

**UK TRANSPLANT
SPECIAL HEALTH AUTHORITY**

**MINUTES OF THE TWENTYEIGHTH MEETING
OF THE SPECIAL HEALTH AUTHORITY
HELD AT 12:30 PM ON TUESDAY, 25 NOVEMBER 2003
IN CONFERENCE SUITE 2, UKT, BRISTOL**

PRESENT:	Gwynneth Flower	- Chairman
	Margaret Branthwaite	- Non-Executive Director
	Dave Collett	- Director of Statistics and Audit
	Martin Davis	- Director of Finance
	Sue Falvey	- Director of Donor Care & Co-ordination
	Neil Goodwin	- Non-Executive Director (items 1 – 7.1)
	Penny Hallett	- Director of Communication & PR
	George Jenkins	- Non-Executive Director
	Judith Mackay	- Non-Executive Director
	Alistair McGilchrist	- Non-Executive Director
	Gilbert Park	- Non-Executive Director
	Gurch Randhawa	- Non-Executive Director
	Chris Rudge	- Medical Director
	David Shute	- Director of IT and Support Services
	Sue Sutherland	- Chief Executive

IN ATTENDANCE: Kathy Cardwell - Secretary

APOLOGIES

No apologies had been received.

1 DECLARATIONS OF INTEREST IN RELATION TO AGENDA

1.1 No Member present declared a conflict of interest in relation to the agenda.

2 REPORT BACK FROM THE AUDIT COMMITTEE MEETING HELD EARLIER

2.1 The National Audit Office (NAO) is to replace the Audit Commission as the Authority's external auditor for the financial year 2003/2004. Thanks had been extended to the Audit Commission for their work for UK Transplant. Members noted the approval of the Annual Audit Letter and consideration of the regularity report. The Chairman asked the Finance Director to pass on the compliments of the Board to the Finance staff for the outstanding work undertaken. The Director of Finance reported that concern was expressed about the uncertainty surrounding funding. Dr Branthwaite commented on the content and presentation of the documentation for the audit committee and proposed that this be limited in future.

**3 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON
16 JULY 2003 – UKTAUDIT(M)(03)2**

3.1 The Minutes of the meeting were accepted.

**4 MINUTES OF 27TH MEETING OF SHA HELD ON 16 OCTOBER 2003
- UKT(M)(03)7**

4.1 The minutes were agreed and signed as a true record subject to the addition of Dr Dave Collett to those present. Dr Branthwaite asked to see the CIPFA booklet referred to at the last meeting.

4.2 Action Points – UKT(AP)(03)7

- 1 This item was ongoing to allow the Advisory Groups to review these criteria.
- 2 The Medical Director stated that comments had now been received from the Department of Health. A change was proposed to the wording on the form used at the time of obtaining consent from the next of kin to contemplate organ donation and consent to the necessary tests. The Medical Director will bring the policy document back to the January 2004 Board meeting for information.
- 3 This item was ongoing to allow the Advisory Groups to comment on any protocol before the document was brought to the Board.
- 4 Members noted that guidance had recently been included in the Chief Executive's weekly bulletin.

5 FINANCE AND BUSINESS PLANNING

5.1 FINANCIAL REPORT TO 30 SEPTEMBER 2003 – UKT(03)80

5.1.1 Members noted the September report, which had been verbally reported at the last meeting.

5.2 FINANCIAL REPORT TO 31 OCTOBER 2003 – UKT(03)81

5.2.1 Verbal confirmation had been received on the additional allocation of £390k with the campaign cash and resource limit still to be formally issued. As at 31 October 2003 there was an underspend of £70k compared to a £133k underspend at this time last year. Discussions were continuing with the Department of Health on the funding situation for future financial years.

**5.3 ANNUAL AUDIT LETTER AND REPORT ON ACCOUNTS –
UKT(03)82**

5.3.1 The Annual Audit Letter for 2002/03 was considered by the Audit Committee earlier today. It was noted that the Authority exhibits sound finances, although attention was drawn to the uncertainty concerning future funding levels and the associated risks.

5.4 ACTIVITY REPORT – OCTOBER 2003 – UKT(03)83

5.4.1 The Chief Executive reported that kidney transplant rates are currently the same as last year, mainly due to increases in kidneys being donated from non-heartbeating and live donors. Concern was expressed at the rising relative refusal rate for potential heartbeating donors. Detailed analysis of the problem is currently being undertaken. Cardiothoracic transplant numbers have increased slightly due to a rise in lung transplants; and liver transplant numbers are marginally lower than

at this time last year. The Chief Executive stressed the importance of improving solid organ transplant activity levels in order to impact on end of year performance.

5.5 QUARTERLY PERFORMANCE MONITORING REPORT – UKT(03)84

- 5.5.1 The Chief Executive outlined the Authority's performance in meeting the Business Plan targets and performance indicators for 2003/04. It was noted that the majority of targets would be achieved by the end of the year. Of particular interest was the figure of 99.9% for ethnicity data for donors and recipients.

6 PAPERS FOR INFORMATION

6.1 Test of Authority contingency plan

- 6.1.1 The Director of IT & SS reported on the second test of the Authority contingency plan, which took place on 4 November. The backup routine had been altered to ensure the data used is a maximum of 10 minutes old. This resulted in a problem with the start-up procedure which required the intervention of the Authority's IT staff to resolve. Nevertheless the systems were up and running within an hour of invoking the test. All the usual procedures were satisfactorily tested and the invocation procedure worked well on this occasion. It was noted that tests would now take place annually. Negotiations were also underway with BT to transfer the telephone system off-site in a contingency situation.

6.2 Annual report on contractors – UKT(03)85

- 6.2.1 The Director of IT & SS outlined the details of all major contracts listed on the paper. Consideration had been given to dealing with the data collection contract internally but due to complications with the work on the renal NSF the Board will be asked to approve an extension to the Innovex contract for a further 12 months. The Director of IT&SS also updated the Board on issues relating to the contract for data entry for the ODR. Members felt that, in light of current funding uncertainty, UK Transplant should not commit to any further contracts prior to January 2004.

6.3 The co-ordination of tissue donation after death – UKT(03)86

- 6.3.1 Members noted a paper on joint working between UK Transplant and the National Blood Service to consider improvements to current tissue donation services. Following a meeting of representatives from both organisations a recommendation had been made to convene two formal groups; one to provide direction to ensure greater collaboration between the two organisations; and the second to agree on UKT/NBA Tissue donation best practice.

6.4 Department of Health review of arms length bodies – UKT(03)87

- 6.4.1 The Chief Executive reported on a forthcoming review of DoH arms length bodies, which includes Special Health Authorities. Detailed arrangements for the review are still awaited. A review of the current arrangements was felt to be timely and appropriate with the forthcoming Renal National Service Framework for England.

7 EXECUTIVE DIRECTORS' REPORTS

7.1 Chief Executive's Report – UKT(03)88

- 7.1.1 Members noted details of the second quarter Accountability Review for information. There will no longer be a policy team focusing on transplantation and responsibility for the performance management of UK Transplant will pass to a new senior departmental sponsor, responsible for the business management of a number of arms length bodies.
- 7.1.2 The Chief Executive reported on UK Transplant's involvement in the Renal NSF standards, which had been recognised by the Department of Health, NHS Information Authority and other stakeholders such as CHAI.
- 7.1.3 Members welcomed the announcement by the Minister for Health of the Government's intention that solid pancreas transplantation would be designated and funded as a national specialist service from 1 April 2004.
- 7.1.4 Disappointment was expressed at the news that it is not advisable, due to legal restrictions, for UKT to continue to promote the Vote for Life campaign. This will adversely affect UK Transplant's ability to deliver the targets set for increasing the number of people registered on the Organ Donor Register.

7.2 Medical Director's report – UKT(03)89

- 7.2.1 The Medical Director reported on a meeting with Intensive Care consultants held in Aberdeen recently. As a result of the meeting there is now a greater understanding of the difficulties faced in transplantation from both perspectives.
- 7.2.2 The Medical Director had recently met with the Medical Advisor to NSCAG to discuss the implications of the European Working Time Directives on transplant centres, particularly cardiothoracic. It was agreed that a review of the current staffing of cardiothoracic and liver units would be undertaken to establish compatibility with the EWTD and any future changes required.
- 7.2.3 The Medical Director updated members on the salient points arising from the Liver Advisory Group meeting held on 5 November 2003.

7.3 Director of Statistics & Audit's report – UKT(03)90

- 7.3.1 The Director of Statistics & Audit summarised some of the current and recent work carried out by the Directorate. These included a review of the new liver zones for the Liver Advisory Group; the five year review of the National Kidney Allocation Scheme; and the monitoring of transplant outcomes.
- 7.3.2 A report was also made on the returns from the Potential Donor Audit and members expressed concern at the high percentage of next of kin who declined to consent to donation. Dr Collett urged Members to use caution in the interpretation of the figures, as these figures were based on a small number of potential donors in a limited time period. Further analysis will disseminate age, gender and ethnicity effects, as well as the influence of donor liaison nurse placements. The characteristics of actual donors will also be compared with those of individuals on the Organ Donor Register.

7.4 Director of Communication/PR report – DVLA campaign

- 7.4.1 The Director of Communication/PR updated the meeting on the DVLA campaign. This campaign was specifically aimed at vehicle drivers with a pilot mailing to the registered owners of 3 million vehicles in January 2004 followed by a second mail-out to the owners of a further 3 million vehicles in April 2004. The Board extended their congratulations to the Director of Communication/PR and her team for the hard work involved in setting up this campaign.

8 ANY OTHER BUSINESS

- 8.1 The Chairman advised members of the Non-Executive Bulletin, issued by the Appointments Commission. Sufficient quantities have been requested for UK Transplant Non-Executive Directors.
- 8.2 The Director of Communication/PR reminded Members that Christmas stickers, promoting organ donation, are available at Reception for use on cards, etc.
- 8.3 The Chairman reminded Members that a carol service was to be held at UK Transplant on Friday, 19 December at 11 am, followed by coffee and mince pies.

9 DATE OF NEXT MEETING

- 9.1 The next meeting of the SHA would be on Thursday, 22 January 2004 at UKT, Bristol.