

MINUTE BOOK

IN CONFIDENCE

MINUTES OF THE MEETING OF THE BLOOD TRANSFUSION SERVICE SUB-COMMITTEE HELD AT 10.30AM ON WEDNESDAY 22 FEBRUARY 1984 AT TRINITY PARK HOUSE, EDINBURGH

Present: Mr R Wallace (Convener)
Dr A E Bell
Mr J W Duncan
Professor R H Girdwood
Dr J F Kirk
Dr G A McDonald
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; Mrs M E Campbell, Assistant Personnel Officer; Dr E Brookes, Regional Director, East of Scotland Blood Transfusion Service; Dr F E Boulton, Deputy Director, Edinburgh and South East Scotland Blood Transfusion Service; Dr J D Cash, National Medical Director; Dr R Mitchell, Regional Director, Glasgow and West of Scotland Blood Transfusion Service; Dr S J Urbaniak, Regional Director, North East Scotland Blood Transfusion Service; Dr W Whitrow, Regional Director, North of Scotland Blood Transfusion Service

Apologies for absence were received from Dr D B Horn and Dr C C Smith

MINUTES OF PREVIOUS MEETING: 1996. The minutes of the meeting held on 23 November 1983 were submitted and approved as a correct record.

MATTERS ARISING: 1997. (i) Minute 1960 (iii) - Relationship with the Private Sector

There was submitted Model Agreements for the supply of non-crossmatched blood and crossmatched blood to the Private Sector, prepared by the Transfusion Directors in pursuance of the decision taken at the November meeting that formal agreements be concluded with all the private sector institutions receiving or seeking a supply of blood and blood products.

On the understanding that the terms of the agreements were currently the subject of consideration by the Central Legal Office and the Scottish Home and Health Department and that, in addition, the guidance of the Department had been requested as to the policy to be adopted in relation to charging for crossmatching and related investigative work, the Sub-Committee agreed to the formal submission of the model agreements to the Scottish Home and Health Department subject to:-

- i) the substitution of "private hospital" for "transfusion centre" in Clause XIV of the Agreement for non-cross-matched blood;

- ii) consideration being given to the possibility of combining the draft agreements into one document;
- iii) cognisance being taken in the agreements of the need for there to be a degree of flexibility between the categories of products in Annex C and for review of the categories from time to time.

The Sub-Committee further noted that in the meantime those private hospitals receiving non-crossmatched blood from the Service had been asked to enter into interim agreements of the Ross Hall Hospital type and in this connection it was agreed that requests for amendments to the agreement made by private hospitals be remitted to the Secretary in association with the National Medical Director for decision.

(ii) Minute 1960 (iv) - Disposal of Surplus Blood Products

There was circulated and approved as amended and subject to formal consideration by the Central Legal Office, a Procedure for the release of specific products to the National Health Service, industry and non-industrial institutions outside the Health Service, it being agreed that the functions of the Sub-Committee in respect of products falling within Category A should be exercised by the Convener on the advice of the National Medical Director for subsequent reporting to the Sub-Committee. It was further agreed that consideration be given to the remit of the Advisory Panel on the disposal of surplus blood products at the next meeting.

(iii) Minute 1963 - Medicines Inspectorate

There was submitted and noted information on further revenue resources made available by the Scottish Home and Health Department to meet the cost of developments arising from recommendations of the Medicines Inspectorate.

(iv) Minute 1964 - Vehicle Programme 1984/85

The Sub-Committee gave approval to the undernoted amendments to the Vehicle Programme for 1984/85 approved at the November meeting:-

- (a) West - 1 refrigerated vehicle - need now to be met by retaining existing surplus vehicle rather than by new purchase at estimated cost of £13,500.

MINUTE BOOK

(b) North - 1 combined refrigerated/ equipment/personnel carrier - need to be met by the purchase of a 22 seater personnel carrier thereby reducing the estimated cost from £51,000 to £27,000.

(c) North East - 1 refrigerated vehicle - need now to be met by the purchase of a small refrigerated vehicle at an estimated cost of £8,000 rather than by the transfer of the surplus vehicle at (a) from the West of Scotland.

REVENUE DEVELOPMENT PROPOSALS 1984/85

1998. The Sub-Committee agreed that an ad hoc Group comprising Mr R Wallace, Dr J A Scott, Mr J W Duncan and the National Medical Director be established to give detailed consideration to the revenue development proposals for 1984/85 with a view to submitting recommendations to the next meeting when it was hoped the financial allocation for 1984/85 would be known. It was further agreed that Regional Directors would be invited to attend meetings of the ad hoc Group as necessary.

REVENUE DEVELOPMENT PROPOSALS 1985/86 AND FUTURE YEARS

1999. The Sub-Committee noted outline revenue development proposals for 1985/86 and future years for incorporation in the Forward Estimates of the Agency, further details of which would be brought forward in due course.

COSTING STUDY OF BLOOD COLLECTION AND PROCESSING

2000. The Sub-Committee approved a proposal submitted by the National Medical Director for a costing study of blood collection and processing, to be undertaken as soon as possible after 1 April 1984 subject to the necessary funds being available. In this latter connection it was noted that the cost of undertaking the study had not yet been identified.

HEAT TREATED FACTOR VIII CONCENTRATE

2001. Having noted that, the Scottish Home and Health Department had invited the submission of details of the estimated expenditure, the Sub-Committee approved a submission by the National Medical Director for the development of heat treated Factor VIII at the Protein Fractionation Centre, on the understanding that, while the development would have implications for the overall staffing structure of the Centre, it did not necessarily entail additional staff appointments.

ETHICS COMMITTEE - MEMBERSHIP

2002. The Sub-Committee approved the appointment of Dr D B Horn to membership of the Ethics Committee vice Dr A P Kenny.

PRINCIPAL SCIENTIFIC OFFICER, GLASGOW AND WEST OF SCOTLAND CENTRE

2003. The Sub-Committee agreed that consideration of the action to be taken in respect of the post of Principal Scientific Officer, Glasgow and West of Scotland Centre vacated by Dr A C Munro on his appointment as Top Grade Scientist (Head of Unit), Scottish Antibody Production Unit, be referred in the first instance to the ad hoc Group established to examine the gradings of certain scientific staff in the Service.

TERMINATION OF
EMPLOYMENT

2004. The Sub-Committee approved the termination of the employment of Mrs J Murdoch, Domestic Assistant Glasgow and West of Scotland Centre on the grounds of her continued ill health.

OVERTIME

2005. In pursuance of the decision taken at the meeting of the Sub-Committee held on 31 August 1983 there was submitted and noted a report on overtime hours worked within the Service for the nine months to 31 December 1983 compared with those for the equivalent nine months 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. The Sub-Committee further noted the budgets for 1984/85 would have regard to the problems presently being experienced at three of the Centres.

EDINBURGH AND SOUTH
EAST SCOTLAND CENTRE
- COMPUTER SYSTEM

2006. The Sub-Committee homologated the Convener's action in giving approval to the purchase of the following additional items in the current financial year:

- (i) a Sirius Microprocessor and a Mullard Printer at a cost of £6,806.85 (including VAT);
- (ii) a 354 Mbyte Disk Subsystem and Power Booster Board in substitution for two 354 MEG Winchester Disks with one controller at a net additional cost of £3,136.91.

COURSES, CONFERENCES
AND LEAVE OF ABSENCE

2007. (i) Representation at Conferences

Towards their consideration of a paper prepared by the National Medical Director the Sub-Committee noted the terms of a letter which Mr Ruckley had addressed to the Convener with regard to the need for the Sub-Committee to reach some decisions of principle concerning the consideration of applications for attendance at Courses and Conferences and Leave of Absence and a report by the Treasurer that at a meeting held on 8 February the Personnel and Accommodation Sub-Committee had agreed in regard to allocations for courses and conferences for 1984/85 that:

- (a) provision for courses and conferences in line with normal practice should be built into the operational travelling and subsistence allocations for the various divisions of the Agency and that within these allocations flexibility as between expenditure on duty journeys, courses and conferences should be permitted; and
- (b) the existing arrangements in relation to regular reporting of attendances approved under delegated authority, and prior approval of visits outwith the United Kingdom would continue to apply.

MINUTE BOOK

Thereafter the Sub-Committee gave consideration to and agreed proposals submitted by the National Medical Director in his paper for enhancing Blood Transfusion Service scientific and operational management liaison and information exchanged as set out in Appendix I to this minute. In regard to proposals 4.14 to 4.17 inclusive of the paper it was further agreed that these should be treated by the Secretary and the Treasurer in terms of Appendix I and the above decision of the Personnel and Accommodation Sub-Committee.

(ii) Within the United Kingdom

The Sub-Committee noted attendances at courses, 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 this minute.

(iii) Outwith the United Kingdom

The Sub-Committee approved or where appropriate homologated the Convener's action in approving the undernoted attendances;-

- (a) Dr J D Cash, National Medical Director, Dr S J Urbaniak, Regional Director, Aberdeen and North East Scotland Blood Transfusion Service Centre and Dr P R Foster, Principal Biochemist, Protein Fractionation Centre - leave of absence with pay to participate in the International Society of Blood Transfusion 18th Congress being held in Munich from 21 to 28 July 1984 at an estimated cost of £2,220.
- (b) Dr P R Foster, Principal Biochemist and Dr A Welch, Senior Biochemist Protein Fractionation Centre - leave of absence with pay to attend the International Meeting of Blood Research Organisations being organised by the American Red Cross and being held in Washington DC from 13 to 20 October 1984 at a total cost of £2,358 travelling and subsistence expenses.
- (c) Dr D B L McClelland, Regional Director, Edinburgh and South East Scotland Blood Transfusion Service Centre - leave of absence with pay only to attend the American Red Cross/...

Cross XVI Annual Scientific Symposium being held in Bethesda USA from 9 to 11 May 1984; the cost of the visit to be met from South East Scotland BTS Research Funds.

- (d) Dr A J MacLeod, Senior Biochemist, Protein Fractionation Centre - leave of absence with pay and part expenses in order that he may present a paper describing the work of the PFC at a meeting on the Production and Exploitation of Existing and New Animal Cell Substrates being organised by the European Society for Animal Cell Technology and being held in Italy from 21 to 25 May 1984; Dr MacLeod's travelling and part expenses to be met from a British Technology Group Grant but his subsistence expenses of £218.00 to be met by the Agency.
- (e) Dr S Moore, Senior Biochemist, Edinburgh and South East Scotland Blood Transfusion Service Centre - leave of absence with pay only to enable him to accept an invitation to give a Seminar on a technique developed in the Edinburgh Centre for isolating Rhesus Blood Group antigens at the Laboratorium Fur Biochemie ETH Zentrum Zurich from 26 to 28 January 1984 at no cost to the Agency; Dr Moore's travelling and subsistence expenses being met by the Academic Institution which invited him to lecture on his work.
- (f) Dr R Hopkins, Senior Microbiologist, Edinburgh and South East Scotland Blood Transfusion Service Centre - leave of absence with pay and expenses of £160 to cover the cost of the registration fee to attend the 1984 International Symposium on Viral Hepatitis being held at the University of California in San Francisco from 8 to 10 March 1984; the major funding for the visit to be met by Wellcome Diagnostics Ltd as part of their existing research grant.
- (g) Dr F E Boulton, Deputy Director, Edinburgh and South East Scotland Blood Transfusion Service Centre - leave of absence with pay and expenses to enable him to attend a Bone Marrow Transplantation Meeting held in Granada, Spain from 29 January to 1 February 1984 at a cost of approximately £421.00 travelling and subsistence expenses.

MINUTE BOOK

(h) Dr P L Yap, Consultant, Edinburgh and South East Scotland Blood Transfusion Service Centre - leave of absence with pay and part expenses of £273.00 to attend the 18th European Blood Transfusion Course being held in Oslo, Norway from 21 to 26 May 1984; Dr Yap's other expenses being met from a Medical Fellowship awarded by the Council of Europe.

(j) Dr D F Hopkins, Consultant, Glasgow and West of Scotland Blood Transfusion Service Centre - leave of absence with pay and expenses in order that he may attend the Fifth Annual Congress of the European Federation for Medical Informatics being held in Brussels from 10 to 13 September 1984 at a cost of approximately £320.00 travelling and subsistence expenses plus the course fee.