



***Minutes of a Trust Board Meeting held on
Thursday, 5 February 2015 at 2.00pm, Seagoe Hotel, 22 Upper Church
Lane, Portadown, Craigavon, BT63 5JE***

Present:

Mr P Archer	Chairman
Mr L McIvor	Chief Executive
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
Mr N McKinley	Non-Executive Director

In Attendance:

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

Welcome and Format of the Meeting

The Chairman opened the meeting by welcoming members of the public and Trust Board. The Medical Director did not join the meeting until 2.25pm as he was attending to an emergency within the hotel.

1.0 Apologies

None

**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 November 2014

Members accepted the minutes as a true reflection of discussions held on the proposal of Dr J Livingstone, seconded by Mr L McIvor.

Action: Approved

4.0 Action Log

Completed.

The Chairman commented that 'Matters Arising' be reinstated onto the Agenda as there may be items which require a brief verbal update rather than specific action which would be captured in the Action Log.

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.

The Chairman on behalf of the Board paid tribute to the staff and officers of the Southern Division Headquarters, Craigavon Hospital. 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. He noted the comradeship of staff, thanked them for their hospitality and wished them well on their possible relocation to another site within the hospital complex.

6.0 Chief Executive's Business

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:-

- NHS Confederation Urgent & Emergency Care Forum & the Academy of Medical Royal Colleges – meeting took place on 4 December 2014. The Chief Executive attended the Forum as NI representative of NICON. A busy Christmas and New Year with Control Room Staff taking calls for Scotland Ambulance Service on New Year's Eve.
- Shared Services Regional Customer Forum – Meeting took place on the 6 January 2015.
- Development of Financial Proposals 2015/16. The Chief Executive commented that work was to a tight timeframe, however it is now with the HSCB for consideration, and NIAS awaits outcome.
- Unscheduled Care Task Group- Meeting took place on the 26 January 2015. The Chief Executive commented that Alternative Care Pathways within the Trusts was discussed.
- Assurance and Audit Committee – Meetings took place on 19-January 2015.
- Publication of Donaldson Report on 27 January 2015. The Chief Executive highlighted the key elements of this review.

7.0 Performance Report 2014-15 as at 31 December 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 timeliness to 999 calls, including Cat A calls remained a concern. These issues have been highlighted to the Commissioner through established channels and the Director of Operations is working hard with the Commissioner to identify actions to address current issues and restore timeliness of

performance. Given current financial issues remain uncertain, there remains a risk that the Trust will fail to meet its statutory duty to achieve financial balance.

The Chief Executive referred members to page 15 of the report, which outlined Risks/Concerns. He highlighted a typographical error relating to the target to deliver Cat A Response Performance, which is currently 60% against 72.5% target, and not 65% as reported in the Performance Report.

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

As at the 31 December 2014:

- Category A Performance (Page 50) it was highlighted that Cat A calls had increased by 14.2% ie around 5,391 more calls compared to this time last year, this averaged out at around 21 more calls per day.
- 999 Calls - there was a 6% increase.
- Recruitment for EMT's was completed in January 2015. NIAS now holds no Paramedic vacancies. The Training Department will endorse the first training course in May 2015.
- Fleet Business Case for 5-year replacement programme has obtained approval. The Director of Operations congratulated the team who worked in securing this Business Case.

Finance and ICT

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

As at the 31 December 2014:

- NIAS has plans in place which are designed to deliver efficiency savings to achieve financial breakeven. The Director of Finance 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 as outlined below:
 - 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 £802k in 2014/2015. Recurrent savings of £947K have been delivered for 2013/2014 leaving £2.097k to be delivered in 2014/2015.

- The Board was directed to page 73 and the Director of Finance highlighted NIAS' financial position. She stated that current figures to the end of December 2014 indicate the Trust had a £19,000 overspend, within limits for a breakeven position at year-end.
- The delivery of capital expenditure will be a significant challenge for NIAS. The revised Capital Resource Limit is £5.5m. This is a reduction on expenditure of £350K largely due to re-profiling construction works for the new Ballymena and Enniskillen Stations.
- The Board were directed to page 77 which relates to the prompt payment of invoices. The 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 was no longer achievable in 2014/2015. She indicated to the Board that this represents a similar challenge across HSC.
- The Director of Finance highlighted that Accounts Payable had been transferred in full to Shared Services on the 15 December 2014. She highlighted that the first Payroll run by Shared Services would be at the end of February 2015 and that there was a lot of work ongoing in the background to support this transfer.
- The Board were directed to the significant increase overall in terms of information requests and processing levels. As an example page 86 refers to the growth in Solicitor's enquiries. The Board enquired if we charge for this work? The Finance Director responded that we charge a nominal amount to solicitors for their enquiries.

Human Resources and Corporate Services

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

As at 31 December 2014:

- The Director of HR&CS updated members on the recent Industrial Action involving Unite and GMB members and advised that this has been the fourth Industrial Action from 2011. The Director of HR&CS highlighted the National position where GMB and Unite withdrew the strike action. Unite did continue to strike in Northern Ireland, however the Trust maintained a reasonable level of performance during this time. The Director HR&CS thanked Mark Cochrane, Area Manager, John Wight, Assistant Director of Operations (Control & Comms) and frontline staff for their contribution.
- Page 90 – Sickness – not able to report percentage sickness absence figures until a system calculation error is resolved and there is currently no anticipated time-frame when this could be expected.
- Page 95 – Reasons for absence – 3,261 Long Term sick days lost. The Board wished to know why sickness absence was unclassified. Director HR&CS to check and come back with explanation.
- Page 110 – Job Evaluations - Joint Chairs of the Joint Negotiating Forum have written to the Regulation & Quality Improvement Authority in an effort to move this forward.

Action: Director of HR&CS to report back regarding sickness absence being unclassified.

Medical

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

As at 31 December 2014:

- Emergency Planning Report (Page 142):
- A further potential case of Ebola was successfully managed by Ambulance Control, an ambulance crew supported by an On Call Officer during an extremely busy period over the holidays. This incident did not receive attention by the media. The Medical Director paid tribute to everyone involved for the way in which the incident was managed.
- The current arrangements for the management of patients with heart attacks (STEMI) was discussed. The Medical Director explained to members that such patients are taken directly to the Cardiac Catheterisation Laboratories at the Royal Victoria and Altnagelvin Hospitals for immediate cardiac intervention. He explained that this is time-dependent and that early intervention improves outcomes.

8.0 Long Service Medal Ceremony 4 March 2015

The Long Service and Retired Officers Medal Ceremony will take place on the 4 March 2015 in the Balmoral Hotel, Belfast. The ceremony will commence at 12 noon. The Health Minister and the Lord Lieutenant, Fionnuala Jay-O'Boyle will be attending the ceremony. The Chief Executive commented on how this is a pleasant event and a good opportunity to speak with staff and encouraged Trust Board members to attend.

9.0 Items for Information

9.1 Board Governance Rolling Action Plan

Dr J Livingstone updated the members on the Rolling Action Plan which has been developed on the 2013/14 Governance Self Assessment Tool. Dr Livingstone advised that he has meet with each of the Convenors and notified members that he is due to meet with the Chief Executive and Chair on the 19 February 2015 to review the Board Governance Self Assessment return for 2014/15 with the aim to sign off at the next Board Meeting on the 2 April 2015.

10.0 Items for Approval

10.1 Transportation of Assistance Dogs Policy

Approved.

10.2 Risk Register Review

Approved.

11.0 Items for Noting

11.1 10,000 Voices Patient Stories

Dr J Livingstone congratulated the Trust for their good work on this paper. It was noted that staff survey is being done which is pertinent to patient experience.

12.0 Application of Trust Seal

The Trust Seal was used on the 5 February 2015. This was for a Licence renewal between North Down Borough Council and NIAS for the deployment point at Bangor Marina.

13.0 Forum for Questions

No Questions were received.

14.0 Any other Business

None

15.0 Forward Agenda

No items.

Date, Time and Venue of Next Meeting

The next meeting of the Trust Board will be held on Thursday 2 April 2015 in the Western Division. (Venue to be confirmed.)

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

Signed: 
Chairman

Date: 2.04.15