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IN CONFIDENCE

MINUTE BOOK

MINUTES OF MEETING OF THE BLOOD TRANSFUSION SERVICE SUB-COMMITTEE HELD AT 10.30 AM ON WEDNESDAY 20 AUGUST 1986 AT TRINITY PARK HOUSE, EDINBURGH

Present: Mr H Morison (Vice-Chairman)
Mr J T Donald, (General Manager)
Mr J W Duncan
Dr J M Forrester
Professor R H Girdwood
Dr D B Horn
Dr G A McDonald
Dr J F Munro

In attendance: Mr J W Morrison, Treasurer; Mr C H Wooller, General Administrator; Mr J Maltman, Personnel Officer; Mr R Y Anderson, Assistant General Administrator; Mr J Francis, Assistant Accountant; Dr E Brookes, Regional Director, East of Scotland Blood Transfusion Service; Dr J D Cash, National Medical Director, Blood Transfusion Service; Dr D B L McClelland, Regional Director, Edinburgh and South East Scotland Blood Transfusion Service; Dr R J Perry, Director, Protein Fractionation Centre; Dr S J Urbaniak, Director, North East Scotland Blood Transfusion Service; Dr W Whitrow, Regional Director, North of Scotland Blood Transfusion Service.

Apologies for absence were received from Mrs B M Gunn, Mr D R Harper, Dr J F Kirk, Dr G A Scott and Sir Simpson Stevenson.

In the absence of the Convener, Mr Morison took the Chair.

MINUTES OF PREVIOUS MEETING: 2421 The minutes of the meeting held on 21 May 1986 were submitted and approved as a correct record.

MATTERS ARISING: 2422 (i) Minute 2390(i) - Overtime
Mr Duncan confirmed that the report on his investigation into overtime payment arrangements at the Centres had been issued to the Transfusion Directors and comments had been received. Along with the General Manager, he would be meeting the Transfusion Directors to discuss their comments and thereafter the matter would be dealt with, as a matter of urgency, by the Chairman's Committee. He wished to record how helpful the Transfusion Directors had been on his visits to the Centres.

The Sub-Committee noted the position.

(ii) Minute 2390(iv) - Protein Fractionation Centre Staffing Structure

Dr McDonald confirmed that the report of the ad hoc Group on the staffing structure of the Protein Fractionation Centre had been completed and submitted to the General Manager and thereafter issued for comment to the National Medical Director and the Director, Protein/

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Protein Fractionation Centre.
Subsequently, a meeting had been held with Professor Ganderton, consultant to the ad hoc Group to consider the issues raised in the report, and it was planned that a paper would be prepared for the next meeting of the Sub-Committee.

The Sub-Committee noted the position.

In relation to the request for upgradings which had been made by six members of the middle management staff of the PFC, the Sub-Committee agreed that a Group comprising the General Manager, Dr McDonald, the National Medical Director and the Director, PFC should consider these applications together with a report by the Job Evaluation Unit of the DHSS and make submissions as appropriate to the Scottish Home and Health Department.

The Sub-Committee recorded their appreciation of the work which had been undertaken by the ad hoc Group on the PFC staffing structure.

(iii) Minute 2391 - Commercial Interface Steering Group

The Sub-Committee noted that Scottish Home and Health Department had now confirmed formally that the Agency had powers to deal both in blood products and technological know-how.

(iv) Compensation of Volunteers

The Sub-Committee noted that the National Medical Director had held a useful dialogue with the Legal Adviser concerning arrangements for the compensation of volunteers and agreed that the General Manager should now pursue the bringing forward of firm proposals.

The Sub-Committee noted that Professor Girdwood had raised with the Minister the question of the liability of members of Ethics Committees and that he awaited a response.

SUPPLY POSITION OF
BLOOD AND BLOOD
PRODUCTS:

2423 It was recalled that at the meeting on 26 February 1986, the Sub-Committee had agreed that there was a need to be kept informed routinely of the current supply position in Scotland in relation to blood and blood products. There had now been circulated an initial report prepared by the National Medical Director detailing the figures for the quarter to 31 March 1986.

A full discussion ensued during which the following points were made:-

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- (a) There was difficulty in obtaining accurate figures for the commercial purchases of blood products by Health Boards, and those contained in the report had been received through the good offices of SHED;
- (b) there was a need to highlight those areas of supply where the SNBTS could not meet the clinical demand although it was accepted that this was a very subjective area;
- (c) the clearing house system operated within the SNBTS meant that regional differences in the consumption of certain products were evened out over Scotland as a whole;
- (d) there was already a good interface between the SNBTS and clinicians for the exchange of information and the implementation of computer systems would mean that more detailed information could be generated and made available;
- (e) the report could make reference to the backlog in the throughput of plasma for processing at the PFC;
- (f) it would be helpful if the report could take the form of a balance sheet detailing stocks, production levels and issues.

The Sub-Committee agreed that the National Medical Director and the General Manager should consider further the format for the presentation of information on the supply of blood and blood products in the light of the above discussion and that an annual report should be made to the Sub-Committee highlighting trends; however, any particular problems identified during the course of regular monitoring should be brought to the attention of the Sub-Committee.

Finally, the Sub-Committee agreed that there was a need for discussions with the Scottish Home and Health Department on the monitoring interface.

COMMERCIAL INTERFACE 2424
STEERING GROUP:

The Sub-Committee agreed that the General Manager should join the Commercial Interface Steering Group.

The Sub-Committee accepted the notes of the meetings of the Commercial Interface Steering Group of 27 May and 6 August 1986 and homologated the approval given to an agreement between the Agency and Bioscot Ltd concerning the development in collaboration with the Edinburgh and South East Scotland Centre of production methods for murine monoclonal antibodies to be reused as reagents for blood typing as detailed in item 3 of the former; and approved the recommendation contained in item 8 of/

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ABERDEEN AND NORTH
EAST SCOTLAND CENTRE
- APPROVAL IN
PRINCIPLE SUBMISSION
- SHORT-TERM BUILDING
SCHEME:

2425 It was recalled that at the meeting on 21 August 1985, it had been noted that the Scottish Home and Health Department had indicated that it would be prepared to approve the short-term partial redevelopment of the Aberdeen and North East Scotland Centre subject to the cost of the scheme being reduced following a further detailed review of the content.

This further review had now been undertaken in consultation with the Aberdeen Local Office of the Building Division and an 'Approval in Principle' submission had been circulated for the consideration of the Sub-Committee.

Having heard the views of Dr Urbaniak, and in particular that the short-term scheme would leave a building far from ideal, the Sub-Committee agreed that it would be preferable to proceed with the construction of a new centre, particularly if this could be achieved quickly and it was remitted to the officers to examine this possibility as a matter of urgency and also to gauge the extent necessary of any interim works. Thereafter, in view of the urgency, the matter was remitted to the Chairman, the Vice-Chairman and the General Manager.

OVERTIME:

2426 There was submitted a paper prepared by the Treasurer detailing the overtime hours worked in the various transfusion centres for the year to 31 March 1986 with a comparison of those worked in the previous year.

The Sub-Committee noted that the report indicated that the level of overtime had been stabilised, and requested the National Medical Director to review at regular intervals levels of overtime working in association with the General Manager and to report back to the Sub-Committee only if the position changed significantly.

COURSES, CONFERENCES
AND LEAVE OF ABSENCE:

2427 (a) 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 I to these minutes.

(b) Outwith the United Kingdom

The Sub-Committee granted approval, or where appropriate homologated the Convener's action in approving the undernoted requests:-

(a) Dr D C Kilpatrick, Principal Immunologist, /

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Immunologist, Edinburgh and South East Scotland Centre - leave of absence with pay to enable him to accept an invitation to deliver a plenary lecture on the Immunology of Human Pregnancy at the annual meeting of the Polish Immunology Society in Zakopane, Poland from 15-18 October 1986, at no other cost to the Agency, his expenses to be met by the British Society of Immunology and the Polish Immunology Society.

- (b) To a one year exchange programme with the Red Cross Transfusion Service Perth, Western Australia under which a member of technical staff of the Edinburgh Centre would exchange posts with a technical person of comparable seniority at a cost of approximately £1,000 to cover fares, on the basis that the programme would operate for a period of five years, and an annual report made available to the Sub-Committee for review purposes.
- (c) Dr R J Crawford, Consultant, Glasgow and West of Scotland Centre, leave of absence with pay to enable him to attend a symposium on white cells and platelets in blood transfusion organised by the Netherlands Red Cross in Groningen-Drenthe from 2-3 October 1986 at a cost of approximately £80.00 plus £360.00 travelling and subsistence expenses.
- (d) The Sub-Committee noted that the estimated cost of course fees and travelling and subsistence for the three members of staff attending the American Association of Blood Banks annual meeting in San Francisco from 2-7 November 1986 would be £6,000 approximately. The Sub-Committee noted that considerable thought had been given to the attendance of two Regional Donor Organisers at the meeting.

ITEMS FOR
HOMOLOGATION:

2428 The Sub-Committee homologated the Convener's action in relation to the undernoted items:-

(i) Capital Programme 1986/87

Approval to the implementation of backlog maintenance and repairs, renewals and necessary improvements at a total cost of £100,100.

(ii) Termination of Employment

(a)/

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(a)

[REDACTED]
approval to the termination of his employment on the grounds of his conduct in breach of disciplinary rules;

(b)

[REDACTED]
approval to the termination of his employment on the grounds of his persistent failure to comply with sickness absence procedures.

REVENUE DEVELOPMENTS 2429
1986/87:

The Sub-Committee noted the General Manager's report that the ad hoc Group on revenue developments for 1986/87 had met on 30 May following which a national priority list for developments had been drawn up by the National Medical Director for implementation in association with the General Manager and the Treasurer. A report would be made to the next meeting of the Sub-Committee.

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[REDACTED]