



***Minutes of a Trust Board Meeting held on  
Thursday, 27 November 2014 at 2.00pm 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
Professor M Hanratty	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:**

Miss K Baxter	Executive Administrator (Temp)
Mrs J Pattison	HR, Senior Secretary (Temp)

**Welcome and Format of the Meeting**

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

**1.0 Apologies**

Apologies were received from Mr N McKinley, Non-Executive Director.

**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 25 September 2014**

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

**Action:** Approved

**3.1 Action Log**

The Chairman presented the Action Log

With relation to action point 9 Dr McManus will provide a presentation on

Community Resuscitation Strategy. The presentation will be a separate item on the agenda.

Action 6.3 has been actioned and can be removed from the Agenda.

Action 10.0 - the Governance Self Assessment Action Plan is work in progress.

#### **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.

##### **5.2 Visit to Broadway Ambulance Station**

The Chairman on behalf of the Board paid tribute to the staff and officers for the visit to Broadway Ambulance Station. The Chairman stated that Non-Executive Directors in particular received great value from visits to local stations where they have the opportunity to inspect the facilities and talk to staff. Broadway was a good example of a busy, well organised station, and the enthusiasm of the staff was very obvious which included an inspection of the paediatric ambulance which is used to transfer young patients to Hospital in Dublin. Some concerns were raised regarding the age of the Ambulance Station, its location on a BHSCT site and the condition of its roof.

#### **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 which included the following meetings:

- Unison– Meeting took place on the 2 October 2014 to discuss recent concerns regarding the vote of no confidence and plans for moving forward.
- Senior Team Effectiveness Workshop was held on the 7 & 8 October 2014 which primarily focused on work plans for 2015/16.
- Unscheduled Care Trust Group – Meeting took place on the 17 October 2014 with discussions on the Impact around discharge. TYC Modernisation proposals were well-received and NIAS are to link with the other Trusts to continue work and avoid duplication.
- Second Meeting of the HSC Managers Forum – Meeting took place on the 27 October 2014.
- Policy Forum – This seminar took place on the 6 November 2014, which was very well attended and was a good opportunity to present NIAS TYC plans. A Question and Answer session also took place on TYC from an ambulance perspective.
- Teleconference on the 12 November 2014 regarding Co-operation And

Working Together (CAWT). North and South ambulance senior personnel to meet in Quarter 4 in Armagh as a group to identify cross border experience and discuss bids on European Funding.

- 2020 Stakeholder Forum took place on the 13 November 2014. Dr Livingstone also attended this meeting. Annual and Bi Annual reports were discussed as well as progress in Stakeholder Forum and what they hope to achieve.
- On the 18 November 2014 the Chief Executive attended an introduction meeting with the Departmental Sponsor, Fiona Hamill,
- Sir Liam Donaldson review took place on the 25 November 2014. NIAS was the last of the six Trusts to have this review. Sir Liam Donaldson met with Board Members, Control Staff and Operational Staff. The Chief Executive expressed that this was a good opportunity and that the staff involved had given good presentations. NIAS are awaiting the output from this review.

## **6.2 Transforming Your Care Update (TYC)**

An update was provided by the Chief Executive, who reported that:

- Minor Injuries - Bangor and Whiteabbey Minor Injury Units are due to close on the 1 December 2014. Uptake has been slow with a number of refused referrals. Meetings are due to take place in early December with the remaining Minor Injury Units to review progress.
- South Eastern Trust Guideline ready, awaiting "go live" date from Trust.
- Elderly patients' being taken directly to the Belfast City Hospital has proved a success. A meeting is to take place on the 2 December 2014 to progress paramedic referral directly to the Belfast City Hospital.
- District Nursing Referrals show big potential.
- Palliative Care – Meeting to take place on the 2 December 2014 to progress referral pathway.
- Directory of Services – A visit took place in November 2014 to UK Ambulance Services by the TYC Team and KPMG. KPMG to finalise options paper.
- Clinical Support Desk – It has been agreed in principal to expand the current clinical support desk. An options paper is currently being drafted.
- Respiratory – Contact has been made with the Western Trust asking which services they can offer. NIAS awaits their response.
- Mental Health – work in progress on guidelines.
- Appropriate Transport and Referral Guideline – The guideline has been developed, submitted, NIAS await comments.
- Cardiac – CPD training day took place in November 2014, 60 staff attended in their own time.

## **7.0 7.1 Performance Report 2014-15 as at 31 October 2014**

The Chief Executive referred members to page 5 of the 2014/15 report which outlined an overview of the Strategic Aims and Objectives.

The Chief Executive reported that the CAT A diminished performance caused concern in respect of service delivery objectives, while current financial issues remained a concern. Key engagements were outlined highlighting how the Trust was working with Health Social Care Board on this, TYC and associated issues.

## **Operations**

The Director of Operations informed Members of the unfortunate unexpected death of a Control Officer on the 19 October 2014. This tragic event had a large impact on Control staff.

The Director of Operations updated members on his report. The following issues / comments were raised:

As at the 31 October 2014:

- Category A Performance (Page 49) it was highlighted that Cat A calls had increased by 14.4% ie around 4,228 more calls compared to this time last year, this averaged out at around 20 more calls per day.
- GP Urgent pressures were experienced on Monday, 17 November 2014 where patients were being conveyed to Emergency Departments. 568 patients were reported (2014) compared to 389 (2013). This was a 46% increase.
- 999 Calls responded – 150 (2014) compared to 115 (2013) this was a 30% increase.
- CARD 35 was introduced in June 2014 to ensure GP urgent calls are treated as priority 999 calls. Benchmarking with other Services has taken place and working with the Academy and a National Group has been set up. AMPDS is the current control system, the Academy design and produce this software system.

## **Finance and ICT**

The Director of Finance & ICT updated members on her report. The following issues / comments were raised:

As at the 31 October 2014:

- NIAS has plans in place which are designed to deliver efficiency savings to achieve financial breakeven. The Director anticipated that at this stage of the year the Trust is on target to achieve breakeven by year end but this would be subject to a series of assumptions.
- Accident and Emergency staff are currently being paid at Band 4 and Band 5 on account, without prejudice, and subject to the outcome of the matching process. HSCB will fund the full legitimate costs of Agenda for Change for NIAS.
- Income levels for the previous year's developments and other unavoidable pressures have been highlighted to HSCB/DHSSPS colleagues and the Trust is assuming that these costs will be met in full. These have been largely agreed. Savings remain as advised to NIAS: cumulative savings of £3.044k for 2012/2013 to 2014/2015 - £1.176k in 2012/2013, £1.066k in 2013/2014 and £802 in 2014/2015. Recurrent savings of £947K have been delivered for 2013/2014 leaving £2.097k to be delivered in 2014/2015.

- Director of Finance highlighted NIAS's financial position. She stated that current figures to the end of October indicated that the Trust had a £32,000 overspend, which is presented as a breakeven position by year end.
- The Board was directed to page 73 which dealt with the prompt payment of invoices. Director of Finance indicated that performance in May and June 2014 dipped primarily due to demands of year-end accounts and the new systems and although performance improved in subsequent months the cumulative target of 95% of invoices can no longer be met in 2014/2015.
- The delivery of Capital expenditure will be a significant challenge for NIAS. The revised Capital Resource Limit is £5.9m at this point in time. However an imminent review may reduce this expenditure further to £5.3m depending largely upon re-profiling of construction works for the new Ballymena station.
- The Finance Director highlighted that Accounts Payable will be fully transferred to Shared Services on the 15 December 2014 and that Payroll would follow at the end of February 2015.

### **Human Resources and Corporate Services**

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

As at 31 October 2014 :

- The Director of Human Resources and Corporate Services welcomed two new members to the Transformation and Modernisation Programme Team. Mr Frank Rafferty, Ambulance Control Service Improvement Lead and Mr Ciaran McKenna, Clinical Service Improvement Lead
- Recruitment – Qualified Paramedics/EMTS, 79 had accepted posts. PCS – Unqualified EMTS – 114 PCS had applied for these posts, interviews are ongoing.
- Joint Human Resources and Operations Management Workshops - Sickness Absence is being addressed and these workshops are proving to be productive.
- Page 95 – Training Plan – Target not met, however this may reshape by the next report.
- Page 110 – Target achieved. Disability Action Plan, Equality Scheme implementation and S75 Compliance Report submitted to Equality Commission.

### **Medical**

The Medical Director presented his report. The following issues were discussed:

- Emergency Planning Report (Page 113):
- Recording Issue –At present NIAS is unable to refer directly to stroke teams but instead would pre-alert the hospital Emergency Department who in turn would contact the stroke team.
- The Information Department were thanked for their hard work in compiling the data.

## **8.0 Community Resuscitation Strategy Presentation by Medical Director**

The Medical Director presented the above Strategy.

There was a brief Question & Answer session on defibrillators. Dr McManus advised members that the cost per defibrillator would be around £1.5–2K.

## **9.0 Items for Approval**

### **9.1 Mid Year Assurance Statement as at 30 September 2014**

Approved

### **9.2 Standing Orders Reservation and Delegation of Powers and Standing Financial Instruction**

Approved

### **9.3 Transformation and Modernisation Programme Engagement and Consultation Strategy**

Approval granted subject to confirmation of the full document being available.

### **9.4 Waste Management Strategy**

Approval granted subject to confirmation of the full document being available (Base Line information to be provided.)

## **10.0 Items for Noting**

### **10.1 Equality Commission NI Annual Progress Report**

Noted. - Angela Paisley commented on how this was important for the organisation and commended Michelle Lemon, Assistant Director of HR Equality and PPI on her contribution to this report.

### **10.2 Equality Scheme Action Plan and Disability Action Plan**

Noted

### **10.3 Annual Quality Report 2013/14**

Noted – Members commented that this was an excellent report and acknowledged the hard work of John McPoland, Communications Manager and all other Directorates involved.

### **10.4 Review of Current Serious Adverse Incidents (SAIs)**

Closed since last report and can be removed from the Agenda.

**10.5 Minutes of Assurance Committee dated 14 October 2014**

Noted.

**10.6 Minutes of Audit Committee dated 14 October 2014**

Noted.

Some discussion ensued regarding how items are presented to Trust Board. It was agreed that items should be tabled under headings advising whether they are being tabled for the purpose of information/decision/or for noting. If an item is tabled for information this will allow the Board to discuss in detail. When an item is tabled for noting the requirement for further discussion should be minimal and the matter simply noted.

**Action: Further category to be added to Trust Board Agendas: For Information**

**11.0 Application of Trust Seal**

The Trust Seal was last used on the 7 November 2014. This committed the Trust to the construction of the new Ballymena Ambulance Station at a cost of £3.9m. The Contractor commenced work on site on the 17 November 2014.

**12.0 Forum for Questions**

No Questions were received.

**13.0 Any other Business**

The Chairman informed Members that this was Angela Paisley's last Trust Board Meeting. He thanked her on behalf of the Board for her service over the last four years and presented a small gift of appreciation.

**14.0 Forward Agenda**

Nothing.

**Date, Time and Venue of Next Meeting**

The next meeting of the Trust Board will be held on Thursday 5 February 2015 in Southern Division. Venue to be confirmed.

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

Signed: \_\_\_\_\_

Chairman

Date: \_\_\_\_\_

5/2/15.

