



***Minutes of a Trust Board Meeting held on
Thursday, 1 October 2015 at 2.00pm, in The Royal Hotel,
64-72 Old Coagh Road, Cookstown, BT80 8NG***

Present:

Mr P Archer	Chairman
Mr L McIvor	Chief Executive
Mrs S McCue	Director of Finance & ICT
Dr D McManus	Medical Director
Ms R O'Hara	Director of Human Resources & Corporate Services
Mr J Wright	Acting Director of Operations
Mr T Haslett	Non-Executive Director
Mr A Cardwell	Non-Executive Director
Mr W Abraham	Non-Executive Director
Dr J Livingstone	Non-Executive Director

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

Mr B McNeill, Director of Operations
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 6 August 2015.

The members accepted the minutes as a true reflection of discussions held on the proposal of Mr T Haslett, seconded by Mr J Wright.

Action: Approved

4.0 Matters Arising; Action Log

All actions completed and can be removed from the log.

Matters Arising

4.1 The Chairman highlighted on Page 5 of the minutes the withdrawal of IHCD Modules by 31 March 2016. The Director of HR&CS informed members of other educational routes available for Paramedic Training and that appropriate controls had been placed within the Local Risk Register.

4.2 The Chairman highlighted on Page 5 the delay in the completion of Ballymena Ambulance Station. The Chief Executive informed members that the Station was being delivered on budget with a relatively small delay.

5.0 Chairman's Business

5.1 Chairman's Update

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

5.2 Visit to Cookstown Ambulance Station

The Chairman on behalf of the Board paid tribute to the staff and officers of Cookstown Ambulance Station. The Chairman stated that this was an interesting visit as members were able to talk to staff some of which had just returned from an emergency call which had been received towards the end of the night shift. It was noted that the facilities were compact however with only two/three crew members using the facility at any one time, they were suitable.

6.0 Chief Executive's Business

6.1 Chief Executive's Update

Deferred as Chief Executive left the room. Will be picked up later in Agenda.

7.0 Performance Report as at 31 August 2015

7.1 Operations

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

As at the 31st August 2105:-

- The Acting Director of Operations informed the Board that the Operations Directorate Report is comprised of three sections:-

- (1) an analysis of performance against demand and the various contributing factors;
 - (2) a brief synopsis of key Controls & Communications elements of the service and the relevance to performance; and
 - (3) Fleet and Estates.
- The Board were directed to page 2, Category A Performance and in particular trends over the last five years. The Acting Director highlighted the increase in Category A demand over the past this period and a corresponding decrease in Category B performance.
 - The Board was informed of a 4.5% reduction in Category A performance for August 15 compared to the same period last year.
 - The Board were directed to Page 5, Category A performance for individual monthly Regional and LCG positions. The Acting Director highlighted that performance is currently steady and that we would be aiming for an upward pressure on performance through implementing the Performance Improvement Plan.
 - The Board were directed to Page 10, the Performance Improvement Plan (PIP). The Acting Director of Operations highlighted that the PIP for 2015/16 was completed and had been shared with the Commissioners and that the PIP was developed with a prioritised list of actions specifically to address improving Category A performance.
 - The Board were directed to Page 12 which relates to Control & Communications and was appraised of assurance measures in respect of call handling.
 - The Acting Director of Operations gave a brief update on Fleet and Estates and it was noted that Ballymena had a completion date of February 2016 and that Enniskillen is progressing.

Finance and ICT

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

As at the 31st August 2015:

- The Board were directed to page 1, NIAS Savings Proposals Summary 2015/16. It was highlighted that the Trust is working to deliver a savings of £1.2m in 2015/16 and was on track to achieve.
- The Board were directed to page 2, Financial Performance. The Director of Finance and ICT indicated that the financial position at the end of August 2015 was breakeven 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 and 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 to Change for NIAS which result at the conclusion of the matching process.
- The Board were directed to page 3, Capital Spend. The Director of Finance & ICT indicated that the Trust had received a Capital Resource

Limit (CRL) of £7.481m for 2015/16. This has been allocated against Fleet Replacement, Estate and 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 5, Prompt Payment of Invoices. The Director highlighted that the target of 95% of invoices paid within 30 days had not been achieved in 2014/15. This was largely due to the days of processing lost due to 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 towards the achievement of a monthly target of 95%. The established 10 working day target is currently at 50% and will be working towards the regional target of 60%.
- The Director of Finance updated the Board on page 7, Information Technology Systems – System Availability.
- The Board were directed to page 11 and the Director of Finance highlighted summary of new projects carried out by the Information Team to support operational performance management which includes daily, weekly and monthly analysis.
- The Board were directed to page 13, Freedom of Information activity. The Director of Finance indicated that 75% of requests had been processed within 20 working days from 01/07/15 – 30/08/15. This includes an additional 8 questions received against the same monitoring period of 2014/15. The Director also highlighted that from 01/04/15 – 31/08/15 75% of requests were processed within 40 calendar days.

Human Resources and Corporate Services

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

As at the 31st August 2015:

- The Director of HR&CS informed the Board that she had a small dedicated team working in the very active Human Resources Department and a visit to the Human Resources Department by Trust Board Members would be welcome. The Director also paid tribute to the HR Team for their hard work involving the recent recruitment process.
- The Board were directed to page 2, Recruitment Activity. The Director informed members that further offers for Ambulance Care Attendants (ACA) have been made and will commence 2 October 2015 along with offers for further Trainee Emergency Medical Technicians (EMT) to commence November 2015. In addition permanent offers were made to qualified ACAs.
- The Board were directed to page 3, Attendance Management. The Director highlighted that the % absence calculation within HRPTS has recently been fixed and further Trust Board Reports will include % sickness figures. It was also highlighted that the HR Department supports Attendance Management in line with its Health & Wellbeing

Attendance Management Action Plan and HR provide professional advice and support to managers to support management of attendance. SLA meetings continue between HR and Occupational Health as do meetings with Care Call to address prevalent issues related to staff absence e.g. Stress Management.

- The Board were directed to page 4, Job Evaluation. The Director of HR&CS highlighted that NIAS continues to face significant industrial relations issues and challenges. The Trade Unions notified Management Side on 21 July 2015 at Joint Consultative Negotiating Committee (JCNC) that they were withdrawing from all job evaluation processes. Management are continuing to manage this situation.
- The Director of HR&CS briefed the members on Complaints and highlighted that there is a Complaints Workshop on 2 October 2015.

Medical

The Medical Director updated members on the report. The following issues/comments were raised:

As at the 31st August 2015:

- Implementation of the Regional Community Resuscitation Strategy has been slow. The Implementation Group, chaired by the Medical Director, continues to meet and a number of workstreams are ongoing. NIAS submitted a bid for recurrent funding in December 2014 to support a team of Community Resuscitation Development Officers in accordance with the Strategy but are still awaiting a decision from HSCB. The Board were advised that if funding is declined, further implementation of the initiative will be significantly curtailed. However NIAS continues to support the Strategy and tribute was paid for the staff involved and for their ongoing work which, in the absence of funding, is in addition to their normal roles. An electronic map is being developed to show the location of defibrillators which will further enhance responses involving the public.
- A revised Patient Report Form (PRF) was introduced in August 2015. Some minor amendments were identified and these have been addressed. Feedback from staff has been positive.
- Electronic Patient Report Form (ePRF) – an outline Business Case has been submitted to the Department and agreed by them and is now ready for submission to the Department of Finance (DFP). NIAS are still awaiting confirmation of conditional support for revenue funding from Commissioners and a decision has been delayed and is now expected at the end of September 2015. NIAS will continue to press the HSCB for a decision to avoid any further delays which would impact on project deadlines.
- The Annual Quality Report is due for completion by end September 2015 for review by DHSSPS and Trust Board prior to publication in November 2015. While a regional template has been developed for the report, it is accepted that NIAS differ from the other Trusts

and relevant sections have been amended accordingly. This has delayed the completion of the report and an extension has been sought and granted. When finalised, the Report will be sent to DHSSPS for review and it is anticipated that a draft of the Report will be available for next Trust Board meeting.

Action: Draft Annual Report to be tabled at next Trust Board.

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

The Chief Executive updated the Board on the above.

6.0 Chief Executive Business

This item which was deferred from earlier was addressed.

6.1 Chief Executive Update

The Chief Executive gave a brief outline of some of his activities since the last Board Meeting which include the following:-

- 20 August 2015 – Meeting with Newry & Mourne District Council. The Chief Executive commented that this meeting was well received.
- 24 August 2015 – Meeting with Trade Unions
- 3 September 2015 – NIAS hosted a visit from the Health Minister, Mr Simon Hamilton.
- 3 September 2015 – Trust Board Workshop on the Assurance Framework.

8.0 Items for Approval

8.1 Whistleblowing Policy

It was noted that with effect from the 1 October 2015 Mr W Abraham would replace Dr J Livingstone as Whistleblowing Officer. This was approved by the Board

Action: Approved

8.2 Information Governance Policy

The Director of Finance presented the Information Governance Policy. Subject to a few typographical changes the policy was approved by the Chairman, seconded by Mr W Abraham.

Action: Approved

8.3 Freedom of Information Act 2000 & Environmental Regulations Act 2000 Policy

The Director of Finance presented the above policy. Subject to a few typographical changes the policy was approved by the Mr T Haslett, seconded by Mr W Abraham.

Action: Approved

9.0 Items for Information

9.1 Proposed Trust Board, Committee and Workshop Dates for 2016

Noted

Action: Board members to secure dates in diaries

9.2 HSCB Approval of Trust Delivery Plan 2015-16

Noted

9.3 Lifeline Consultation

The Medical Director updated the Board on the Lifeline Consultation. Some discussion took place and it was highlighted by the members of the Board that this was a significant piece of work.

9.4 Complaints Workshop

It was noted by the Board that the Complaints Workshop would take place on the 2nd October at 10am in NIAS Headquarters.

10.0 Items for Noting

10.1 Equality Commission NI Annual Progress Report

Noted

11.0 Forum for Questions

No questions were received.

12.0 Any other Business

None

13.0 Summary & Forward Agenda

No Items

Date, Time and Venue of Next Meeting

The next meeting of Trust Board will be held on Thursday, 3 December 2015 at 2.00pm in South Eastern Division (venue to be confirmed).

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

Signed: 
Chairman

Date: 3/12/15