



Northern Ireland Ambulance Service Health and Social Care Trust



Minutes of Trust Board – Public Meeting

**Thursday, 7 February 2019, Boardroom, NIAS Headquarters, Site 30
Knockbracken Healthcare Park, Belfast, BT8 8SG**

Present:

Mrs N Lappin	Chair
Mr T Haslett	Non-Executive Director
Mr A Cardwell	Non-Executive Director
Mr D Ashford	Non-Executive Director
Dr J Livingstone	Non-Executive Director
Mr M Bloomfield	Chief Executive
Mrs S McCue	Director of Finance & ICT
Ms R O'Hara	Director of HR & Corporate Services
Mr B McNeill	Director of Operations
Dr N Ruddell	Medical Director

In Attendance:

Miss H Coard	Senior Secretary
Miss L Pollock	Senior Secretary

1.0 Welcome and Introductions:

The Chair welcomed everyone to the February Trust board meeting. The board was confirmed as quorate.

2.0 Apologies:

There were no apologies received.

3.0 Minutes of the meeting of the Trust Board held 6 December 2018

The minutes were approved on the proposal of Dr Livingstone and seconded by Mr Haslett.

4.0 Matters Arising:

There were no matters arising

5.0 Chair's Business

The Chair outlined her activities and meetings attended since the last Trust Board meeting as follows:

- The Chair and Mr Haslett had spoken to the RQIA as part of their review of progress made in relation to IPC, in particular about board assurance. It was welcomed that this had led to the lifting of Improvement Notices. The Chair recognised the huge amount of work by many staff in the organisation and thanked everyone who contributed to the progress made as recognised by RQIA.
- Ms Lorraine Gardner participated in a conference call with Ambulance Services across the UK in relation to maternity uniforms from which the feedback was very positive. NIAS will also present at the next HRD forum on the provision of uniforms for female staff in general.
- The Chair and Chief Executive attended the Mid-Year Accountability Review meeting with the Permanent Secretary which had been very positive. There had been a useful discussion about the challenges and opportunities that are available to NIAS.
- The CRM consultation finished on 18 January 2019 and the Chair thanked everyone who contributed to this.
- The Chair advised the Board that she has spoken with Ms Sue Noyes, Chair of The Ambulance Staff Charity (TASC) and discussed various services offered by the charity for families in need of support. Sue has been invited to present to Trust Board in April 2019.
- The Trust Board Workshop to review governance and Board effectiveness had been very productive and the Chair thanked everyone for attending. The Chair will work with the Chief Executive and Directors to review the outcomes of the workshop and take the necessary steps for going forward.

6.0 Chief Executive's Business

The Chief Executive outlined his activities and meetings attended since the last Trust Board as follows:

- Winter Pressures – the Chief Executive recognised it has been a challenging period for staff in recent months and expressed his appreciation for their commitment in challenging circumstances. He highlighted the significant planning for winter as previously presented by Mr McNeill, and reported that this had contributed to a more controlled position than in recent years.
- The Chief Executive referred to a specific challenge in relation to hospital turnaround times and advised of an initiative to put Hospital Receivers in the larger Emergency Departments to improve the timeliness of handovers from Ambulance crews. The Department has allocated an additional £500k to NIAS for this purpose. While it is difficult to directly link any specific factor to improved turnaround times, it was noted that overall the position has improved since last winter – in particular very long waits have reduced.

- IPC – Following the unannounced inspections by RQIA at the end of November 2018, formal notification has been received confirming that the remaining Improvement Notices have been lifted. The RQIA did however identify one area where further improvement is required in relation to staff training and an Improvement Notice with a review date at the end of March 2019 has been issued. Consideration is being given to requesting an extension to June 2019. The Chief Executive said that although he believes a corner has been turned, the IPC issue should not be considered as fixed, and it will be important to maintain focus going forward.
- Paramedic Foundation Degree Programme – The Chief Executive confirmed that 48 paramedic students commenced the programme on 7 January 2019 based the training school in NIAS HQ and at the Magee Campus, University Ulster. EMT and ACS training courses are also on-going to provide backfill for these posts. CEO has written to the Permanent Secretary to request funding for a second cohort of Paramedic Training to commence later this year.
- The Permanent Secretary visited NIAS in January as part of a series of visits to meet with front line staff across the HSC to see what transformation meant for them. He met with staff in the emergency control room and clinical support desk as well as paramedic students. He also received an update on a number of transformation projects. The visit has been very positive and demonstrated how NIAS can contribute to the transformation agenda.
- Chief Executive informed Trust Board that the DOH Accountability meeting had been positive with no issues of concern raised. The three key points of discussion were:
 - The proposed new Clinical Response Model.
 - The long-standing pay banding issue.
 - Paramedic Education

7.0 Allocation of Emergency Vehicles Policy and Procedures (for approval)

Mr McNeill presented an overview of the draft Policy on Allocation of Emergency Vehicles and Procedures for approval by the Trust Board. Mr McNeill explained that the Policy provides guidance on the allocation of marked cars and when these can be used when staff are not on duty. The guidelines specifically addresses the issues highlighted by HRMC.

The Chair thanked Mr McNeill for the work involved in reviewing the arrangements and bringing forward the policy for consideration by the Board.

Following a detailed discussion, the Board approved the policy on the proposal of Dr Livingstone and seconded by Mr Cardwell.

8.0 Clinical Response Model Consultation Update

The Chair welcomed Mr Jarlath Kearney to the meeting and invited him to present an update on the Clinical Response Model Consultation

Mr Kearney presented an overview of the consultation process, responses received and emerging themes. Ms O'Hara thanked Mr Kearney and his team for their work.

Mr McNeill outlined the next steps in relation to the development of the CRM Programme.

The Chief Executive advised that he had written to the Department for approval to start the preparation work for the implementation process, subject to the approval of the proposals by the Trust Board and Department. He has since received a response from the Department confirming they are content for preparation work to commence.

9.0 Health and Safety Policy Statement

Ms O' Hara advised the Board that the Health and Safety Policy Statement is a legal requirement which the Health and Safety Committee in partnership with Trade Unions have developed for approval by the Trust Board.

Following discussion, the Trust Board approved the Policy on the proposal of Dr Livingstone and seconded by Mr Cardwell.

10.0 EU Exit Plan (Verbal Update)

Dr Ruddell updated Trust Board on the EU Exit Plan. A number of meetings have been attended by NIAS to explore potential issues and risks in the event of a "No Deal Brexit". The DoH are establishing a reporting structure for regular updates from all the Trusts immediately prior to and following the EU Exit.

11.0 Directors Highlight Reports at December 2018 (by exception only)

11.1 Medical Directorate:

Dr Ruddell provided an update to the Trust Board. The following highlights were noted.

- RQIA will be reviewing the reporting of Serious Adverse Incidents across HSC.
- NIAS Corporate Risk Register was presented for information.

11.2 Director of Operations:

Mr McNeill provided an update to the Trust Board. The following highlights were noted:

- CAT A performance had deteriorated further over the winter period. However Mr McNeill acknowledged the efforts by the CSD Team, Control Team, Resource Management Centre and all staff who worked over the holiday period.
- The sluice replacement programme will be completed in 12 stations this year. The remaining 9 will be rolled out from April 2019. The reason for the delay was due to additional costs being identified and some of the stations required major works on site.

11.3 Director of Finance & ICT:

Mrs McCue, Director of Finance & ICT, provided an update to the Trust Board. The following highlights were noted

- The end of December financial position shows an overspend of £7k. The Trust is predicting break even position by the end of March.
- AFC – Agenda for Change is expected to be fully funded by the Department by the financial Year End.
- Capital Expenditure – Allocation of £5.9 million of which £3 million is allocated each year to vehicles.
- IT – actions are ongoing to address cybersecurity.

11.4 Director of HR &CS:

Ms O'Hara, Director of HR & Corporate Services, had no significant highlights to report.

12.0 Application of Trust Seal

The NIAS Trust Seal has been applied once on 17th December 2018 in relation to the renewal of Derriaghy station.

13.0 Forum for Questions

There were no questions.


14.0 Any Other Business

The Chair proposed for the minutes of the Audit Committee to be brought to Trust Board each time for approval.

The minutes were approved on the proposal of Mr Cardwell and seconded by Mr D.Ashford.

15.0 Date of Next Meeting

The next meeting of the Trust Board will be held on Thursday 4 April 2019, NIAS Headquarters, Belfast.

Signed:  Dated: 9/5/19
(Chair)