



*Minutes of a Trust Board Meeting held on
Thursday 29 May 2014 at 1.00 pm at NIAS Headquarters,
Site 30 Knockbracken Healthcare Park, Saintfield Road, Belfast, BT8 8SG*

Present:

Mr P Archer	Chairman
Mr L McIvor	Chief Executive
Ms A Paisley	Non-Executive Director
Prof M Hanratty	Non-Executive Director
Mr R Mullan	Non-Executive Director
Mr N McKinley	Non-Executive Director
Dr J Livingstone	Non-Executive Director
Mrs S McCue	Director of Finance & ICT
Mr B McNeill	Director of Operations
Dr D McManus	Medical Director
Ms R O'Hara	Director of Human Resources and Corporate Services

In Attendance:

Ms P Burn	Executive Administrator (Temp)
Miss K Baxter	Senior Secretary

Welcome and Format of the Meeting

The Chairman opened the meeting by welcoming members of the public and Trust Board.

1.0 Apologies

No apologies were received.

2.0 Procedure: Declaration of potential Conflict of Interest / Pecuniary Interests Quorum.

No potential conflicts of interest/pecuniary interests were declared and the Board was confirmed as quorate.

3.0 Minutes of the Previous Meeting of the Trust Board held on 27 March 2014

Members accepted the minutes as a true reflection of discussions held on the proposal of Professor Hanratty, seconded by Mr McKinley.

Action: Approved

3.1 Action Log

The Chairman presented the Action Log and confirmed that a log would be presented at each meeting.

In relation to action point 5.2 the Chairman confirmed that a letter had been sent to NEAC in appreciation of the role Non Emergency Control plays and thanking them for their hospitality.

In relation to action 9.2, the Director of Finance confirmed that the manual had been presented at the last Trust Board meeting and confirmed that she would follow up on the action of the manual being placed on the intranet.

4.0 Matters Arising

All matters arising would be picked up through main agenda items.

5.0 Chairman's Business

5.1 Chairman's Update

The Chairman gave a brief outline of his diary commitments since the last Board meeting.

6.0 Chief Executive's Business

6.1 Chief Executive's Update

The Chief Executive gave a brief outline of some of his activities since the last Board meeting:

- The Chief Executive, Director of Finance and ICT and Robin Mullan had a teleconference on 3 April 2014 to scope the task as assigned on Trust Board quorum. This will be presented to Trust Board
- The Chief Executive had a teleconference on 24 April with The NHS Confederation Forum Project Manager. The Chief Executive confirmed that he would be the representative for Northern Ireland on the Urgent and Emergency Care Forum Steering Group
- The Chief Executive attended a meeting regarding Air Ambulance with local businessmen from Enniskillen who presented their proposal on 22 May 2014 for providing an air ambulance. Ministers Poots and Arlene Foster attended this presentation.
- The Chief Executive attended a Masterclass for Health Service Managers & Leaders on 15 and 16 of May. The Chief Executive commented that the exercises were very interesting and he plans to use some of the information in future Trust Board workshops.

6.2 Transforming Your Care Update

An update was provided by the Chief Executive who confirmed that he had attended TYC Transformation Programme Board meeting on Friday 02 May and was due to attend the next meeting on Friday 30 May 2014. He reported that the programme is still at amber as per previous update given.

The Chief Executive reported that Dr Rose Sharkey delivered a presentation on the Western ICP Respiratory Pathway. The presentation looked at how the pathway fits in with the TYC model of care, along with key aims of the

Integrated Respiratory Community Team. It was noted that NIAS have a number of new ambulance care pathways in place and are planning to implement more. It was hoped to establish a plan for unscheduled care and managing care at home looking to self-care and closer engagement with patients own GP's in order to manage patients' conditions that could be dealt with via another way.

The Chief Executive advised the Board that the Transformation & Modernisation Programme Manager, Sarah Williamson has now taken up post.

- 7.0 7.1 **Performance Report 2013/14 as at Year End 30 March 2014**
 7.2 **Performance Report 2014/15 as at 2014/15 as at 30 April 2014**

Two separate reports were presented today, one for year ending 31 March 2014 and the other for the month of April 2014.

The Chief Executive referred members to page 6 on of the 2013/14 report which outlined an overview of the Strategic Aims and Objectives.

The Chief Executive reported that the Trust was unable to achieve the Cat A call target, but assured members that the Trust was working with HSCB on this and TYC issues.

Operations

Year ending 30 March 2014:

The Director of Operations updated members. He referred to (page 85) the performance charts showing monthly cumulative position of Cat A calls.

The following issues were discussed:

- There has been a rise in 999 activity of 2.7% which is an additional 4,062 calls
- Belfast and Western region have achieved regional target
- 1.5% (535 calls) extra Cat A calls have been responded to in less than 8 minutes

Board members remarked on the presentation of the statistics commenting that they did not reflect the hard work that the Service was achieving regarding increasing activity. It was suggested that the targets could be weighted which may be a truer reflection of the situation.

The Director of Operations agreed with these comments and said that he would discuss with the Commissioners. The Chief Executive agreed and reported that he would also be happy to be involved in discussion with Commissioners. The Director of Finance and ICT stated that she would like to be involved in the meeting to ensure that the Information Department is appropriately engaged.

Action: Chief Executive, Director of Operations and Director of Finance and ICT to discuss a different way of presenting Cat A performance.

Month ending 30 April 2014:

The Director of Operations referred to (page 48) the monthly figure for Cat A for April 2014.

The following issues were discussed by the Director of Operations:

- 67.0% of Cat A calls were responded to within eight minutes
- Southern Division had the lowest response time of 59.3%
- Upgrade of CAS C3 system
- TYC is going to reduce the amount of patients transferred to hospitals but it will result in longer time spent of calls.

It was asked if there was a reduction in crew time in A&E Departments following the introduction of Hospital Ambulance Liaison Officers (HALOs) and it was confirmed that in Antrim, Craigavon, RVH and Ulster Hospitals patient flow has improved since HALO's have been introduced.

Finance & ICT

Year ending 30 March 2014:

The Director of Finance & ICT highlighted that the Trust was reporting a surplus of £16k (subject to audit), which is recognised as a break-even position for 2013/14. She also reported that Capital Spend of £4,246k had been allocated and that NIAS has spent this in the financial year. NIAS has therefore matched its Capital Resource Limit – a key target for the Trust.

The Board was directed to page 104 which dealt with the prompt payment of invoices. Director of Finance confirmed that, although >90% of invoices had been paid within 30 days each month since November, the cumulative target of 95% has not been reached by year end (it shows 89.0%). She drew the Trust Board's attention to the days of processing which had been lost whilst the new finance system had been installed and embedded.

Board members commented on the various media reports re staff receiving underpayments within a number of Trusts and the question was asked if NIAS was affected.

The Director of Finance replied that most of the issues reported in the press related to staff with multiple contracts being paid, weekly, fortnightly, monthly etc. As all staff from NIAS are paid monthly the effect on NIAS has been minimal at this stage.

The Director of Human Resources & Corporate Services paid tribute to staff working on the new systems.

The Chairman asked why all the Capital Spend in Fleet was spent in March.

It was confirmed that a regional contract was not accessible during the year and spending had to be delayed due to legal challenges.

The Director of Finance pointed to the high level of Freedom of Information requests

for the year (117). This has resulted in non-compliance with the 20 days target for 16.3% of requests.

Human Resources & Corporate Services

The Director of Human Resources and Corporate Services updated members on her report. The following issues / comments were raised:

Month ending 30 April 2014

The following issues and comments were raised:

- Members were referred to page 28 and it was stated that JCNC Terms and Conditions Sub Group are engaging with local trade unions but they have highlighted concerns in this area
- Page 83 should have been "red" as the department had an absence of 8.28%
- In Conjunction with the Department NIAS are proposing an absence target of 7%, this was based on benchmarking other HSC Trusts through HRMS.
- HRPTS System went live on 14 February and absence figures have increased regionally by 2%. This issue is being investigated on a regional basis and the proposed absence target may need to be revised in this context.
- A member queried (page 80) the permanent vacancies figure of 188.83. It was asked what was the strategy for recruitment to these positions which would take pressure off existing staff with less overtime etc. Trust Board is aware that a number of these vacancies were being held until organisational change had taken place. However, a recruitment plan was now in place.
- Page 126 illustrated that Job Evaluation for three AfC jobs are still outstanding.

Action:

Director of HR & CS to validate absence figures with other Trusts, review absence target and report back to Trust Board.

Medical

The Medical Director presented his report. The following issues and comments were made:

Year ending 30 March 2014

- Page 82 shows the Clinical Audit Report for NIAS Out-of-Hospital Cardiac Arrest Audit Data 2009-2013. This report allows NIAS to benchmark with other Ambulance Services
- The Medical Director confirmed that NIAS played a key role in developing the Regional Community Resuscitation Strategy and advised that he chaired the Regional Working Group
- It was confirmed that call takers in Emergency Ambulance Control provide advice to callers on how to perform CPR if required
- A member asked if figures on page 133 regarding Community Education Visits included raising the importance of CPR. It was confirmed that current visits were focused on schools and appropriate use of the Ambulance Service making 999 calls etc and do not currently include CPR. However it was agreed that when the Community Resuscitation Strategy was implemented, this aspect of community education by NIAS could change to include CPR

Dr Livingstone left the meeting at 16.05

8.0 Items for Approval

8.1 Board Governance Self-Assessment Submission 2013/14

Chairman presented paper 5 to Trust Board members seeking approval.

Chairman confirmed that Dr Livingstone had prepared this paper. It was confirmed that the paper had already been circulated to members for comment and no comments were received.

It was advised that there were no red flags as they have now changed to amber/red or amber/green.

It was agreed that the Self Assessment would be submitted to the Department along with the rolling action plan.

Board approval was given on the proposal of Professor Hanratty and seconded by Mr McKinley.

Action: Approved

8.2 Terms of reference – Assurance Committee

Paper 6 Terms of Reference for the Assurance Committee was presented by Medical Director for Board approval.

It was confirmed that this paper had been presented and discussed at Assurance Committee on 24 March 2014. The changes that had been requested at this meeting have been incorporated to this paper.

Board approval was given on the proposal of Mr McKinley and seconded by Chairman.

Action: Approved

9.0 Items for Noting

9.1 Patient Client Council – HSC Online User Feedback System

The Chief Executive advised that this paper is being presented to Trust Board for noting.

The briefing paper was produced by PCC to outline the context and aims of the project.

It was questioned why the Trust was not receiving any additional resources to support this work and could the Trust raise concerns?

The Chief Executive confirmed that the covering letter has asked the Trusts to note the PCC paper and he responded that there was nothing to stop the

Trust sending their comments.

The Chief Executive recommended that the Chairman write to PCC raising the Trust's concerns.

Action: Chairman to write to PCC.

9.2 NIAS Management Statement and Financial Memorandum

The Chief Executive advised that this paper is presented to Trust Board for noting each year. He added that there has been no significant change to the document since it was presented last May.

9.3 Minutes of Assurance Committee held on 06 March 2014

Paper 9 was noted.

9.4 Minutes of Assurance Committee held on 24 March 2014

Paper 10 was noted.

9.5 GP Out of Hours – Ministerial Announcement

Paper 11 was noted.

10.0 Application of Trust Seal

The Trust Seal has not been used since the last Trust Board meeting.

11.0 Forum for Questions

No questions were received.

12.0 Any Other Business

12.1 Resignation of Non – Executive Director

The Chairman stated that Robin Mullan, Non Executive Director had resigned from the Board on 30 April 2014 to accept an appointment to the Board of RQIA. The Chairman has requested that the recruitment for the post be commenced soon.

13.0 Forward agenda

The Chairman introduced this new agenda item and said that it would become a standing agenda item. He asked if the Board had any items they wished to bring forward at this stage.

Date, Time and Venue of Next Meeting

The next meeting of the Trust Board will be held on Thursday 31 July 2014 in the Northern

Division (venue to be confirmed).

The Chairman thanked those present for attending and called proceedings to a close.

Signed: 

Date: 31.07.14
Chairman