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MINUTE BOOK

MINUTE OF THE MEETING OF THE BLOOD TRANSFUSION SERVICE SUB-COMMITTEE  
HELD AT 10.30 AM ON WEDNESDAY 25 MAY 1983 AT TRINITY PARK HOUSE,  
EDINBURGH

Present : Mr R Wallace (Convener)  
Dr A E Bell  
Mr J W Duncan  
Dr D B Horn  
Dr J F Kirk  
Mr C V Ruckley  
Dr G A Scott  
Sir Simpson Stevenson  
Mr J Walker

In attendance : Mr J W Morrison, Treasurer; Mr C H Wooller,  
General Administrator; Mr M J Ord, Accountant;  
Mr J Maltman, Personnel Officer; Mr R Y Anderson,  
Assistant General Administrator; Dr J D Cash,  
National Medical Director, Blood Transfusion  
Service; Dr E Brookes, Regional Director, East of  
Scotland Blood Transfusion Service; Dr R Mitchell,  
Regional Director, Glasgow and West of Scotland  
Blood Transfusion Service; Dr D B L McClelland,  
Regional Director, Edinburgh and South East  
Scotland Blood Transfusion Service; Dr S J  
Urbaniak, Regional Director, North East Scotland  
Blood Transfusion Service; Dr D Reekie, Assistant  
Director, Information Services Division (for Item  
1859)

Apologies for absence were received from Professor  
R H Girdwood, Dr G A McDonald and Dr C C Smith.

The Convener welcomed Dr Horn to his first meeting  
of the Sub-Committee.

MINUTES OF  
PREVIOUS  
MEETING :

1856. The Minutes of the meeting held on 23  
February 1983 were submitted and approved as a  
correct record.

MEDICINES  
INSPECTORATE -  
AD HOC PROJECT  
STEERING GROUP :

1857. There was submitted a further progress  
report on the work of the ad hoc Project Steering  
Group which outlined proposals for the environ-  
mental upgrading of the Protein Fractionation  
Centre, the enclosure of manufacturing processes  
and the development of process control and data  
processing systems which together comprised phase  
II(a) of the general response to the reports of the  
Medicines Inspectorate. There was also placed on  
the table the responses made to the Inspectors'  
reports in respect of the Regional Transfusion  
Centres which had been approved by the ad hoc  
Group.

The Sub-Committee approved the proposals for phase  
II(a) at the Protein Fractionation Centre and the  
responses made by the Regional Transfusion Centres  
for submission to the Scottish Home and Health  
Department on the understanding that detailed  
proposals in respect of the major capital schemes  
arising at the Regional Transfusion Centres would  
in due course be submitted to the Sub-Committee  
for consideration in the normal way.

REVENUE/

REVENUE  
DEVELOPMENTS  
1983/84 :

1858. There was submitted a paper prepared jointly by the Treasurer and the National Medical Director which set out the position in relation to revenue development proposals for the Blood Transfusion Service for 1983/84 in which it was recalled that at the meeting in September 1982, the Sub-Committee had inter alia deferred detailed consideration of the proposals until the level of funding was known and agreed in principle to proposals in regard to the purchase of automatic blood grouping equipment on capital account for the Glasgow and Edinburgh Centres having noted that appropriate provision would require to be made in the revenue estimates for 1983/84 for running costs.

It was further noted at the meeting of the Sub-Committee in November 1982 that, in regard to the 1982/83 proposals, the Secretary and the Treasurer had approved their implementation and the Department had been advised of the position in relation to unfunded recurring revenue expenditure consequences of some £160,000.

A comprehensive list of the development proposals fell therefore to be dealt with by the Sub-Committee now that the level of funding for 1983/84 was known.

The Sub-Committee were advised that in regard to the level of funding of developments as contained in the 1983/84 allocation, the position was as follows:-

- (a) new provision of £100,000 was included to meet the full costs of providing for the development of the cardiac surgery service; and
- (b) additional provision of up to £650,000 expressly for the purpose of meeting the cost of developments arising from the recommendations of the Medicines Inspectorate, would be made available in the course of the year on the Department being advised that specific and costed proposals had been set in hand.

In the light of the above, the Sub-Committee dealt with the revenue development proposals submitted for 1983/84 as detailed in Appendix I to these minutes, it being remitted to the Secretary and the Treasurer in consultation with the National Medical Director to determine the programme of implementation in the light of the availability of funds.

The Sub-Committee further agreed that the National Medical Director should be asked to submit details of the proposed support to be provided by the Service for the cardiac surgery programme.

In addition, the Sub-Committee, having noted funds were available in 1983/84 for the commissioning of the Microbiology Laboratory at the Protein Fractionation Centre, (which might require to be surrendered if not taken up for that purpose), agreed that the National Medical Director should bring forward an updated commissioning programme.

Finally, the Sub-Committee decided that those items in Appendix I marked with an asterisk should be submitted to the Scottish Home and Health Department as a bid against the provision of up to £650,000 which was available to meet the cost of developments arising from the recommendations of the Medicines Inspectorate.

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COMPUTER PROPOSALS -  
EDINBURGH AND SOUTH  
EAST SCOTLAND CENTRE :

1859. Having noted the further information provided on the computer proposals for the Edinburgh and South East Scotland Blood Transfusion Centre and that these were acceptable to the Information Services Division for their interest, the Sub-Committee approved the proposals as submitted subject to regular reports on progress with the installation being made.

FINANCIAL  
CONTRIBUTIONS MADE  
BY HEALTH BOARDS :

1860. The Sub-Committee agreed to continue to the next meeting consideration of a paper prepared by Treasurer summarising the existing financial contributions made by Health Boards to the running of the Service.

FREEZE-DRIED  
PLASMA :

1861. There was submitted and noted information on the redeployment of staff savings accruing from the closure of the freeze-drying plant at the Glasgow and West of Scotland Centre.

WORKING PARTY  
REPORT - DISPOSAL  
OF SURPLUS BLOOD  
PRODUCTS :

1862. After discussion the Sub-Committee agreed to recommend for acceptance to the Management Committee the report of the Working Party on the Disposal of Surplus Blood Products as presented by Mr Duncan. On behalf of the Sub-Committee, the Convener thanked Mr Duncan for the work undertaken by the group.

MONOTECH LABORATORIES  
LTD - PROPOSED JOINT  
COLLABORATION WITH  
GLASGOW AND WEST OF  
SCOTLAND CENTRE :

1863. The Sub-Committee agreed to recommend to the Management Committee that consideration of a proposal by Monotech Laboratories Limited for joint collaboration with the Glasgow and West of Scotland Centre be remitted to the advisory committee recommended for establishment in the Working Party Report on the Disposal of Surplus Blood Products (Minute 1862 refers).

CAPITAL PROGRAMME  
1983/84 :1864. (a) (i) East of Scotland Centre -  
Additional Accommodation - Ninewells  
Hospital

The Sub-Committee noted that, following discussions between officers of the Agency and the Tayside Health Board, the Building Division had been instructed to undertake a preliminary examination of the possibility of utilising various areas at Ninewells Hospital, Dundee for Blood Transfusion purposes.

(ii) Building Programme 1983/84

The Sub-Committee recommended approval in principle to the under-noted building schemes for 1983/84:

West of Scotland Centre - Sterile Suite and associated items - estimated cost £100,000

South East Scotland Centre - Reconstruction of Blood Bank area - estimated cost £150,000 (excluding fees and equipment)

West of Scotland Centre - rewiring of Centre - estimated cost £63,000.

The Sub-Committee agreed that further advice should be sought on security arrangements at the Protein Fractionation Centre, prior to consideration being given to a proposal for the erection of a security fence.

In addition, the Sub-Committee granted approval to the submitted schedule of minor schemes, subject to the availability of funds on capital account in 1983/84.

(iii) Vehicle Programme

The Sub-Committee recommended approval to the undernoted programme of replacement vehicle purchases for 1983/84:-

West of Scotland Centre

2 Transit vans	£11,500
2 Estate Cars	£10,000
3 Refrigerated Vehicles	£44,250

Protein Fractionation Centre

1 Refrigerated vehicle	£14,750
1 Estate Car	£ 5,000

OPERATIONAL EQUIPMENT :

1865. The Sub-Committee granted approval, subject to the availability of funds, to a schedule detailing proposed operational equipment purchases for 1983/84. It was further agreed that consideration should be given to the form of presentation of the proposals for future years.

OVERTIME :

1866. There was submitted a report on overtime hours worked within the Service for the year to 31 March 1983 compared with those of the previous year, together with a detailed report by the Service on the position in relation to overtime working at each of the centres.

In noting the position, the Sub-Committee re-emphasised that authority for overtime working should always be given at the highest practicable level.

EXTENSION OF EMPLOYMENT :

1867. The Sub-Committee homologated the Convener's approval to the extension of service of Mrs M Meldrum, Donor Attendant, North East Scotland Centre for a period of four months beyond retiral age. It was noted that this approval had been given in exceptional circumstances and without creating a precedent for the future.

SENIOR APPOINTMENT :

1868. There was submitted and noted details of a recent senior appointment to the Service.

COURSES, CONFERENCES AND LEAVE OF ABSENCE :

1869. (i) Within the United Kingdom

The Sub-Committee noted attendances at courses and conferences and leave of absence within the United Kingdom approved under the scheme for the delegation of powers for the authorisation of such attendances as set out in Appendix II to these minutes.

(ii) Outwith the United Kingdom

The Sub-Committee approved, or where appropriate homologated the Convener's action in approving, the/

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the undernoted attendances :

- (i) Dr J D Cash, National Medical Director - secondment to the Overseas Development Administration to enable him to undertake a visit to India from 2 to 13 May 1983 as a result of a request from the Government of India, at no cost to the Agency.
- (ii) Dr D C Kilpatrick, Senior Immunologist, Edinburgh and South East Scotland Centre - leave of absence with pay to enable him to speak at a meeting being organised by the University of California, Davis, Carmel, California, USA from 31 May to 3 June 1983 at no cost to the Agency.
- (iii) Mr K Leitch, Chief MLSO, Glasgow and West of Scotland Centre - leave of absence with pay to enable him to lecture to students at Dublin College of Technology on 19 April 1983, at no cost to the Agency.
- (iv) Dr D B L McClelland, Regional Director, Edinburgh and South East Scotland Centre - leave of absence with pay and expenses of approximately £800 to enable him to attend the American Association of Blood Banks annual meeting in New York, USA from 28 October to 2 November 1983.
- (v) Dr P R Foster, Principal Biochemist, Protein Fractionation Centre - leave of absence with pay to attend the XVth World Federation of Haemophilia Congress in Stockholm from 26 June to 1 July 1983 at no cost to the Agency and leave of absence with pay and expenses of approximately £800 to enable him to attend the IXth International Congress on Thrombosis and Haemostasis also in Stockholm from 1 to 9 July 1983.
- (vi) Mr J G Watt, Scientific Director and Dr P R Foster and Dr A J MacLeod of the Protein Fractionation Centre leave of absence with pay and expenses to enable them to make a duty journey to the Netherlands Red Cross in Amsterdam for a period of two days at dates to be arranged to gain technological information to the production of safe haemoglobin solutions at an approximate cost of £1,200.

DATES OF  
FUTURE  
MEETINGS :

1870. The Sub-Committee confirmed that meetings for the remainder of 1983/84 would be held on 31 August 1983, 23 November 1983 and 22 February 1984.

EXTENSION  
OF SICK PAY :

1871. The Sub-Committee homologated the Convener's action in approving an extension of sick pay to Mr R Hoy, Engineering Craftsman, Protein Fractionation Centre.

APPENDIX I referred to in Minute No 1858 of the Blood Transfusion Service  
Sub-Committee of 25 May 1983

BLOOD TRANSFUSION SERVICE  
REVENUE DEVELOPMENTS 1983/84

North	Automated plate reader for microtitre plates	Approved in principle
	* Annual maintenance of computer	"
	Optimal additive blood packs	"
	* Bar-coded labels	"
North East	* 1 Principal Scientific Officer ø	"
	Optimal additive blood packs	"
	Consumables for plasmapheresis programme	"
East	* 2nd Consultant ø	"
	* Personal Secretary for Consultant ø	Referred to Secretary
	Optimal additive blood packs	Approved in principle
	* Purchase of replacement autoclave	"
South East	Consumables for plasmapheresis programme	"
	* Nursing Officer II ø	"
	Support for Health Board marrow transplantation	Deferred pending National policy decision
	* Revenue consequences of computer development	See Minute 1859
	* Maintenance of automated blood grouping equipment	Approved in principle
West	Optimal additive blood packs	"
	* Consultant for donor centre ø	"
	* Personal Secretary for Consultant ø	Referred to Secretary
	Assistant Domestic Service Manager ø	Approved in principle
	* Feasibility study of tear-down pack system	"
	* Maintenance of automated blood grouping machines	"
	Optimal additive blood packs	"
	* Autoclave/	

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West contd./

\* Autoclave for hepatitis laboratory Approved in principle  
 Immunology support services for Greater Glasgow Health Board Deferred pending national policy decision

Protein Fractionation Centre

\* Assistant Process Controller for sterile filling ø Approved in principle

\* Deputy Engineer ø (Medical Physics Technician I) "

\* Software Engineer ø (Medical Physics Technician II) "

Maintenance of freeze-dryer "

Implications of optimal additive blood packs "

\* Pilot stage of heat treatment of factor VIII "

\* Revenue implications of processing for SPPS "

Introduction of intravenous immunoglobulin "

\* Revenue implications of Phase II(a) of PFC Building Programme (Section I) "

1983/84 component of major equipment replacement programme Deferred pending examination to determine whether any items are a proper charge on capital account

Possible shift working Remitted to ad hoc group

Headquarters Unit

Light scattering apparatus Approved in principle

Audio Typist/Clerical Officer ø Referred to Secretary

Upgrade Scientific Officer to Senior Scientific Officer See Minute 1823(a) of 23 February 1983

- ø to include revenue consequences of post
- \* to be referred to SHHD as a bid against Medicine Inspectorate development funds