



Minutes of a Trust Board Meeting and Annual General Meeting (AGM) held on Thursday, 6 August 2015 at 2.00pm, in the Boardroom, NIAS Headquarters, Site 30 Knockbracken Healthcare Park, Saintfield Road, Belfast, BT8 8SG

Present:

Mr P Archer	Chairman
Mr L McIvor	Chief Executive
Mr N McKinley	Non-Executive Director (Part)
Mr T Haslett	Non-Executive Director
Mr A Cardwell	Non-Executive Director
Mrs S McCue	Director of Finance & ICT
Dr N Ruddell	Assistant Medical Director
Mrs M Lemon	Acting Director of Human Resources & Corporate Services
Mr J Wright	Acting Director of Operations

In Attendance

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

Welcome and Format of the Meeting

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

1.0 Apologies

Ms R O'Hara, Director of Human Resources & Corporate Services
Mr B McNeill, Director of Operations
Mr W Abraham, Non-Executive Director
Dr J Livingstone, Non-Executive Director
Dr D McManus, Medical 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.

Suspension of Standing Orders

The Chairman suspended Standing Orders to allow the Annual General Meeting (AGM) to take place.

3.0 ANNUAL GENERAL MEETING

i. Presentation of Financial Statement 2014/15

The Finance Director provided a presentation on the financial performance for the past year through an analysis of the annual accounts 2014/15.

ii. Presentation of Annual Report 2014/15

The Chief Executive presented the Annual Report outlining the activity for the past year and the challenges for the year ahead.

iii. Question & Answer Session

A member of the public asked why there was an increase in complaints - was it because the Trust is open and honest? The Chief Executive responded that that was one contributing factor, however service providers have a high expectation and if this not fulfilled they ask why. The Trust treats all complaints seriously and learning is shared regionally with other Trusts. There are 300,000 patient's journeys per annum so in comparison the amount of complaints is relatively small.

ANNUAL GENERAL MEETING CONCLUDED

Reinstate Standing Orders

The Chairman advised that the business of the public meeting would now continue.

4.0 Minutes of the Previous Meeting of the Trust Board held on 4 June 2015.

The Members accepted the minutes as a true reflection of discussions held on the proposal of Mr N McKinley, seconded by Mr L Mclvor.

Action: Approved

5.0 Matters Arising Action Log

All actions completed and can be removed from the log.
No Matters arising

6.0 Chairman's Business

6.1 Chairman's Update

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

7.0 Chief Executive's Business

7.1 Chief Executive's Update

- 19 June 2015 – The Chief Executive met with Mr Paul Maskey MLA re Services within West Belfast. The Chief Executive noted that this was robust but positive engagement.
- 23 June 2015 – The Chief Executive attended the First Strategic Leadership Group Meeting. Members included Chief Executive from the Health Social Care Board (HSCB), Public Health Agency (PHA), Business Service Organisation (BSO), HSCB & PHA Senior Management, Local Commissioning Group (LCG) Chairs and Department of Health Social Service and Public Safety (DHSSPS) representatives. The Chief Executive noted that the aim of this meeting was to set up a plan to deliver the HSC objectives over the next 12 months. He commented that he was pleased to be part of this group.
- 23 July 2015 – The Chief Executive hosted a meeting with Mr Martin Dunne, Director National Ambulance Service, Republic of Ireland. Engagement took place in relation to challenges facing both services, the Control buddy system and the Donaldson Review.

8.0 Performance Report as at 30 June 2015

8.1 Operations

In the absence of the Director of Operations the Chief Executive updated members on the report. The following issues/comments were raised:

As at the 30th June 2015

- Category A Performance (Page 1) - it was highlighted that Cat A calls was at 52.1% for calls within 8 minutes and that the Belfast region had achieved its target with the West following suit. Cat A performance for July was at 55% a 2% improvement on the previous month. Chief Executive referred to Performance Improvement Plan which is being tested with operational managers, to identify steps to address issues resulting in underperformance.
- It was reported that Fleet Management contract has been awarded except for the West. The West tender closed beginning of May.
- Estate Capital Programme – the following was reported:
 - Ballymena – roofing on garage and station 90% complete however there was a delay in the programme due to weather and holidays. The programme has now been extended to January 2016.
 - Enniskillen – NIAS site investigations have commenced. Some

- asbestos contamination discovered awaiting full report. This programme will not be concluded if Ballymena runs over.
- Ards/Bangor – request to be allowed to progress to submission of Business Case to the Department is ongoing.
 - Recruitment Programme – next cohort of initial EMT training finishes in October 2015, in time for the pre-Christmas period.

Mr McKinley left the meeting.

Finance and ICT

As at the 30 June 2015:

- The Board were directed to page 2 which relates to Financial Performance. The Director of Finance & ICT indicated that the financial position at the end of June 2015 was a small surplus of £9k and the Trust is currently forecasting a breakeven position at year end (31 March 2016), subject to a number of key risks and assumptions. Accident & Emergency staff are currently being paid without prejudice, at Band 4 and Band 5 on account, subject to the outcome of the matching process. The Trust continues with the assumption that the HSC Board will fund any additional costs of Agenda for Change for NIAS which result at the conclusion of the matching process.
- The Board were directed to page 3 which relates to Capital Spend. The Director of Finance & ICT indicated that the Trust had received a Capital Resource Limit (CRL) of £7.236m for 2015/16. This has been allocated against Fleet Replacement, Estate, IT and General Capital. The Trust has made a formal request for a further £0.7m to complete the planned fleet replacement programme for 2015/16.
- The Board were directed to page 78 which relates to prompt payment of invoices. The Director of Finance highlighted to the Board that the target of 95% of invoices paid within 30 days was not achieved in 2014/15. This was largely due to the days of processing lost during preparation for and implementation of the new Finance, Procurement and Logistic (FPL) System. However for 2015/16 plans have been developed to identify trends and most frequent breaches of targets with actions to improve performance during the rest of the year. The established 10 working day target is currently at 47.7% so the target of 40% has been achieved.
- The Director of Finance updated the Board on page 7 which relates to Information Technology Systems – System Availability.
- The Board were directed to page 9 and the Director of Finance highlighted that the Information Team have developed reports to support information performance management which include daily, weekly and monthly analysis.
- The Board were directed to page 10 which relates to Freedom of Information. The Director of Finance indicated that 76.9% of request had been processed within 20 working days from 01/04/15 – 30/06/15. This includes an additional 45 questions received

against the same monitoring period of 2014/15. The Director also highlighted that from 01/04/15 to 30/06/15 80% of requests were processed within 40 calendar days and that there were around 25 requests per month from the PSNI.

Human Resources and Corporate Services

In the absence of the Director of HR&CS the Acting Director of HR&CS (Mrs M Lemon) updated members on the report. The following issues/comments were raised:

As at the 30th June 2015:

- The Board were directed to page 2 which relates to the Workforce Plan and the Acting Director of HR&CS highlighted that there are 40 extra people and 2 more cohorts this year which indicated a stronger position on vacancy level.
- The Board were directed to page 3 which relates to Attendance Management. The Acting Director of HR&CS highlighted that absence remained a challenge for the Trust and advised the top five reasons for absence are musculoskeletal, mental health, general debility, surgical and accident related. She commented that the HSC Leadership Centre has been commissioned to complete a review looking at trends and help the HR Team develop a plan to address this issue.
- The Acting Director of HR&CS updated the Board on BSTP stating that there was nothing new to report in this area, the last quarter has been quiet.
- The Board were directed to page 10 which relates to Complaints. The Acting Director of HR&CS highlighted to the Board that we aim to acknowledge complaints within 2 days and respond within 20 days. The Complaints Department is a small team and is currently running on a single post holder due to absence. A meeting will be arranged with the Complaints Manager and Chief Executive on her return to review how complaints are managed.
- The Board was directed to page 7 with relates to Education, Learning & Development. The Acting Director of HR&CS informed members that the Trust has received formal notification of withdrawal of IHCD Modules by 31 March 2016. This means that the Trust's current 2 year Paramedic-in-Training (PIT) Programme becomes defunct. However the Trust has planned for this. The associated risks have been considered and appropriate controls have been put in place within the Local Risk Register. She highlighted should the Trust require recruiting Paramedics after 31 March 2016 an alternative programme of delivery would be required and that the DHSSPS and Commissioners have been engaged in this development. The Acting Director of HR&CS also highlighted to members that the RATC is rolling out an ambitious core clinical programme during 2015/16 to train up to 72 ACA and up to 72 EMT learners.

- The Board was directed to page 9 with relates to Equality and Human Rights. The Acting Director of HR&CS gave members a brief update and highlighted the Donaldson Review, stating that a total of 121 members of staff responded to the survey and that the results of the NIAS survey were included in a collaborative regional HSC Trusts' response to the consultation.

Medical

In the absence of the Medical Director Dr Ruddell updated members on the report. The following issues/comments were raised:

As at the 30th June 2015:

- The Board was directed to page 4 of the report. Dr Ruddell highlighted the new Patient Report Form (PRF) commenting that a revised PRF to reflect new clinical guidelines, referral pathways and regional early warning scores has been finalised and was introduced on 1 August 2015. The procedure for PRF completion has been agreed and circulated. Dr Ruddell also advised members that an associated revised policy for the completion of the PRF is currently being drafted and that information regarding the new PRF was provided to staff by Clinical Support Officers prior to its introduction.
- Dr Ruddell updated the Board on the progress of the introduction of the Electronic Patient Report Form (ePRF) commenting that further engagement has taken place with the Commissioner. The Outline Business Case has been updated in response to comments from both the DHSSPS and HSCB. Confirmation of Commissioner support for revenue funding is still awaited. Once this is obtained the OBC will be submitted. NIAS continues to receive support from the e-Health Strategic Programme Board and DHSSPS in relation to this Business Case.
- Dr Ruddell updated the Board on Alternative Care Pathways and the direct admission of patients to Cardiac Cath Labs in the Royal Victoria and Altnagelvin Hospitals.
- The Corporate Risk Register was presented and discussed. It was agreed that the Financial Stability risk should be closed. The Risk Register will be discussed at the next Trust Board Workshop on the 3rd September 2015.

ACTION: Financial Stability risk should be removed from the Corporate Risk Register.

8.2 Chief Executive Report Trust Delivery Plan Report on Commissioning Priorities 2015-16

The Chief Executive updated the Board on the above and commented on summary targets.

9.0 Items for Approval

9.1 Draft Annual Business Plan and Trust Delivery Plan (TDP) 2015-16

Subject to a few typographical changes the document will be issued to the HSCB for consideration on 7 August 2015. The document was approved by Mr T Haslett, seconded by the Chairman.

Approved

ACTION: Draft Annual Business Plan and Trust Delivery Plan (TDP) 2015-16 to be sent to the HSCB for consideration.

9.2 Assurance Committee Terms of Reference

There was some discussion on Note 2.6 of the Assurance Committee Terms of Reference which states: "One member of the Committee should have a clinical background". The Chairman commented that he had highlighted this to the Public Appointments Unit but the Department took the decision not to make this a requirement as it would narrow the field for applicants. The document was approved by Mr T Haslett, seconded by the Chairman.

Approved.

10.0 Items for Information

No Items

11.0 Items for Noting

11.1 Minutes of Assurance Committee held 18 May 2015

Noted

11.2 Minutes of Audit Committee held 18 May 2015

Noted

11.3 Emergency Preparedness & Response Annual Report

Noted

11.4 Patient Experience Annual Report 2014/15

Noted

12.0 Application of Trust Seal

It was noted that on the 12th June 2015 the Trust Seal was used for a wayleave (access) Agreement between NIAS and NIE at the new Ballymena station site.

13.0 Forum for Questions

No questions were received.

14.0 Any other Business

The Chief Executive highlighted the tragic death of Dr John Hinds, a Consultant Anaesthetist in Craigavon Area Hospital and one of the BASICS doctors who responded in support of NIAS crews at serious incidents. He remarked that this tragic event would re-energise the debate for an Air Ambulance and outlined NIAS position in relation to Air Ambulance provision. He stated that NI was the only region in the UK without dedicated air ambulance, acknowledging the access to helicopters from our Memorandum of Understanding with Coastguard which had secured them in recent incidents, and that we could use such a resource as effectively as anywhere else. NIAS will be happy to engage with cross border services, the Department and Commissioners in the development of Helicopter Emergency Medical Services (HEMS) to improve the provision of care within Northern Ireland as appropriate. Funding issues were noted and the need to preserve and continue to develop traditional land ambulance services alongside development of HEMS was highlighted.

It was noted that there was a slight problem in uploading the Annual Report onto the internet, however John McPoland will seek to resolve and publish the Report tomorrow, 7 August 2015.

15.0 Forward Agenda

No Items

Date, Time and Venue of Next Meeting

The next meeting of Trust Board will be held on Thursday, 1 October 2015 at 2.00pm in Northern Division (venue to be confirmed).

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

Signed: 
Chairman

Date: 07.10.15