Welcome and Apologies

- JC opened the meeting and welcomed everyone.
- GM confirmed that she will be attending from now as Huw Williams has left. SA suggested to send a letter of thanks from the NBTC and the EWG agreed.

**Action:** SA to arrange thank you for Huw Williams and CH will forward.

Mr Dean Neill, Head of Operational Planning and Strategy, NHSBT will update on O neg usage.

Executive Working Group meeting held on 17 June 2019

- The minutes held on 17 June 2019 were agreed as a true record.
- Work with Chen-Hock Toh to contact NHSe and NSHi and Cathy Hassell to pursue progress around Tx 2024.
- Contact Millie Banerjee and Dido Harding (Chair of NHSi) and to let Betsy Bassis know the contact strategy.

**Action:** SA to liaise with Prof Cheng-Hock Toh and NHSE/I contacts re Tx2024; GM to contact Millie Banerjee and Dido Harding and notify Betsy Bassis of this strategy.

Matters Arising

It was confirmed that Prof Cheng-Hock Toh would commence his term as Chair NBTC on 01 May 2020 and that Dr Jon Cort would become Deputy Chair, NBTC.
04/20  Transfusion 2024

- CBe to re-circulate the Transfusion 2024 recommendations.
- SA highlighted that we are still seeking endorsement from NHSE/I - further action points to pursue and progress as above

**Action:** CBe to re-circulate Transfusion 2024 Recommendations for final comment with a two-week deadline.

05/20  Key points for further discussion from the morning meeting of the NBTC PBM Meeting 13 January 2020.

- The Chair, Dr Youssef Sorour provided an outline of the discussions from the meeting in the morning.
- Transfusion 2024 and recommendations were a main issue.
- Cell Salvage was raised, and we need to decide whether to strengthen what we have or change it. The group are deciding scope before moving forward and proceed with a data collection exercise.
- TP competency framework being drafted.
- How does PBM fit into STPs and integrated care systems? There is such varying maturity and no change of statute. JC asked how the ICSs are going to mature. Keeping regional representation model is the key to success here.
- CH said that RTCs could be better aligned to the NHS England structure.
- It was highlighted that the Structure of RTCs Survey had been circulated and completed and the results of that survey is that the strategic regions remain as they are.
- RTCs feel their 10 regions operate successfully.
- RTC Chair recruitment is an issue with South West region without a chair and the East Midlands region soon to be without a Chair.
- This needs to be added to the Agenda for the forthcoming meeting of the NBTC on 30 March.

**Action:** CBe to add to NBTC Agenda and YS has nominated Dr Alistair Dodds to attend the NTBC as he is unable to attend.

06/20  NBTC Declarations of Interest (DOI)

- These need to be collected regularly (annually) and CBe to monitor and log responses.
- The DOI form almost acts like a ToR document. CBe to forward to SA/JC.
- SA agreed to update ToRs for the purposes of Declarations of Interest over who should monitor and decide which activities are conflicts of interest.

**Action:** CBe to forward DOI form to JC and SA. SA to update ToRs

07/20  NBTC Terms of Reference (ToR)

- This was discussed with some amendments made such as adding The Royal College of Midwives and add some text to incorporate the newly formed role of Deputy Chair, NBTC.
- Tenure for the Chair/Deputy Chair, NBTC was agreed at 3 years with the option of one further term.

**Action:** SA to amend ToR and circulate.

Discussions took place regarding Angela Douglas and her attendance at EWG meetings as NHS England representative

**Action:** SA to contact Angela Douglas to discuss further.
<table>
<thead>
<tr>
<th>Date</th>
<th>Section</th>
<th>Details</th>
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<tbody>
<tr>
<td>08/20</td>
<td>Demand planning and supply challenges and developments</td>
<td>It was agreed that the Royal Colleges and Specialist Societies should be asked to produce an annual report each year for the Autumn NBTC. <strong>Action:</strong> CBe to request annual reports from the Royal Colleges and Specialist Societies in advance of the NBTC on 28 September 2020 and going forward.</td>
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| 08/20 | Demand planning and supply challenges and developments | **Key messages:**  
- NHSBT delivers a high level of service to hospitals, consistently meeting >98% of all the orders of blood components placed by hospitals in full and on time (excluding Ro red cells). >96.5% including Ro red cells.  
- While overall red cell demand has been declining, demand for O neg and Ro Kell neg red cells has been increasing. We are attempting to keep pace with increasing demand through growth of our donor bases, but we need support from the wider NHS to ensure demand is appropriate.  
- In some parts of the country, we are experiencing high proportions of requests for very fresh O neg red cells and Kell neg units, which makes stock management challenging. We need support to ensure demand for very fresh and Kell neg units is appropriate.  
- Demand for A neg and AB neg platelets have also been rising as a % of total platelet demand. Overall platelet demand has also increased slightly. Again, support required to ensure appropriateness of demand. |
| 08/20 | Demand planning and supply challenges and developments |  
- Demand reduction continues but at a slower rate.  
- Increased demand for O neg cells over the last 18 months.  
- GM asked that the NHSBT cold chain be explored again.  
- Mr Dean Neill, Head of Operational Planning and Strategy, NHSBT joined by telecom and presented some slides.  
- JS requested a simplified version of the slides to go out to Transfusion Lab Managers via RTC Chairs. **Action:** CH/DN to send simplified version of slides to JS. |
| 09/20 | Budget | LS reiterated that CBe always arranges travel and venue bookings with budget in mind.  
- It was confirmed that when booking through the NHSBT nominated supplier the costs saved from booking far in advance are minimal.  
- If travel claims are processed retrospectively, the cost to the NHS facilitating these expenses negates the saving made via booking elsewhere.  
- CBe to investigate a Birmingham venue for the next PBM/EWG meetings on 22 June 2020. **Action:** CBe to check availability at Birmingham New Street for the next PBM and EWG meetings. |
| 10/20 | Pathology modernisation – proposals from NHSi | SA updated on Specialist Transfusion group to inform NHSi.  
- This group is working with David Wells and Adrian Newland.  
- Prof Sue Hill has also set up the Healthcare Science Workforce Partnership Board and SA invited to attend group. |
- We need to update what our objectives are and there is a Healthcare and Partnership Board (HPB) in March. SA will draft paper with support from JS and will attend

**Action:** SA to draft Transfusion paper for HCS Partnership board and attend next meeting in March.

### 11/20 NHSBT RCI Assist

- GM updated on the pilot project to support hospital laboratories.
- Healthcare and Partnership Board for transfusion as per above integration.
- NHSBT need to understand what the benefits are and how to sell them within their communities.
- CH stressed the importance of the NBTC driving the desired cost of blood and red cells.

**Action:** JS to discuss with JC and TLM Peter Baker.

- SN suggest need to align activities and see how they fit around Transfusion 2024.
- SA said we need to look at the needs of individual Pathology networks.
- NBTC should put forward what trusts wants/needs.
- 2 pilots Barnsley and Newcastle – two different ideas of how to have integration.
- JC stated we need to be clear about our expected objectives and which digital solutions we need.
- It was agreed to reform the IT working group with both NHSBT and hospital representation.

**Action:** SA/JC to formulate a plan for the IT working group and to implement its reforming.

### 12/20 SaBTO

- GM updated on the paediatric plasma procurement – and the NHSBT implementation plan.
- GM updated on SaBTO patient information and consent; a consent group has been formed and papers will be produced imminently.

**Action:** CBe to contact Gary Mallinson to ask him to invite JC for to dial in to present the item on consent at the forthcoming SaBTO meeting.

Imported Plasma – the last import will be in 6 weeks’ time. There will be no change to the costings.

**Action:** GM to inform NCG members and ascertain the need for a meeting on this subject.

**Action:** will update as necessary early next week and will be asking people not to change their ordering patterns.

### 13/20 Serious Hazards of Transfusion (SHOT)

SN confirmed that there is nothing much to report. The activities of SHOT are being ramped up and a report is being prepared and will be shared at the NBTC meeting on 30 March 2020.

### 14/20 NBTC – Transfusion Laboratory Managers

- JS provided update referring to the update paper supplied.
- Progress is evident with greater engagement.
- She and Kerry Dowling are working on competencies for senior managerial laboratory staff.
- Anxiety over the phasing out of fax machines. A survey on this is imminent. CH offered reassurance that they are aware of this situation. Tom Conlan is leading on this.
- Review of transportation of units with patients is expected to be completed by April 2020.

15/20 **NHSBT Organisational review and Strategy**

- GM presented an update.
- Agree KPIs for inclusion in NHSBT update for future NBTC meetings.

**What are the changes?**

- In the new operating model, we will have four operating units, supported by our Group Services:
  - **Donor Experience** - responsible for engaging the public to raise awareness of donation to ensure we have the right mix and volume of donors to meet current and future patient needs.
  - **Blood Supply**, led by Greg Methven - responsible for ensuring the safe, reliable and efficient supply of blood components and products to meet hospital demand.
  - **Organ, Tissue and Eye Services**, led by Anthony Clarkson - responsible for organ, tissue and eye donation.
  - **Clinical Services**, led by Dr Gail Miflin - this team will strengthen ties with clinical decision makers in hospitals, shape and accelerate delivery of our services to the NHS and drive improvements in patient outcomes.

**Approach and next steps:**

- NHSBT are currently in engagement phase to design next level of the operating model – this will be a collaborative and iterative process
- End Nov – recruitment starts for Director of Donor Experience and Director of Strategy and Transformation roles
- Workshops for the new Clinical Services and Blood Directorates scheduled for Nov/Dec
- For ODT and TES – design work to start in the new year due to the significant level of current activity
- For Donor Experience design work to start in the new year so that the new Donor Experience Director can participate
- Planning transfer of all senior level reporting lines in January - all activity will continue as usual
- Group Services focus is on supporting the organisational changes and aligning to the new operating model
- Increase engagement and consultation with Trade Unions

16/20 **AOB**

A polite reminder about the need for deadlines need to be adhered to when CBe is collating papers for the meetings so that they are circulated to give ample time for reading prior to the meeting.

17/20 **Date of next NBTC EWG Meeting**

Monday, 22 June 2020 – **VENUE TBC**
Boardroom, West End Donor Centre.
OR
Birmingham New Street, Room 3