Committee adopted the Annual Accounts for the Agency for the year to 31 March 1990 subject to correction of minor textual errors.

In adopting the Accounts the Committee noted a report by the Director of Finance that for the future the Agency was moving to a system of commitment accounting with in the current year a transition to an income and expenditure basis.

OCCUPATIONAL HEALTH
SERVICE REPORT

2999 The Chairman welcomed the Director and the Committee noted with great interest his report on the work of the Occupational Health Service.

GENERAL MANAGER'S
REPORT

3000 In noting with interest the General Manager's report the Committee;

(a) were advised that steps had been taken to prevent further incidents of a particular type of fraud recurring; and

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MANAGEMENT COMMITTEE
MEMBERSHIP

(b) homologated the approval given by the General Manager to additional capital expenditure incurred in 1989/90.

3001 It was reported and noted that Mr R MacGregor had tendered his resignation from the Committee.

AUDIT COMMITTEE

3002 The General Manager agreed to produce a paper for a future meeting on the requirement for an Audit Committee within the Agency.

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