



***Minutes of a Trust Board Meeting held on Thursday,
27 March, 2.00pm at Best Western Plus White Horse Hotel,
68 Clooney Road, Londonderry, BT47 3PA***

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 (T)
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 30 January 2014

Members accepted the minutes of the meeting which took place on 30 January 2014 as a true reflection of discussions held on the proposal of Ms Paisley, seconded by the Chief Executive.

4.0 Matters Arising

There were no matters arising from the previous meeting.

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.

5.2 Visit to Non Emergency Ambulance Control Room

The Chairman commented that the visit to Non Emergency Control Room based at Altnagelvin Hospital site was a very interesting visit and that they had the opportunity to speak to staff.

The Chair commented that the work that the Control Room carries out tends to be behind the scene but nevertheless is an important and vital part of the service arranging more than 200,000 patient journeys a year. NEAC also arranges journeys carried out by the Voluntary Car Service with drivers providing regular transport for patients attending outpatient and inpatient appointments.

Professor Hanratty commented that it would be a good idea to write a letter of thanks to the Non Emergency Control Room to thank them for providing a valued visit.

Miss Paisley commented on the hard work of the staff and complemented their enthusiasm and attitude towards their work.

Director of Operations mentioned that the revised proposal of the booking system had just been approved by the Minister last week. Director of Operations also confirmed that a new ambulance was being trialled in South Division which would carry five wheelchairs compared to the vehicles which can only carry one at present.

Professor Hanratty confirmed that the visit was timely in connection with the progression of Transforming Your Care in the future.

Chief Executive stated that discussions have been had with Commissioners regarding service growth and acute service changes being considered in TYC to support treating patients in their own homes or under the care of their GP's.

Action: The Chairman to write to NEAC on behalf of the Board.

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:

- Met with David Reeson from KPMG on 18 February 2014 regarding the implementation of reform plans as part of the TYC Programme
- A two day NICON Conference on 5/6 March 2014.
- The Strategic Investment Group on 7 March 2014.
- Met with Andrew Hine. Head of KPMG UK Health Care on 10 March 2014.
- Two Day Conference - Delivering Safer Care on 12/13 March 2014

6.2 Transforming Your Care Update

An update was provided by the Chief Executive who confirmed that he was due to attend TYC Transformation Programme Board meeting on Friday, 28 March 2014 and reported that the programme is still at amber as per previous update given.

Chief Executive reported that Integrated Care Partnerships are working well with action plans for projects being integrated and completed for April and May 2014.

Local partnership engagement at local level is working well. NIAS engagement at beginning of work has an influence on decisions being made.

Consultation on closure of NHS residential care homes in Northern Ireland closed on 7 March 2014.

6.3 NIAS Shift Cover

The Chief Executive presented a paper on NIAS Shift Cover. The purpose was to explain to the Board how the Trust manages shift cover and highlighted that not all shifts are covered due to resource limitations and the consequences of this.

The Chief Executive reported that some of the dropped shifts are down to short term sickness absence in advance or during the shift.

Chief Executive informed the Board that the Resource Management Centre based at Knockbracken Healthcare Park arranged cover for vacant shifts based on staff availability for shifts, recording annual leave and sickness absence.

Chief Executive stated that 4.6% shifts were dropped between April and December 2013 and advised that this was an improvement over last year. Additional recurrent funding could support further improvement on this. The paper showed that NIAS recognised the risks that were associated with dropped shifts. Greater risks presented at weekends and nights above less

pressurised shifts which generally occurred during the day and efforts to manage cover reflected this.

Miss Paisley welcomed this paper being in the public domain especially with media attention around risks to patients with delays in A&E Departments.

7.0 Performance Report as at 28 February 2013

The Chief Executive presented the Performance Report as at 28 February 2014.

Operations

The Director of Operations updated members on his report. He referred to page 106 which sets out the monthly performance cumulative position for 2013/2014 to February 2014.

The following issues were highlighted by the Director of Operations:

- The Trust will not achieve 72.5% of Category A calls being responded to within 8 minutes for the year
- However it was confirmed that there had been 3.6% increase in 999 calls so far
- It was reported that Belfast region performance had declined from 78.8% in January to 75.1% in February 2014
- Calls in South East and North areas have increased
- A&E On-line Dash Boards have been installed in A&E Departments which highlight 4-6 hour breaches both to Emergency Ambulance Control Room and A&E Departments.

Dr Livingstone highlighted that page 108 showed the increase in calls over all areas from April 2013 until February 2014.

Chief Executive highlighted that this may be an important time to look at how the information was reported.

Finance & ICT

The Director of Finance & ICT presented her report and it was anticipated that at the end of February 2014 the Trust is on target to achieve financial breakeven by year end, subject to a series of assumptions being made.

The following issues were raised:

- On page 43 it was confirmed that the target of 95% of invoices being paid within 30 days during 2013/14 will not be met. This was largely due to new FPL systems being introduced under BSTP. On page 59 it was reported a red RAG rating was recorded against the Proposal for savings within PCS as anticipated in the 2013/2014 Trust Delivery Plan, however savings target are expected to be achieved overall through a combination of bridging finances and non recurrent contingency measures
- On page 123 it was reported that there was a small cumulative surplus of £9k at the end of February 2014.

It was noted that the Enniskillen Business case had been approved on 10 February 2014.

There was discussion around the large amount of expenditure on Fleet. Director of Finance confirmed that this would not result in an under spend.

Human Resources & Corporate Services

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

- Three Directorates are currently green on absence target with the exception being Operations who were under performing with an absence figure of 7.66%
- It was highlighted that musculoskeletal injuries were still resulting in a high percentage of sickness at 35% with Stress being the second factor at 25%.

It was confirmed that the Director of Human Resources and Corporate Services and Director of Operations carried out quarterly meetings with Area Managers whose Areas were under achieving the absence target.

Director of Operations stated that the Trust were aware that patients were not getting any lighter and that every effort was being carried out to support staff in these circumstances. He confirmed that in some cases crews had asked for a second crew to assist.

It was advised that 96% of KSF PDCR's had been completed as at 30/09/2013. Chief Executive commended the work that had been completed.

Medical

The Medical Director presented his report.

On page 67 it was highlighted that a major incident took place on 6 February 2014 when forty patients outside a social venue and seventy inside needed on scene treatment. Medical Director reported that the incident was dealt with professionally and confirmed that NIAS had subsequently taken part in a regional de-brief which had been called by the Health Minister. Professor Hanratty commended Mr McPoland, Communication/Information Officer's excellent work updating the public and social media sites with detailed information on what was happening.

- Mr Mullan asked what provisions were put in place for other emergency calls during this major incident.
- Medical Director confirmed that the Emergency Control Room prioritised calls in the normal way with resources been pulled in from other areas when needed. Medical Director confirmed that the hospitals were using their Major Incident Plans, meaning that the whole system was working together.

Medical Director referred members to the Clinical Audit from page 100 onwards which presented data on Stroke/TIA and Cardiac Arrest for the period 2009-2012. On page 103 the report illustrated the time it took for the ambulance from arrival on scene to arrival at hospital for Stroke and TIA.

8.0 Items for Approval

8.1 Harmonisation Strategy

Director of HR & Corporate Services presented the Harmonisation Strategy paper for approval by Trust Board. Director of HR & Corporate Services confirmed that the paper had been previously presented to SEMT.

Director of HR & Corporate Services stated that the purpose of this paper was to harmonise terms and conditions for staff consistent with Agenda for Change. Director of HR & Corporate Services advised that appendices were restricted documents which had not been included in the papers due to their confidentiality.

Chief Executive informed the Committee that there were a number of issues which fell under AfC, one example being travel costs.

Director of HR & Corporate Services confirmed that savings could be made through not paying staff who were travelling to work to carry out overtime

Trust Board approval was given on the Strategy by Professor Hanratty and seconded by Mr McKinley.

8.2 Media Strategy

Director of HR & Corporate Services presented the Media Strategy paper for approval by Trust Board. Director of HR & Corporate Services confirmed that the paper had been previously presented to SEMT.

Mr McKinley stated that he thought it was a well prepared strategy which briefly described in terms of what the Trust hoped that they could achieve.

Trust Board approval was given on the Strategy by Dr Livingstone and seconded by Mr McKinley.

8.3 NIAS Trust Transformation and Modernisation Plans

Director of HR & Corporate Services presented the NIAS Trust Transformation and Modernisation Plans for approval by Trust Board. Director of HR & Corporate Services confirmed that the paper had been previously presented to SEMT.

Director of HR & Corporate Services reported that the paper was approaching how NIAS can address Transformation and Modernisation Plans under one umbrella through Project Management methodology. She confirmed that TYC Assistant Director was due to take up employment with the Trust on 01 April 2014.

Chief Executive confirmed that the 1st Tuesday of every month would be dedicated to TYC Change Programme meeting with the new TYC Assistant Director facilitating the meeting.

Trust Board was advised that NIAS had placed a bid of £495k for TYC transition funding over a two year period which would enable NIAS to take forward its transformation. It was confirmed that the Trust had received HSC support for this bid.

Trust Board approval was given on the Plans by Mr McKinley and seconded by Professor Hanratty.

8.4 Report on Administration and Clerical Staff (including Management) Costs

Director of Finance presented the Report on Administration and Clerical Staff (including Management) Costs for approval by Trust Board.

Director of Finance confirmed that the paper had two sections:

1. Administration and Clerical staff costs
2. Management Costs

Director of Finance reported that this paper had been discussed at Audit Committee on 6 March 2014.

The paper had been benchmarked with other Trusts and showed the Administration and Clerical costs for NIAS had a 3% increase compared to Western Health and Social Care Trust which had an increase of 9%.

Director of Finance confirmed that NIAS Management costs fell from 2009/10 from 6.34% to 6.19% at the end of March 2013.

Trust Board approval was given on the report by Dr Livingstone and seconded by Miss Paisley.

9.0 Items for Noting

9.1 Update on Mid Staffordshire Report Action Plan

The Chief Executive presented this paper to Trust Board for information and noting.

9.2 Data Protection Manual

Director of Finance presented the Data Protection Manual for noting. Director of Finance stated that it is a detailed report adapted from the Department's Manual.

Miss Paisley commented that the acronym DPLO is mentioned in the first couple pages and she suggested that this should not be abbreviated as not everyone would know the meaning.

- Mr McKinley asked if the manual had been shared with Managers.
- Director of Finance confirmed that a summary of this manual would be placed on the intranet for staff information.

Chairman asked if the summary could also be forwarded to Non Executive Directors.

Action: Director of Finance to provide summary to Non Executive Directors.

9.3 Timeline for 2013/14 Financial Accounts

Director of Finance presented the Timeline for 2013/14 Financial Accounts and confirmed that this paper had been discussed at Audit Committee on Monday, 6 March 2014.

The paper was prepared by the Department and its purpose was to confirm the timescales for the preparation, audit, approval and certification of annual account for 2013-14. The annexes gave a timetable of actions that needed to be carried out by HSCB, PHA, BSO and Trusts.

Professor Hanratty confirmed that there had been an extra meeting of the Audit Committee called for Tuesday, 20 May 2014. The purpose of this meeting was to complete work on Governance Statement and look at the Audit reports.

9.4 Trust Board Self Assessment – Rolling Action Plan

The Chairman presented the Trust Board Self Assessment – Rolling Action Plan for noting and confirmed that this paper was discussed in detail at the In Committee meeting.

9.5 BSTP Update paper

Director of Finance presented a BSTP Update to Trust Board for noting.

Director of Finance confirmed that Finance and Human Resources Departments across all Trusts had been engaged with BSTP since 2010. NIAS have a small team of staff working on different projects including a new Finance, HR, Payroll system.

Director of Finance reported that NIAS had not received as high a level of support as other trusts as we are the last Trust to go live.

9.6 Minutes of Audit Committee meeting held on 27 January 2014

Director of Finance presented minutes from Audit Committee meeting which took place on 27 January 2014 to Trust Board for noting.

10.0 Application of Trust Seal

It was confirmed that Trust Seal was used for Enniskillen Business case and a number of documents had been considered by Health Estates and PALS. Director of Finance confirmed that a number of consultants had been instructed to undertake the work of the Business Case on behalf of Trust.

11.0 Forum for Questions

No questions were received.

12.0 Any Other Business

None.

Date, Time and Venue of Next Meeting

The next meeting of the Trust Board will be held on Thursday 29 May 2014 in Headquarters.

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

Signed: _____

Date: _____
Chairman