

**UK TRANSPLANT
SPECIAL HEALTH AUTHORITY**

**MINUTES OF THE THIRTY-FOURTH MEETING
OF THE SPECIAL HEALTH AUTHORITY
HELD AT 11.00 AM ON WEDNESDAY, 1 SEPTEMBER 2004
IN CONFERENCE SUITE 2, UKT, BRISTOL**

PRESENT:	Gwynneth Flower	- Chairman
	Margaret Branthwaite	- Non-Executive Director
	Dave Collett	- Director of Statistics & Audit
	Martin Davis	- Director of Finance
	Sue Falvey	- Director of Donor Care & Co-ordination
	Penny Hallett	- Director of Communication & PR
	Alistair MacGilchrist	- 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

APOLOGIES

Apologies were received from Neil Goodwin, George Jenkins and Judith Mackay.

1 DECLARATIONS OF INTEREST IN RELATION TO THE AGENDA

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

**2 MINUTES OF THE 33RD MEETING OF THE SHA HELD ON
5 JULY 2004 - UKT(M)(04)5**

2.1 The Minutes of the meeting were agreed and signed as a true and correct record subject to the following amendment:

Minute 2.1

The third sentence to read: 'The auditors confirmed that they had identified minor shortcomings in the system although, when asked, specific examples could not be identified.'

2.2 Action points – UKT(AP)(04)6

2.2.1 1 Discussions are ongoing with data programmers at ICNARC to define the questions to be included on the ICNARC database in relation to a long-term potential donor audit. The questions will predominantly relate to whether relatives of potential donors were approached and their responses. This collaboration will allow UKT to obtain useful data on around 75% of intensive care units within England, Ireland and Wales. It is intended that the Scottish Intensive Care Society will be approached to obtain similar data for Scotland.

- 2 The Chief Executive advised that this item will be reported at the Board meeting on 15 October 2004.
- 3 National guidance on the screening for pregnancy of female potential donors had been requested by UKTCA. The Medical Director and Director of Donor Care & Co-ordination had approached the Royal College of Obstetrics and Gynaecology and, in conjunction with Professor JM Davidson at Newcastle, produced a protocol, which is to be circulated to College members for widespread consultation. Board members were asked to advise of other bodies to which this protocol should be circulated for consultation. Suggestions made were the BMA Ethics Committee, the Intensive Care Society, and the Royal College of Pathologists.

2.3 **Matters arising, not previously identified**

- 2.3.1 The Director of Communications reported that work is ongoing, via a Transplant Co-ordinator, on the pilot to enclose organ donation information with hospital appointment information.

3 **FINANCE AND BUSINESS PLANNING**

3.1 **Financial report to 30 June 2004 – UKT(04)62**

- 3.1.1 Members noted the report on the financial position as at the end of June 2004 showing that the overall cash limit for 2004/05 had increased by £52k to meet potential pay increases resulting from the Agenda for Change job evaluation exercise. The Authority had an overall underspend of £294k and the Director of Finance will be increasing the level of active budget management to ensure that full levels of expenditure are achieved by year end.

3.2 **Financial report to 31 July 2004 – UKT(04)63**

- 3.2.1 As at 31 July there was no change to the cash limit and approximately 35% of cash drawings had been drawn down. The overall underspend had increased to £447k although this included reserves in place to meet the cost of assessing pay and price increases throughout the year and to meet planned non-recurrent expenditure that does not fall uniformly throughout the year. The Director of Finance drew attention to possible transitional costs, which may arise from the Arms Length Bodies review.

3.3 **Quarterly performance monitoring report: April to June 2004 – UKT(04)64**

- 3.3.1 Members noted the targets and performance indicators for the first quarter of the Authority's Business Plan for 2004/05. The overall performance was satisfactory with work commencing on all targets except the implementation of new datasets, which are still to be signed off by advisory group clinicians and the Medical Director.

This quarter all UKT funded programmes have undertaken more or equal activity than the same period for 2003/04, with 25 active donor liaison schemes currently in the UK. The final allocation of all non-heartbeating donation funding also took place this quarter with the approval of four additional non-heartbeating schemes in Manchester, Edinburgh, Plymouth and North Thames. Funding for five eye retrieval centres was approved from October 2004 with a further four short-listed for the remaining funding to commence in April 2005.

3.4 **Activity report – July 2004 – UKT(04)65**

- 3.4.1 Current solid organ transplant rates are pleasing with performance either equalling or exceeding that for the same period last year. Members noted that the increased transplant rates, over and above those reported in 2003/04, have now been sustained over the first four months of this year, due to the increase in cadaveric donation from both heartbeating and non-heartbeating donors. In addition, there is anecdotal evidence that training of co-ordinators in approaching families for organ donation is starting to impact on donor numbers. However, it was commented that there is still significant work to be done to improve the numbers of donors to impact on those patients on the transplant waiting list.

4 **PAPERS FOR APPROVAL**

4.1 **Dates for SHA board meetings 2005 – UKT(04)66**

- 4.1.1 Proposed dates for Health Authority meetings until June 2005 were submitted for approval. The Chairman requested that proposed dates for meetings up to December 2005 be e-mailed to members for consideration and these would be considered at the next Board meeting.

5 **PAPERS FOR INFORMATION**

5.1 **Energy consumption report – UKT(04)67**

- 5.1.1 The Director of IT&SS summarised the report showing the Authority's performance against two mandatory targets set for the NHS for reducing energy consumption. It was noted that whilst there has been an increase in staffing levels and support services, there has not been a corresponding increase in energy consumed, but rather, a reduction from 2000 levels. This is a result of the energy efficiency of new systems together with the careful management of resources.

5.2 **Patient consent pilot scheme update – UKT(04)68**

- 5.2.1 A report detailing the background and current position of this scheme was submitted for information. Members commended the Information Manager and the pilot scheme team for the work involved in implementing the pilot. Halfway through the pilot the overall picture is encouraging with virtually all pilot units managing to incorporate the consent procedure into their routine for assessing patients prior to registration. PIAG has also confirmed that UK Transplant's Section 60 support has been approved for a further year. Currently no patient covered by the pilot, who has received a transplant, has exercised the option to withdraw consent for UKT to continue to hold and collect information about them. Margaret Branthwaite queried the procedure for consent from super-urgent patients. Although this was included in the patient consent pack it was agreed to amend the report to detail the process for dealing with this situation.

The Medical Director highlighted the complexity of the implementation of consent procedures into all transplant units. Nevertheless, it is hoped that a rolling programme to extend consent procedures to all transplant units will commence in the summer of 2005.

5.3 **Preliminary results of the potential donor audit (April 2003 to March 2004) – UKT(04)69**

5.3.1 The Director of Statistics and Audit reported on the preliminary findings of the potential donor audit for the first full financial year. In summary, the overall relative refusal rate for the year was 42%, with variation between months. There are clear differences in the rate between white and non-white potential heartbeating donors, but no differences due to sex or age group. There is also a variation in the rate in different hospitals. Members discussed the findings and commented on the importance of working with ethnic communities to improve donation rates as well as culture specific training of co-ordinators in working to improve approach rates.

The most appropriate method of disseminating this information was considered and it was agreed that four members of the Board would liaise on a publication strategy for these data.

6 **EXECUTIVE DIRECTORS' REPORTS**

6.1 **Medical Director's report – UKT(04)70**

6.1.1 The Medical Director updated members on the issue of non-heartbeating donor liver allocation to Group 2 patients at two units within the UK. This matter will be discussed at the Liver Advisory Group meeting in November and a final report produced for the next meeting of the UK Transplant Audit Committee. It was recommended that at this stage no further action need be taken aside from ongoing monitoring of the situation.

6.1.2 Members were advised that, with effect from April 2005, UK Transplant had been asked by NSCAG to carry out the liver and cardiothoracic audits, which were historically carried out by the Royal College of Surgeons Clinical Effectiveness Unit. UK Transplant has always collated the data and published the audit relating to kidney transplantation but has now been asked to carry out the same role for both liver and cardiothoracic data as a result of an expansion by UKT of its statistical capacity and capability. All cardiothoracic and liver units were recently advised of this transfer, which would initially be for a period of one year in order to manage the process of refining the specification of any future contract to ensure it meets the needs of the clinicians involved.

6.2 **Director of Communication's report – UKT(04)71**

6.2.1 The Save a Life joint campaign with the Ethnic Minority Foundation (EMF), was launched on 20 July with a positive response from guests representing various groups and health networks. The EMF is now looking to make this a long-term campaign.

6.2.2 As part of the South Asian campaign activity, UK Transplant attended Freshers' Fairs during 2003. Due to the level of support and interest shown at these events UK Transplant will be exhibiting at 14 universities this autumn as part of the general campaign work.

6.2.3 The Director of Communications outlined the timetable of activities to promote the 10th anniversary of the NHS Organ Donor Register starting on 6 October 2004 with a launch at 6.30 am at Trafalgar Square.

6.3 **Chief Executive's report – UKT(04)72**

- 6.3.1 The Chief Executive updated members on the outcome of the arms length body review to form a new Authority, The Blood and Transplant Authority. More detailed arrangements relating to organisational type, governance arrangements and timing will be announced in October. In the interim a steering group has been established to provide advice on the future arrangements. It was emphasised that there is no question of an across the board 25% staff reduction applying to every arms length body, particularly those such as UK Transplant and The National Blood Service, which are essential to frontline service delivery. However, the processes and associated costs of both organisations are being reviewed to identify potential future efficiencies.

Both UK Transplant staff and stakeholders are being communicated with about the proposals. The concerns of stakeholders such as the British Transplant Society and the National Kidney Federation were noted and the Chief Executive advised that it had been stated very clearly that the other UK health administrations will be looking for reassurance that this will not have a negative effect on the progress that UK Transplant has made within the last three years.

- 6.3.2 Members noted that from April 2005 there would be a new performance framework for the NHS, which is to be used in planning over the next three financial years. One significant change is the removal of the existing controls assurance standards and UKT Directors will be considering the new standards framework in detail.

7 **ANY OTHER BUSINESS**

- 7.1 No matters of any other business were raised.

8 **DATE OF NEXT MEETING**

- 8.1 The next meeting of the SHA will be held at 11 am on Friday 15 October 2004 in Conference Suite 2, UKT, Bristol.