



**MINUTES OF AN E-MEETING OF THE GOVERNANCE BOARD OF THE NATIONAL
LABORATORY MEDICINE CATALOGUE
WEDNESDAY 30TH SEPTEMBER 2009**

As a result of the late cancellation of the physical meeting of the Governance Board in September, items for discussion were circulated by email to the membership of the Board and a limited on-line discussion by email followed.

Although all members of the Board were included in the emails, it was clear that discussion was more limited than would have been the case at a conventional meeting.

The following account of the e-meeting and any decisions made must therefore be regarded as provisional until ratification at the next physical meeting of the Governance Board.

Attendance List

All the Members of the Governance Board were included in the email circulation, although not all chose to respond.

Peter Furness (Chair)	President, RCPATH
Ian Barnes	DH
Gifford Batstone	OCCO, NHS CFH
Howard Beswick	NHS CfH
John Clarke	CIO NHS
Paul Collinson	NLMC Lead Co-ordinator
Neil Formstone	Lay
Ian Green	UKTC
Rick Jones	Leeds University
Gillian Leng	DCE NICE/NHS Evidence
Stephen Pill	RCGP
Ken Rae	IBMS

A further member of the Governance Board was added to provide SHA representation – Mr John Clarke, Deputy CIO NHS East Midlands.

1. Minutes of the Previous Meeting

No points of inaccuracy were identified. The Minutes are provisionally accepted, subject to confirmation at the next physical meeting as described below.

Rapid Review of Action List from Last Meeting

No information from NICE – none received.

Further involvement of the Academy of Medical Royal Colleges

Email sent to Presidents, no further requests for membership.

SHA Representation

As above.

Mechanism for subject matter expert access to Catalogue

See Agenda Item 4.

Recognition of NLMC work for CPD

A positive response to this query has been received from the relevant officers in the RCPATH and the IBMS, though the presence and quantity of educational content for work on the Catalogue may need to be justified on a case by case basis. For medically qualified staff, this is likely to fit in well with reform to the CPD programme as driven by medical revalidation.

Terms of Reference Update

Attached version received no dissent.

Editorial Principles Update

Attached version received no dissent.

Stakeholder Meeting

To be discussed under Item 9.

Communications Articles

Attached copies agreed, to be published on the RCPATH website, NHS E-Space and a longer version in the RCPATH Bulletin.

Finances

See Agenda Item 10.

Targets and Milestones to be Defined

Formal confirmation deferred to the next meeting of the Governance Board.

Indemnity Cover

No information received.

3. Matters arising from the Minutes

No additional matters were identified.

4. Progress Report from National Lead

Provisional reports from Paul Collinson were circulated. It was evident that the on-line editing tool had been causing problems, discussed under Item 6 below.

5. Update from Gifford Batstone

A document was circulated and no further discussion ensued.

6. Development of the on-line Editing Tool

At the time of the e-meeting it was clear that the on-line Editing Tool was causing problems for several of the specialty leads, and this had been inhibiting process towards 'cleaning' the catalogue. The problems were being addressed through the National Clinical Lead.

Professor Furness questioned the availability of funding for continued maintenance and updating of the on-line Editing Tool. Provisional assurance was given that this should be covered through the Connecting for Health programme, so a specific item of funding was not needed under Agenda Item 10 below. However, this would need to be confirmed, especially in view of the current state of NHS finances.

7. Any changes to the Editorial Principles

The attached version was circulated. Howard Beswick raised questions regarding the measurement type 'level'. However, it became clear that email discussion was not an appropriate forum to resolve these questions so the attached version of the Editorial Principles should be accepted as the current version subject to further discussion at the next Board Meeting.

8. Prioritise Programme of Work

There was no discussion of this item; the matter is left in the hands of the National Clinical Lead subject to discussion at the next meeting of the Governance Board.

9. Plans for the Stakeholder Meeting

This is planned for 1st December at The Royal College of Pathologists. Invitations to identify stakeholders have been sent out. The initial response has been limited, although this may have been exacerbated by problems caused by the postal strikes in London. It was agreed that the detailed programme for the meeting would be developed by Gifford Batstone, Paul Collinson and Peter Furness.

Additional Stakeholders from the Genetics community were agreed through input from Rick Jones.

10. Application for Funding 2010-11

An application has been submitted to the Department of Health through Deirdre Feehan. Receipt has been acknowledged.

11. Website

There were no objections to the agreed documents identified in these Minutes being published on the RCPATH website. Professor Furness will facilitate such publication at the earliest opportunity.

12. Formal Helpdesk Support for NLMC Tools

Paul Collinson suggested that X-Labs should provide some formal support. He also suggested that he would write a 'walk through' and Frequently Asked Questions, which he hoped would suffice unless large numbers of queries are generated.

13. The Proposed IMP.NLMC Steering Group and its relationship to the NLMC Board

This item generated a somewhat truncated and inconclusive email discussion, but the tone appeared to be that while the NLMC Board should remain aware of the requirements of the IMP.NLMC Steering Group, the Governance Board should remain the body with primary responsibility for the Governance of the Catalogue.

14. Any Other Business

None received.

15. Dates of Next Meetings:

Wednesday 6 th January 2010	1.30pm
Wednesday 7 th April	1.30pm
Wednesday 14 th July	1.30pm
Wednesday 27 th October	1.30pm